

## Process of Advancement to a Level IV

- Level III's declare their intent to advance to Level IV in October with written confirmation using the "Declaration of Intent" form. This form must be given to manager by October 31.
  - To advance:
    - Candidate must meet or exceed expectations at the last performance review.
    - Candidate must not have been on performance accountability and commitment counseling at the time of annual review.
- Advancing applicants select or will be assigned a mentor with manager approval; this is department specific. It is recommended the mentor be a Level IV or on the CAP committee. Mentors will be available for to the applicant throughout the CAP advancement process. If an individual does not have access to a mentor, they may contact a member of the CAP committee who will assign a mentor. It is the responsibility of the applicant to fully utilize the mentor.
- Applicants for advancement to Level IV will assemble a portfolio following guidelines set by the CAP committee.
- The CAP committee will review the draft portfolios to ensure they have the necessary format to advance and minimum requirements have been met. They will provide feedback of what is missing, needs to be removed, or changed.
- The final portfolios will be turned into the CAP committee digitally through Dropbox. Directions on this process will be provided to applicants by the CAP committee.
- An interview is required for Level III applicants advancing to Level IV. A candidate's interview performance will be evaluated using the Advancement Review Board Interview Assessment tool. Candidates should be familiar with the assessment tool and utilize their mentor and/or manager for interview preparation. Qualification for advancement requires a vote for advancement of at least 2 out of 3 Advancement Review Board Members that the candidate has met and/or exceeds the criteria for Advancing to Level IV.
- The interview and final review of the portfolio will be done by the Advancement Review Board which is which is comprised of members of the CAP Committee. The review board will consist of 3 members of the CAP committee who do not have a conflict of interest with the candidate. Refer to the Conflict-of-Interest Policy. The ARB member must be a Level III, Level IV, CTL, assistant manager, or manager. If possible, there will be one or more members from the following disciplines – Athletic Trainer, Exercise Specialist, Occupational Therapist or Assistant, and/or Physical Therapist or Assistant.
- If a candidate does not meet the expectations of the Advancement Review Board and does not advance, the candidate can file an appeal in accordance with the Appeals Process policy.