



Office of Student Activities Student Organization Advisor Contract

A student organization advisor plays a vital role in the functioning of Recognized Student Organizations (RSOs) at Christopher Newport University. Our RSOs are strongly encouraged to find a member of the faculty or staff who can serve in this capacity.

University Expectations

The Office of Student Activities (OSA) encourages all RSOs to have an advisor, though it is not required. Faculty and staff who agree to take on this responsibility, are expected to take an active role in the organization(s) they advise. How this role is defined is left to the determination of the organization and its advisor(s). It is recommended that this be a conversation had very early in the advisor/advisee relationship.

By accepting the role of advisor, an individual accepts the responsibility to:

1. Serve as a Campus Security Authority (CSA) and complete Cleary Act Training annually (conducted online).
2. Serve as a Responsible Employee as it pertains to Title IX compliance.
3. Help student organizations assess risk and take appropriate measures to mitigate risk when appropriate.
4. Support and advocate for their organization and help navigate CNU policies and procedures.
5. Advise students on appropriate expenditure and management of budgets and dues.
6. Act as a mentor and resource for students.
7. Provide advice and assistance in the planning and execution of programs and events.
8. Meet regularly (as determined with the organization) with officers and members.

As employees of the university, advisors are encouraged to act within the scope of their duties to minimize the potential liability.

By signing this contract, I, Jeffrey M. Carney agree that I have read and understood the responsibilities as stated above and agree to serve as the advisor to Alpha Chi Sigma, until such time as I resign or am asked to step down.

Advisor Signature: 

Date: 9/3/18

Student Signature: 

Date: 9/3/18