Advisors:

Definition - Part-time or full-time Kent State University faculty/staff from within the KSU system (Kent Campus and/or Regional Campuses). Graduate assistants do not count as part-time staff.

All registered student organizations are required to have an advisor. The responsibilities of the advisor are designated by the Center for Student Involvement and the respective student organization constitution. Duties often take the form of attending meetings, events, providing information on policies and procedures, co-signing all financial transactions, and providing guidance/ideas. Advisors may disassociate from an organization at any time.

The following is a checklist of advisor expectations:
1. Attend regularly scheduled meetings as often as possible.
2. Meet with the officers to discuss organizational goals, assist with the development of programs, discuss the financial status of the organization, etc.
3. Support the organization; it is expected that the advisor will attend group sponsored activities when appropriate. Be knowledgeable of Kent State policies.
4. Be familiar with the group’s history and traditions. The advisor should also be familiar with the constitution and bylaws and should be prepared to assist with the interpretation of those.
5. Recognize the general financial condition of the organization and encourage the maintenance of sound financial records. If the organization has a checking or savings account at a bank or credit union, two signatures should be required for withdrawals with one of those signatures being the advisor. If an advisor is to no longer serve in their role, it is their responsibility to ensure that any bank account information is passed on to the new leadership.
6. On a monthly basis, reconcile the account and review with the treasurer.
7. Help the students understand the impact and implication of activities in which the group wishes to engage.
8. Ensure that the organization renews with CSI each academic year.
9. Assist in resolving conflicts between group members and/or officers.
10. Sign all documents that require an advisor’s approval.
11. Assist the organization with leadership transitions on an annual basis.
12. Maintain open communication with the Center for Student Involvement, including updates on your status as advisor.
13. Attend workshops and trainings hosted by the Center for Student Involvement. In addition to the expectations that CSI has, following is a list of general advisory functions.
14. Read e-newsletters sent by CSI to stay current on upcoming events and other information pertinent to student organizations.
15. Challenge a decision when it violates a stated objective, the bylaws, or Kent State policy. If unsure about possible policy violations, contact the Center for Student Involvement.