

June 1, 2019

TO: Milagros Marrero Johnson, MSW
Director of Student and Academic Services

FROM: Nina Heller, PhD
Dean

RE: Interest Group Advising Policy

The final version of the Student Interest Group Faculty Advisor Policy is below. Please share with students and faculty who are advisors or who are considering serving as advisors.

Interest Group Advising Policy

Interest groups may have a faculty advisor. Interest group chair/co-chairs have the option of requesting a specific faculty member to serve as advisor for the academic year. The current interest group chair/co-chairs, if graduating, may make a recommendation to the new interest group co-chairs to request a specific faculty member to serve as advisor. However, it is the decision of the new chair/co-chairs to request a faculty advisor.

If an interest group wishes to request a specific faculty member to serve as advisor, the chair/co-chairs should first have a conversation with the faculty member. If the faculty member agrees, the chair/co-chairs should submit a request in writing with the proposed faculty member's name to the Director of Student and Academic Services. The request for an advisor should be submitted no later than October, unless the chair/co-chair position is not filled by October. The request will be submitted to the Director of Student and Academic Services who will then forward the request to the Dean's Office for review. The chair/co-chairs will be notified of the decision within 10 days of submitting the written request.

The role of faculty advisor includes:

- 1) To serve as a resource and provide consultation. This includes giving information on previous efforts made by interest groups, brainstorming ideas on programs and activities and identifying potential speakers.
- 2) To help students identify strategies to engage students in their activities and programs.
- 3) To assist with assessing feasibility of student initiatives.
- 4) To address problems that may arise.

The advisor and chair/co-chairs should meet or communicate via email at least once a month in order to keep communication lines open.

If the chair/co-chairs have concerns with their faculty advisor, they should first bring the issue to the attention of the advisor. If the concerns are not resolved, they should be brought to the attention of the Director of Student and Academic Services, who will then consult with the Dean's Office.

Acting as a faculty advisor will be counted as service to the School. The faculty member will not receive course release or compensation for serving in this capacity.

The advisor does not replace the role of the Director of Student and Academic Services, who continues to have administrative responsibilities for facilitating the work of the interest groups. Both the interest group chairs/co-chairs and the faculty advisor should work closely with the Director of Student and Academic Services.

The role of the Director of Student and Academic Services is to provide orientation to new student leaders; attend executive and steering committee meetings; ensure policies and procedures are followed; support events, as time permits; and work closely with the chair/co-chairs and advisor to fulfill the mission of each interest group.

This document serves as a guideline for the role of the faculty advisor. It is understood that decisions regarding the business of the interest group should remain student driven.