

TO: Academic Dean of Schools/Colleges,  
Associate Deans of Academic Affairs,  
Selected Engineering Department Heads,  
and Academic Advisors

FROM: Linda S. Glaze

DATE: September 14, 2009

RE: Promotions for FY 2009-2010

It is now time for Level I and II Academic Advisors, who are perceived as ready, to submit their dossiers for promotion through the *Career Ladders for Academic Advising Professionals* program. **Nine, typed copies of the dossier requesting promotion consideration should be submitted by the Dean to the Peer Review Committee no later than November 16, 2009.**

Advisors, Associate Deans (or pertinent Department Heads), and Deans should work together in preparing the promotion dossier. Specific instructions for the promotion requests are outlined in the appended materials. The review process will be completed so that promotions and associated salary increments with Job Families can be transmitted to the Department of Human Resources by March 1, 2010.

**The dossier and letters of recommendation should clearly focus on accomplishments that have been achieved by the candidate in each of the six job-related areas of the Career Ladder since the time of the initial conversion review in June 1999 or the last promotion. However, the dossier should present a cumulative professional record.**

Please direct questions regarding this call for Academic Advisor promotion materials to Dr. Susan S. Hubbard, Chair, Academic Advisor Peer Review Committee.

c: Dr. Susan S. Hubbard, Chair, Academic Advisor Peer Review Committee  
Mr. Chuck Gerards, Director, Compensation and Classification