

# Washington State University

## Academic Advisor Promotion Structure

The University Academic Advising Executive Council (UAAEC) and Advising Consultant Group (ACG), in conjunction with the advising community at Washington State University, seek to develop and sustain the high quality-advising program that supports student success and achievement and aligns with the University goal of a Transformative Student Experience. Our goal is to promote and retain our best and most experienced academic advisors. By developing rigorous standards, expectations, and using an appropriate annual evaluation process, will emphasize and expand the quality advising practice, behaviors, and values to which we desire all advisors to aspire.

In establishing a promotion structure for academic advisors, the goals are to:

- Retain a core group of the most qualified advisors to sustain and advance quality advising in each college and advising unit across WSU
- Reward those advisors who contribute to the professionalism, development, and implementation of effective advising practices
- Develop a cadre of advisors who will provide leadership for new initiatives
- Recognize and promote professional advising practices that improve the quality of the undergraduate educational experience
- Develop a cadre of experienced advisors to serve as resources and mentors for newer advisors
- Advance practices that support WSU Core Advising Responsibilities

### **Career Ladder Guidelines**

1. Supervisors/Managers will evaluate and work with their appointing authority to develop criteria enabling promotion within the advising classifications. Within each title code there are opportunities to grow and advance in responsibilities within that university classification, if applicable and funding is available there may be opportunities for salary increases within that classification. While all academic advisors are expected to meet or exceed standards set forth in the evaluation process, the choice to seek promotion is best when based on mutual agreement between the supervisor and employee.
2. Development of the promotion materials is the responsibility of the supervisor/manager in collaboration with the employee.
3. Number of assigned advisees is not a factor considered in eligibility for promotion. At least 75% of current position must be for academic advising responsibilities.
4. Each will establish and publish a process for review of Promotion materials, closely following the criteria set forth in this document.
5. To be eligible for promotion, advisors must meet criteria expectations in all areas and exceed expectations in one or more areas below. Determination for eligibility for promotion is the responsibility of the individual advisor seeking promotion.
6. Two timelines for submission and review of promotion materials are as suggested:
  - a. Promotion materials submitted to and forwarded on the appointing authority by January 31<sup>st</sup> or June 30<sup>th</sup>

### **Promotion Levels:**

- Academic Advisor 1: entry level positions and designate areas of responsibility as they increase job knowledge
  - First level of advancement (title change, \$\$ increase if applicable and available)
  - Second level of advancement (title change, \$\$ increase if applicable and available)
- Academic Advisor 2: \*other option might be to designate areas of responsibility
  - Academic Advisor Specialist
  - Academic Advisor Senior
- Academic Advisor 3: not designated with levels, but with areas of responsibility

### **New Hires**

New academic advisors will be hired at the level and salary range provided by HRS (Academic Coordinator/Advisor or Student Services Coordinator/Advisor 1 or 2) based on:

- Qualifications
- Prior undergraduate advising experience
- WSU experience
- College/department need

New academic advisors will have extensive University and departmental training opportunities and assume a student caseload appropriate to the advisor's skill level.

*NOTE: Specific duties of academic advisor are based on the needs of the department.*

### **(Optional) After Second Year and/or no later than start of Third Year**

At the advisor's **second full-year annual review**, in accordance with BPPM 60.12 [and within the following reasons: significant changes in duties; retention (difficulty retaining, etc;) extraordinary merit; and internal or external equity and/or market conditions], contingent on satisfactory performance and available funding, the advisor's department may increase the salary to the mid-range of the HRS recommended salary range or by a reasonable percentage depending on the initial salary at time of hire (typically not to exceed 10%). This recognizes the advisor's performance with advising practice, advising knowledge, and professional engagement within the advising unit and the University advising community. See rubric below.

Advisee loads for advisors at Step 2 are capped dependent on the needs of the college or advising unit and additional duties assigned as outlined in the advisor's position.

### **(Optional) After Fourth Year**

At the **fourth full-year annual review**, supervisors/managers will evaluate the performance of the advisor and the needs of the unit/college to determine if a promotion within the current title or a title change is applicable. Promotion will be based on performance criteria (rubric below), preparedness to accept higher-level additional responsibilities, and availability of position (Advisor 2 or 3). If the request is approved, promotion may be accompanied by:

- An increase in pay depending on available funding
- A change in working title
- Assignment of additional projects/responsibilities requiring higher-level knowledge, on-going coordination of academic success programs, and/or supervision of student staff
- Intentionally capped advisee loads to allow academic advisors time to work on their additional higher-level responsibilities

### **Request for Promotion required materials (see BPPM 60.12):**

1. Current resume or vitae
2. Statement from advisor of why promotion is sought, how he/she meets the standards and responsibilities of an advanced advisor position, and confirmed eligibility
  - a. If salary increase is requested – include in summary the salary increase amount
3. Updated position description, if applicable
4. Organizational chart showing the advisor's position relationship to other positions within the unit/department.