

## Process of Advancement to a Level III

- Level II's declare their intent to advance to Level III 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 a performance accountability and commitment plan at the time of annual review.
- Advancing applicants select or will be assigned a mentor with manager approval; this is department specific. Mentors will be available 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 III will assemble a portfolio following guidelines set by the CAP committee.
- The mentor and manager 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 needs to be changed.
- The final portfolios will be turned into the CAP committee digitally. Directions on this process will be provided to each applicant by the CAP committee.
- The final review of the portfolio will be done by the Advancement Review Board (ARB) 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. Qualification for advancement requires 2 out of 3 ARB members indicating the candidate has met and/or exceeds the criteria for Advancement.
- If the portfolio is not strong evidence of the applicant's qualifications to advance, the ARB will request an interview. The intention of this interview is to clarify any discrepancies or ask follow-up questions.
- 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.