

**ACADEMIC ADVISOR**  
**Career Development Plan**  
**Admin. Svcs. Spec., Band 4 – Class Code 5058**  
**Approved: July 23, 2021**

Highly effective academic advising is fundamental to providing students with a quality education, and it plays a critical role in student success and persistence toward graduation. To develop and sustain a high-quality academic advising program, this Career Development Plan (CDP) provides promotional opportunities for Academic Advisors throughout Oklahoma State University who continually demonstrate meritorious performance.

Goals of this Career Development Plan are to:

- Retain a core group of the most qualified advisors to sustain and advance quality advising across the campus;
- Reward those advisors who contribute to the development and implementation of effective advising practices;
- Develop a corps of advisors who will provide leadership for new initiatives;
- Recognize and promote advising practices that improve the quality of the undergraduate educational experiences and that enhance student success and retention; and
- Develop a corps of experienced advisors to serve as resources and mentors for newer advisors and other academic professionals.

Additionally, Oklahoma State University strongly encourages on-going professional development for Academic Advisors through participation in on- and off-campus training opportunities and endorses the NACADA Core Values and Core Competencies included as appendices to this CDP.

Progression within the CDP signifies an increase in skills, competencies and contributions to the goals and objectives of Oklahoma State University. The increased contribution is above and beyond normal changes that are necessary to maintain satisfactory performance within an ever-changing business environment. While this CDP offers promotional opportunities, it does not require career advancement. Neither does it preclude appropriate action for those who fail to meet a satisfactory standard of performance.

## **Position: Academic Advisor I**

### Duties\*:

- Maintain on-going focus on student success, retention, outreach and diversity.
- Advise declared and undeclared students.
- Evaluate student records and maintain advising records/files.
- Perform administrative duties and special projects as assigned.
- Refer advisees to appropriate campus resources.
- Represent College and/or advising unit at student organizational meetings and functions.
- Serve and advise prospective students and families.
- Teach orientation (1011, 1111 and/or 1112) course(s) and/or other designated first-year course(s).
- Use electronic advising systems.
- Utilize academic alert notifications to enhance interactions with students and instructors.
- Update practices based on changes in University policies and procedures.
- Communicate effectively and on a regular basis with advisees using various formats.

### Minimum Qualifications:

- Bachelor's Degree.
- Zero – two years of experience in a comparable position.

### Developmental Requirements to Academic Advisor II:

- Advancement based on departmental/college need and budgetary capability.
- “Merit” performance within current position as documented by performance evaluations.
- A minimum of two years of experience in a comparable position.

### Developmental Requirements to Academic Advisor III:

- Advancement based on departmental/college need and budgetary capability.
- “Merit” performance within current position as documented by performance evaluations.
- Academic Advisor III minimum qualification of a Master's Degree.
- A minimum of two years of experience in a comparable position.

### Developmental Increase to Academic Advisor II or III:

- Proposed salary would be no less than the minimum hiring range of the proposed level of advancement.
- Up to 10% above current salary and in accordance with current compensation adjustment request guidelines.

\*Duties shown in italics reflect additional tasks that could be assigned as an Advisor progresses through the CDP.

## **Position: Academic Advisor II**

### Duties\*:

- Maintain on-going focus on student success, retention, outreach and diversity.
- Advise declared and undeclared students.
- Evaluate student records and maintain advising records/files.
- Perform administrative duties and special projects as assigned.
- Refer advisees to appropriate campus resources.
- Represent College and/or advising unit at student organizational meetings and functions.
- Serve and advise prospective students and families.
- Teach orientation (1011, 1111 and/or 1112) course(s) and/or other designated first-year course(s).
- Use electronic advising systems.
- Utilize academic alert notifications to enhance interactions with students and instructors.
- Update practices based on changes in University policies and procedures.
- Communicate effectively and on a regular basis with advisees using various formats.
- *Assist with various scholarship programs.*

### Minimum Qualifications:

- Bachelor's Degree.
- Two – three years of experience in a comparable position.

### Developmental Requirements to Senior Academic Advisor I:

- Advancement will be based on departmental/college need and budget capability.
- “Merit” performance within current position as documented by performance evaluations.
- Senior Academic Advisor I minimum qualifications of a Master's Degree or at least four (4) years of directly comparable academic advising experience in lieu of a Master's Degree may be recognized for CDP advancement to the Senior Academic Advisor I position.
- A minimum of two years of experience in the current or comparable position.

