

ATTACHMENT #1

**PROFESSIONAL ADVISOR AWARDEE INFORMATION**  
**Cover Page**

**Due January 27, 2017 to Ileana McCray, mccrayi@ufl.edu**

Complete one sheet (without packet) for each college-level awardee.  
Complete one sheet with packet for each University-wide nominee.

Please type in all information:

College: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Nominee Information:

Full Name and Title: (Dr., Ms., etc.) \_\_\_\_\_

(Please indicate name and UF credentials as they should appear on the plaque.)

Position Title: \_\_\_\_\_ UFID: \_\_\_\_\_

**Phonetic Pronunciation of Name:** \_\_\_\_\_

Email address of nominee: \_\_\_\_\_

Award Level: (select one)

\_\_\_\_\_ College-level award only

\_\_\_\_\_ College-level award AND University-level award nominee (packet attached).

Earning Account Code #: \_\_\_\_\_

(Earning Account Code # is the HR Account Number)

Dept. Code (Dept. ID): \_\_\_\_\_ (must include all 8 digits)

College budget office contact/email: \_\_\_\_\_

(Provost Office will advise when payments will occur or should be processed by College)

\_\_\_\_\_  
Nominee Signature

\_\_\_\_\_  
Dean's Signature

**2016-17 Professional Advisor of the Year Portfolio**  
**ATTACHMENT #2**

- If you use UF colors and/or logos in packet materials, please adhere to the most recent UF Brand Center Guidelines: <http://www.identity.ufl.edu/>
- You may include links to web-based materials; however, please select representative examples. Do not include links to information only accessible via password.
- Please use the section headings as listed below; do not add additional sections.
- Key your responses, as appropriate, to the stated criteria in the "Guidelines."

**PROFESSIONAL ADVISOR AWARD**

*Section	Topic	Maximum No. Pages
1.0	Cover page (Attachment 1)	1
2.0	Chair's OR Supervisor's Letter	2
3.0	Advising philosophy (include # of students advised in past 2 years)	2
4.0	Documentation - Required	n/a
4.2	Student letter(s) (NO CURRENT STUDENTS)	6
4.3	Evidence of the 4 criteria listed in the "Guidelines"	4
5.0	Documentation - Optional	n/a
5.1	Advising Awards/Honors	1
5.2	Metrics or other data demonstrating student success	1
	<b>TOTAL MAXIMUM PAGES</b>	<b>17</b>

\*Use the Section #'s listed to organize packet