

2026 ACADEMIC AFFAIRS AWARD
OUTSTANDING ADVISING BY STAFF
NOMINATION FORM
(To Be Completed by Nominator)

NAME OF NOMINEE: _____

NOMINEE'S DEPARTMENT: _____

To help evaluate this staff member for the **Outstanding Advising by Staff Award**, please provide a written statement based on the following criteria:

- Demonstration of caring attitude and thorough knowledge of university catalog and academic requirements
- Example of working with students on goals and encouraging self-development
- Well-respected by colleagues and students
- Any additional supporting information

Evaluation of criteria will privilege accomplishments achieved since applicant's appointment at UNA.

Note for Nominator: Please send this completed form and your statement in Word/PDF form to Sydney Seals (sseals@una.edu) no later than Friday, February 20th.

Date: _____

Signature of Nominator

Date: _____

Signature of Nominee's Direct Supervisor

PROCEDURES AND CRITERIA –

OUTSTANDING ADVISING BY STAFF

1. **October 2025:** Award Committees selected by Deans
*The Deans must approve any changes to the award criteria prior to the solicitation of nominees for the award.
November 2025: Nominations Open
February 20, 2026: The Nomination Form and statement must be submitted to the Office of Academic Affairs via email with PDF attachment. (sseals@una.edu)
April 27, 2026: Awards Gala
2. Self-nominations are encouraged. Nominations may also be received by students, staff, faculty members, administrators and/or alumni.
3. The award recipient will be selected for excellence in advising, according to criteria stated on the nomination form.
4. Nominees must be currently employees in an academic advising role with a minimum of two years in an advising role at UNA to be considered.
5. The recipient will receive:
 - A. There will be an acrylic award given to each recipient
 - B. The recipient will be featured in *Profiles in Excellence*
6. The award will be presented to the recipient by the Provost and Vice President for Academic Affairs at the University Awards Gala (April 27, 2026).
7. No staff member may receive the **Outstanding Advising by Staff Award** more than once in a 5-year period.

Former Recipients Outstanding Advising:

2023 – Lillian Akin
2024 - Erin Wittscheck
2025 – Laura Beasley