

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

ACADEMIC SENATE

FACULTY AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

FA-009-112

Process to Select Outstanding Faculty Advisors

Faculty Affairs Committee

Date:

Executive Committee
Received and Forwarded

Date: April 25, 2012

Academic Senate

Date: May 9, 2012
First Reading

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.

Resources

Claudia Pinter-Lucke, Dean's Council, Faculty Affairs Committee.

Discussion

None

Recommendation

The Faculty Affairs Committee recommends that the following policy be adopted.

Policy on Selection of Outstanding Faculty Advisor**1.0 Purpose**

The purpose of this policy is to promote uniformity and process standardization in selection of outstanding faculty advisors while maintaining sufficient flexibility to adopt a procedure responsive to unique requirements and programmatic needs of each college.

2.0 Outstanding Faculty Advisor Selection Committee

Each college shall establish a procedure for election of an Outstanding Faculty Advisor Selection Committee subject to the following restrictions:

- a) Committee members shall be elected by a majority vote of the probationary and tenure-track faculty.
- b) No department or academic program shall have more than one representative on the committee unless all departments or programs are represented.

3.0 Selection Process

Each college shall establish a process for selection of an Outstanding Faculty Advisor subject to the following restrictions.

- a) The process shall follow a calendar developed by the Office of Academic Programs.
- b) The selection process shall include a call for nomination and solicitation from faculty and students on the nominees' performance. Nominations made by the faculty and the students shall receive the same consideration. The call for nomination and solicitation for input shall include the college selection criteria.
- c) All input on nominees' performance shall be used solely for the purpose of selection of the Outstanding Faculty Advisor.
- d) The nominees shall be given the opportunity to accept or reject the nomination.
- e) Nominations shall be accompanied by a letter of support addressing the nominees' performance vis-à-vis the selection criteria adopted by the college.
- f) No faculty member shall be selected to receive the award of the Outstanding Faculty Advisor more than three times in any five-year period.

4.0 Selection Package Preparation and Submission

Each college shall prepare and submit a selection package to the Associate Provost which at least includes:

- a) The name of the Outstanding Faculty Advisor;
- b) The Selection Committee's evaluation of the Outstanding Faculty Advisor based on the selection criteria;
- c) The Dean's independent evaluation of performance based on the selection criteria; and

- d) All comments regarding the selected Outstanding Faculty Advisor that were received from students and faculty in response to solicitation for providing input.

5.0 Selection Criteria

Each College's Outstanding Faculty Advisor selection criteria shall include at least three of the followings. The nominee:

- a) Communicates with advisees professionally, allowing an appropriate amount of time to discuss a variety of subjects related to advisees' educational programs, including and recognizing their unique backgrounds and needs;
- b) Assists advisees in assessing their interests and abilities, examining their educational goals, and developing short-term and long-term plans to meet their objectives;
- c) Periodically reviews the academic progress of the advisees and its impact on achievement of goals and seek practical, thorough, innovative, and timely solutions to advisees' problems;
- d) Makes advisees aware of, and refers them to, qualified persons and educational, institutional, and community resources, programs, and services;
- e) Understands, interprets, and accurately communicates policies, procedures, and information to assist advisees to make well-informed academic decisions; and
- f) Seeks opportunities to grow professionally as an advisor and shares his or her advising philosophies and techniques with colleagues.