

Master Faculty Advisors: A Proposal

Rationale

The Academic Advising Committee (AACo) believes that an essential part of improving advising of all students—incoming freshmen as well as continuing students—is to support faculty members involved in this endeavor. We also agree that getting “the best” faculty involved in advising is critical, assuming that “the best” refers to persons who are both willing to dedicate time and energy to students, and temperamentally inclined to such efforts. It must be added that it is in the interest of the University to make advising worth a faculty member’s while, given the activities that receive more emphasis and attention, such as teaching and professional development.

To address the need to sustain a cadre of dedicated, well-prepared faculty advisors, we propose the designation of “Master Advisor.” We hope that this status and the formal verification of activities related to it will provide both recognition and encouragement for faculty already involved in academic advising, and also encourage additional faculty to participate.

Definition and Expectations

At the Basic Level, Master Advisors are faculty members who agree to participate in regular advisor training activities (group training, list serve, etc.) available on campus, who may occasionally—and voluntarily—elect to attend regional or national conferences on advising, and who meet with up to 30 undergraduate advisees each semester. At the Advanced Level, Master Advisors will participate in regular training and meet with more than 30 students per semester. Topics for such meetings shall include program planning, course selection, pre-professional opportunities related to the major (e. g. internships), and graduate study. Advisors are also responsible to refer students to appropriate campus resources.

All Master Advisors should keep a topical log of their training and their advising, both office conferences and email exchanges.

Master Advisors will contract with their department chairs and the director / coordinator of Academic Advising Center (AAC), and this service will be recognized as a significant

component of the university / departmental service expected of faculty (as articulated in Section XI.5.a., p. 83, of the University Handbook).

In addition to their advising of students, Master Advisors will serve as liaisons with the AAC and AACo.

Contract

Persons wishing to be Master Advisors fill out a contract and obtain written approval from their department chairs and from the AAC director.

Copies of the contract are retained by the Master Advisor, the department chair, the AAC, and the provost.

The AAC director is responsible to provide certificates verifying Master Advisors' participation in freshman advising and in group training sessions. The department chair is responsible for verifying Master Advisors' participation in advising majors or other upper-level students.

Recognition and Reward

Master Advisors will receive certificates of participation following each training session in which they participate. Two certificates per year are required during each of the first two years of participation. In subsequent years, at least one certificate is required each year. The certificates, along with the advising log, become part of the verification of this form of university service, and should be attached to the EVAL-6 and included in the dossier.

Master Advisors who participate in the Freshman Advising Program will continue to receive stipends according to the scale determined by the AAC director. In addition, participation as a Master Advisor at the Basic Level shall be considered equivalent to conscientious service on a major university committee. Participation as a Master Advisor at the Advanced Level shall be considered equivalent to conscientious service as chair of a major university committee.