



Expectations of ADSE Faculty Advisors

- I. **Overview:** The faculty advisor plays a crucial role in maintaining, guiding, and mentoring an ADSE chapter. From a broader perspective, the faculty advisor provides consistency and continuity for the ADSE chapter in the respective institution in the long term.
- II. **Requirement/Qualifications:** Chapter's advisor(s) must be a faculty member(s) or an administrator(s) in the same institution and, preferably, same department/college as the ADSE chapter's host department.
- III. **Expectations:** To maximize time and effort to support, advice, and advocate the executive board of the local chapter, ADSE advisors have five responsibilities. Elected advisor must commit to (initial each commitment):
 1. [] Meet and consult with chapter leaders at least once per semester to review and advise regarding the planning and implementation of chapter events, as well as curate archive and historical data (social media & email passwords, financial records, past membership, previously hosted events) and provide advice to ADSE chapter in fundraising efforts.
 2. [] Maintain contact with board members of ADSE national as well as participate in the annual national advisors' virtual meeting.
 3. [] Advocate for local ADSE members at the departmental, college and university level.
 4. [] Advocate for diversity and inclusion at the local institution.
 5. [] Evaluate the chapter's budget and provide feedback regarding the executive board's approved budget every semester.
- IV. **Professional Development and Networking Opportunity:** Chapter advisors are strongly encouraged to network with other advisors across the nation. Such communication can help advisors troubleshoot issues, provide advice, and learn about the success of other chapters and how such ideas could be applied to their own chapter. Through these activities, chapter advisors will also enhance their national profile and provide a unique opportunity for networking and collaboration. ADSE National will help in establishing such lines of contact for faculty advisors to utilize.