

..... AN OVERVIEW OF THE SUBMISSION OF THE PROMOTION
DOSSIER
FOR THE ACADEMIC ADVISORS

The dossier and letters of recommendation within the dossier should make clear what accomplishments 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 of 1999 or last promotion. The dossier should reflect a cumulative record of professional credentials.

- The first page of the dossier is the *Application for Promotion and Biographical Cover Sheet*, which addresses the areas of *Education* and *Experience*.
- The candidate provides a resume which includes past employment history and the nature of the work performed, particularly elaborating on any experience related to academic advising. This may include employment as a graduate assistant, teacher educator, etc. Please indicate whether positions were full-time or part-time; if part-time indicate the number of hours per week and/or percent of time.
- On a separate page in the dossier, the candidate provides a brief paragraph addressing their self-evaluation of their job performance which may also include a brief statement of their advising philosophy.
- The dean's and immediate supervisor's letters of recommendation follow. These letters also should address the *Job Evaluation* and performance of the candidate over time. A copy of the candidate's most recent performance evaluation should follow these letters. In addition, student evaluations are strongly encouraged. Letters of support from students may also be included. If advising surveys or similar tools are used to provide individual assessments of advisors, the supervisor should include a summary of those evaluations in the dossier.
- Next, the candidate lists specific *Continuing Education and Professional Involvement* activities in which he/she has been involved during his/her advising career. The listing should be brief; yet explanatory and include information on where and when the activities took place and should demonstrate a sustained record of continuing education and professional involvement. The list of activities should be in reverse chronological order beginning with the most recent. The *Dossier Outline and Promotion Criteria* for each advisor level cite specific example activities from which to pattern the list.
- The next section of the dossier should address *Creative and Professional Development* in which the candidate has engaged. Activities showcase the candidate's strengths, abilities, creativity, interest, and commitment to advising, students, faculty, and colleagues. In addition, these activities must be significant in

nature and demonstrate a substantial time commitment to develop and execute. Again, the list should be brief but explanatory and in reverse chronological order, consult the *Dossier Outline and Promotion Criteria* for each advisor level for example activities.

- The final section of the dossier addresses *Outreach and Professional Service* in which the candidate has been engaged. Outreach and Professional Service indicates a commitment to advising as a whole at Auburn and service to the entire AU Community. The list, as before, should be brief and in reverse chronological order. The *Dossier Outline and Promotion Criteria* for each advisor level may be consulted for example activities.
- The Committee expects to see demonstrated evidence of continuing activity following promotion to Level II and that the specific requirements are cumulative for each category.
- It is recommended that attachments to the dossier be used to document professional activities such as conference programs showing papers presented, a sample of a booklet made, or letters of commendation for participating in key events.

In summary, nine typed copies of each dossier should be submitted directly by the dean, after inserting relevant letters of recommendation. These should be delivered to Paula Stokes-Clark, Office of Undergraduate Studies, 129 Quad Center, no later than Monday, November 16, 2009.

**AUBURN UNIVERSITY
ACADEMIC ADVISOR CAREER LADDER**

Application for Promotion and Biographical Cover Sheet

Name _____

School/College _____

Other Department or Work Unit, if any _____

Check Advisor Level and Grade applying for. _____ Advisor Level I, Grade 31

_____ Advisor Level II, Grade 32

_____ Advisor Level III, Grade 33

State present Human Resource job title and grade: _____

Indicate number of years completed in present title and grade
(as of October 1 of the current year): _____

Indicate number of years completed in an Advising job title at Auburn (cumulative of all
grade levels, as of October 1 of the current year): _____

Indicate number of years claimed as equivalent experience and explain: _____

Education (list most recent first):

Institution	Degree	Major	Date Awarded
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_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

ACADEMIC ADVISOR CAREER LADDER PROMOTION APPLICATION

DOSSIER OUTLINE

Application for Promotion and Biographical Cover Sheet

Attach this completed cover sheet to the top of the dossier (note that it includes necessary information on Education and on Experience).

Resume

Attach a resume which includes past employment history.

Candidate's Self Evaluation

On a subsequent page, the candidate presents a brief statement addressing their self-evaluation of their job performance which may also include a statement of their advising philosophy.

Job Evaluation

Present evidence of satisfactory performance. Information and validation is expected to be in the letters of reference from the supervisor and dean. Letters are confidential and so the dossier is submitted directly by the dean to the Peer Review Committee. A copy of the candidate's most recent performance evaluation should also be provided.

Continuing Education and Professional Involvement

Explain and/or document growth and achievements in each circle bulleted area (diamond-shaped ding bats are suggested avenues for filling each bulleted area):

- Consistent participation in the Auburn University Advisors and Counselors Caucus.
- Participating member of one or more state, regional, or national organizations concerned with academic advising or related professional associations.
- Documented sustained involvement in events within the following categories:
 - Take courses in areas that enhance advising skills
 - Attend workshops or extensive guest presentations at dedicated events of the Advisors Caucus
 - Attend related campus presentations, workshops, and video conferences (e.g., ADA issues)
 - Attend related external to campus workshops or conferences
 - Serve on advising-related committee at the university level
 - Receive advising award
 - Attend state advising association meeting
 - Attend regional advising association meeting
 - Attend national advising association meeting
 - Attend state, regional, or national related professional association meeting
 - Other (with documentation)

Creative and Professional Development

Explain and/or document achievements in at least two of the following areas for advancement to Level II Advisor or at least three (for a total of five) of the following areas for advancement to Level III Advisor:

- Develop a significant advising-related program (e.g., peer mentoring program, manuals, web pages, etc.)
- Redesign a significant program component (e.g., collegiate operations, forms,

processes/procedures)

- Present a paper or workshop on advising issues to a campus audience or at an external conference
- Publish a paper or related advising materials in a state, regional, or national outlet
- Other (with documentation).

