

## Promotion Standards for Advisors

Adopted February 2008

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For Promotion from Level I to Level II

### Advising

The candidate for promotion should demonstrate proficiency and effectiveness in academic advising through successful initiatives such as the revision and creation of policy and procedures in advising and the development of advising presentations and literature for student, community, and/or university groups. The quality of academic advising will be assessed by annual performance evaluations. Additional measures could include evaluations of formal presentations, advising sessions, and assessment of the degree to which the advisor has collaborated with faculty and recommendations from other campus resources.

### Service

The candidate for promotion should demonstrate a continuous level of service-related activities. This would be measured by meaningful contributions to various departmental, college, university and community service activities.

### Professional Development

The candidate for promotion should display a commitment to professional development in the field of academic advising through active participation in various professional conferences and on-going educational opportunities.

### Time in Rank

Promotion from Level I to Level II: A candidate for promotion from Level I to Level II must have a minimum of four years in rank at the time of consideration for promotion.

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For Promotion from Level II to Level III

### Advising

The candidate for promotion should demonstrate excellence in academic advising through an established reputation as a highly effective advisor and demonstrate evidence of this effectiveness as measured by quality and effort. This includes taking a leadership role in the development of academic policy and procedures; effective student advising; an ongoing commitment to staying current in the field; and dissemination of advising experience and skills to other advisors. This leadership role will be reflected in annual performance evaluations. Additional measures could include evaluations of formal presentations, advising sessions, and assessment of the degree to which the advisor has collaborated with faculty and recommendations from other campus resources.

### Service

In addition to the demonstration of a continuous level of service-related activities, the candidate for promotion must develop a progressive leadership role in a variety of departmental, college, university, and community service activities.

### Professional Development

The candidate for promotion must display a commitment to professional development in the field of academic advising. A candidate for promotion must demonstrate knowledge and expertise through a range of presentations to the academic community at professional meetings, conferences, workshops, and in appropriate publications. The candidate for promotion must have earned a master's degree from a regionally accredited institution in an appropriate field.

### Time in Rank

Promotion from Level II to Level III: A candidate for promotion from Level II to Level III must have a minimum of four years in rank at the time of consideration for promotion.

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