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

Responsibilities of a Faculty/Staff Advisor:

- Meet individually with the chapter president at least once a semester to provide guidance, advice, and to assist with goal setting and planning.
- Work with chapter officers on designing, updating, and administering their academic plan.
- Meet individually with members who are having academic difficulty.
- Be knowledgeable about University policies and procedures such as The Student Code of Conduct, Student Organizations Policies, University Hazing Policy, and the Fraternity and Sorority Social Event Policy.
- Read, understand, and assist with the Chapter Assessment Program to support the chapter’s adherence to their accreditation status.
- Serve as an on-campus connector to relevant resources and services.
- Contact the Office of Fraternity and Sorority Life if unsure of how to handle a situation and/or if the chapter could benefit from special guidance or programming.
- All advisors who become aware of an allegation of a violation of University Policy, Student code of Conduct, civil law or criminal law must report the allegation to the Office of Fraternity and Sorority Life and/or University Police.

I understand and agree to perform the role of advisor to the above-listed organization and as specified in the above expectations for fall/spring (circle one) ______ (year).

Name: ________________________________ Title: ________________________________

Signature: ________________________________ Date: ________________________________

THIS FORM NEEDS TO BE COMPLETED AND SCANNED INTO WUFOO BY 10/1/2019. INSTRUCTIONS ON HOW TO SUBMIT WERE SENT IN THE START OF THE YEAR PACKET.
Towson University
Fraternity and Sorority Life
Faculty/Staff Advisor – Chapter Agreement

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

Responsibilities of Chapter Members in Relation to Their University Advisor:

- The chapter President must schedule at least one meeting per semester with the faculty/staff advisor. It is recommended that these meetings be scheduled early in the fall and spring semester.
- Provide advisor with copies of monthly/semester calendars, chapter meeting minutes and goals, as appropriate.
- The Scholarship Officer/Chairperson should meet with faculty/staff advisor once per semester to go over the academic plan and provide a list of members who need to meet for academic advisement with advisor. Contact information should also be provided.
- A chapter officer should schedule a meeting between the advisor and national or regional 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 semester.
- Invite the faculty/staff advisor to chapter functions, CAP programs, chapter meetings, etc.
- 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 and the Faculty/Staff Advisor expectations on the reverse side. I further understand that this process must be completed annually and the relationship between this Faculty/Staff Advisor and the chapter will only continue upon mutual agreement.

Name: _______________________________ Date: __________________________

Signature: __________________________

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