

**Name**

**Advising Office**

### **Part One: Qualifying Experience**

- Have you 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)?
- Did you receive a non-rounded 3.0 or higher in your most recent performance evaluation?
- Do you have a Letter of Reference from current supervisor? (To be attached in the Portfolio)
- Do you have a Letter of Reference from another colleague? (To be attached in the Portfolio)

### **Part Two: Professional Development Opportunities**

You must meet a minimum of **12 points** across a minimum of **three engagement categories**.

#### **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 not currently accounted for (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 (Optional)**

- 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.

<b>Scholarship Total</b>	<b>Association Total</b>	<b>Institutional Total</b>	<b>Leadership Total</b>	<b>Individualized Total</b>
<b>Total for All Fields</b>				

**Part Three:** Compose a reflection noting how each experience prepared you for a higher-level position and submit this document with your portfolio. Total reflection paper should be no more than 2 pages. (To be attached in the Portfolio)