



# Center for Student Involvement

## [Group Name]: Advisor Expectations Contract

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

The purpose of this contract is to outline **[Advisor Name's]** expectations in their role as faculty/staff advisor of **[Group Name]**. The following are expectations of the **[Group Name]** executive board:

**Communication:** It is very important that **[Group Name]** maintains communication with **[Advisor Name]** and their team, so that they may best assist the organization in pursuit of their goals. To this end,

1. **[Advisor Name]** will meet with the executive board a minimum of twice annually once in the fall, and once during the transition to new leadership)
2. Executive board members will forward weekly meeting minutes to **[Advisor Name]** and specified assistants
3. The executive board will run any event proposals by **[Advisor Name]** as well as will provide them with regular updates related to major events

**Collaboration:** The goal of this partnership is to work together to create the most successful group possible! To this end,

1. **[Advisor Name]** agrees to provide resources and ideas to the group
2. **[Group Name]** will work to incorporate the feedback of **[Advisor Name]** when planning major projects
3. **[Group Name]** will also work closely with **[Center for Student Involvement]**

Should these expectations not be met, the following steps will be taken:

1. **[Advisor Name]** will notify the executive board via email of their concern
2. **[Advisor Name]** will meet with the executive board members and **[Center for Student Involvement]** to discuss concerns is not addressed
3. Should these expectations continue to not be met, funding for **[Group Name]** will be frozen until the issue is resolved
4. **[Advisor Name]** has the right to cancel any activities she feels have not been adequately planned or are not consistent with the goals of the group

Signatures:

Faculty/Staff Advisor (print and sign): \_\_\_\_\_

**[Group Name]** Executive Board Members (print and sign):  
\_\_\_\_\_