### Developmental Increase to Senior Academic Advisor I:

- Proposed salary would be no less than the minimum hiring range of the proposed level of advancement.
- Up to 10% above current salary and in accordance with current compensation adjustment request guidelines.

\*Duties shown in italics reflect additional tasks that could be assigned as an Advisor progresses through the CDP.

## **Position: Academic Advisor III**

### Duties\*:

- Maintain on-going focus on student success, retention, outreach and diversity.
- Advise declared and undeclared students.
- Evaluate student records and maintain advising records/files.
- Perform administrative duties and special projects as assigned.
- Refer advisees to appropriate campus resources.
- Represent College and/or advising unit at student organizational meetings and functions.
- Serve and advise prospective students and families.
- Teach orientation (1011, 1111 and/or 1112) course(s) and/or other designated first-year course(s).
- Use electronic advising systems.
- Utilize academic alert notifications to enhance interactions with students and instructors.
- Update practices based on changes in University policies and procedures.
- Communicate effectively and on a regular basis with advisees using various formats.
- *Assist with various scholarship programs.*

### Minimum Qualifications:

- Master's Degree.
- One – three years of experience in a comparable position.

### Developmental Requirements to Senior Academic Advisor I:

- Advancement will be based on departmental/college need and budget capability.
- “Merit” performance within current position as documented by performance evaluations.
- Senior Academic Advisor I minimum qualifications of a Master's Degree.
- A minimum of two years of experience in the current or comparable position.

### Developmental Increase to Senior Academic Advisor I:

- Proposed salary would be no less than the minimum hiring range of the proposed level of advancement.
- Up to 10% above current salary and in accordance with current compensation adjustment request guidelines.

\*Duties shown in italics reflect additional tasks that could be assigned as an Advisor progresses through the CDP.

## **Position: Senior Academic Advisor I**

### Duties\*:

- Maintain on-going focus on student success, retention, outreach and diversity.
- Advise declared and undeclared students.
- Evaluate student records and maintain advising records/files.
- Perform administrative duties and special projects as assigned.
- Refer advisees to appropriate campus resources.
- Represent College and/or advising unit at student organizational meetings and functions.
- Serve and advise prospective students and families.
- Teach orientation (1011, 1111 and/or 1112) course(s) and/or other designated first-year course(s).
- Use electronic advising systems.
- Utilize academic alert notifications to enhance interactions with students and instructors.
- Update practices based on changes in University policies and procedures.
- Communicate effectively and on a regular basis with advisees using various formats.
- Assist with various scholarship programs.
- *Perform advisory responsibilities for special programs/projects (e.g., undergraduate admissions, publications, scholarships, internship programs, committees and teacher certification programs).*

### Minimum Qualifications:

- Master's Degree.
- Three years of experience in a comparable position.
- For current OSU Academic Advisors advancing through the CDP, at least four (4) years of directly comparable academic advising experience would be accepted in lieu of a Master's Degree for advancement to the Senior Academic Advisor I position.

### Developmental Requirements to Senior Academic Advisor II:

- Advancement will be based on departmental/college need and budgetary capabilities.
- Master's Degree and a minimum of two years of experience in the current or comparable position.
- Administrative experience could include budgetary authority or similar levels of responsibility with unit programs and/or student groups; supervisory experience to include interviewing, training and development, etc. of employees and/or student leaders; and/or coordination of special projects.
- Previous experience in a specific field as defined by the college or department.

### Developmental Increase to Senior Academic Advisor II:

- Proposed salary would be no less than the minimum hiring range of the proposed level of advancement.
- Up to 10% above current salary and in accordance with current compensation adjustment request guidelines.

\*Duties shown in italics reflect additional tasks that could be assigned as an Advisor progresses through the CDP.

## Position: Senior Academic Advisor II

### Duties\*:

- Maintain on-going focus on student success, retention, outreach and diversity.
- Advise declared and undeclared students.
- Evaluate student records and maintain advising records/files.
- Refer advisees to appropriate campus resources.
- Represent College and/or advising unit at student organizational meetings and functions.
- Serve and advise prospective students and families.
- Teach orientation (1011, 1111 and/or 1112) course(s) and/or other designated first-year course(s).
- Use electronic advising systems.
- Utilize academic alert notifications to enhance interactions with students and instructors.
- Update practices based on changes in University policies and procedures.
- Communicate effectively and on a regular basis with advisees using various formats.
- Assist with various scholarship programs.
- Perform advisory responsibilities for special programs/projects (e.g., undergraduate admissions, publications, scholarships, internship programs, committees and teacher certification programs).
- *Train and supervise advisors and/or other staff.*
- *Perform administrative duties and special projects of an advanced nature as assigned (i.e. articulation activities; budgeting; assisting with planning, forecasting and scheduling).*

### Minimum Qualifications:

- Master's Degree.
- Five years of experience directly comparable to academic advising.
- Administrative experience that could include budgetary authority or similar levels of responsibility with unit programs and/or student groups; supervisory experience to include interviewing, training and development, etc. of employees and/or student leaders; and/or coordination of special projects.

