



Center for Student Involvement

Advisor Expectations Contract Checklist

The purpose of this contract is for the advisor and student leaders to determine what role the advisor will play within the student organization.

Directions: The advisor and student leader should complete this form separately, and then meet to discuss their answers. For any items that are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that task.

For each statement, respond according to the following scale: 1 = Essential for the advisor. 2 = Helpful for the advisor to do. 3= Nice, but the advisor does not have to do it. 4= Would prefer the advisor not do. 5 = Absolutely not an advisor's role.

Student Org Name:	Advisor	Students
Attend all general meetings of the organization		
Attend all executive committee meetings		
Meet with president before each meeting		
Help the president prepare for each meeting		
Exert influence with officers between meetings		
Take an active part in formulating goals and objectives of the group		
Attend all group activities, meetings, events		
Be a custodian/collector of all group materials, supplies, etc. during summer and between officer transitions		
Call meetings of the officers when the Advisor deems necessary		
Explain UIC policies where appropriate		
Explain UIC policies to the membership once per year		
Speak up during discussion when Advisor feels group is about to make poor decision		
Be quiet during general meetings unless called upon		
Provide resources and ideas to the group		
Act as member of the group, except in voting and holding office		
Receive a copy of all correspondence		
Request the treasurer's books/ledgers at the end of each semester		
Keep the office files in Advisor's office		
Let the group work out its problems, including making mistakes		
Request a written evaluation at the end of each year		
Cancel any activities that advisor believes to have been inadequately planned		
Take active part in officer transition & training		
Represent the group in any conflict with members of university staff		
Mediate conflicts as they arise		
Keep group aware of its stated goals, purpose, and objectives		
Take an active part in orderly transitions of responsibilities between old and new officers at end of year		
Insist on an evaluation of each activity after event takes place		
Let the group thrive or decline on its own; do not interfere unless requested		

Adapted from University of North Carolina-Charlotte and Northwestern University

Advisor Signature _____ Date _____

Student Leader Signature _____ Date _____