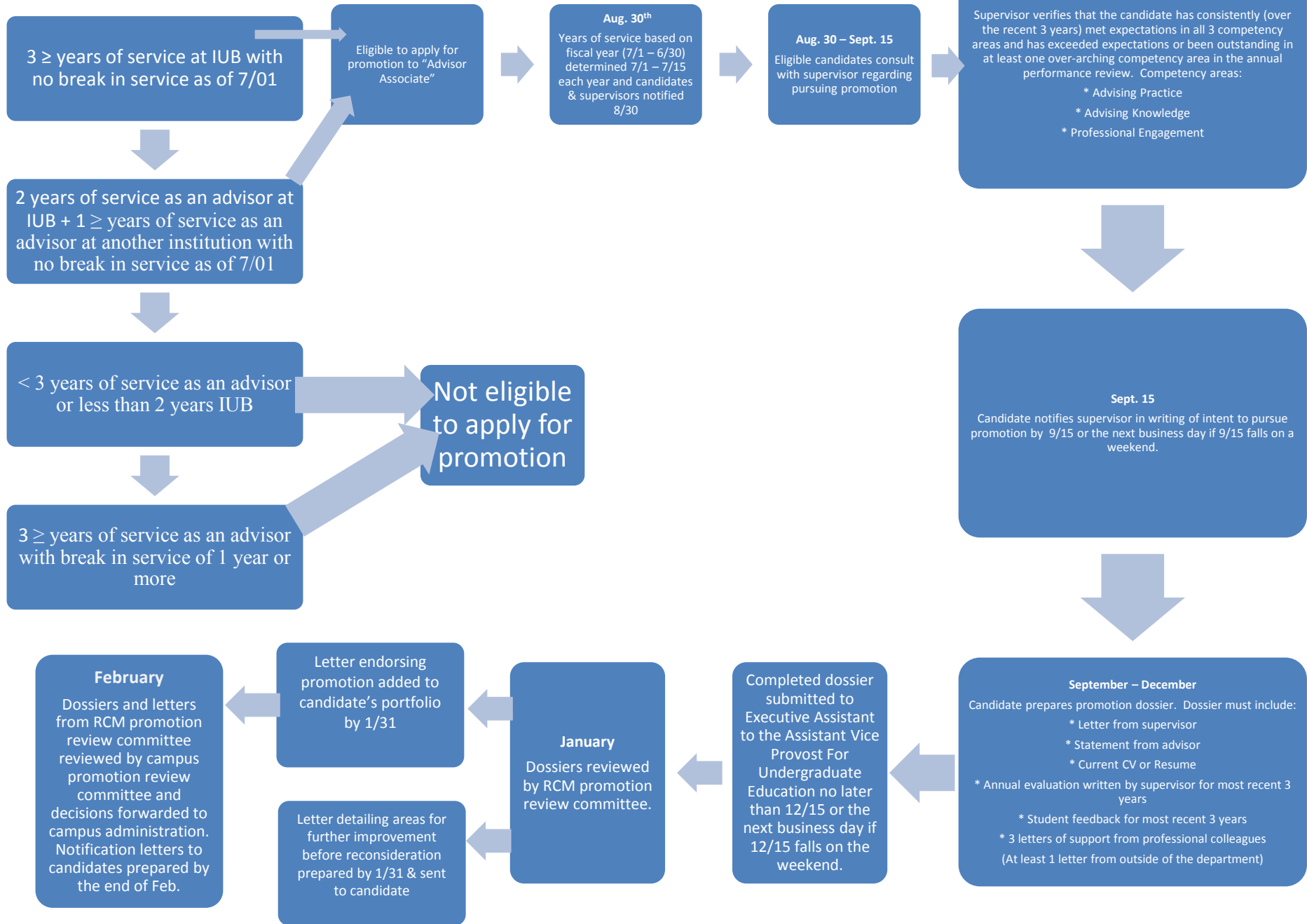


Flow Chart: Advisor First Level Promotion



3 ≥ years of service at IUB with no break in service as of 7/01

Eligible to apply for promotion to "Advisor Associate"

Aug. 30th
Years of service based on fiscal year (7/1 – 6/30) determined 7/1 – 7/15 each year and candidates & supervisors notified 8/30

Aug. 30 – Sept. 15
Eligible candidates consult with supervisor regarding pursuing promotion

Supervisor verifies that the candidate has consistently (over the recent 3 years) met expectations in all 3 competency areas and has exceeded expectations or been outstanding in at least one over-arching competency area in the annual performance review. Competency areas:

- * Advising Practice
- * Advising Knowledge
- * Professional Engagement

2 years of service as an advisor at IUB + 1 ≥ years of service as an advisor at another institution with no break in service as of 7/01

< 3 years of service as an advisor or less than 2 years IUB

Not eligible to apply for promotion

3 ≥ years of service as an advisor with break in service of 1 year or more

Sept. 15
Candidate notifies supervisor in writing of intent to pursue promotion by 9/15 or the next business day if 9/15 falls on a weekend.

September – December
Candidate prepares promotion dossier. Dossier must include:

- * Letter from supervisor
- * Statement from advisor
- * Current CV or Resume
- * Annual evaluation written by supervisor for most recent 3 years
- * Student feedback for most recent 3 years
- * 3 letters of support from professional colleagues (At least 1 letter from outside of the department)

Completed dossier submitted to Executive Assistant to the Assistant Vice Provost For Undergraduate Education no later than 12/15 or the next business day if 12/15 falls on the weekend.

January
Dossiers reviewed by RCM promotion review committee.

Letter endorsing promotion added to candidate's portfolio by 1/31

Letter detailing areas for further improvement before reconsideration prepared by 1/31 & sent to candidate

February
Dossiers and letters from RCM promotion review committee reviewed by campus promotion review committee and decisions forwarded to campus administration. Notification letters to candidates prepared by the end of Feb.

Flow Chart: Advisor, Associate to Advisor, Senior

