

ETSU Academic Advisor Career Ladder: Supervisor Process Guide

Guide supervisors and advising leads in supporting advisors through the Career Ladder advancement process. *Reference: Career Ladder Manual, Appendices D–I.*

Advisor Consultation & Pre-Approval

- ☐ Meet individually with each eligible advisor to discuss their intent to apply and review readiness for advancement.
- ☐ Verify the advisor meets the published education and years-of-service requirements for the desired Tier.
- ☐ Complete the Career Ladder Checklist (Appendix D) with the advisor, including discussion of the evidence they would use to demonstrate each criterion.
- ☐ Evaluate whether the advisor's current practice demonstrates the scope, consistency, contribution, and impact expected at the next Tier.
- ☐ Identify areas where additional experience, professional engagement, service, or development may strengthen the advisor's readiness.
- ☐ Obtain required supervisor and dean/designee signatures and submit the completed checklist to the Executive Director of Academic Advisement.

Portfolio Development Support

- ☐ Encourage the advisor to attend Career Ladder portfolio preparation workshops.
- ☐ Encourage the advisor to review the applicable Portfolio Assessment Rubric (Appendix H) and Career Ladder criteria.
- ☐ Provide guidance and feedback on the advisor's narrative, evidence, and supporting materials.
- ☐ Review the advisor's draft portfolio for completeness, clarity, and alignment with the expectations of the applicable Tier.
- ☐ Offer constructive feedback and allow sufficient time for revision.
- ☐ Ensure the final portfolio receives dean/designee approval before submission.

Submission & Committee Process

- ☐ Confirm the advisor submits a complete portfolio via D2L by the posted deadline.
- ☐ Retain local copies of the completed checklist and application materials, as appropriate.
- ☐ Participate in the committee process as assigned.
- ☐ Respond to committee questions regarding the advisor's performance or evidence, as needed.

Post-Decision Follow-Up

- ☐ Review the committee recommendation with the Dean and communicate the outcome to the advisor.
 - If promoted, review the advisor's updated Tier, title, responsibilities, and performance expectations.
 - If not promoted, meet with the advisor to review feedback and co-develop a plan for continued professional growth and future advancement.

ETSU Academic Advisor Career Ladder: Supervisor Process Guide

Supervisor Tips

- Emphasize the quality and relevance of evidence over the quantity of materials submitted.
- Use the Career Ladder criteria and rubrics to support consistent conversations about performance and readiness.
- Help advisors identify meaningful opportunities for professional development, service, leadership, and contribution within their current role.
- Encourage advisors to pursue advancement when their practice demonstrates readiness for the next Tier—not simply because they meet the minimum eligibility requirements.
- Provide ongoing feedback and opportunities for professional growth throughout the year.
- Recognize and celebrate professional growth regardless of whether an advisor submits a portfolio in a particular cycle.