

Department of Psychology
Undergraduate Advisor Policy
March 16, 2018

Vote to Approve:

Yes: 14
No: 0
Abstain: 1

Overview and Rationale: Strong advising is key to student success. Undergraduate advisors in our department help psychology majors develop their academic plan, understand University requirements, determine current registration needs, assist in the graduation application process, and work with students who are seeking reinstatement or re-admission to the University. Additionally, advisors provide informational sessions during transfer and freshman orientation and help students learn to navigate the University system.

A department policy is needed to guide the selection of department advisors on an equitable basis, identify qualifications and responsibilities, and address compensation and support.

Qualifications and Selection of Advisors

1. All tenured, tenure-track, and lecturer faculty are eligible to apply.
 - Preference will be given to applicants who are post-tenure and at the rank of Associate or Full Professor
 - Because advisor appointments are for 3 years, lecturers with 3-year appointments will be given preference over those with 1-year appointments.
 - Preference will be given to faculty who do not have grant or other release from teaching at the time of appointment that would reduce their teaching load below .40/semester.
2. Training will be needed to develop the skills and knowledge required of advisors.
 - All new advisors will complete training and shadow experienced advisors during the semester prior to their appointment effective date
 - All new and continuing advisors will complete ongoing training (e.g., CMS, MyProgress, Student Success advisor trainings) as required. Failure to complete this training may result in loss of appointment.
 - Training requirements will be determined by the Department Chair and the Advising Coordinator
 - Appointments will not be made before all training requirements are met

3. One of the four advisors will serve as the Advising Coordinator. The Coordinator will schedule and lead advisor meetings, determine training needs, and provide university and system updates as needed. The Executive Committee will determine this appointment.
4. All advisor terms will be 3 years, with the exception noted below (#7). To create a rotation structure that retains experienced advisors at all times, one advisor will rotate out each year and three advisors will continue their terms. Current and past advisors are eligible to apply for additional terms and will be considered with all applicants.
5. A transition period between 2019-2021 is needed to move to the 3-year appointment cycle. Two of the current advisors will rotate out in January 2019 and one will rotate out in each of the two subsequent years (January 2020, 2021). Requests for volunteers will first be made. If needed, those rotating out each of the three transition years will be determined by the Executive Committee.
6. A call for applicants will be sent out in late Spring of each academic year for a term to begin the following January. The Executive Committee will announce appointments no later than the last day of Spring classes. This will allow new advisors to plan for training if it is available during the summer, as well as plan for Fall shadowing and training.
7. Should an Advisor step down or be removed prior to completion of their term, applications for their replacement will be reviewed by the Executive Committee. A replacement appointment will be made for the time period remaining on the current term (not the usual 3 years).

Responsibilities and Support

1. Each advisor will receive a one-course (.20) release each semester. No additional release is attached to the Advising Coordinator position.
2. Advisors can have a course release for research activity in addition to the advising course release so long as their teaching load does not go below .40/semester.
3. There is no course release during the “shadowing” period because this activity does not involve as many hours of work as in actual advising.
4. Each advisor will hold a minimum of 6 in-person advising hours each week starting on the first day of classes and ending on the last day of classes. Office hours associated with teaching cannot be included in this minimum. Additionally, advisors are expected to spend approximately 2 hours weekly responding to email and phone inquiries and to respond to student inquiries in a timely manner.
5. To ensure a reasonably equal distribution of advising hours each day, Monday through Thursday, advisors will coordinate their teaching requests each semester as a group. Advising hours are not required to be scheduled on Fridays, campus holidays or during Spring Break.

6. Advisors will work together to cover freshman and transfer orientation sessions as needed.

7. To create accountability and continue excellent advising for our students, an informal review process will be coordinated by the Department Chair and Advising Coordinator. If any concerns arise, such as students reporting lack of access during scheduled hours, a memo to the advisor will be issued and discussed with the Advisor. The Executive Committee can replace advisors before the end of a term if corrective action is not taken and an Advisor is not meeting the obligations of the position.

Summer and Winter Advisors

1. Only AY advisors are eligible to serve as an advisor during the Summer or Winter sessions. If more than one AY advisor is interested in summer or winter appointments, the Executive Committee will make the appointment, most typically on a rotating basis.

2. Summer advising appointments can be arranged separately for each of the two 5-week sessions or can span the full 10-weeks of summer teaching. The Summer advisor(s) will schedule four (4) advising hours each week for the appointed summer session period (5 or 10 weeks). Unlike advising during Fall and Spring, office hours associated with teaching can be included in this minimum. Typically hours will occur on the same day the faculty member is teaching. Advising will not be scheduled on Fridays.

3. The Winter session advisor will schedule 1.5 advising hours on each teaching day during the three-week session. As is true for summer sessions, advising hours can overlap with those associated with teaching-related office hours

4. Advisors for the Summer and Winter sessions will receive a stipend. Compensation will be determined by the Department Chair in consultation with the Dean's Office and will depend on the budget.