Gerald Paetsch Academic Advising Award Guidelines

Purpose
The DePaul University Gerald Paetsch Advising Award recognizes members of the University community who demonstrate excellence in advising undergraduate and graduate students. The awards are announced to the University community and presented at the annual Academic Convocation each September.

Eligibility
Nominees must be employed by DePaul University for at least one year as staff or faculty. Awards will be given to faculty, staff, or administrators involved in the delivery of advising services to undergraduate and/or graduate students. Award winners must not have received the award in the prior three years.

Criteria
The selection committee will review all submitted nominations, nominees’ personal statements, and statements from nominees’ supervisors, directors, department chairs, or deans (as appropriate). Winners will be selected based on evidence of effective advising qualities and practices that distinguish the nominee as an outstanding advisor. Specifically, the committee will look for nominees who:

Contribute to advising that promotes student success

- Help students develop suitable educational, career, and life plans
- Encourage students to reflect on the academic and financial consequences of their decisions
- Make sound evaluation of student progress
- Make accurate interpretation of institutional requirements and assist with selection of appropriate courses and other educational experiences
- Increase student awareness about educational and support resources available (e.g., experiential learning, study abroad, honors)
- Promote student development of decision-making skills
- Are knowledgeable about and sensitive to federal, state, and their own institution's policies and procedures
- Demonstrate a respectful, caring attitude toward the university community and possess a commitment to diversity and social justice

Contribute to the DePaul advising community

- Embody the mission and values of DePaul University through advising
- Recognize the changing nature of the college and university environment and student body and support students in appropriate ways
- Participate in the advising community
- Support, contribute to, and participate in advisor development programs
- Contribute to the institutional development of academic advising
- Collect and distribute data regarding student needs, preferences, and performance for making institutional decisions

Submission Guidelines
Please complete the nomination form. Note that the written statement should be no more than 500 words and should touch upon your relationship with this nominee as it relates to the above-listed criteria. Nomination forms must be received no later than May 31st.
Call for Nominations
Each year, the DePaul Academic Advising Network will notify undergraduate and graduate students regarding the opportunity to nominate those in an advising role for the Gerald Paetsch Academic Advising Award. All award criteria, procedures, and nomination forms will be posted on the Office of Mission & Values website.

Procedures
All parties receiving a nomination and meeting the eligibility criteria will be notified by the selection committee. Nominees need to receive at least one nomination to be considered for the award. The nominee’s supervisor, director, department chair, or dean (as appropriate) will be contacted by the selection committee to request a letter of recommendation based on the above-stated criteria. Additionally, nominees will be expected to provide a personal statement affirming their commitment to advising to the chairperson of the selection committee.

The Award
Recipients receive an honorarium of $2,000 available no sooner than July 1st.

All nominations must be received no later than May 31st. Nominations must be submitted via the link provided on the Office of Mission & Values website.

Selection Committee
The award selection committee meets each June to decide award winners. The group will consist of the following members, who will represent at least three of the schools and colleges of DePaul:

Required Committee Members
Selection Committee Convener: AVP, Office of Academic Affairs (ex-officio)
Previous year’s award winners
DePaul Academic Advising Network vice president

Additional Committee Members (dependent on summer availability)
One staff member appointed by Staff Council, three-year term
One faculty member from Faculty Council (ideally, the Chair of the Committee on Teaching and Learning), three-year term
One student appointed by SGA, one-year term

All faculty and staff on the selection committee must have worked at DePaul for at least one year. In the event a committee member is nominated for the award, a replacement must be found by the selection committee.