**Faculty Advisor Expectations**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cues Assigned: \_\_\_\_\_**

**Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semesters: \_\_\_\_\_**

Responsibilities of the departmental academic advisor for the academic year are to:

1. Provide 40 hours of work per semester per CUE. Specific advising hours to be arranged in collaboration with chairperson/program director and in tandem with professional advisors in the department/program (if any).
2. Guide student course selection and scheduling.
3. Advise students for career or graduate degree choice, direction of research/creative activities, and notice of opportunities, internships, and job fairs.
4. Assist students to identify strengths and weaknesses in academic progress and refer to appropriate department, College or University resources.
5. Update student records, degree plans.
6. Review transfer evaluations.
7. Prepare and submit Course Adjustment Forms.
8. Review, sign, and forward Graduation applications.
9. Review, sign, and forward SAP/Academic petitions.
10. Prepare and maintain a log of advising related activities.
11. Work with Curriculum Committee Chair to update degree plans and course sequences.
12. Assist Chairperson with course scheduling data.
13. Attend advisor training sessions.
14. Communicate with other advisors.
15. Perform pre-requisite and co-requisite overrides. Chairs would do all other overrides.
16. Review advising sheets of students advised by professional advisors.

Signatures:

**Faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Dept. Chair/Program Director**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Provost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**RETURN to ADM 306**