

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.

Tier 1 Academic Advisor (Or relevant title based on College)	Care Management Range	Position Particulars
<p>Hiring Range: \$55,000 - \$57,999</p>	<p>Best Practice Based on Research = 350 - 400</p> <p><i>(Note: work is ongoing to determine caseload norms)</i></p>	<p>Baseline Responsibilities: (50% of Job Function)</p> <ul style="list-style-type: none"> ● 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 <p>Department Specific Responsibilities: (50% of Job Function; spread as needed)</p> <ul style="list-style-type: none"> ● Each department determines specific responsibilities as needed. ● Examples might include: teaching course sections, application review, etc. <p>Two Position Levels:</p> <ul style="list-style-type: none"> ● 1A: Academic Advisor ● 1B: Senior Academic Advisor <ul style="list-style-type: none"> ○ 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

Tier 2 Assistant Director	Care Management Range	Position Particulars
<p>Hiring Range: \$58,000 - \$60,000</p>	<p>Best Practice Based on Research = 200 - 300</p> <p><i>(Note: work is ongoing to determine caseload norms)</i></p>	<p>Note: <i>“Department Based Professional Advisors would qualify to be in this category if the job description meets the requirements below.</i></p> <p>Baseline Responsibilities: (50% of Job Function)</p> <ul style="list-style-type: none"> ● 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 <p>Tier Specific Responsibilities: (25% of Job Function)</p> <ul style="list-style-type: none"> ● Specific management of program, curriculum, or major initiative at the College/School level that requires the individual to coordinate/collaborate outside advising unit. <ul style="list-style-type: none"> ○ 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

		<ul style="list-style-type: none">● 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. <p>Department Specific Responsibilities: (25% of Job Function; spread as needed)</p> <ul style="list-style-type: none">● 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 <p>Two Position Levels:</p> <ul style="list-style-type: none">● 2A: Assistant Director● 2B: Senior Assistant Director<ul style="list-style-type: none">○ 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
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Tier 3 Associate Director	Care Management Range	Position Particulars
<p>Hiring Range: \$62,000 - \$70,000</p>	<p>Best Practice Based on Research = 200 - 300</p> <p><i>(Note: work is ongoing to determine caseload norms)</i></p>	<p>Note: “Department Based Professional Advisors would qualify to be in this category if the job description meets the requirements below.</p> <p>Baseline Responsibilities: (50% of Job Function)</p> <ul style="list-style-type: none"> ● 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 <p>Tier Specific Responsibilities: (25% of Job Function, % is flexible)</p> <ul style="list-style-type: none"> ● Direct supervision of SHRA/EHRA advising staff <p>-AND/OR-</p> <ul style="list-style-type: none"> ● 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. <ul style="list-style-type: none"> ○ 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

		<ul style="list-style-type: none">● 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 <p>Department Specific Responsibilities: (25% of Job Function; % is flexible)</p> <ul style="list-style-type: none">● 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 <p>Two Position Levels:</p> <ul style="list-style-type: none">● 3A: Associate Director● 3B: Senior Associate Director<ul style="list-style-type: none">○ 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
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Tier 4 Advising Center Leader	Care Management Range	Position Particulars
<p>4A</p> <p>Hiring Range: \$80,000 - \$85,000</p> <p>4B</p> <p>Hiring Range: \$87,000 - \$92,000</p>	<p>Best Practice is determined by complexity of role as it relates to the College/School</p> <p><i>(Note: work is ongoing to determine caseload norms)</i></p>	<p>Baseline Responsibilities: (Based on appropriate caseload)</p> <ul style="list-style-type: none"> ● 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 <p>Tier Specific Responsibilities:</p> <ul style="list-style-type: none"> ● 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 <p>Two Position Levels:</p> <ul style="list-style-type: none"> ● 4A: Director ● 4B: Director/Assistant Dean