Guidelines for Faculty Who Serve as Advisors to Student Organizations

Policy and Procedure
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Guidelines for Faculty Who Serve as Advisors to Student Organizations

Policy and Procedure

**Policy:** The University College of Nursing will provide faculty advisors to student organizations.

**Purpose:** The Guidelines for Faculty Who Serve as Advisors to Student Organizations policy and procedure are intended to provide consultation, mentoring oversight, supervision and a liaison role to administrators.

**Scope:** Faculty serving as advisors to student organizations.
**Guidelines for Faculty Who Serve as Advisors to Student Organizations Procedure**

1. Orient new student group advisors & officers at the beginning of each academic year.
2. Consider more than one advisor for larger organizations.
3. Organize OSNA into HSC, Tulsa, & Lawton chapters, each with own officers. Officers of all three chapters meet together a few times a year but membership meetings are primarily with local chapter.
4. Organize GNA into OKC, Tulsa, Lawton chapters, each with own officers. Officers meet together a few times a year; membership meetings are with local chapter.
5. Things to keep in mind about OSNA & ONA convention:
   a) Pre-convention preparation is important! Students need to be aware of when to register, how they are to be accountable, delegate responsibilities, the purpose of convention attendance etc.
   b) Course & clinical schedules need to reflect convention expectations (are all students to attend? If not, what are alternate activities? How to handle financial problems r/t registration fee?)
   c) College pays for ONA registration & expenses for OSNA advisors.
   d) Throughout convention, faculty advisors (and other faculty) greet students and discuss what they are seeing and learning.
   e) Specific strategies need to be in place to make convention attendance a legitimate educational experience. (What are some strategies to use?)
6. As advisors to student organizations, faculty responsibilities fall in four primary areas:
   - Consultation
   - Mentoring
   - Liaison
   - Oversight/supervision
   1) Advisors **consult** in the following areas:
      a) Orientation of new officers & delegates
      b) Clarification of officer, member, and advisor roles
      c) Preparation for meetings, conventions, and conferences
      d) Organization of projects and activities
      e) Interpreting by-laws & policies
      f) Resolving leadership and behavioral issues
      g) In addition, advisors:
         - Mediate in conflict situations when necessary
         - Assist students to respond to requests for applications for scholarships and awards
2) Advisors serve as **mentors** in the following manner:
   a) Attend scheduled meetings and special events
   b) Focus students on the mission of the organization
   c) Model professional behavior
   d) Support students as they run for state or national offices

3) The **liaison** role of advisors includes:
   a) Assisting to develop a mechanism to encourage participation of students on all campuses
   b) Communication between the student organization, other campus & university organizations, and administration, faculty, and Student Affairs Office
   c) Help with publicizing events among faculty
   d) Securing additional faculty involvement as needed (such as for ONA convention)
   e) Facilitation of communication with faculty and students at distant sites

4) **Oversight** by the faculty advisor involves:
   a) Supervision of financial activities of the group
   b) Review and approval of planned health-related activities external to the College

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**Revision History**

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<td>Pam Crawford</td>
<td>Assistant Dean for Student and Alumni Affairs</td>
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