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 project slowed after multiple changes in leadership occurred; however, in 2018, Associate Vice Provost, Pamela Cheek, was appointed to lead the effort. The project was reviewed at several Board of Regents meetings, and December 2018, the Board approved funding to hire an outside consultant to complete the study. The University would like to thank the Board of Regents for their support. As the University prepares for the 2019 HLC Accreditation review, special attention has been given to the structure and staffing of advising personnel, who contribute significantly and directly to student success. In 2016, Pamela Cheek, former Vice Provost for Teaching and Learning, issued a notification from the Division for Human Resources that the University was engaged to evaluate advising units and ensure that each school/college has consistent organizational structures and support, and that the campus community that the Division for Human Resources was engaged to evaluate advising units and ensure that each school/college has consistent organizational structures and support, and that the campus community.

Purpose and Goals

The purpose of the project was to develop a comprehensive, accurate, and consistent structure for advising personnel across the University that aligns with the University’s goals and strategies. The project’s goals were to:

1. Develop a comprehensive, accurate, and consistent structure for advising personnel across the University.
2. Align the structure with the University’s goals and strategies.
3. Ensure that each school/college has consistent organizational structures and support.
4. Engage the campus community in the evaluation of advising units.

Methods

A detailed communication to departments regarding changes

- Evaluation of departmental feedback
- Evaluation of salary practices, resources, and options to enhance staff retention
- External evaluation of peer institutions and industry standards
- Internal evaluation of classification structure
- Sampling of on-the-job expectations via structured questionnaires
- Abbreviated PRQ form

- Completion
- Anticipated

Frequently Asked Questions

- Why is the University enhancing advising positions?
  - The University recognizes the vital role that advising personnel play in helping students achieve their academic and career goals. Enhancing advising positions will improve the quality and efficacy of advising services and support to students.

- How does this study impact me?
  - This study aims to improve advising services and support to students. The study’s completion will help ensure that advising positions are adequately staffed and compensated.

- Will there be pay raises as a result of the study?
  - Pay raises are not guaranteed as a result of the study. The University will consider the study’s findings when making decisions about compensation.

- Will there be additional advising positions created as a result of the study?
  - The University will consider the study’s findings when making decisions about staffing.

- If an employee is identified to crosswalk into a classification that does not accurately reflect the duties and responsibilities of the position, what should be done?
  - If an employee is identified to crosswalk into a classification that does not accurately reflect the duties and responsibilities of the position, employees should contact their HR Consultant for review. Additionally, employees should submit to your HR Consultant for review as soon as possible.

- How will I know what is happening with my specific job?
  - Employees will receive notifications to employees regarding changes and evaluations of departmental feedback. Additionally, employees will be able to track their progress through the study.

- Are graduate student advisors included in the study?
  - Graduate student advisors are included in the study.

- What if I am in one of the classifications listed above, but I don’t advise as a primary function of my role?
  - If an employee is currently classified in one of the titles listed above, but should not move into the options and timing. HR Compensation can be contacted at comp@unm.edu.

- In cases where an employee is not currently captured in the structure, but should be at the end of the study?
  - Departments are encouraged to contact HR Compensation to discuss options for capturing employees in the structure.

- What if an employee is not currently captured in the structure, but should be at the end of the study?
  - Departments are encouraged to contact HR Compensation to discuss options for capturing employees in the structure.

- If an employee is identified to crosswalk into a classification that does not accurately reflect the duties and responsibilities of the position, how can they contact HR Compensation?
  - Employees should contact their HR Consultant for review as soon as possible.

- What if I have any questions regarding this process?
  - Employees can contact their HR Consultant for questions and guidance.