

Appendix F. Rubric for Advising

This rubric is meant to clarify expectations of advising for both faculty and staff advisors and may be used by faculty, staff, or supervisors for evaluation purposes.

Advisor _____ Evaluation Date _____

If faculty, department in which the faculty member holds appointment _____ Years at UIU _____

Evaluative Criteria	Unsatisfactory	Needs Improvement	Meets Expectations <i>Evidence should be provided regarding the following expectations for academic advising:</i>	Exceeds Expectations
Serves as an effective academic advisor	A written remediation plan will need to be developed for this area	Deficient in this area, but evidence suggests that expectations could be met with appropriate professional development and/or coaching	Effectively communicates and documents student progression to degree completion. Collaborates with students to develop: strategies for degree planning and progression; meaningful educational goals consistent with personal interests, values and abilities. Demonstrates problem-solving skills, strategies, and collaboration with colleagues to resolve student issues or address student concerns. Identify and respond to students' short-term barriers which could impact retention. Connect them to appropriate UIU resources to aid in their academic progression. Processes advising related forms (add/drop forms; change of major form; grade appeal) Operationalize advising related policies (SAS, SAP, NCAA compliance) and adhering to University attendance outreach and policies.	Consistently exceeds the expectations for this area