

# Guidelines for Advancement in the Step Plus System for the Academic Coordinator Series

*These are interim guidelines*

## **Principles for Advancement**

In formulating criteria for recommending larger-than-normal advancements, a balance has been sought between concreteness and flexibility. The criteria for accelerations are clarified without specific quantitative assessments that understate or overstate the total contributions of candidates. The three areas of review are: coordination of academic programs, professional competence, and university and public service. Coordination of academic programs may include academic program planning, assessment, evaluation, proposal development, external liaison and supervision of staff as described in the APM. Service duties are expected to increase as Academic Coordinators advance.

## **One-Step Advancement**

All Academic Coordinators are eligible for regular merit advancement at scheduled intervals determined by system-wide policy. A balanced record, appropriate for rank and step as stated in the APM 375, with evidence of good accomplishments in all areas of review is rewarded with normal advancement.

## **One-and-One-Half-Step Advancement**

A larger-than-normal, 1.5-step, advancement requires not only a strong record in the three general areas of review, consistent with the candidate's position description, but also outstanding achievement in at least one area. Outstanding achievement in one area does not qualify the candidate for 1.5-step advancement if balanced performance is not achieved. Based on the candidates' stated achievements, Chairs and Deans should articulate in the departmental and Dean's letters the grounds for acceleration beyond simple numerical tabulations by describing the special impact or quality of the work or the scale and scope of the undertaking.

## **Two-Step Advancement**

A two-step advancement will require a strong record in the three general areas of review, with outstanding performance in the coordination of academic programs and in one additional area. Based on the candidates' stated achievements, Chairs and Deans should articulate in the departmental and Dean's letters the grounds for acceleration beyond simple numerical tabulations by describing the special impact or quality of the work or the scale and scope of the undertaking.

## **Advancements Beyond Two Steps**

An advancement beyond 2.0 steps is expected to be extremely rare. These advancements will require exceptional levels of achievement in all areas of review. Based on the candidates' stated achievements, Chairs and Deans should articulate in the departmental and Dean's letters the grounds for acceleration beyond simple numerical tabulations by describing the special impact or quality of the work or the scale and scope of the undertaking.