

Updated  
2017

# Faculty Advisors 101

BALL STATE UNIVERSITY GREEK LIFE  
OFFICE OF GREEK LIFE

# Who Are We and What Do We Do?

- Ball State University does not require faculty advisors to be a member of the inter/national organization they advise.
- Any male or female Ball State University faculty or staff member could fill the principle role of Faculty Advisor.
- Faculty Advisors can assist with course selection, effective study habits, use of university resources and other traditional advising roles for members.
- The most important role is that of being a role model of a scholar, campus leader, as well as a mentor for chapter members interested in his or her field of study.
- The faculty advisor can serve that direct link to the university community, and guides how the fraternity or sorority is complementing the university's centennial commitment.

# What does a Chapter Advisor do that a Faculty Advisor does not?

- A chapter advisor, nearly always is a member of the inter/national organization; is the inter/national organization's agent to the local chapter.
- A chapter advisor is usually responsible for such chapter functions as preserving the Ritual, administering the fraternity/sorority examination, serving on the finance committee, attending chapter meetings and serving as a transmitter of fraternity/sorority traditions and new policies as well as the first line of support in emergency situations.

# How does the chapter decide who should be a Faculty Advisor?

Step 1. Deciding on a faculty advisor requires the chapter to define:

- qualities that the chapter is seeking
- skills that the chapter needs
- experiences that the chapter needs

Step 2. Brainstorm a list of likely candidates (Use the steps to recruit a faculty advisor). Evaluate the faculty advisor candidates from your list and select from those candidates who to meet with to find out if they are interested as serving as your chapter's faculty advisor.

Steps to Recruiting a Faculty Advisor:

1. Provide the description below to the faculty members you meet with.
2. Schedule a meeting with the top faculty advisor candidates.
  - a. Discuss the faculty advisor role.
  - b. Present basic information about your inter/national organization and the chapter.
  - c. Provide scholarship materials and discuss (i.e., scholarship plan, etc.).
  - d. Discuss any questions about the position.
    - i. Address typical faculty concerns, such as time constraints and academic advising.
  - e. Highlight the benefits:
    - i. Student/faculty interaction outside of the classroom
    - ii. Academic initiatives
    - iii. Chapter facilities
    - iv. Nationally provided incentives (i.e., travel and accommodations to national conferences)
  - f. As a next step, invite the faculty advisor candidate to dinner or a chapter event.
  - g. Send a thank-you note after each interview.
3. If the faculty advisor candidate accepts the position, notify the Office of Greek Life.
4. If the response is no, ask the faculty advisor candidate if he/she could provide recommendations for other likely candidates.

\*If your chapter does not have a faculty advisor contact the Office of Greek Life for assistance

# Roles of a Faculty Advisor

The following points are suggested as the basis of a faculty advisor:

1. The faculty advisor's role is not static but dynamic. The faculty advisor must continually adapt his or her activities to fit the ever-changing situations of the chapter.
2. A close working relationship between the faculty advisor and the chapter is critical. Such a relationship provides an opportunity for the faculty advisor to serve as teacher, counselor, mentor and friend.
3. The faculty advisor should strive continually to help the chapter become as self-sufficient as possible.
4. The faculty advisor should be interested in the collective welfare of the chapter and its individual member.
5. The faculty advisor should recognize and accept the fact that his or her function is not to produce direct results.
6. The faculty advisor works through the chapter officers and members. In this manner, they gain experience and self-confidence.
7. Possible areas of consideration for faculty advisor assistance include:
  - Academic improvement
  - Study skill development
  - Leadership development program support
  - Building and improving relationships with the faculty and school administration

## Activities of a Faculty Advisor

### Initial Activities

1. Introduce and discuss involvement with the chapter and with the Ball State Greek advisor.
2. Share with chapter officers the initial understanding and expectations of the role of a faculty advisor.
3. Serve as liaison for the undergraduate chapter in its relationship with the university as well as consult with the members of the chapter in developing and operating a scholarship program.
4. Review existing programs sponsored by the chapter that would affect the proper emphasis on scholarship in the chapter.

### Continuing Activities

1. Meet at least once a month with the chapter for dinner, chapter meeting or a planned chapter event in order to acquaint yourself with chapter operations and attitudes.
2. Meet with new members/associates/novices/pledges at the onset of their new member period to discuss topics such as academic expectations.

3. Maintain contact with chapter officers to discuss progress toward goals, formal fraternity/sorority programs and faculty advisor responsibilities.
4. Maintain contact with the college or university Greek advisor and appropriate college or university officials.
5. Challenge members to define and achieve their fraternity/sorority's mission, goals and purposes.
6. Act as a mentor, role model, counselor and friend to members.
7. Interpret the Ball State policies, procedures and resources to the chapter.
8. Assist in the development of an incentive program with the chapter to encourage excellence in individual member's academic performance and meet, when required, with students having difficulty.
9. Stress the importance of looking for students who are serious about scholarship in the recruitment process.
10. Represent the interests of your chapter to the campus community.

## Periodic Activities

1. Attend all-campus Greek Faculty Advisor meetings when/if held.
2. Meet a minimum of once a year with the Ball State University's Greek advisor.
3. Meet with any visiting chapter consultant who will be working with the chapter and Greek advisor.
4. Encourage and support the chapter officers in completing and submitting all required reports to the school and to the inter/national headquarter main office in a timely manner.
5. Encourage fraternity/sorority members to apply for any campus scholarships.
6. Encourage and support chapter participation in all facets of campus life.
7. Assist the chapter in recognizing where they stand on campus in relation to the all-men's/all-women's, all-fraternity/all-sorority and the all-Ball State/all-Greek average and where they rank in regard to the other chapters on campus.
8. Assist the chapter in developing a monthly speaker series, and invite faculty members and other campus resources to address various aspects of education and how students should make the most of their time at the institution.
9. Develop awareness among the members of the chapter as to the expectations of the campus community in relation to the Greek community.
10. Develop an understanding of student services that are available to the undergraduate members of the chapter, including library resources, student health care services, campus tutoring assistance, student loan services and special campus resources.
11. Attend special chapter functions (i.e., parent's day, founder's day, awards dinners and homecoming).

# You have a faculty advisor, so now what?

- Make contact with your chapter's faculty advisor early and introduce them to the chapter
- Continue to meet with your advisor on a regular basis
- Work with the advisor to develop or revise your chapter's scholarship plan
- Utilize your advisor as a link to the university
- Have the advisors meet with all members on academic probation/below the chapter's standards
- Hold meetings with your advisor and those members who did not reach their academic goals
- Provide the advisor with a copy of the chapter's scholarship plan
- Remember your advisor is a volunteer, make sure to:
  - Keep the advisor informed of chapter activities/sponsored events
  - Invite the advisor to all appropriate events
  - Honor your advisor throughout the academic year, through letters, plaques, dinner, etc.