

## FACULTY ADVISORS TO STUDENT ORGANIZATIONS

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*Responsible administrator: Associate Dean for Academic Programs*

*Last updated/reviewed: 7/10/2019*

**Policy:** Faculty advisors for the Harrison School of Pharmacy's (HSOP) student pharmacist organizations will be formally appointed on an annual basis by the Associate Dean for Academic Programs (ADAP) in consultation with the Executive Committee.

Faculty advisors are responsible for providing direction, guidance and mentorship to officers and members of their respective organizations, related to the planning and execution of activities. Ultimately, faculty advisors are also fiscally responsible for the organization. They are to provide oversight to assure that established Auburn University and Harrison School of Pharmacy policies and procedures are adhered to.

Faculty advisors are also expected to assure that student organizations operate according to the organization's established bylaws, policies and procedures. They will meet on a regular basis with the Coordinator of Student Services responsible for the HSOP's student organizations. They are expected to regularly attend the organization's meetings and other activities. Service as a faculty advisor is appropriately recognized as a component in faculty workload assignments.

### **Procedure:**

1. Faculty members interested in serving as advisors to student pharmacists organizations are encouraged to communicate their interests to the ADAP. Student leaders of organizations are also encouraged to communicate to the ADAP those faculty members they would like considered for appointment as advisors. Prior to making appointments, the ADAP will seek input from the student pharmacist leaders of the various organizations.
2. Selection of advisors will be made by the ADAP in consultation with the Executive Committee. The Director of Student Affairs will assist with this process.
3. Advisors will be appointed on an annual basis beginning in August of each academic year. Appointment will be communicated to advisors via a letter which outlines the term of appointment along with the expectations and responsibilities of advisors.
4. Faculty members are required to respond in writing, accepting or declining appointment as an advisor.