Advisor Evaluation for Chairs/Directors

*Recommended document for Advisor Evaluation: WSU Advisors Learning Outcomes (attached), Advisor’s current job description, Summary of Advisor’s Annual Performance (See CAS template).*

☐ New Advisors should be Level 1 certified by completing the *Foundations of Academic Advising* Training. Current Advisors should be Level 2 certified/working towards Level 2 certification by completing a series of workshops, webinars, attending local or regional conferences, etc. every two years. (Some updates have been suggested to the Advisor Training Program that will start Summer 2018)

Please rate according to the following scale:

5 – Strong Agree  
4 – Agree  
3 – Undecided  
2 – Disagree  
1 – Strongly Disagree  
NA – Not able to observe

**Institutional Knowledge, Program/Degree Knowledge, Campus Resources, Use of Technology**

- Demonstrates knowledge of WSU’s policies and procedures.
- Demonstrates knowledge of college, major/degree, and graduation requirements.
- Demonstrates active teaching and communication to students about policies, regulations, requirements, and procedures.
- Demonstrates knowledge and collaboration with available campus resources and actively refers students based on needs, goals and interests.
- Demonstrates thorough knowledge and effective use of enterprise and unit-specific advising technology to support and enhance student interaction (use of MyWSU, Catalog, Blackboard, SSC, etc)
- Demonstrates knowledge of legal aspects of advising, such as FERPA and Title IX.

**Advising Relationships, Communication, Educating Students, and Student Career Development**

- Establishes rapport with students by creating an open, respectful, and supportive environment in which student can explore and consider their experiences, values, aptitudes, and aspirations.
- Utilizes active and non-judgemental listening; asks effective and appropriate questions to challenge and support students.
- Provide timely response to emails/calls.
- Provide clear, accurate, timely explanations of advising topic and issues.
- Proactively initiates outreach to assist students with goals and plans.
- Teach students to use technologies related to their academic success.
- Helps students connect undergraduate experiences (such as internships, study abroad, leadership and other co-curricular activities) with potential post-graduation plans and careers.
Definition of Advising, Role of Advisor, Advisor Professional Development, and Student Responsibility

Advisors are working to gain an understanding of **campus-wide** advising trends and initiatives:

- The role of academic advising as they relate to WSU’s mission and goals.
- Understanding of student learning outcomes as related to advising.
- Adoption and use of MyWSU, SSC (online appointment system).
- Effectively documents advising appointments in MyWSU notes.
- Actively participates team/committee at the unit, campus, region, or national level.
- Seeks out professional development opportunities and actively engages them.

Advisors are working to gain an understanding of **global** advising trends and initiatives:

- As related to best practices of advising to foster student development such as decision-making, life-long learning, critical thinking, accountability, etc. (*demonstrated by participation in NACADA webinars, ACADA workshops/roundtables, local/regional/national conferences*)
- Learning about characteristics of specific student populations (international, veteran, athletes, first generation, low-income, etc.) (*demonstrated by above participation and training with Access Center, Mental Health First Aid training, etc.*)
- Learning about multicultural issues and seeks to incorporate students’ diverse backgrounds and experiences. (*demonstrated by participating in cultural competency training, Ally training via HRS*)