

KENNESAW STATE UNIVERSITY

# ACADEMIC ADVISING LEVELS PROGRAM



**KENNESAW STATE**  
UNIVERSITY

## Advising Organization

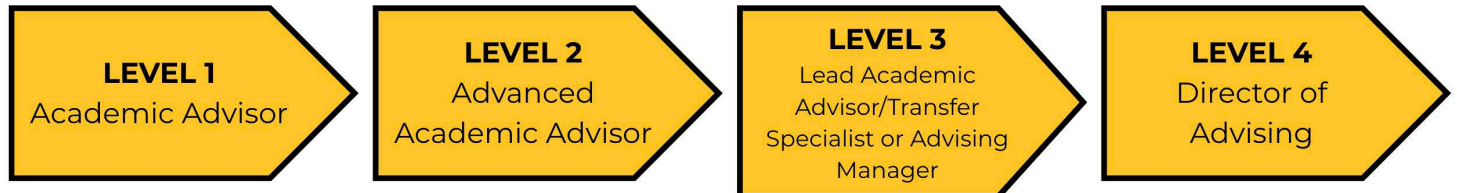
Academic Advising at Kennesaw State University reports under the leadership of the Office of the Provost. Under the Provost, there is a Student Success organization, currently led by an Assistant Vice President. The Advising organization is headed up by an Executive Director of Advising and Retention. All unit Directors report to the Executive Director of Advising and Retention. The Advising Community includes undergraduate advisors in the following colleges/departments:

- College of Architecture and Construction Management
- College of the Arts
- Coles College of Business
- College of Computing and Software Engineering
- Bagwell College of Education
- Southern Polytechnic College of Engineering and Engineering Technology
- KSU Journey Honors College
- Norman J. Radow College of Humanities and Social Sciences
- Wellstar College of Health and Human Services
- College of Science and Math
- Owl Advising
- Institute for Cybersecurity and Workforce Development

The goal of this process is to develop and sustain a high performing academic advising program to provide students with every chance to succeed. As such, this promotional process is aimed at developing, promoting, and retaining strong academic advisors. This program has the following key components:

- Retain qualified advisors.
- Provide growth opportunities for advisors within the KSU structure.
- Reward advisors who contribute to the development and implementation of best practices.
- Develop a pool of experienced advisors who can lead campus wide initiatives.
- Create a pool of experienced advisors who can serve as mentors and point people for newer advisors at KSU.

# Kennesaw State University's Academic Advising Ladder Program



Level 1	Academic Advisor	
	Min Education:	Bachelor's Degree
	Min Experience:	One (1) year of Student Success experience

Level 2	Advanced Academic Advisor	
	Min Education:	Bachelor's Degree
	Min Experience:	Three (3) years advising experience in higher education setting

Level 3	Lead Academic Advisor Transfer Specialist (direct hire)	
	Min Education:	Bachelor's Degree
	Min Experience:	Four (4) years advising experience in higher ed setting
	Advising Manager (direct hire)	
	Min Education:	Bachelor's Degree
	Min Experience:	Four (4) years advising experience in higher ed setting

Level 4	Director of Advising (direct hire)	
	Min Education:	Master's Degree
	Min Experience:	Four (4) years experience in advising and two (2) years experience supervising

## Eligibility Criteria for Promotion from Level 1 to Level 2

### Part One: Qualifying Experience

- Served in a full-time academic advising role in higher education for a minimum of 36 months at the time of eligibility period start (May 31 each year)
- Receives a non-rounded 3.0 or higher in their most recent performance evaluation
- Letter of Reference from current supervisor
- Letter of Reference from another colleague

### Part Two: Professional Development Opportunities:

<b>Step 1</b>	Choose a minimum of three engagement categories from the following: Scholarship, Association, Institutional, and Leadership.
<b>Step 2</b>	Choose a minimum of three activities (noting that multiple items completed in the same activity will still only generate the one-point value noted in the list below).
<b>Step 3</b>	Must meet a minimum of 12 points during the 3-year period prior to application.
<b>Step 4</b>	Compose a reflection noting how each experience prepared you for a higher-level position and submit this document with your application. Total reflection paper should be no more than 2 pages.

