

SLCC Advising Support Staff of the Year Award Criteria

Purpose

- This award is to recognize an Academic Advising support staff member in the SLCC Academic Advising department for the outstanding service they have provided to students, the department, and the SLCC community. This award recipient will also be nominated for other SLCC awards and potentially other applicable professional organization awards if applicable.

Eligibility

- Open to SLCC Academic Advising Support Staff members whose main role is to support the Academic Advising department in a non-advising way (Front Desk Specialists, Administrative Assistants, etc.)
- Academic Advising Support staff who have been employed at SLCC during any time capacity will be eligible for this award
- Staff members are only eligible to win this award once every 5 years
- Support staff can be part-time or full-time to be eligible for this award
- Specific nominations are to be limited to those experiences that have happened within the past year, however, a staff member's entire contribution to SLCC will be taken into consideration when determining who wins the award (based on the portfolio provided by the staff member)
- Members of the Advising Recognition Committee are ineligible to win any awards presented by the committee

Criteria

- Nominees will be assessed based off how well they have demonstrated their ability to align with [the 7 core SLCC Values](#) as well as the following criteria:
 - Collaboration: Inspires fellow colleagues and students to reach their full potential
 - Community: Assists in contributing to a meaningful experience for students and colleagues
 - Inclusivity: Promotes equitable and inclusive environments for students and colleagues
 - Learning: Has shown progress towards the mastery of institutional regulations, policies, and procedures

- Innovation: Has shown dedication to contributing to the quality of the academic advising department and college through participation in initiatives outside their typical scope of duties
- Integrity: Accurately disseminates information and resources to students and peers
- Trust: Builds trust among peers and students through a caring and nurturing attitude and possesses great interpersonal skills

Nomination Process

- Nomination is open for any staff, faculty, or student to nominate academic advising support staff members
- A nomination prompt will be included to align the nomination with [the SLCC Values and Mission statement](#)
- Nomination will include a prompt to provide more information about how this staff member has gone above and beyond to support students, the college, and the department over the past year
- After being nominated, the staff member will then accept the nomination by submitting a brief portfolio
 - Updated Resume
 - Brief letter of acceptance of nomination
 - Letter(s) of support from students, advisors, or other colleagues (optional but encouraged)

Award

- Presentation of the award will take place during the SLCC Academic Advising retreat/training in the Fall
- Recognition on the SLCC Academic Advising website and Teams
- Other awards to be determined based on budget

Expectation from Recipient

- The recipient of this award will be highly encouraged to also apply/accept nomination for applicable professional organization awards with support from the Advisor Recognition Committee
- The recipient of this award will also be nominated by the department/committee for other SLCC awards