

# UNIVERSITY AWARD FOR EXCELLENCE IN UNDERGRADUATE ADVISING

Questionnaire on the advising of: \_\_\_\_\_

Full Name of Nominee

**THIS QUESTIONNAIRE WILL NOT BE SEEN BY THE NOMINEE.**  
**PLEASE RESPOND OPENLY.**

To help evaluate this faculty member or A&P staff person for an undergraduate advising award, please CIRCLE/HIGHLIGHT (one per item) the answer that best represents your response to each statement listed below:

**SA** = strongly agree/almost always true

**D** = disagree/sometimes or rarely true

**A** = agree/mostly or often true

**SD** = strongly disagree/almost never true

**N** = neutral/neither true nor untrue

**NA** = not applicable

- |    |   |   |   |    |    |   |
|----|---|---|---|----|----|---|
| SA | A | N | D | SD | NA | is adequately accessible to students during office hours; during pre-registration, registration, and drop/add; and by appointment.    |
| SA | A | N | D | SD | NA | is prompt for appointments.   |
| SA | A | N | D | SD | NA | is a person who truly cares about students and with whom students can talk freely.  |
| SA | A | N | D | SD | NA | knows the relevant academic requirements including prerequisites and requisites in related fields.                                    |
| SA | A | N | D | SD | NA | has a thorough knowledge of courses and course content.   |
| SA | A | N | D | SD | NA | knows enough about the administrative matters of the University to refer students to the appropriate office or person when necessary. |
| SA | A | N | D | SD | NA | helps students cut through red tape.  |
| SA | A | N | D | SD | NA | discusses with students academic or career goals and progress toward those goals.   |
| SA | A | N | D | SD | NA | encourages students to be self-reliant and to take the initiative in making decisions.  |
| SA | A | N | D | SD | NA | helps students appreciate the challenges, values, and rewards of a university education.  |

What other information should be considered in evaluating this advisor for an award? (You may continue on a separate sheet if necessary.)

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What is the name of your college (i.e., Arts & Sciences, Business, etc.)? \_\_\_\_\_

Please note that this questionnaire is a critical element in determining recipients of the Excellence in Advising Awards! Please return the completed form to University Teaching & Advising Awards Committee, c/o Office of the Provost, FSU, 212 Westcott Building, Tallahassee, FL 32306-1310, or fax it to 850/644-0172, or e-mail it to [mvanos@fsu.edu](mailto:mvanos@fsu.edu).

**DO NOT** RETURN THE FORM TO THE INSTRUCTOR OR TO DEPARTMENT PERSONNEL.

**Deadline for returning questionnaire: FRIDAY, FEBRUARY 17, 2017.**