

Fraternity & Sorority Life at The University of Iowa

Faculty Advisor Sample Position Description

A faculty advisor should be a chapter's link to the university. As such, a faculty advisor can often assist in keeping the chapter up to date with campus issues and act as an interface when called upon. Also, faculty advisors can provide greater insight on academic issues, such as time management, test and note taking tips, test anxiety, career placement, organizational skills, and communication skills among others. Organizations should be open to advisors who are not members of their organization, or who may be of the opposite sex (i.e. a woman faculty advisor working with a men's fraternity).

Suggested Responsibilities of a Faculty Advisor might include:

- Be accessible to the membership. This is very important because the Faculty Advisor might be the first to know any academic issues.
- Conduct at least one workshop each semester or year on how to improve on academic performance.
- Help the scholarship chair maintain a list of referrals for members who are having academic problems (i.e. writing center, tutors, etc.).
- Create a plan with the chapter to get other faculty members involved with the chapter as guest speakers in their field of expertise.
- Have regular communication with the chapter president and/or scholarship chair.
- Attend at least 1-2 chapter meetings a semester or as needed/requested.
- Help the scholarship committee plan a yearly faculty reception/dinner.
- Review the new member program to ensure that scholastic performance is encouraged and not hindered.
- Help the chapter achieve their scholastic goals.
- Review the chapter scholarship program. If the chapter does not have a scholarship program, help them create one.
- Share the chapter's successes with the university and other faculty.
- Encourage that each member is involved with at least one other campus organization other than the fraternity/sorority.
- Meet with the new members at the beginning of each new member period to stress the importance of scholarship.
- Meet with chapter alumni/ae advisors, if applicable and appropriate
- Relay information concerning administration/university policy.
- Explain academic integrity and its importance to the university community.
- Guide members in career decisions and identify different agencies, services, contacts, etc. on campus.
- Be open and available to chapter member's questions and concerns.

Suggested Responsibilities for the Chapter might include:

- Communicate regularly with your faculty advisor.
- Share your chapter's goals with your faculty advisor. Specifically, ask your faculty advisor to help you achieve your scholarship goals.
- Invite your faculty advisor to recruitment events and new member initiation (if appropriate).
- Invite your faculty advisor to speak to new member classes and to the chapter at least once per year.
- Encourage members who are having academic issues to speak to your faculty advisor.
- Seek advice from your faculty advisor.
- Thank your faculty advisor often.

Time Commitment:

Faculty advisors can expect to work with a chapter for at least one academic year. Advisors are expected to participate in a chapter meeting or event at least 1-2 times per semester. Because of students' class schedules, most meetings/programs/events are held in the early evening.