

Faculty Advisor Agreement

Club Name: _____

Faculty Advisor: _____

Date: _____

Purpose of the Agreement:

The purpose of this Agreement is to outline the responsibilities and expectations of the Faculty Advisor in their role as a faculty advisor.

Responsibilities of the Faculty Advisor:

- a. Provide consistent guidance and mentorship: The Faculty Advisor shall provide consistent guidance and mentorship to the club members, acting as their go-to source for support and advice.
- b. Regular meetings with club leadership: The Faculty Advisor agrees to meet with the club leadership at least once a month to discuss club activities, progress, and any support or guidance needed.
- c. Attendance at club events: The Faculty Advisor should attend and support special events sponsored by the Club whenever feasible and their schedule permits.
- d. Confirmation of club status: If asked to be a faculty advisor/mentor for an existing club or team, the Faculty Advisor will contact their department head to ensure that the club or team is in good standing.

New Club Application and Approval:

If students wish to start a new club or team, they must complete the New Club Application and receive approval from the head of their respective department. For college-wide organizations, approval from the Engineering Dean's Office is required.

Official Club Recognition:

College of Engineering clubs and teams must be officially recognized to participate in events, receive funding, advertise their events, and more. The Faculty Advisor will ensure that the club/team officers are aware of the requirements outlined in the Good Standing Guide and guide them in fulfilling those requirements.

Leadership Structure and Officer Roles:

The Faculty Advisor will encourage the club/team leadership to establish a clearly defined leadership structure and distinctly defined roles. The Faculty Advisor will also encourage timely new officer selection and transition to ensure the smooth flow of information and adequate training for new officers.

Funding Support:

If the club or team wishes to request funding support from the dean's office, the Faculty Advisor will direct them to the Funding Help page. The Faculty Advisor's participation in the funding request process may be required.

By signing below, the parties acknowledge that they have read and understood the terms of this Faculty Advisor Agreement and agree to abide by them.

Faculty Advisor

Date

Club President

Date