



GAMMA SIGMA ALPHA

National Greek Academic
Honor Society

Chapter's Guide to Recruiting an Advisor

Hints on Recruiting an Advisor

- Before making a selection, keep in mind the following: (a) find someone who will have time to devote to your organization, and (b) find someone who will take the role willingly and seriously.
- When approaching your potential advisor for the first time, make certain that he/she has a clear understanding of your organization's purpose as well as what would be required of him/her, his or her duties, and the time commitment involved.
- If possible choose someone who shares some of the same interest of your organization, and someone with whom you are in contact.

How to work with your Advisor

- It is best to meet with your advisor at least twice a semester to go over your chapter's recruitment and initiation plans.
- Be open to suggestions and criticisms from your advisor. His/her knowledge and experience will help in solutions and organizational procedures.
- Take advantage of their experience and insight. Ask questions.
- Make sure that you give your advisor frequent updates so that they can better serve your chapter's needs.

Selection Process

1. Using the expectations above and below as a starting point, the chapter decides what they want an advisor to do for them.
2. The chapter identifies faculty/staff candidates-people that members have in class or that they know well.
3. The chapter invites the candidate to lunch or chapter meeting to discuss the faculty/staff member's interest in being a faculty advisor.

- a. Discuss the faculty/staff member's specific goals as a faculty advisor, based on the expectations listed in this manual.

Extending an Invitation

The final step in becoming an Advisor is twofold: chapters, after consultation with their members, extend a written invitation to the faculty member, and the faculty member agrees to serve. This relationship may continue for more than the minimum time of one year, but such decision must be a mutual one.

Strategies for building a successful relationshi

- Self Assessment
- Think about "where you are" –your needs, expectations, etc.
- Initial Meeting
- Discuss terms of relationship (expectations, goals, roles, etc.)
- Negotiate if there are differences
- Spend the Time
- Get to know each other as "people"
- Spend some "quality" time together
- Be Human
- Ask questions, make mistakes, agree/disagree, say 'thanks'
- Be Responsible
- Follow through on commitments

Faculty Advisor's Guide

Advisors of Greek organizations provide a vital link between the students and faculty, and thus their relationship often bridges the gap between classroom and out of classroom activities.

This outline is intended to explain the basic roles and expectations of a faculty advisor and their relationship within the Greek Community. It is important to note that this relationship is entirely open and does not require that the faculty member be of the same gender, be a member of that particular Greek chapter, and/or have ever been a member of a Greek society in order to serve.

Becoming an Advisor

Becoming a Faculty advisor is a simple process.

1. The first step is a genuine interest on both parts in having a Faculty Advisor to help the group and the individual members academically.
2. The second is a willingness to meet the minimum expectations listed below.
3. The final step in becoming a Faculty Advisor is twofold: chapters, after consultation with their members, extend a written invitation to the faculty member, and the faculty member agrees to serve. This relationship may continue for more than the minimum time of one year, but such decision must be a mutual one.

Roles and Expectations

1. Communicate with the central office of Gamma Sigma Alpha.
2. Assist the chapter in developing a timeline for recruitment and initiation(s)
3. Meet at least twice a semester with the leadership of the organization.
4. Assist with developing a scholarship program for the chapter if the chapter chooses to implement one on the campus.
5. Attend any initiations the chapter hosts.
6. Attend chapter meetings each semester to get to know the members and the members to get to know the Faculty Advisor.

*Faculty Advisors serve for one-year terms with possible extension based on a mutual agreement between the fraternity and sorority and the faculty advisor.

Points to remember as an advisor

An advisor and student(s) should have an open, honest relationship and have the opportunity to share ideas, receive feedback and build trust

- The responsibility for building a relationship must be shared between advisor and student.
- View the relationship as a partnership.
- The relationship must be based upon direct and open communication.
- Share needs, responsibilities, and expectations with each other.
- Be prepared to negotiate.
- Both must recognize the other's various roles and responsibilities outside of their position.
- Know each other's commitments and let each other know their impact.
- Both the advisor and the student are human beings who make mistakes, follow their own value systems and work in individual, professional and personal styles.
- Everyone makes mistakes. Accept, discuss and learn from them.
- Both the advisor and the student are continually changing, growing and learning; each within their own unique stages of development.
- Challenge and support each other.

Tips & Strategies

Strategies for building a successful relationship

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Basic tips for advisors

- Know the students and organizations with whom you're working. It is important to know your audience. Different groups require different approaches.
- Have the goals and objectives of the group firmly in mind.
- Know what the students expect of you as an advisor.
- Express sincere interest in the organization and its mission.

- Express sincere interest in each individual within the group.
- Assist the group in setting realistic, obtainable goals.
- Assist the group in developing a system through which they can evaluate their progress.
- Assist each individual in achieving his/her needs while helping the group achieve its goals.
- Be creative and innovative.
- Challenge the group to grow and develop.
- Be aware of the institutional power and structure- both formal and informal.
- Develop a style which effects a balance between being an active and passive group member.

Creative Ideas for the Faculty Advisor

- Host a study break during finals and midterms.
- Sponsor a Scholar of the Week award.
- Sponsor a graduate school night for the chapter (invite reps from the various graduate schools in the area).
- Work with officers to plan a scholarship program for the chapter.

Gamma Sigma Alpha Advisor Agreement

Fall _____ to Spring _____

I, _____, agree to be the Faculty

Advisor to the Gamma Sigma Alpha chapter at _____ for the
_____ academic year.

- I understand that I am to advise the chapter to my best ability by assisting them with their overall goals. I will do this by providing support and guidance in cooperation with their organizational mission and goals outlined in their constitutional/charter.
- I have received and reviewed the Faculty Advisor Manual and have discussed with the leadership some specific goals to help them accomplish for the coming year.
- I have made arrangements to meet twice a semester with the leaders and/or members of the chapter.
- I will attempt to work closely with the national support so that we can work collectively in better assisting the chapter to accomplish their overall academic goals.

I will call upon the central office of Gamma Sigma Alpha when I am in need of assistance, information and or/support.

Signed: _____ Date: _____

Advisor Name: _____ Campus phone: _____

Department: _____ Campus Address: _____