



2024 GLOBAL AWARDS AND SCHOLARSHIPS

Award/Scholarship Title: New Advisors Annual Conference Scholarship

Due Date: May 31, 2024 – 11:59 p.m. central time

Award/Scholarship Description: Presented to selected new advising professionals with at least one (1) year of experience (12 months calendar year), but for less than three (3) in a position(s) where advising comprises at least 50% of their job duties. This scholarship provides those selected with an opportunity to experience the [Annual Conference](#) in order to enhance their future leadership potential in NACADA. The scholarship waives the early bird member registration fee only and *travel/hotel expenses are the responsibility of the scholarship recipient*. The provision of this type of support upholds one of the primary goals of the Association, which is to offer comprehensive professional development opportunities.

These scholarships are made possible due to the success of the NACADA Silent Auction held during the Annual Conference and [your donations](#).

These one-time awards/scholarships are non-transferrable to another person or activity/event. Individuals may nominate themselves. Current NACADA Board members, NACADA Council members, Administrative Division Chairs, Region Chairs, Advising Community Chairs, Advising Community Cluster Reps, and NACADA Executive Office staff are not eligible for nomination. NACADA's Executive Office staff does not disclose who is nominated or how many individuals are nominated for any award/scholarship. Because we believe there is considerable strength in diversity, the selection committee strongly encourages applications from groups under-represented in the Association and its leadership.

Eligibility Criteria:

- New professional - any individual serving as an academic advisor or faculty academic advisor:
 - For at least one (1) year (12 months) but for less than three (3) years (36 months) *
 - **The minimum of experience is one year and is calculated as 12 calendar months in a position with at least 50% of the duties in direct advisement to students. Less than three years of experience is calculated as a maximum of 36 months from the nominee's start date in an advising position in relation to the due date of the application (For 2024: Use original due date of May 2024). The applicants experience in advising cannot exceed a total of 36 months and specific dates (to the month and not just the years) must be included on resume. Positions do not have to be consecutive but if multiple jobs are involved, then the months will be calculated to ensure a minimum of 12 months experience and a maximum of 36 months. **If such dates are not easily identifiable on resume, the application will be disqualified.***
 - Employed by an institution that is accredited and/or licensed within their own country. For those applicants outside the U.S. and Canada (where advising is similar) an additional explanation of accreditation may be necessary.

- All positions held with at least 50% of the duties in direct advisement to students.
- NACADA membership is required at the time of application.
- Please keep in mind that if a position has 50% or more of direct advising duties with students, then it does count as a professional advising position. For example, if you are a Student Success Coach and 50% of your job duties comprise advising students, then you would count this position, in addition to any others with a more specific advising job title. Applicants must ensure that their resume is clearly marked with the percentages specified for each of their job duties.

Selection Rubric:

See end of document for the scholarship rubric.

Award Recipient receives:

- Early bird registration to the Annual Conference
- Travel funds up to \$500 ((Hotel, then Air, then Food) towards Annual Conference
- Recognition at the Annual Conference Global Awards and Scholarships Ceremony

Number of awards/scholarships available:

Three (3) Scholarships available every year.

Application materials required (all documents must be uploaded in PDF format, including letters):

Submit materials via the NACADA Awards online nomination system including the following documents, uploaded in PDF form:

Nomination/Application Letters:

1. **Completed application** in the [Nomination Submission Portal](#)
2. **Nominee Advising Resume or Curriculum Vitae.** Please limit entries to material that *pertains directly to academic advising*. **Resume/vitae must include dates of your employment down to the month/year and evidence of at least 50% of the applicant's duties spent on direct advising of students.** Adding percentages along with job duties is highly recommended or reviewers may deem a nomination ineligible. For faculty applicants especially, please limit the vitae's length to 10 pages maximum.
3. **Annual Conference Participation Statement that includes:**
 - a. List and describe some specific goals you hope to accomplish by attending the Annual Conference.
 - b. How do you anticipate that the information you gain at the Annual Conference could be utilized on your campus?
 - c. As a new advisor, how will this opportunity enhance your overall professional development and future leadership?
4. Letters of recommendation (2)
 - a. A required component is two letters of recommendation from your institution's officials, at least one of which must be from your supervisor in support of your attendance at the Annual Conference. The letters should address the items listed in the nominee's Annual Conference Participation Statement (#3 above). These letters must be on institutional

letterhead. The nominator should upload all these letters in one .pdf as part of the application package. Please do not send these letters directly to NACADA as they should not contain information that has not been shared with the nominee.

Letters SHOULD NOT exceed three pages, single spaced.

Letters of Support: A required component of the application materials submitted is letters of recommendation. Please include up to three letters of support and/or recommendation. These letters may come from your institution's officials, administrators, colleagues, employees, supervisors, advisees, or students - anyone who might augment the selection committee's understanding of the nominee. These letters must be on institutional letterhead. **Letters SHOULD NOT exceed two pages, single spaced.**

Current Resume or Curriculum Vita: Please limit entries to material that pertains directly to academic advising, presenting relevant information from the nominee/applicant's overall resume/vita. Please include the nominee/applicant's current job with either a position description or a list of job responsibilities.

