



Office of Adult Student Life
Barbelin 117
Advisor Commitment Form
For year _____

An advisor is required for each Saint Joseph's University student organization. The advisor must confirm a willingness to accept the position in writing and submit it to the Office of Adult Student Life annually.

The appointed advisor **must be a member of the University faculty, staff, or alumni**. Advisors are expected to be positive role models and are to meet with the group they advise regularly. Student organization advisors serve a one year appointment to be renewed annually. All advisor appointments are for a full calendar year, beginning in September and ending the following September. **The advisor should possess interest and expertise in the area of the group's functioning. While the advisor does not have direct responsibility for fiscal management, it is expected that the advisor and student officers will engage in regular and frequent consultations concerning the vitality of the group. The advisor is expected to attend meetings and activities and to participate in the regular evaluation of the activities of the group.**

An advisor can be replaced mid-year by the student organization or the Office of Adult Student Life if he or she becomes inactive; no longer meets the needs of the student organization or their actions are not in line with the mission and identity of the organization and/or the University. Student groups wishing to replace their advisor must complete an Advisor Replacement petition and set up a meeting with the Director of Adult Student Life. The advisor will then be notified regarding the status of the petition. If an advisor wishes to appeal the removal, the advisor has 10 days from their removal notification to do so. All appeals must be made in writing to the Director of Adult Student Life. Upon the receipt of the appeal the Director of Adult Student Life will meet with the parties to discuss the petition and appeal. All parties will be notified in writing by the Office of Adult Student Life within 10 days of a decision. Any staff member that has their advisor role in their job description is exempt from this process (i.e. The Director of Adult Student Life) but will go through a different process as defined by the Office of Adult Student Life.

Advisor Agreement

I agree to serve as advisor to the _____ a Saint Joseph's University campus organization. An advisor's role, according the Saint Joseph's University Handbook, is to engage in regular and frequent consultations concerning the vitality of the group, attend meetings and activities and participate in the regular evaluation of the activities group.

Name: _____

Position/Title: _____

Company, if applicable: _____

Phone Number: _____ e-mail: _____

Address: _____

Signature: _____

Date: _____