

## ETSU Academic Advisor Career Ladder: Supervisor Process Guide

Guide supervisors and advising leads in supporting advisors through the Career Ladder advancement process.

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

### **Advisor Consultation & Pre-Approval**

- ☐ Meet with each advisor individually to discuss intent to apply and review eligibility.
- ☐ Verify advisor meets time-in-service, education, and experience criteria for desired Tier.
- ☐ Complete and sign Career Ladder Checklist (Appendix D) with advisor.
- ☐ Obtain dean/designee signature approving portfolio preparation.
- ☐ Submit Career Ladder Checklist (Appendix D) to Executive Director of Academic Advisement

### **Portfolio Development Support**

- ☐ Encourage advisor attendance at portfolio preparation workshops with Associate Director, Advisement Training & Technology
- ☐ Offer guidance on narrative structure and required evidence.
- ☐ Review advisor's draft portfolio for completeness, clarity, and alignment with Tier expectations.
- ☐ Offer constructive feedback and allow time for revisions.
- ☐ Ensure final portfolio is approved by dean/designee before submission.

### **Submission & Committee Process**

- ☐ Confirm advisor submits complete portfolio via D2L by the posted deadline.
- ☐ Retain local copies of checklist and application for records.
- ☐ Participate in committee process
  - Present portfolios for applicants directly supervised
  - Serving as voting member for applicants in other units
- ☐ Respond to committee questions about advisor's performance or evidence, as needed.

### **Post-Decision Follow-Up**

- ☐ Review final committee recommendation and communicate outcome to advisor.
  - If promoted, update advisor's job title, duties, and performance plan per new Tier description.
  - If not promoted, meet with advisor to review feedback and co-develop a professional development plan.
- ☐ Document outcomes and file signed forms with unit leadership and HR.

### **Supervisor Tips**

- Emphasize quality of evidence over quantity.
- Use consistent internal review standards during annual evaluations.
- Celebrate milestones and recognize professional growth.
- Offer continuous opportunities for professional development and service.