Personal Assessment
- Identify Goal
- Identify Your Strengths/Weaknesses
- Determine Challenges
- Identify and Rank Priorities

Plan
- Clearly Identify Objectives
- Research the Field
- Identify Additional Requirements (Training or Advanced Degree if necessary)
- Identify Additional Resources Required
- Establish Timeline

Development
- Establish Benchmarks
- Develop Network
- Connect with a Mentor
- Develop Resources (Résumé, Professional Memberships, etc.)
- Get Support (family, friends, colleagues, etc.)

Implementation
- Enroll in Training/Program or Advanced Degree if necessary
- Apply for Positions that Match Your Goals and Work Experience
- Network (Knowing All Positions are Important)

Continuous Evaluation
- Revise Plan as Necessary

5 STEPS FOR CAREER ADVANCEMENT

WSU CASE FOR ACADEMIC STAFF CAREER ADVANCEMENT

Promotion — Academic Classifications
For academic staff not on a tenure-track appointment, the assessments of a candidate’s qualifications shall be based on excellence in job performance. Excellence in professional achievement is also required, but is given secondary weight in promotional decisions.

Promotion — Administration—Other Considerations
- Political Savvy
- Networking with Your Supervisor and Other University Administrators
- Attendance at University Functions
- Communications—Knowing When to Use Discretion