Title: Advisement Structure Study

Office of Origin: Human Resources

Description: A page from the Human Resources website, hr.unm.edu, that discusses the recent Advisement Structure Study undertaken to “evaluate advising units and ensure that each school/college has consistent organizational structures and support.” Slowed down after changes in administrative leadership, the project was reinitiated in 2018 by Associate Provost for Curriculum and Assessment, Pamela Cheek.
Advisement Structure Study

Background Information

The University of New Mexico is currently undergoing an organizational change to the structure of the advising units and staff. The purpose of this study is to develop an accurate and realistic advising structure that aligns with the university’s retention and graduation goals. This new structure will be used to accurately reflect the duties and responsibilities of the position. When completed, send to HR Compensation. This form will help HR Compensation determine which classification in the new structure most accurately reflects the duties and responsibilities of the position.

Purpose and Goals

To align job classifications performing duties that directly impact student success

To retain and recognize advisors across the institution, acknowledging the vital role they play

To ensure equity in pay and position titles is consistent with responsibility

Process and Tools

- In cases where an employee is not currently captured in the structure, but should be at the time of the study, they may complete. This form will help determine the appropriate classification in the new structure.
- For those employees that are currently captured in the structure, but should not move into the new classification, a notation should be provided.
- Employees that are currently classified in one of the titles listed above, but should not move into a new classification can complete.

Evaluation of departmental feedback

Action Items

- Implementations put into effect
- Notifications to employees regarding changes
- Evaluation of departmental feedback
- Action Item

Frequently Asked Questions

1. Why is the classification structure under review for advisement positions?

2. What if I am in one of the classifications listed above, but I don’t advise as a primary function of my role?

3. Why is the classification structure under review for advisement positions?

4. What if I am in one of the classifications listed above, but I don’t advise as a primary function of my role?

5. What if I am in one of the classifications listed above, but I don’t advise as a primary function of my role?

6. Why is the classification structure under review for advisement positions?

7. What if I am in one of the classifications listed above, but I don’t advise as a primary function of my role?

8. What if I am in one of the classifications listed above, but I don’t advise as a primary function of my role?

9. What if I am in one of the classifications listed above, but I don’t advise as a primary function of my role?

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Important Forms

- Position Review Questionnaire
- Comp@unm.edu or 505-277-6947.

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