

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE**

DATE: 11/30/11  
TO: Faculty Affairs Committee  
FROM: Academic Senate Executive Committee  
SUBJECT: Academic Senate Referral

1. CLASSIFICATION: FA-009-112
2. TITLE: Process to Select Outstanding Faculty Advisors
3. BACKGROUND: The University has been selecting an Outstanding Faculty Advisor in each college for a number of years. The process for selection was not specified at the division level; each college uses a different procedure and criteria. In some colleges, only students can nominate; in others faculty are also eligible to nominate. In some, the selection is made by a student club, in others by a faculty committee, in others by the department chairs. Some colleges explicitly list the criteria for the selection; others do not. The result of this decentralized process is that some faculty are selected as much for their conduct in the classroom or with clubs as for their guiding of students.
4. This referral recommends a process for selecting the outstanding faculty advisor. It allows for different processes in each college, but requires some common attributes, including common criteria.  
[Additional background provided by the EC: ]
5. RECOMMENDED RESOURCES: Deans Council;  
Associate Deans; Faculty; Past recipients of the Outstanding Faculty Advisor Award, ASI, Department Chairs  
[Additional resources recommended by the EC: ]  
  
*For the Committee's Report on this referral, please list in separate sections, the resources recommended and resources actually consulted. If a resource was not consulted, briefly state why.*
6. REVIEW AND RECOMMEND: Review and recommend as appropriate.
7. DATE REQUIRED FOR PRESENTING COMMITTEE REPORT TO EXECUTIVE COMMITTEE: 2/8/12

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE  
REFERRAL REQUEST FORM**

**DATE:** November 11, 2011

**NAMES AND TITLES OF PROPONENTS:** Claudia Pinter-Lucke, AVP for Academic Programs

<b>KEYWORDS:</b> Advisor, outstanding, faculty, criteria
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**TITLE OF REFERRAL:** Process to Select Outstanding Faculty Advisors

**BACKGROUND:** The University has been selecting an Outstanding Faculty Advisor in each college for a number of years. The process for selection was not specified at the division level; each college uses a different procedure and criteria. In some colleges, only students can nominate; in others faculty are also eligible to nominate. In some, the selection is made by a student club, in others by a faculty committee, in others by the department chairs. Some colleges explicitly list the criteria for the selection; others do not. The result of this decentralized process is that some faculty are selected as much for their conduct in the classroom or with clubs as for their guiding of students.

This referral recommends a process for selecting the outstanding faculty advisor. It allows for different processes in each college, but requires some common attributes, including common criteria.

**RECOMMENDED RESOURCES:**

- Deans Council
- Associate Deans
- Past recipients of the Outstanding Faculty Advisor Award

**Is there a deadline by when this referral needs to be considered by the Academic Senate?** \_\_\_No \_\_\_XX Yes, by March 1, 2012.

**Justification for deadline:**

So that the new process can be employed to select the 2012 Outstanding Advisors.

**Outstanding Faculty Advisor Selection Procedure**

Each college will have their own selection process, subject to the following restrictions.

- All colleges shall use the same criteria.
- The criteria shall be distributed with the call for nominations.
- Staff, faculty, and students shall be eligible to nominate faculty for the award, nominations from all three groups given equal consideration.
- The process shall include a letter of support from the chair of the department to which the faculty member belongs.
- No faculty member can be selected to receive the honor more than three times in any five year period.

**Each college shall submit a nomination package to Academic Programs. The package shall include:**

- Cover memo from Dean's Office
- Description of selection process
- Summary of how selected advisor satisfies the criteria, prepared by selection committee
- Letter of support from department chair

**The selection shall be based on criteria from the following list:**

- Communicates with students readily and freely, allowing an appropriate amount of time to discuss a variety of subjects related to students' educational programs
- Recognizes and respects students' diverse backgrounds
- Assists students in assessing their interests and abilities, examining their educational goals, and developing short-term and long-term plans to meet their objectives
- Helps students to become more responsible and accountable, and to set priorities and evaluate their own progress
- Periodically reviews student academic progress and its impact on achievement of students' goals
- Appreciates curricular and academic issues that may represent challenges to those goals, and seek practical, thorough, innovative, and timely solutions to students' problems
- Makes students aware of and refers to educational, institutional, and community resources and services (e.g., internship, study abroad, honors, service-learning, research opportunities)
- Understands, interprets, and accurately communicates policies, procedures, and information, to assist students to make well-informed academic decisions
- Recognizes his or her limitations and makes referrals to qualified persons and appropriate programs and services
- Seeks opportunities to grow professionally as an advisor and shares his or her advising philosophies and techniques with colleagues.