Outreach and Professional Service

Explain achievements in at least one of the following areas for advancement to Level II Advisor or at least two (for a total of three) of the following areas for advancement to Level III Advisor:

- Hold office or chair significant committees in the Caucus
- Serve on University committee
- Advise school/college chartered organizations
- Consistent participation in after-hours advising/recruiting activities
- Teach related classes (e.g., UNIV 1000)
- Hold office or chair significant committees in state/regional/national advising (or related) associations
- Develop significant liaison program or programs with other campus resources or referral agencies.
- Other significant activities for school/college or university (with documentation).

SUPPLEMENTAL INFORMATION: PROMOTION CRITERIA AND CONSIDERATIONS FOR THE ACADEMIC ADVISOR CAREER LADDER

(Revised May 14, 2008)

Promotion is based on merit. A candidate for promotion should present documentation of acceptable achievements in the areas of 1) advising, 2) continuing education and professional involvement, 3) creative and professional development, and 4) outreach and professional service. The Peer Review Committee, in the evaluation of a candidate's performance and achievements, shall consider the criteria listed in this document for each of these categories. The Committee is looking for evidence of a commitment to projects and professional work beyond typical job expectations.

Please consider the following as you prepare your dossier.

- Organize your dossier so material for each category is easy to locate.
- Provide justification for why items presented in Creative/Professional Development and Outreach/Professional Service are significant.
- Make sure all required and supplementary information is included in the dossier and that the dossier is submitted by the deadline. (Note: The Committee will make a decision based on what was submitted.)

1. ADVISING

The Committee's primary concern is in the candidate's development in the role of academic advising. Evaluation of advising is crucial, both from the supervisors and students. The Committee is interested in the supervisor's evaluation of advising abilities. That evaluation is typically included in the letter of support from direct supervisors. In addition, summary data from student advising surveys or similar tools that provide individual assessments of advisors are required. Letters of support from students are welcome.

2. CONTINUING EDUCATION AND PROFESSIONAL INVOLVEMENT

In addition to advising, the Committee expects evidence of continuing education and professional involvement, including consistent participation in the Advisor Caucus. This evidence should include a frequent and sustained record of activities. While advisors are not expected to attend every function hosted by the Caucus or attend every convention, the Committee expects advisors to demonstrate that their professional involvement is a priority.

3. CREATIVE AND PROFESSIONAL DEVELOPMENT

The creative and professional development category is the second most important area of the dossier and a critical component of consideration in the evaluation of an academic advisor's credentials. The Committee expects the dossier to present evidence of activities that showcase the advisor's strengths, abilities, creativity, interest, and commitment to advising, students, and colleagues. The activities should be significant and should have required a major time commitment. The following bullets provide additional clarification:

- Teaching classes may be considered a significant achievement in Creative and Professional Development if the applicant has developed the course content, assignments, etc., and has been in charge of ongoing course refinement. Otherwise, the achievement is to be noted in Outreach and Professional Service. An example that is appropriate for Creative Work and Professional Development is teaching UNIV 1000, modifying the course for the college's learning community, and refining it through repeated teaching of the course to new learning communities.
- Creation of individual advising-related forms and/or procedures is not considered a significant achievement; however, development of multiple related forms and/or procedures may merit

consideration. Applicants should cluster these achievements into a single achievement rather than list separately.

- "Repeat" presentations are not considered additional significant achievements unless substantive changes are documented.
- Development of a brochure typically is not considered a significant achievement but may be paired with related work to form a significant achievement.

Applicants should not assume that the Committee will be able to identify related items to form a significant achievement.

4. OUTREACH/PROFESSIONAL SERVICE

The Committee is interested in commitment to advising as a whole at Auburn University and service to the entire AU community. Generally, candidates have more than adequate activities in this section. Advisors are typically very involved in their colleges, schools, and professional associations.

5. CUMULATIVE ACHIEVEMENT FOR LEVEL III

The dossier submitted for promotion to Level III is cumulative in nature. Items added since the last promotion should be noted. The qualifiers (**) for Creative and Professional Development as well as Outreach and Professional Service criteria indicate that "the specific requirements are cumulative." For Creative and Professional Development, the dossier must document three more than the minimum for Level II for a total of five. Achievements prior to promotion to Level II will be considered, but significant contribution since the last promotion is expected. For Outreach and Professional Service, the dossier must document two more than the minimum for Level II for a total of three. Achievements prior to promotion to Level II will be considered, but significant contribution since the last promotion is expected.

The responsibility of the Academic Advisor Peer Review Committee in reviewing applications for promotion to Level II is to ensure that a dossier includes the minimum number of significant achievements in each category. This responsibility does not include identifying achievements that exceed these minimums because a different committee reviews cumulative achievements for promotion to Level III. The committee reviewing for promotion to Level III is to assume that minimum requirements in each category were met for the promotion to Level II; however, this committee is not bound by the way a previous committee "counted" significant achievements that exceeded these minimums and has the same flexibility as the previous committee in identifying the minimum required number in a category by clustering or shifting achievements to a different category.

Note: Applicants who are not recommended for promotion to Level II or Level III are provided with information regarding what did count as significant achievements if the Committee determined they had not met the minimum number in any category.