

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: Career Ladder Manual, Appendices D–I.*

Pre-Approval

- ☐ Schedule a meeting with your supervisor (Director/Administrator).
- ☐ Review eligibility for advancement, including years of service and educational requirements.
- ☐ Complete the Career Ladder Checklist (Appendix D) with your supervisor to evaluate readiness for advancement.
- ☐ Obtain required supervisor and dean/designee signatures.
- ☐ Confirm the advancement cycle and application deadlines.

Portfolio Preparation

- ☐ Attend Career Ladder portfolio preparation workshops.
- ☐ Review the applicable Portfolio Assessment Rubric (Appendix H) and Career Ladder criteria.
- ☐ Draft your Narrative Statement using the Narrative Statement Guide (Appendix F).
- ☐ Collect and organize evidence demonstrating the applicable NACADA competencies, advising responsibilities, professional development, and service criteria.
- ☐ Review the Professional Development & Service chart (Appendix I) and identify relevant evidence of professional engagement and service.
- ☐ Align evidence with the applicable rubric and clearly label each item.
- ☐ Submit a draft portfolio to your supervisor for internal review and feedback.
- ☐ Revise your portfolio and obtain dean/designee approval to submit.

Submission

- ☐ Verify all required components are included:
 - ☐ Signed Career Ladder 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)
 - ☐ Supporting documentation and evidence (Appendix G)
- ☐ Submit completed portfolio via D2L by posted deadline.

Review & Notification

- ☐ Committee reviews the portfolio and provides a recommendation to the supervisor and dean.
- ☐ Supervisor provides notification of the advancement decision.
 - ☐ If promoted, review the updated title and salary with your supervisor.
 - ☐ If not promoted, meet with your supervisor to review feedback and plan next steps.

Keep a personal copy of your full portfolio submission.