

**Q: What is the proper role for a Faculty Advisor?**

A: Unfortunately or fortunately (depending how you wish to look at it), there is no real job description for the Faculty Advisor. “Unfortunately” in that we don't have a “plug and play” list of duties you can just hand him/her and “fortunately” in that, in consort with the chapter, you may craft a job description that will meet the needs of the chapter while still taking into account your own needs and interests.

Were we to draw up a job description, it would be fairly short:

1. Oversee the chapter's Scholastic Program
2. Assist the chapter with its University and Faculty Relations
3. Be a good role model and mentor

Like being a US Senator, after a few perfunctory roles, the job is what the person makes of it. What may work for one individual at a particular chapter may not work as well somewhere else. Take the opportunity to see what you and the chapter can "make of it." Please share what you do so that we may also share it with others.

Still, there are some other points that can be made here. The typical chapter member can benefit greatly from having a mature role model on the faculty. One who shows that he/she truly cares. This caring is best exemplified by making an effort to be present at appropriate times/events. We also highly recommend having an “open door” policy regarding office hours as long as the chapter members are respectful of the needs of your students. Role modeling appropriate behavior and values and mentoring individual members are critical components of a healthy Faculty Advisor/Chapter relationship.

Some activities for consideration:

1. Present or arrange for a study skills or time management seminar.
2. Assist with the development of a study room in the chapter house by asking for advice regarding computers and other resource/research material that would help to develop an effective study area.
3. Assist in the development of an academic calendar of events that could be posted on the bulletin board.
4. Encourage a tutoring program.
5. Arrange for a "Resource Day" for members (e.g., how to use the library, how to use the counseling center).
6. Sponsor an award that you personally present.
7. Send a letter to the parents of the associate members emphasizing advisor relations and supervision.
8. Organize a career night utilizing chapter alumni and counseling center personnel.
9. Participate in such events as rush, membership education, Parents' Day, Founders' Day, Alumni Weekend, chapter retreats and chapter anniversaries.