

**President's Excellence in Academic Advising Award
Team Nomination Form**

1. List below or on an attached sheet the names of all team members. Include each person's campus address, e-mail address, phone number, dates of advising service or contribution to the advising team, and dates of employment at Texas Tech. Have each individual sign on the back of this sheet to indicate approval of this nomination.

2. Briefly summarize below or on an attached sheet the nature of the responsibilities of each team member:

3. Are most of the named individuals academic advisors who have been benefits-eligible employees for at least two years and who have received positive annual evaluations or appraisals for at least the past two years?

4. Are all of the individuals who are part of this advising team listed in the nomination?

5. Are all named individuals current on all required university and state training and other employment requirements?

6. Has this team received a team academic advising award in the last two years?

7. Submit a statement of no more than five double-spaced pages from the nominees describing the team's approach to academic advising, its history of successes in advising, and its reasons for being considered for this award.

8. Submit at least two letters of nomination along with any other materials attesting to and describing in detail the knowledgeable and high quality advising provided by this team. Letters may be from faculty, staff, administrators, students, parents, or alumni.

9. Attach this page as a cover to items 7 and 8. The packet may not exceed 20 pages.

10. Provide the following signature to indicate approval of the nomination:

Team's supervisor

(date)