Advising Roles Structure for (FT) Professional Academic Advisors (Updated July 2023)

Note: All professional advisors require a Masters’ Degree

Process Notes:

- Salary ranges are “hiring ranges” only.
- Position advancement is between the college/school supervisor and their own employees.
- Decentralized advising system means the budget is decentralized. Any modifications with salary change is determined by the college/school with their own funds.
- Professional advancement means we value professional development. All position advancement will be tied to professional development responsibilities and requirements that benefit the person, fellow advisors, and the students they serve.
- Professional development “units” can include engagement in campus based training options, mentoring programs, presenting at campus activities, or conducting significant research and program development for the benefit of other advisors.
<table>
<thead>
<tr>
<th>Tier 1 Academic Advisor (Or relevant title based on College)</th>
<th>Care Management Range</th>
<th>Position Particulars</th>
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</thead>
</table>
| Hiring Range: $55,000 - $57,999 | Best Practice Based on Research = 350 - 400 | **Baseline Responsibilities: (50% of Job Function)**  
- Developmental advising for assigned Care Management Load to include 1:1 appointment and “just-in-time” service  
- Manage Care Network communication plan with assigned students  
- Utilize advising systems for intervention with students, maintain notes/records  
- Participate in recruitment and orientation events; professional development events  
**Department Specific Responsibilities: (50% of Job Function; spread as needed)**  
- Each department determines specific responsibilities as needed.  
- Examples might include: teaching course sections, application review, etc.  
**Two Position Levels:**  
- 1A: Academic Advisor  
- 1B: Senior Academic Advisor  
  - Progression is determined by performance evaluation  
  - Must have at least 1 full year of Charlotte advising experience  
  - Must have completed advising on-boarding expectations and additional PD units as determined by Advising Leadership Council  
(Note: work is ongoing to determine caseload norms)
<table>
<thead>
<tr>
<th>Tier 2 Assistant Director</th>
<th>Care Management Range</th>
<th>Position Particulars</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Hiring Range: $58,000 - $60,000</td>
<td>Note: “Department Based Professional Advisors would qualify to be in this category if the job description meets the requirements below.”</td>
</tr>
</tbody>
</table>
|                          | Best Practice Based on Research = 200 - 300 | **Baseline Responsibilities: (50% of Job Function)**
|                          | *(Note: work is ongoing to determine caseload norms)* |  ● Developmental advising for assigned Care Management Load to include 1:1 appointment and “just-in-time” service
  ● Manage Care Network communication plan with assigned students
  ● Utilize advising systems for intervention with students, maintain notes/records
  ● Participate in recruitment and orientation events; professional development events

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<th>Tier Specific Responsibilities: (25% of Job Function)</th>
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<td>● Specific management of program, curriculum, or major initiative at the College/School level that requires the individual to coordinate/collaborate outside advising unit.</td>
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</tbody>
</table>
  ○ Ex: learning community, 49er Rebound coordinator, seminar curriculum
  ○ Serves on committees/teams that contribute and coordinate Campaign development and implementation strategies for intrusive care; ensure data/processes happening within unit |
● Contributes to the professional development of fellow advisors through facilitation of presentations/programs, assisting in the coordination of Retreats/Institute, adding content to Advisor Toolkit, research, etc.

Department Specific Responsibilities: (25% of Job Function; spread as needed)

● Each department determines specific responsibilities as needed.
● Examples might include: teaching course sections, application review, curriculum development and enhancements, supervision of graduate assistants and/or Peer Advisors

Two Position Levels:

● 2A: Assistant Director
● 2B: Senior Assistant Director
  ○ Progression is determined by performance evaluation
  ○ Must have at least 1 full year of Charlotte advising experience in Tier 2A
  ○ Must have completed professional development units as determined by Advising Leadership Council (includes contributing to the development of other advisors)
  ○ Must take on a significant college/school specific program leadership
<table>
<thead>
<tr>
<th>Tier 3 Associate Director</th>
<th>Care Management Range</th>
<th>Position Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring Range: $62,000 - $70,000</td>
<td>Best Practice Based on Research = 200 - 300</td>
<td><strong>Note:</strong> “Department Based Professional Advisors would qualify to be in this category if the job description meets the requirements below.”</td>
</tr>
</tbody>
</table>

**Baseline Responsibilities: (50% of Job Function)**

- Developmental advising for assigned Care Management Load to include 1:1 appointment and “just-in-time” service
- Manage Care Network communication plan with assigned students
- Utilize advising systems for intervention with students, maintain notes/records
- Participate in recruitment and orientation events; professional development events

**Tier Specific Responsibilities: (25% of Job Function, % is flexible)**

- Direct supervision of SHRA/EHRA advising staff
- AND/OR-

  - Specific management of two or more: program, curriculum, or major initiative at the College/School level that requires the individual to coordinate/collaborate outside advising unit.
    - Ex: learning community, 49er Rebound coordinator, seminar curriculum
    - Serves on committees/teams that contribute and coordinate Campaign development and implementation strategies for intrusive care; ensure data/processes happening within unit
- Provides active input and support to professional development needs of advisors university-wide, Retreat/Institute, and the well-being/recruitment/retention of academic advisors for the university as evidenced through facilitating/presenting each year and serving on professional development and wellness committees

**Department Specific Responsibilities: (25% of Job Function; % is flexible)**

- Each department determines specific responsibilities as needed.
- Examples might include: teaching course sections, application review, curriculum development and enhancements, supervision of graduate assistants and/or Peer Advisors

**Two Position Levels:**

- 3A: Associate Director
- 3B: Senior Associate Director
  - Progression is determined by performance evaluation
  - Must have at least 1 full year of Charlotte advising experience in Tier 3A
  - Must have completed professional development units as determined by Advising Leadership Council (includes contributing to the development of other advisors)
  - Must take on a significant college/school specific program leadership
<table>
<thead>
<tr>
<th>Tier 4 Advising Center Leader</th>
<th>Care Management Range</th>
<th>Position Particulars</th>
</tr>
</thead>
</table>
| 4A                            | Hiring Range: $80,000 - $85,000 | **Baseline Responsibilities: (Based on appropriate caseload)**  
- Developmental advising for assigned Care Management Load to include 1:1 appointment and “just-in-time” service  
- Manage Care Network communication plan with assigned students  
- Utilize advising systems for intervention with students, maintain notes/records  
- Participate in recruitment and orientation events; professional development events  

**Tier Specific Responsibilities:**  
- Direct supervision of EHRA/SHRA staff  
- Manages strategic planning and accountability of services for the entire College/School and submission of data to Undergraduate Education and Enrollment Management as needed  
- Provides active input and mentoring of advisors across the university to support the wellbeing/recruitment/retention of academic advisors for the university  
- Sits on Advising Leadership Council to represent College/School  

**Two Position Levels:**  
- 4A: Director  
- 4B: Director/Assistant Dean |