

## **FACULTY ADVISING RESPONSIBILITIES (Andrews University Working Policy 2:165)**

As part of the working obligations of a faculty member, he/she may be assigned to advise undergraduate and graduate students. As an advisor, a faculty member shall mentor the student(s) assigned to him/her, shall counsel them on their degree programs and career opportunities and seek to foster spiritual, personal, and social development. A crucial test of the faculty member's effectiveness as an advisor is to be found in the quality of his/her advising as perceived by the student and his/her availability to help a student.

Each undergraduate student shall have a faculty advisor assigned by the Advising Coordinator on the recommendation of the department chair. The number of students that shall be assigned to a faculty member as advisees shall be decided in consultation with the faculty member and the department chair with consideration of his/her various workload responsibilities.

Graduate students shall be assigned advisors by the dean of the school offering the program after having been advised by the graduate program director.

The faculty advisor shall in all cases be consulted before the student is subjected to major discipline or a change in registration. On the request of either the faculty member or the student, or for some other reason, the office of academic advising may change the student's advisor. Both the student and the advisors shall be informed of the change. The quality of faculty advising is evaluated annually and reviewed further, when the promotion of a teacher is considered (See policy #2:308:3).