

Texas Lutheran University

Office of Student Activities

Faculty/Staff Advisors – Suggested Guidelines

Texas Lutheran University requires each student organization to have a full-time faculty/staff advisor. This volunteer role carries the purpose of providing student groups with an adult that can serve as a role model, provide guidance, and help students navigate university regulations as an official TLU organization. Important skills for an advisor to have would be the ability to facilitate discussions, offer objective points of view, present alternative solutions to problems and encourage the organization and its leaders.

The relationship between the advisor and an organization will vary depending upon the individuals and groups involved. What is of importance is that the relationship is an active one with participation by all. While each group will negotiate their own expectations of the student members and advisor roles, the following guidelines are offered for consideration during the discussion.

Guidelines for what an organization may expect from their advisor:

- To support the organization's mission and purpose
- To observe overall group functioning and encourage participation
- To serve as a resource and provide guidance and advice regarding university policies and procedures.
- To be available to and involved with the organization. While attendance at every meeting or event is not necessary, occasional attendance can offer information not only on the organization's activities, but its cohesion, personality, and functioning.

Guidelines for what an advisor may expect of officers:

- To keep advisors informed of all organizational activities, meeting times, locations and agendas.
- To initiate regular meetings with the advisor to discuss plans, activities, and any possible problems.
- To respond in a timely manner to all communication/contact made by the advisor.
- To make no commitments for the advisor without his/her consent.
- To not assume the advisor will continue to serve in this role for the succeeding year unless the advisor has been asked and agreed to do so.

Events

Advisors are not considered a supervisory or rule of enforcement presence when attending events. They are there to show support and encouragement to the organization. They also fill the important function of being a role model for young adults in various situations that arise with student organizations outside of the classroom or work place.

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Advisor Expectations

- Needs to be a full-time faculty/staff advisor.
- Support the organization's mission and purpose.
- Observe overall group functioning and encourage participation.
- Serve as a resource and provide guidance and advice regarding university policies and procedures.
- Be available and involved with the organization.
- Maintain administrative oversight of financial and business aspects of the organization. (Advisors are required to sign off on all expenditures and event paperwork.)
- Attend meetings and events at own discretion, except those events where alcohol has been approved. A faculty/staff member is required as an adult presence, but not as enforcement. (Advisors may find other faculty/staff members to share with this responsibility.)
- Must attend a Risk Management Workshop.

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Advisor Contract

I, _____ am a full-time faculty/staff member at Texas
(Your Name)
Lutheran University. In addition, I agree to serve as an advisor for the _____ academic
year for the following club/organization _____.
(Name of Organization)

As a student organization advisor, I understand and agree to meet the following responsibilities:

- Needs to be a full-time faculty/staff advisor.
- Support the organization’s mission and purpose.
- Observe overall group functioning and encourage participation.
- Serve as a resource and provide guidance and advice regarding university policies and procedures.
- Be available and involved with the organization.
- Maintain administrative oversight of financial and business aspects of the organization. (Advisors are required to sign off on all expenditures and event paperwork.)
- Attend meetings and events at own discretion, except those events where alcohol has been approved. A faculty/staff member is required as an adult presence, but not as enforcement. (Advisors may find other faculty/staff members to share with this responsibility.)
- Must attend a Risk Management Workshop.

Advisor Name (Print)	ID No.
Department	Campus Address
Phone No.	Email Address
Signature	Date