

Academic Advisor of the Year Rules & Regulations

Sponsored by the Center for Academic Advising, Retention, and Transitions

Purpose: The Academic Advisor of the Year Award is to promote and acknowledge excellence in *undergraduate academic advising* at George Mason University.

Eligibility: To be eligible to win the Academic Advisor of the Year Award, you must be a *full or part time faculty or staff* member who has undergraduate academic advising responsibilities as part of your job description. Peer and graduate advisors are not eligible. Past recipients of the Academic Advisor of the Year Award are not eligible to win the award again for five years from the date it was last awarded.

Selection Process: A committee will be formed consisting of one academic advisor from the Center for Academic Advising, Retention, and Transitions and two ineligible past award recipient. Decisions will be based on the quality and quantity of the nominations. The committee will choose their top 3 candidates and eligibility will then be verified. If the top candidate is not eligible to win, the committee will move on to their second choice and so on. The winner will then be notified. The award will be presented at the annual Academic Advising Luncheon at the end of March or beginning of April.