### Preferred Qualifications:

- Experience in a specific field as defined by the college or department.

### Developmental Requirements:

- Excelling at this level could lead to promotional opportunities to an academic administrative position such as Assistant/Associate Director; however, advancement will be based on departmental/college need and budgetary capabilities. Promotional opportunities involving the recruitment process and pay increases would be in accordance with OSU Human Resources guidelines and require approval by the appropriate Vice President.

### Developmental Increases:

- Not determined at this time.

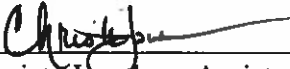
\*Duties shown in italics reflect additional tasks that could be assigned as an Advisor progresses through the CDP.

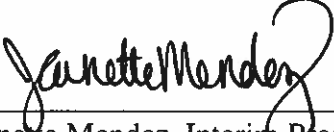
**Incentive Plans:**

Oklahoma State University has the Educational Attainment Incentive Plan in place as evidence of the institution's belief in the importance of furthering one's education through higher education and the attainment of degrees.

Oklahoma State University is a dynamic and ever-changing organization. Therefore, it is expected that any and all provisions of this Plan may change. OSU reserves the right to modify, revoke, suspend, terminate or change any or all provisions of the Plan, in whole or part, at any time, with or without notice. The language appearing in this document is not intended to create, nor is it to be construed to constitute a contract between Oklahoma State University and any or all of its employees.

**Review and Approval:**

  
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July 23, 2021  
Christa Louthan, Assistant Vice President, Administration and Finance and  
Chief Human Resources Officer

  
\_\_\_\_\_  
July 23, 2021  
Jeanette Mendez, Interim Provost and Senior Vice President, Academic Affairs

\*Duties shown in italics reflect additional tasks that could be assigned as an Advisor progresses through the CDP.

## **Appendix A**

**Hiring Ranges** and external market data determined by Compensation Analysts in OSU Human Resources and reviewed periodically to remain competitive to market.

## **Appendix B**

**Flowcharts** illustrating progression through the Academic Advisor Career Development Plan for applicants and incumbents with Bachelor's or Master's degrees.

## **Appendix C**

**NACADA:** The Global Community for Academic Advising. (2017). NACADA core values of academic advising.

Retrieved from <https://www.nacada.ksu.edu/Resources/Pillars/CoreValues.aspx>

## **Appendix D**

**NACADA:** The Global Community for Academic Advising. (2017). NACADA academic advising core competencies model.

Retrieved from <https://www.nacada.ksu.edu/Resources/Pillars/CoreCompetencies.aspx>

\*Duties shown in italics reflect additional tasks that could be assigned as an Advisor progresses through the CDP.



## Appendix A

### Hiring Ranges

#### Academic Advisor

Position Title	Min Monthly	Max Monthly	Min Annual	Max Annual
Academic Advisor I	3,000	3,175	36,000	38,100
Academic Advisor II	3,250	3,425	39,000	41,100
Academic Advisor III	3,350	3,550	40,200	42,600
Sr Academic Advisor I	3,625	3,900	43,500	46,800
Sr Academic Advisor II	3,975	4,275	47,700	51,300

#### External Market Information:

- CUPA: Academic Advisor – Counselor; 401130
  - Median: \$46,323 yr.
  - 20<sup>th</sup> percentile: \$40,000 yr.
  - 80<sup>th</sup> percentile: \$53,995 yr.
- ERI: Academic Advisor @ 6 years of experience (OK-State Avg.); 211012
  - Median: \$41,278 yr.
  - 10<sup>th</sup> percentile: \$35,780 yr.
  - 90<sup>th</sup> percentile: \$46,873 yr.
- Average of CUPA and ERI median: \$43,800 yr.

The recommended hiring ranges for Academic Advisor I through Sr Academic Advisor II were established by separating a 35% spread around the average of both the medians of the CUPA and ERI market matches into five distinct ranges as indicated in the table below.

Position Title	Promotional Increase*	Min Evaluation	Max Evaluation
Academic Advisor I	8.3%	82% of the median	87% of the median
Academic Advisor II	11.5%	89% of the median	94% of the median
Academic Advisor III	8.2%	92% of the median	97% of the median
Sr Academic Advisor I	9.7%	99% of the median	107% of the median
Sr Academic Advisor II	N/A	109% of the median	117% of the median

\*Promotional Increase indicates the percent increase required to advance an incumbent at the minimum of the listed level to the next appropriate level in the CDP.

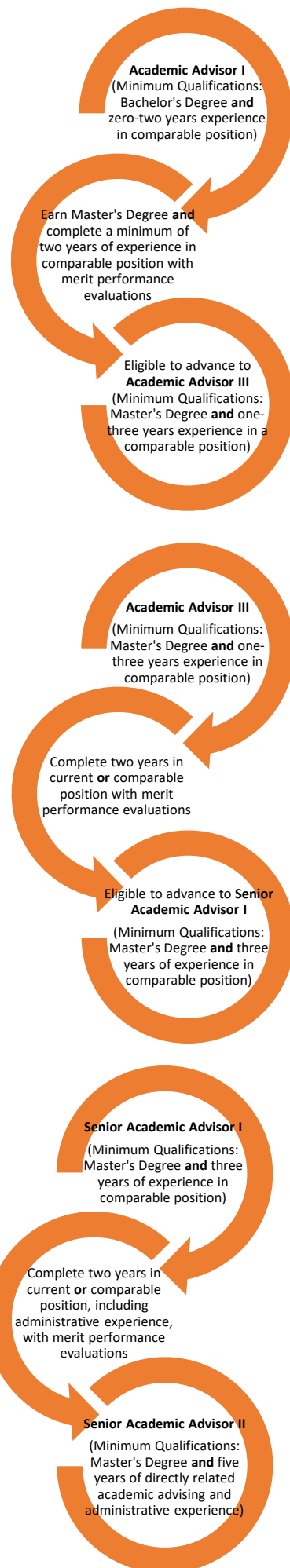
\*Duties shown in italics reflect additional tasks that could be assigned as an Advisor progresses through the CDP.

**Flowcharts for  
Academic Advisor  
Career Development Plan  
Approved: July 23, 2021**

**Career Progression:  
Bachelor's Degree and Zero Years of Experience**



**Career Progression:  
Master's Degree and Zero Years of Experience**



Advancement based on departmental/college need and budgetary capability.

Proposed salary would be no less than the minimum hiring range of the proposed level of advancement.

Up to 10% above current salary and in accordance with current compensation adjustment request guidelines.



# CORE VALUES



The **NACADA Statement of Core Values** reflects the many cultural and educational contexts in which academic advising is practiced globally. A diverse, globally represented task force in conjunction with the input of NACADA members contributed to the creation of the statement. By virtue of this process, this document represents the Core Values of the academic advising profession as a whole. These values apply to all who perform academic advising by any role, title, or position as educators at their institutions.



While nations, institutions, and students will offer unique circumstances, the Core Values provide guidance to academic advisors in their professional lives. Academic advisors are committed to the students they advise, their institutions, their professional practice, and the broader advising and educational community. There may be times when balancing all Core Values equally is not possible. In those instances, academic advisors are encouraged to reflect and engage other academic advising professionals in a dialogue to resolve any conflict to the best of their ability.



The Statement of Core Values is reviewed periodically to ensure its alignment with current professional practices, competencies, and philosophies. NACADA: The Global Community for Academic Advising encourages institutions to adopt the Statement of Core Values and support the work of those who provide academic advising.