***Nominations must include only original documentation **prepared specifically for the NACADA Global Awards Program**. Materials intended for other award programs will not be considered.*

Selection Process:

Nomination packets are reviewed by global awards volunteer readers who, at the time of the review period, read and score the nominations in this category. The Chair of the Global Awards Scholarship Committee makes the final award selections based on the reviews completed by the volunteer readers.

Expectations of Award/Scholarship winner:

It is ideal if the nominee/applicant has the support of their office/department/college/institution in attending the annual conference as the recipient will be recognized and presented their award during the Annual Conference Global Awards and Scholarships Ceremony. Recipients may be asked by NACADA to provide a written testimonial of their conference/event experience including ways in which their career and/or education benefitted from receiving the NACADA Award/Scholarship.

If you are chosen as a recipient, part of your responsibility will be to document your experiences and reflect upon them so that we may promote the benefits of attendance to others. You may opt to document and reflect on your experience in the following ways:

- Via social media using the Annual Conference hashtag.
- Create a blog post for the [NACADA blog](#).
- Write an article for possible publication by [Academic Advising Today](#).
- Craft a digital story of some type with photos/slides from your conference experiences.
- Should you have a unique idea related to reporting on your scholarship participation, propose it to Executive Office Liaison to the Global Awards Committee for approval.



Global Awards

New Advisors Annual Conference Scholarship Rubric

Award Criteria	Inadequate 0 Indicator: no evidence is demonstrated	Fair 1 Indicator: some evidence is demonstrated	Proficient 2 Indicator: most evidence is demonstrated; meets expectations	Outstanding 3 Indicator: all evidence is demonstrated; exceeds expectations
<p>Recognizes professional advisors with 1-3 years of experience in a position(s) where advising comprises >50% of job duties in order to enhance their future leadership potential in NACADA.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Administrative Materials Complete <input type="checkbox"/> Participation Statement <input type="checkbox"/> 2 Letters of Recommendation <input type="checkbox"/> Nominee Resume or Curriculum Vitae 	<p>Incomplete packet. One or more required items is missing from the submission. Application automatically ineligible for further evaluation or consideration.</p>			
Letters of Recommendation (2)	<p>Nomination letters are not on letterhead. One of the two letters submitted is not easily identified as written by a supervisor.</p>	<p>Nomination letter offers broad, sweeping statements as qualifications without any specific examples. All other materials have been submitted.</p>	<p>Nomination letters generally outlines candidate's qualifications. All materials have been submitted and are complete.</p>	<p>Nomination letters specifically outline candidate's qualifications and professional development or leadership goals related to their attendance at Annual Conference. All materials have been submitted and are complete.</p>
Nominee Resume or Curriculum Vitae	<p>Resume/Vitae does not limit entries to advising related positions nor does it indicate employment down to the month/year or the percentage of advising-related duties</p>	<p>Resume/Vitae limits entries to advising-related positions but does not indicate employment down to the month/year or the percentage of advising-related duties.</p>	<p>Resume/Vitae limits entries to advising-related positions and does indicate employment down to the month/year, but does not address the percentage of advising-related duties.</p>	<p>Resume/Vitae clearly articulates advising-related positions with employment down to the month/year and addresses the percentage of advising-related duties.</p>

Annual Conference Participation Statement Part a – goals for attendance	Nominee has not listed or described the goals they hope to accomplish by attending Annual Conference.	Nominee briefly describes a few goals that they hope to accomplish by attending Annual Conference, but they are not well developed.	Nominee includes several goals that they hope to accomplish by attending Annual Conference and describes them generally.	Nominee has a well-articulated and descriptive list of goals related directly to attendance at Annual Conference that aligns their specific professional development and leadership goals with events at the upcoming Annual Conference.
Annual Conference Participation Statement Part b – use on campus	Nominee has not stated how information gained at Annual Conference will be utilized on their campus.	Nominee briefly describes how information gained at Annual Conference will be utilized on their campus.	Nominee includes several general statements about how information gained at Annual Conference will be utilized on their campus.	Nominee has well-articulated and descriptive statements as to how the information gained at Annual Conference will be used on their campus.
Annual Conference Participation Statement Part c – enhancement of professional development and leadership	Nominee has not stated how their attendance at Annual Conference will enhance their professional development and future leadership.	Nominee briefly describes how their attendance at Annual Conference will enhance their professional development and future leadership.	Nominee includes several general statements about how their attendance at Annual Conference will enhance their professional development and future leadership.	Nominee has well-articulated and descriptive statements as to how their attendance at Annual Conference will enhance their professional development and future leadership.
Potential for future leadership involvement in NACADA	Nominee does not mention wanting to be involved in NACADA in future.	Nominee generally states they want to be involved in NACADA in future.	Nominee provides concrete plans for future involvement in NACADA and may include mention of specific committees or types of involvement.	Nominee clearly articulates concrete plans for future involvement in NACADA with specific committees or types of involvement and details how they can personally make a contribution to NACADA.