

ETSU Academic Advisor Career Ladder: Applicant Process Guide

Use this guide to track each step of your application and portfolio process for Career Ladder advancement.

Reference: Appendices D–G of the Career Ladder Manual.

Pre-Approval

- ☐ Schedule meeting with supervisor (Director/Administrator).
- ☐ Review eligibility for advancement (years of service, education, experience).
- ☐ Complete Career Ladder Checklist (Appendix D) with supervisor.
- ☐ Obtain supervisor and dean/designee signatures.
- ☐ Confirm advancement cycle and deadlines.

Portfolio Preparation

- ☐ Attend portfolio preparation workshops with Associate Director, Advisement Training & Technology
- ☐ Draft Narrative Statement using Appendix F Guide.
- ☐ Collect evidence for all NACADA competencies, best practices, professional development, and service areas.
- ☐ Align evidence with rubric and label each item clearly.
- ☐ Submit draft portfolio to supervisor for internal review and feedback.
- ☐ Revise portfolio and obtain dean/designee approval to submit.

Submission

- ☐ Verify all required components are included:
 - Signed Checklist (Appendix D)
 - Most Recent Annual Performance Evaluation (Appendix E)
 - Three Letters of Recommendation (Appendix E)
 - Current Resume or Curriculum Vitae (CV) (Appendix E)
 - Narrative Statement (Appendix F)
 - (Optional) Supplemental Supporting Materials (Appendix E)
- ☐ Supporting documentation and evidence
- ☐ Submit completed portfolio via D2L by posted deadline.

Review & Notification

- ☐ Committee review and recommendation provided to the supervisor and dean
- ☐ Supervisor provides notification of advancement decision.
 - If promoted, review updated title and salary with supervisor
 - If not promoted, attend feedback meeting with supervisor to plan next steps.

Keep a personal copy of your full portfolio submission.