

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)
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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)*