# **KSU Academic Advising Position Advancement Experience Menu**

*Please note – the associated number of points are in parenthesis after each experience item. Experience items can only be counted once in each submission*

## **Scholarship**

- Professional Conference Proposal (2)
- Professional Conference Presentation Participation (3)
- Higher Education Article Submission (3)
- Peer Reviewed Higher Education Article Publication (5)
- Internal Webinar Presentation (2)
- External Webinar Presentation (3)
- Participation in degree seeking or certificate program (3)
- Completion of advanced degree (5)
- Completion of certificate program (4)
- Professional Development Event/Webinar Completion (1)

## **Association**

- Association Committee Participation (2)
- Higher Education Conference Attendance (1)
- NACADA Involvement in Webinars/Workshops/Prof. Development (1)
- Professional Conference Volunteer (2)

## **Institutional**

- QPR Suicide Prevention Training Participation (1)
- Safe Space Training (1)
- Mental Health First Aid Training Participation (1)
- Move-in Day Volunteer Participation (1)
- Big Event Volunteering (Graduation/Week of Welcome, Hackathon, Sales Competition, etc.) (1)
- Professional Development Workshop Attendance (1)
- Professional Development Multi-day series (2)
- Student Organization Volunteer Participation (1)
- KSU Scholarship application reader (2)
- Increased Advising Load During Turnover (2)

## **Leadership**

- Academic Advising Working Group Participation (2)
- Advising Representative to University Committee Appointment (2)
- Advising Event Volunteer (1)
- Professional Association Executive Council Participation (4)
- Conference Planning Committee Member (4)
- Conference Planning Committee Chair (5)
- Mentorship Program Participation (2)
- Staff Advisor to Student Organization Appointment (3)
- Staff Senate Member Participation (2)
- Task Force Participation Appointment (2)
- Leadership Development Participation (Women's Leadership Institute, etc.) (3)



## **Individualized/Reflection**

Design your own individualized engagement experience that aligns with the spirit of the above list. Please write up a description of this engagement and why it embodies the characteristics of the above developmental opportunities. Individualized experience will be eligible for up to 5 points. Please consult with the Executive Director of Student Advising and Retention or the AVP of Student Success for the determination of the specific point allotment.

## **Committee Review**

Submissions will be reviewed by a committee who will determine promotional opportunities on an annual basis (see Annual Timelines).

### **Committee Members:**

AVP, Student Success

Executive Director of Student Advising and Retention

Director, Academic Finance and Analysis

Human Resources Business Partner

Director, Academic Student Support Services

### **Timeline:**

- The Director of Academic Finance and Analysis will work with the AVP of Student Success and the Executive Director of Student Advising and Retention to determine the promotional budget pool available for the upcoming fiscal year
- The AVP of Student Success and the Executive Director of Student Advising and Retention will propose a number of promotional opportunities (based on budget availability) to the Provost by May 15.
- The Provost will approve the number by May 28.
- Advising Directors will receive a list of all advisors who are eligible for a promotion based on years of service by May 31 of each calendar year.

- Advising Directors will meet with each eligible Advisor to communicate this information by June 15.
- Eligible Advisors who wish to be considered for promotion will complete the packet requirements and submit to the Executive Director of Student Advising and Retention by July 1.
- The committee will meet to review promotional packets the first week in July.
- The Executive Director of Student Advising and Retention will notify unit Directors of the decisions regarding Advisors in their unit no later than July 31.
- Promotional changes will be effective September 1 each year.
- Appeals of the committee decisions will be reviewed by the Provost and Chief Human Resources Officer.

## **Timeline 2:**

