

Fraternity/Sorority ADVISOR-Chapter Agreement

Name of Organization: _____

Each fraternity and sorority shall have at least one faculty advisor who must be a full-time member of the college's faculty and staff selected by the organization membership. The faculty advisor will serve a one-year term with possible extension based on mutual agreement between the advisor and the chapter.

Responsibilities of a Faculty Advisor:

- Communicate regularly with the Chapter President and/or Scholarship Chairperson.
- Meet with the new members at the beginning of each new member period.
- Attend one of the first chapter meetings of the semester to introduce yourself and meet the chapter members.
- Meet individually with members who are having academic difficulty.
- Read correspondence sent from the Greek Life Advisor and Dean of Students Office. Share with chapter, as appropriate.
- Be available to meet confidentially with members upon request.
- Be available to attend Faculty Advisor meetings with the Greek Life Advisor to discuss success, challenges, and expectations.
- Be available to attend chapter meetings/events upon request.
- Be knowledgeable about areas affecting fraternities and sororities: recruitment, new member education, expansion, public relations and image, scholarship, service, risk management, etc.
- Contact Greek Life Advisor if unsure of how to handle a situation.
- Contact Greek Life Advisor if the chapter could benefit from special guidance or programming.
- Meet with inter/national visitors, as appropriate.
- Meet with chapter alumni advisors, if applicable and appropriate.

I understand and agree to perform the role of advisor to the above-listed organization and as specified in the above expectations for the academic year of 20____ - 20____.

Name: _____	Phone: _____
Office: _____	Email: _____
Signature: _____	Date: _____

Witnessed by Chapter Officer

Name: _____	Phone: _____
Position: _____	Email: _____
Signature: _____	Date: _____

Appendix F: Fraternity/Sorority Advisor-CHAPTER Agreement

Each fraternity and sorority shall have at least one faculty advisor who must be a full-time member of the college's faculty and staff selected by the organization membership. The faculty advisor will serve a one-year term with possible extension based on mutual agreement between the advisor and the chapter.

Responsibilities of Chapter Members in Relation to Their Faculty Advisor:

- The Chapter President and/or Scholarship Chairperson will communicate regularly with the Faculty Advisor.
- The New Member Educator must schedule meetings between new members and faculty advisor. Meeting should occur within the first two weeks of the beginning of the new member program, but must occur at least one week prior to initiation.
- Invite the Faculty Advisor to one of your first meetings of the semester.
- The Scholarship Officer/Chairperson must provide a list of members who need to meet for academic advisement with advisor. Contact information must also be provided.
- A chapter officer should schedule a meeting between the advisor and national visitors/consultants when they are on campus.
- If the chapter has an alumni advisor, a chapter officer should schedule a meeting between the two advisors at least once per year.
- Provide advisor with copies of monthly/semester calendars, chapter meeting minutes and goals, as appropriate.
- Don't just go to your advisor when you have a problem. Make an effort to tell them the great things you are doing!

I understand and agree to support the role of advisor as specified in the chapter expectations listed above the Faculty Advisor expectations on the reverse side. I further understand that this process must be completed annually and the relationship between this faculty advisor and the chapter will only continue upon mutual agreement.

Name: _____ Phone: _____
Position: _____ Email: _____
Signature: _____ Date: _____

Witnessed by Faculty Advisor

Name: _____ Phone: _____
Office: _____ Email: _____
Signature: _____ Date: _____