

Fall 2023 / Summer 2024 Advisor Agreement

Name of Organization: _____

Each student organization is required to have a faculty advisor who must be a member of the University's faculty or staff. Graduate students may not serve as faculty advisors.

Responsibilities of a Faculty Advisor:

1. Remain informed concerning the purposes and programs of the organization and provide advice on the planning and implementation of events and activities.
2. Be aware of all University policies and procedures regarding student organizations.
3. Meet with members, inter/national visitors, alumni advisors, Office for Student Engagement staff, etc. as necessary.
4. Assist in the promotion of scholarship.
5. Attend organizational meetings and events as needed.
6. Regularly meet with the organization officers to establish mutual understanding and expectations.
7. Evaluate projects, performance, and progress; serve as a resource and provide feedback to the officers of the organization.
8. Represent the organization and its interests to other faculty and staff.
9. Serve as a consistent link with the past and provide a historical perspective to assist the current leadership in accomplishing goals.
10. Approve or disapprove activities of the organization through the Registration of Activities process.
11. Contact the Office for Student Engagement if the organization could benefit from special guidance or programming.
12. Be present at designated social functions of the organization per the University policies and procedures or as required by the Dean of Students.

I understand and agree to perform the role of faculty advisor to the above listed organization. I understand that I am the contact person responsible for working with this organization at Southeastern Louisiana University.

Advisor's Name: _____

Advisor's Email: _____

Campus Phone #: _____

Cell Phone #: _____

Advisor's Signature

Date

The information provided will be kept on file in records located in the Office for Student Engagement. Access to this information will be limited to an "as needed" basis. E-mail addresses will be used for regular correspondence and will be published online.