

## ACADEMIC ADVISEMENT SELF-EVALUATION FORM

The Academic Advisement Self-Evaluation Form will be used by faculty members applying for a range adjustment who wish to document contributions to University service by selecting the academic advisement criterion. Applicants must complete the Form in its entirety, affix their signature to the Form, and then obtain the signature of the Department Chair. The faculty member must include the Form in the application materials.

1. How do I assess the completeness and accuracy of my knowledge of University graduation requirements, the course schedule, and policies and procedures governing registration for majors in my field?
  - a. Knowledge is complete and accurate
  - b. Knowledge is somewhat complete and accurate
  - c. Needs improvement
2. How do I assess the completeness and accuracy of my knowledge of the academic programs for which I serve as advisor?
  - a. Knowledge is complete and accurate
  - b. Knowledge is somewhat complete and accurate
  - c. Needs significant improvement
3. To what extent do I communicate to student advisees accurate, relevant information about general education requirements, course requirements, and academic program requirements?
  - a. Consistently communicate accurate information
  - b. Communication of accurate information is somewhat consistent
  - c. Needs significant improvement
4. To what extent do I take responsibility for learning about changes in policies or procedures and applying these accurately when advising students?
  - a. Changes are applied immediately
  - b. Sometimes not familiar enough with changes to apply them
  - c. Needs significant improvement
5. To what extent do I willingly take on advisement assignments as needed?
  - a. Consistently take on assignments
  - b. Somewhat consistent in taking on assignments
  - c. Do not typically take on assignments as needed
6. To what extent do I understand and utilize available background information about the strengths and limitations of students during the advisement process?
  - a. Always seek out and utilize the information
  - b. Sometimes utilize the information
  - c. Never utilize the information
7. How many hours per week during a semester do I devote to advisement of students (include all forms of advisement, e.g., academic, student organization advisor, registration advisement, group advisement, etc.)?
  - a. One to three hours
  - b. Four to five hours
  - c. Six or more hours
8. How many students do you advise typically during a semester (considering all forms of advisement)?
  - a. One to ten students
  - b. Eleven to thirty students
  - c. Thirty or more students
9. Other advisement activities: \_\_\_\_\_

**Signature of Faculty Member** \_\_\_\_\_

Signature of Department Chair \_\_\_\_\_