

# Career Ladder Portfolio Submission via D2L

ADMN-005-723-Academic Advisor Career Ladder

## 1. Login and review the required documents

- Log into [ETSU's D2L](#)
- Under *My Courses*, click [ADMN-0005-723-Academic Advisor Career Ladder](#)
- At the top of the page, click [Content](#)
- To the left of the page, click [Required Documents](#)
- Click the hyperlinks for any of the required documents to read more about the requirement

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Required Documents

Academic advisors wishing to be considered for career advancement must gain approval from their supervisor and dean (or dean designee) before submitting an application. To gain approval, an advisor needs to complete the ETSU Academic Advisor Career Ladder Checklist with their supervisor and obtain the required signatures. Once an advisor has completed the checklist, they can submit their Application for Advancement.

The application will include an advising portfolio that documents the expertise and professional activities required for the specific Tier. One application component includes a narrative statement from the advisor outlining how they meet the criteria for promotion in the NACADA competency areas, advising best practices, professional development, and service categories. A sample Narrative Statement Guide for Advisors can be found below.

Download

0 % 0 of 11 topics complete

Application for Advancement - Required Documents for Portfolio

Career Ladder Checklist - Tier II

Required Documents

Additional Materials for Review

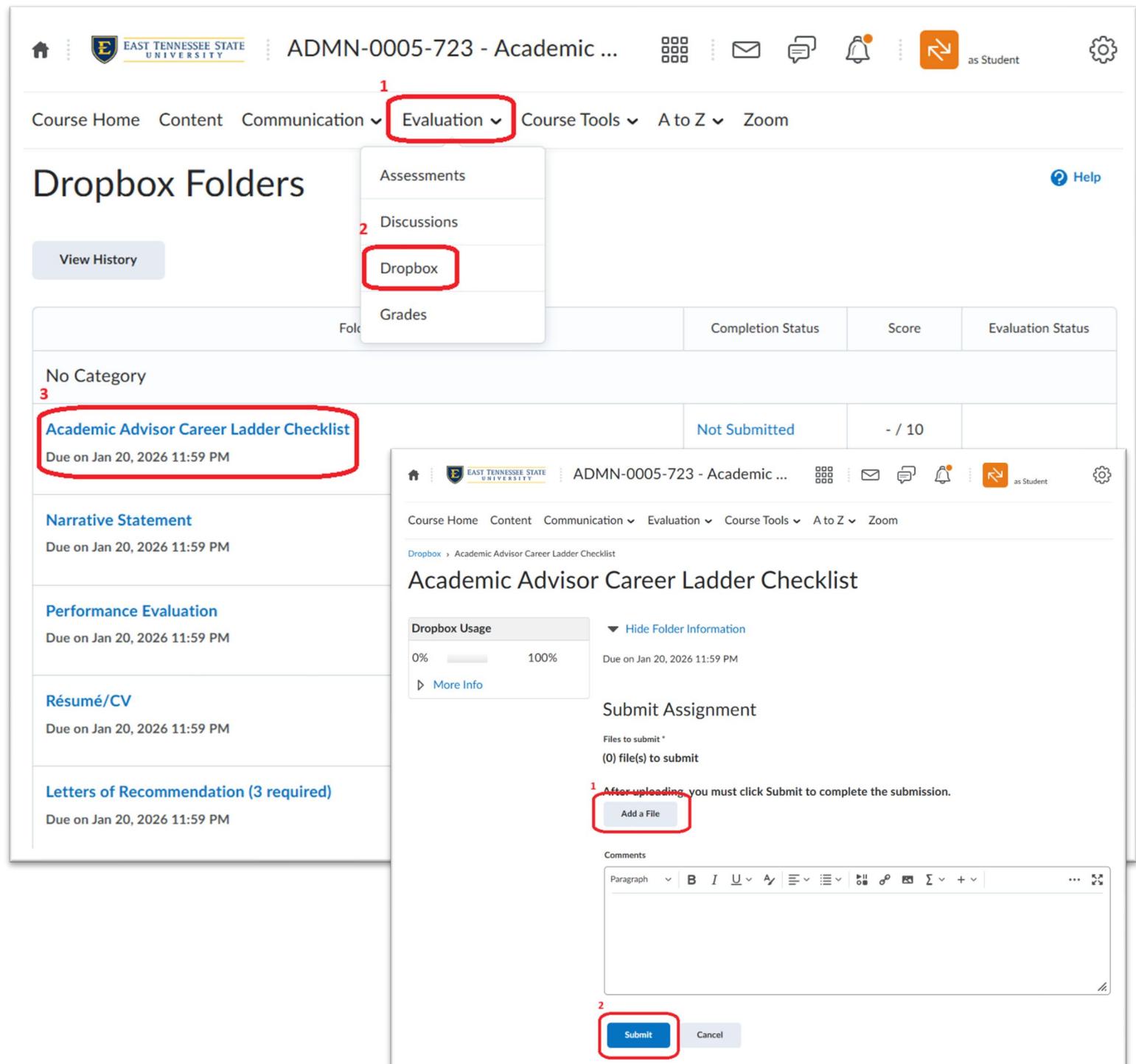
## 2. Upload documents to Dropbox

- At the top of the page, click [Evaluation](#)
- From the drop-down menu, click [Dropbox](#)
- Click the hyperlink for a requirement
- On the screen that opens, click [Add a File](#) and follow the prompts to select a file from your computer
  - Click [My Computer](#), [ePortfolio](#), or [Google Drive](#)
  - Upload or drop files and click [Add](#)
- Click [Submit](#)

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The screenshot shows the D2L course navigation bar at the top. The 'Evaluation' menu item is highlighted with a red box and a red number '1' above it. Below the navigation bar, the 'Dropbox Folders' page is displayed. A red box highlights the 'Dropbox' folder under the 'Assessments' section, with a red number '2' above it. The 'Dropbox' folder contains several assignment items, each with a red box and a red number '3' above it. The items are:

- Academic Advisor Career Ladder Checklist** (Due on Jan 20, 2026 11:59 PM)
- Narrative Statement** (Due on Jan 20, 2026 11:59 PM)
- Performance Evaluation** (Due on Jan 20, 2026 11:59 PM)
- Résumé/CV** (Due on Jan 20, 2026 11:59 PM)
- Letters of Recommendation (3 required)** (Due on Jan 20, 2026 11:59 PM)

On the right side of the page, a modal window is open for the 'Academic Advisor Career Ladder Checklist' assignment. The modal shows the assignment details and a 'Submit Assignment' section. The 'Add a File' button is highlighted with a red box and a red number '1' above it. The 'Submit' button at the bottom of the modal is highlighted with a red box and a red number '2' above it.