



HLC Accreditation Evidence Document

Title: Signature Form for New Advisor's Portfolios

Office of Origin: Office of Academic Affairs

Description: This form is signed by the supervisor of a new university employee who is to be an advisor. These portfolios include information on the potential advisor's career background, a compilation of their completed advisor training assignments, summaries of their observations when shadowing another advisor, a statement of advising philosophy, a list of goals the employee aims for in their advising, and a signature from their designated supervisor.

Date: 2018

Review the portfolio with your new advisor and sign below before turning the portfolio into the trainer. Turn in the portfolio within 6 months of being hired. For Academic Affairs the following BAR roles will not be approved until your portfolio has been submitted: Update Student Data, Hold Updater.

Your new advisors portfolio is expected to be turned in within 6 months of being hired. (This is the maximum amount of time allowed.)

As your employee puts together their portfolio, consider including the following: an advising philosophy statement, advising goal/objective(s), advisee demographics, specific advising responsibilities, evidence of mastery or growth in addressing these responsibilities.

The purpose of a portfolio is to help your new employee synthesize the information they have learned since starting as an advisor at UNM.

Section 1: Background

- Description of Career: A personal narrative that outlines their professional experience and how it has led them to a position/career in academic advising.

Section 2: Compilation of Training Assignments

Request that your new employee prints out each of their Learn Module assignments and quizzes. Each assignment and exam must be completed with 100% before they can submit this portion of the portfolio.

Section 3: Observation summaries from shadowing (check for signature from advisor shadowed)

Section 4: Statement of Advising Philosophy

Their advising philosophy is a personal statement growing out of their own beliefs and experience. It should fit within the institution's mission as well as their departments mission. Advising goals/objectives need to be advising related. Student demographics would address who they are serving. This information will be directly related to their advising responsibilities or job description. All of these would provide a context for the evidence of mastery or growth in meeting job responsibilities.

Here are some advising philosophy examples:

<http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Personal-advising-philosophy-examples.aspx>

Section 5: Goals: Create a list of short and long term goals. The advisor should include both professional goals and advisement goals. Supervisors should help form these goals.

Section 6: As the Supervisor of _____ I am satisfied with the submission of their portfolio and will have the new advisor turn in their portfolio to the Office of Advising Strategies.

Supervisor Signature _____