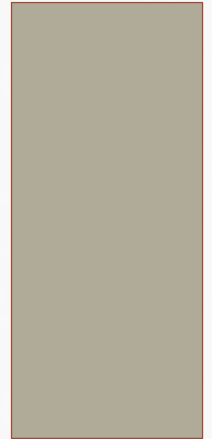


ADVISOR PROMOTION PROCESS--OVPUE

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PROCESS OVERVIEW

- Deadlines
- Eligibility Criteria
- Consultation with Supervisor
- Supervisor Notification of Your Intent to Pursue Promotion
- Preparation of Promotion Dossier
- Committee Review Process
- Decision & Notification

DEADLINES

- Aug. 30—Years-of-Service Notification
- Aug. 30-Sept. 15 (or earlier in the summer)—Consultation with Supervisor
- Sept. 15—Advisor notifies supervisor in writing of intent to pursue promotion that year; cc: Jennifer Watson (watsjenn@iu.edu)
- Dec. 15—Promotion dossier submitted to Jennifer Watson (watsjenn@iu.edu)
- Jan. 31—Decision by OVPUE Promotion Review Committee to endorse or not endorse for promotion
- Feb. 28/29—Decision by Campus Review Committee to endorse or not endorse for promotion sent to campus administration
- March 7 (approximate notification date)—Decision notification sent to candidate

ELIGIBILITY CRITERIA

- Years of Service
- Performance as defined in the “Promotion Structure” document.
- 3 Competency Areas
 - Advising Practice - 35%
 - Advising Knowledge -35%
 - Professional Engagement – 30%
- Eligibility to apply ≠ promotion

SAMPLE QUESTIONS TO ASK IN DEVELOPING THE DOSSIER

- Advising Practice
 - How will I document that I tailor my advising approach to incorporate students' cultural identities?
 - How will I demonstrate that my outreach is proactive based on my assessment of student needs at a given time?
- Advising Knowledge
 - How will I demonstrate that my advising incorporates a sophisticated understanding of advising theory, student development and learning cognition?
- Professional Engagement
 - How will I document that I have engaged with advising as a profession?

ELIGIBILITY CRITERIA

- Annual Evaluation vs. Promotion Standards
 - Annual evaluation reviews are a component of the promotion dossier but are not the same as the promotion review.
 - The promotion document requires that a candidate consistently, over the most recent 3 years, meets expectations in all 3 competency areas and exceeds expectations or is outstanding in at least one.
 - Promotion review looks at the long-term performance trajectory of the candidate.
- Consultation with Supervisor

PROMOTION DOSSIER

- Dossier Cover Page
- Letter of support from supervisor (1-2 pages)
- Advisor statement (recommendation 1-2 pages)
- Advisor cv/resume
- Annual evaluation narratives for the most recent 3 years
- 3 letters of support from professional colleagues
 - At least one from within the department (OVPUE) and at least one from outside the department
- Student feedback for the most recent 3 years
- ❖ Emphasize quality over quantity in everything you include in the dossier.

TIPS FOR DOSSIER PREPARATION

- The quality of the candidate's statement and the supervisor's letter are critical
- Providing a sense of your professional development over time and a context for your advising approach and practice that is grounded in recognized advising models/advising research is of paramount importance
 - Tie examples from your own practice to your explanation of your advising approach and the models you commonly employ

TIPS FOR DOSSIER PREPARATION

- Strong dossiers provide a consistent picture of a candidate's development of their practice, their understanding of the profession, and their thoughtful and intentional application of recognized advising models, approaches and research to benefit students
- Strong dossiers provide insight and examples of the candidate's impact, over time, on advising practice within their unit, across the campus and/or beyond the campus

TIPS FOR DOSSIER PREPARATION

- Reference Letters
 - Consider requesting one from a colleague who has gained promotion
 - Strong reference letters demonstrate personal knowledge of the candidate's advising practice
- Student Feedback
 - Organize examples to show how your advising approach is effective in helping students

DOSSIER FORMAT

- WORD Document
 - New Times Roman, 12pt type
- Standard order to materials – see guidelines
- Label documents clearly
 - Example: “Student Feedback, O’Shea, 2013-14”
- Be selective in what you include

DOSSIER SUBMISSION

- Submit complete dossier electronically to Jennifer Watson (watsjenn@iu.edu) by 5:00 PM on Dec. 15.
 - Submission e-mail subject line: “Promotion Dossier *your last name submission year*” EX. “Promotion Dossier O’Shea 2016-17”
 - Candidate will receive an e-mail response from Jennifer Watson verifying the date and time the dossier was received.
- Candidate is responsible for ensuring that all required elements of the dossier are complete at the time of submission.
 - If, upon review, a submitted dossier is found to be incomplete, the dossier will not be forwarded for committee review.
 - The candidate will be withdrawn from consideration for promotion for that year.

PROMOTION REVIEW

- Unit (OVPUE) Promotion Committee Review
 - Endorses promotion & forwards dossier with a letter of endorsement to Campus Review Committee OR
 - Does not endorse promotion. Review process ends; candidate & supervisor notified by the Committee.
- Campus Promotion Review Committee
 - Endorses promotion & forwards dossier with a letter of endorsement to administration OR
 - Does not endorse promotion and forwards dossier to administration with a letter indicating that the candidate is not endorsed for promotion.
- Campus Administration
 - Reviews committee letters and dossier and notifies candidate & supervisor of promotion decision.

NEXT STEPS

- Consult with your supervisor by **Sept. 15** if you are considering applying for promotion in **2017-18**.
 - Notify your supervisor in writing (e-mail) and copy Jennifer Watson (watsjenn@iu.edu) by Sept. 15, 2017 if you intend to pursue promotion this year.
 - E-mail subject line: “Promotion Application {insert last name} 2017-18”
- Consult with your supervisor by **Oct. 31** if you are considering applying for promotion in **2018-19**.
 - This is a recommendation not a requirement.
 - Consultation early in the fall the year before application will allow you to focus on aspects of your advising practice in which you could strengthen your documentation.

QUESTIONS?