



Advising Fellows Recommendation Form Questions

1. Applicant's Name
2. Reference (Your Name)
3. Reference (Your Name)
4. Are you the applicant's supervisor
 - a. Yes
 - b. No
5. If no, what is your relationship to the applicant?
6. If yes, The MSU Advising Fellows program is designed to support the career growth of academic advisors and provide an opportunity for leadership development. Supervisors are asked to review the program requirements and **approve** their advisor's participation in the Fellow Program.

Please **checkmark each item** below to provide approval for your employee's participation in the Advising Fellow Program.

Advisor's Commitment:

- 10% of employee's time over 9-month, August 15 - May 15 (as compensation, Undergraduate Education will buy-out a percentage of the fellow's time, which amounts to 10% of their current salary over a period of nine months).
 - 5 hours per week time commitment both Fall and Spring semesters (August 15 - May 15)
 - Attend bi-weekly team meetings with advising fellows and advisory committee members
 - Co-lead a committee (bi-weekly or monthly)
 - Attendance at one university-wide advising committee (i.e. University Advising Leadership (UAL), Academic Specialist Advisory Committee (ASAC), Campus Student Success Group (CSSG), Undergraduate Assistant/Associate Deans and Directions of Undergraduate Affairs (UGAAD))
 - Complete Fellows Program assessments
7. How long have you known the applicant?
 8. Please rate the following aspects of the applicant's performance on a scale of Poor to Excellent (Poor – Fair – Average – Good – Excellent):
 - a. Leadership Skills
 - b. Collaboration
 - c. Project Management
 - d. Communication Effectiveness - Written
 - e. Communication Effectiveness - Verbal
 - f. Initiative and Proactivity
 - g. Adaptability to Change
 - h. Problem-Solving Skills
 - i. Contribution to Team Success
 - j. Overall Performance
 9. Can you provide examples of how the applicant has demonstrated leadership qualities in their role as an academic advisor?



10. Can you provide examples of how effectively the applicant collaborates with colleagues and contributes to team projects or initiatives?
11. Can you provide examples of the applicant's initiative and proactive approach to their work as an academic advisor?
12. Do you believe the applicant would be a suitable candidate for the Academic Advisor Fellows Program? Please provide any additional comments or insights you think are relevant.
13. Is there any additional information you would like to share regarding this applicant's qualifications for the Advising Fellow Program?
14. Before submitting the recommendation form, please provide your signature below: