Advisement Structure Study

PRESENTED BY THE STRUCTURE STUDY PROJECT TEAM
Background and Approach
Summary of Project Background

• 2009: HLC provided feedback on quality of advisement
• 2009-2016: Major changes implemented to advisement services
• 2016: Provost Offices engaged HR to review classifications
• 2017: Project stalled due to leadership changes; however, it was reinitiated by Associate Provost Pamela Cheek
• 2018: Extensive internal and external research conducted and project overview shared at September 20th PCA Meeting
Project Approach

- Collaboration across academic and student affairs areas
- Executive buy-in gained from Regents (ASAR), Provost, Deans, and other high-level leaders
- Sampling of employees and supervisors surveyed for on-the-job expectations
- Researched peer institutions and relevant market data
- Published a webpage and fact sheet outlining study and timeline
- Obtained resumes and equity grids to evaluate internal equity
Summary of New Structure
We found three (3) major categories in which advisement work falls, which include:

1. Academic Advisement
2. Student Success Support
3. International Education
Advisement Job Levels

Across those job families, similar and consistent job levels were evident, which include:

- Manager
- Supervisor
- Senior-level
- Entry-level
## Proposed Structure

<table>
<thead>
<tr>
<th>Academic</th>
<th>Student Success</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mgr, Academic Advisement</td>
<td>Mgr, Student Success</td>
<td>Mgr, International Edu</td>
</tr>
<tr>
<td>Supv, Academic Advisement</td>
<td>Supv, Student Success</td>
<td>Supv, International Edu</td>
</tr>
<tr>
<td>Academic Advisor, Sr</td>
<td>Student Success Splst, Sr</td>
<td>International Edu Advisor, Sr</td>
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Advisement Job Families

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<tr>
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<th>Student Success</th>
<th>International</th>
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</thead>
<tbody>
<tr>
<td>Provides advisement to students within an academic school, college or program regarding academic progress toward degree attainment</td>
<td>Supports students within a defined population with needs unique to the population of interest</td>
<td>Provides advisement to international students and scholars regarding global education programs</td>
</tr>
<tr>
<td>Entails monitoring, reviewing, and processing academic paperwork and analyzing student records</td>
<td>Participates in recruitment, outreach and advocacy efforts, as applicable</td>
<td>Ensures compliance with regulatory standards and processes appropriate paperwork</td>
</tr>
<tr>
<td></td>
<td>Provides a range of advisement/guidance related to financial aid, program admission, learning strategies, etc.</td>
<td>Interacts with international partners and federal agencies</td>
</tr>
</tbody>
</table>
## Advisement Job Levels

<table>
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<th>Entry</th>
<th>Senior</th>
<th>Supervisor</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responds to routine inquiries and concerns</td>
<td>Provides advisement, consultation, and guidance directly to students</td>
<td>Supervises a team of advisement personnel, providing guidance and direction in day-to-day operations</td>
<td>Manages all operations associated with the unit</td>
</tr>
<tr>
<td>Works under the direction and guidance of higher-level advisors</td>
<td>Guides and trains lower-level advisors</td>
<td>Resolves escalated issues</td>
<td>Participates in organizational decision-making and direction</td>
</tr>
<tr>
<td>Supports department activities as a developmental role</td>
<td>Contributes to department presentations, workshops, and activities</td>
<td>Represents the organization to internal constituencies</td>
<td>Represents the organization to internal and external constituencies</td>
</tr>
</tbody>
</table>
Next Steps
Next Steps - Crosswalk

- Evaluate crosswalk information and ensure new classifications are aligned
- If not aligned, utilize the Abbreviated PRQ and submit by **January 18, 2019** for review.
- If not aligned with any positions in the job family, complete a regular PRQ and submit to your HR Consultant as soon as possible.
Next Steps - Implementation

Project Website updated with current implementation timeline plan, which includes:

- Communicate overarching project
- Analyze data and compile recommendations
- Notifications to Mgrs
- Campus Communications
- Employee Notices
- Classification Changes in effect
Next Steps - Implementation

- Classification changes dependent on the University’s negotiation with the US-UNM collective bargaining unit for represented titles
- Per UAP #3500, employees who fall below the minimum salary of their new salary grade will be brought up to minimum.
- Contact HR Compensation if you have any individuals not captured in the scope of the study, but you feel should move into the new classification structure
Questions?