

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.