



Huizenga School of Business & Entrepreneurship  
Office of Enrollment Services  
Academic Advising

## **Policy for Promotion to Advisor II**

**Education Required:** Master's Degree (preferably in Business, Student Affairs, Counseling, Social Work or Psychology); or an earned Bachelor's Degree, three years in an HSBE Advisor I position, and completed fifteen graduate-level credits.

**Experience Required:**

1. Successful completion of two or more years as an Advisor I with performance goals met including an overall rating of a minimum of 3.3 on most recent annual performance evaluation.
2. Documented success in academic advising and student retention initiatives.
3. Possess expertise in all HSBE graduate programs, as well as all policies and procedures pertaining to job responsibilities.
4. Demonstrate ongoing teamwork with designated HSBE program team, in addition to individual contributions made to the Academic Advising department.
5. Demonstrated and documented leadership within the department, including level of involvement and outcomes as they pertain to at least two departmental or HSBE assigned projects, presentations, and/or events.
6. Represent the Academic Advising unit at a minimum of 3 official events, as assigned, per year.
7. Serve on a minimum of 1 committee, with supervisor approval, per year.
8. Attend a minimum of 2 professional development workshops/seminars, which are directly related to job performance and enhancement, per year.

**Portfolio:**

The applicant will submit a portfolio of their work over the past two years with the following forms and supporting documentation to their supervising manager. Documents to be provided below:

1. Request to Change in Job Status to Advisor II
2. Completed Portfolio Check List for Advancement to Advisor II
3. Current resume



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4. Advisor I Leadership Profile
5. List of accomplishments in current position for the past two years

Performance Indicators:

1. Communication skills
2. Presentation skills

The candidate will provide the review panel with documentation of at least two presentations and/or programs they coordinated within the past two years.

Supervising Manager:

1. Review the portfolio and discuss the process with the applicant.
2. Advise the applicant of any additional needed required documentation and provide written recommendations.
3. Present the reviewed portfolio to the Director of Advising with completed checklist of documents. Portfolio must be received a minimum of one week before scheduled review panel bi-annually.
4. Schedule the applicant for the bi-annual Advisor II review panel.

Review Panel:

The review panel will be made up of the current Assistant Dean of Enrollment Services (ADES), Director of Advising, and Associate Director and/or Assistant Director. The review panel will meet bi-annually during the academic year. Dates for reviewing portfolios of applicants will be established each year in October and April. The panel of at least 3 will review those applications presented for consideration within that timeframe, and also set the date of the applicant review.

Advisor II Review Panel Guidelines:

At least 3 members of the review panel must be present (in person or by means of telephone) to initiate the review. Amount of time needed for the interview will be a minimum of thirty minutes and a maximum of one hour to complete. The panel may ask for clarification of any responses. After the



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interview is completed and any clarifying questions have been asked, the interviewee will be dismissed, and the panel will discuss their findings.

For promotion to Advisor II, an affirmative majority vote will be required of the panel members present. The panel chair will provide the applicant, in writing, the decision of the panel within 7-10 working days of the interview.

Processing the Panel Decision:

The panel will sign the panel voting document and submit their decision to the current Director of Advising and ADES. The Director of Advising will prepare the required documentation for promotion and submit it to ADES and HSBE Office of Human Resources for approval and processing for the next level of review.

Non-Approved Promotion:

In the event that the promotion is denied, the Director of Advising will review the recommendation of the review panel, and those items needing additional preparation, with the applicant. The applicant may then work on those items noted as deficient by the review panel, and may submit their work to the Director. Upon approval of the Director, the applicant may then reapply for review of the noted deficiencies. The review panel will review only those item(s) noted as deficient and again vote on the application as outlined above. Depending on the deficiency, the review and vote may be electronically conducted.

The waiting time for an interviewed applicant to resubmit items noted as deficient by the panel will be 3 months. The panel chair will then advise the applicant whether he/she is eligible to proceed with the process in writing.

Non-Approved Application:

Should the panel deem the applicant not prepared for consideration, the applicant will be advised by the Director (in writing) and will be eligible to reapply after a period of six months from their initial date of application. The applicant will present their documentation for consideration to their supervising manager who will then present it to the Director of Advising and ADES.



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**Appeal:**

If the candidate disagrees with the decision of the reviewing panel, he/she may write a formal appeal to the review panel for further review. The appeal may be submitted to the Director of Advising who will submit it to the review panel.

Should the candidate not agree with the panels' decision, the aggrieved candidate will send the grievance to HSBE Human Resources Office for review. The candidate will ask the Director of Advising to assist in following the policy as outlined in the HSBE HS Portal system.