# ACADEMIC ADVISING CORE COMPETENCIES MODEL

At the request of the association's leadership, the **NACADA Academic Advising Core Competencies Model** (2017) was developed by the association's Professional Development Committee. The purpose of the model is to identify the broad range of understanding, knowledge, and skills that support academic advising, to guide professional development, and to promote the contributions of advising to student development, progress, and success. It is intended that the model may be used by:

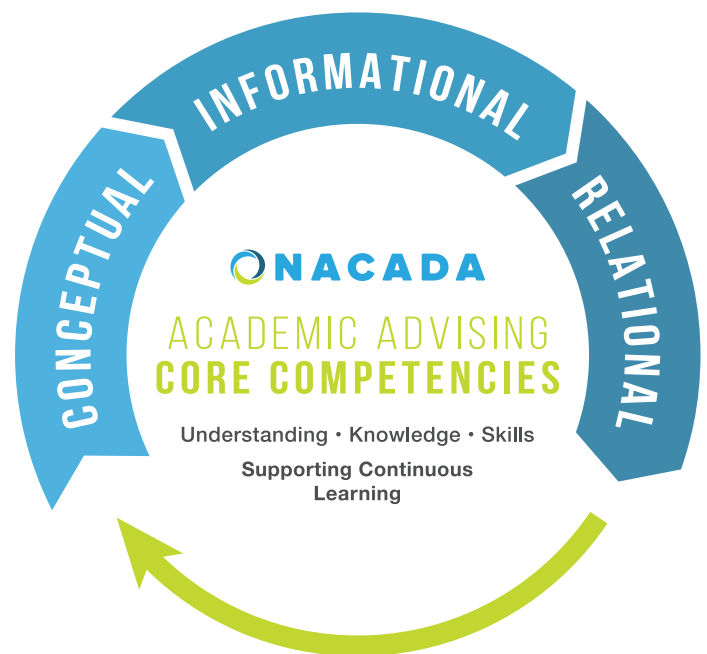
- **Primary Role Advisors** for self-assessment and evaluation, and to guide learning, career development, and advancement.
- **Faculty Advisors and Advising Administrators** to clarify academic advising roles and responsibilities, and to highlight the contributions of academic advising to teaching and learning.
- **Advising Supervisors, Managers, and Mentors** to identify strengths and areas for staff development, and to guide hiring, training, and evaluation.
- **Learning Professionals, Trainers, and Researchers** to support curriculum development, establish learning priorities, and advance scholarship in the field.

## FRAMEWORK FOR ACADEMIC ADVISING CORE COMPETENCIES

Underpinning the core competencies for academic advising and serving as the foundational elements for effective advisor training programs and advising practice are three content components – the **conceptual**, **informational**, and **relational**. An understanding of these content areas provides advisors the knowledge and skills to be effective guides for their students.

- The **Conceptual** component provides the context for the delivery of academic advising. It covers the ideas and theories that advisors must understand to effectively advise their students.
- The **Informational** component provides the substance of academic advising. It covers the knowledge advisors must gain to be able to guide the students at their institution.
- The **Relational** component provides the skills that enable academic advisors to convey the concepts and information from the other two components to their advisees.

To achieve excellence in their work, regardless of the specifics of their individual campus' advising mission, all academic advisors must understand all three components and be able to synthesize and apply them as needed in academic advising interactions.



# CORE COMPETENCY AREAS FOR ACADEMIC ADVISING

## CONCEPTUAL

Core competencies in the **Conceptual component** (concepts academic advisors must understand) include **understanding of:**

1. The history and role of academic advising in higher education.
2. NACADA's Core Values of Academic Advising.
3. Theory relevant to academic advising.
4. Academic advising approaches and strategies.
5. Expected outcomes of academic advising.
6. How equitable and inclusive environments are created and maintained.

## INFORMATIONAL

Core competencies in the **Informational component** (knowledge academic advisors must master) include **knowledge of:**

1. Institution specific history, mission, vision, values, and culture.
2. Curriculum, degree programs, and other academic requirements and options.
3. Institution specific policies, procedures, rules, and regulations.
4. Legal guidelines of advising practice, including privacy regulations and confidentiality.
5. The characteristics, needs, and experiences of major and emerging student populations.
6. Campus and community resources that support student success.
7. Information technology applicable to relevant advising roles.

## RELATIONAL

Core Competencies in the **Relational component** (skills academic advisors must demonstrate) include the **ability to:**

1. Articulate a personal philosophy of academic advising.
2. Create rapport and build academic advising relationships.
3. Communicate in an inclusive and respectful manner.
4. Plan and conduct successful advising interactions.
5. Promote student understanding of the logic and purpose of the curriculum.
6. Facilitate problem solving, decision-making, meaning-making, planning, and goal setting.
7. Engage in ongoing assessment and development of self and the advising practice.

For more information about the **NACADA Academic Advising Core Competencies Model**, please visit [nacada.ksu.edu/resources/pillars/corecompetencies.aspx](https://nacada.ksu.edu/resources/pillars/corecompetencies.aspx)