



# Office of Student Leadership and Activities

## 3<sup>rd</sup> Floor Campion

### Advisor Commitment Form

An advisor is required for each Saint Joseph's University student organization. The advisor must confirm a willingness to accept the position in writing and submit it to the Office of Student Leadership and Activities annually.

The appointed advisor must be a **member of the University faculty, staff, or alumni**. Advisors are expected to be positive role models and are to meet with the group they advise regularly. The advisor must be a full-time faculty, staff, or administrator of Saint Joseph's University. Student organization advisors serve a one year appointment to be renewed annually. All advisor appointments are for a full calendar year, beginning in September and ending the following September. **The advisor should possess interest and expertise in the area of the group's functioning. While the advisor does not have direct responsibility for fiscal management, it is expected that the advisor and student officers will engage in regular and frequent consultations concerning the vitality of the group. The advisor is expected to attend meetings and activities and to participate in the regular evaluation of the activities of the group.**

An advisor can be replaced mid-year by the student organization or the Office of Student Leadership if he or she becomes inactive, no longer meets the needs of the student organization or their actions are not in line with the mission and identity of the organization and/or the University. Student groups wishing to replace their advisor must complete an Advisor Replacement Petition and set up a meeting with the Director of Student Leadership and Activities. The advisor will then be notified regarding the status of the petition. If an advisor wishes to appeal the removal, the advisor has 10 days from their removal notification to do so. All appeals must be made in writing to the Director of Student Leadership and Activities. Upon the receipt of the appeal, the Director of Student Leadership and Activities will meet with the parties to discuss the petition and appeal. All parties will be notified in writing by the Office of Student Leadership and Activities within 10 days of a decision. Any staff member that has their advisor role in their job description is exempt from this process (i.e., Director of Student Leadership and Activities and USS, Assistant Director of Campus Programs and SUB) but will go through a different process as defined by the Office of Student Leadership and Activities.

Each fraternity or sorority shall have an advisor from the faculty or administration who shall be available to attend chapter meetings and to advise about chapter activities. Each semester the advisor is required to consult formally with the officers of the fraternity or sorority to discuss fulfillment of conditions and procedure.

### Advisor Agreement

I agree to serve as advisor to the \_\_\_\_\_ a Saint Joseph's University campus organization. An advisor's role, according to the Saint Joseph's University Handbook, is to engage in regular and frequent consultations concerning the vitality of the group, attend meetings and activities and participate in the regular evaluation of the activities of the group.

Name \_\_\_\_\_

Position/Title \_\_\_\_\_

Company, if applicable \_\_\_\_\_

Phone number \_\_\_\_\_ e-mail \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please complete and return to the Office of Student Leadership and Activities by September 19, 2008.