

Faculty Advisor Guide

This guide has been prepared to aid faculty advisors and serve as a resource by:

- Clarifying the general definition of this ASID leadership position
- Detailing specifics that faculty advisors should be mindful of
- Outlining the responsibilities of the faculty advisor (Do)
- Outlining unethical faculty advisor behaviors and actions (Do Not)

Definition:

Each ASID student chapter board asks a member of their school's faculty to serve as faculty advisor for the student chapter. Faculty advisors are not self-appointed. The faculty advisor preferably is a member of ASID and is responsible for helping students understand the goals and objectives of the Society. This person also promotes the student chapter to the school administration and introduces students to current trends in the design industry. As advisor, he or she can also inform students about NCIDQ, Council for Interior Design Accreditation and IDEC. The faculty advisor should be easily accessible, able to attend meetings and events, and be able to help oversee the student budget. Faculty advisors have a positive attitude about ASID and help the chapter in any way possible.

Things to know:

- The position of faculty advisor is highly suggested, however, not required by ASID in order for a student chapter to operate.
- Faculty advisors should be highly versed on all procedures detailed in the current ASID Student Chapter Manual. If an issue arises that is not addressed in this manual, the advisor should email emergingleaders@asid.org to receive more information rather than personally developing criteria or processes for the student chapter to follow.
- A faculty advisor does not have a voting seat on the student chapter board.
- Student chapter boards have the ability to choose their own faculty advisor and dismiss those advisors that are acting unethical and/or against the policies of the Society.
- An ASID student chapter is a subset of the Society as a whole, thus student chapter boards (and the election process) operate in the same manner that of ASID professional chapter boards.
- Faculty advisors are sometimes needed to fulfill the job description of the student chapter liaison as well (see the Student Chapter Liaison Guide).
- Each college or university will have specifics related to the faculty advisors for clubs.*

Do

- Make sure that you are easily accessible to the student chapter members
- Attend as many student chapter meetings as possible
- Provide assistance and guidance with the creation and management of the budget
- Promote the student chapter to the school administration
- Introduce students to current trends in the design industry
- Promote professional development in terms of the interior design profession and becoming certified design professionals
- Encourage students to attend ASID activities that offer networking and learning experiences

Do Not

- Appoint student chapter officers or attempt to direct the election process
- Isolate yourself and make it difficult for open and regular communication with student members
- Ignore student members' requests for guidance and advice
- Act in ways that are against school policy
- Knowingly misinform student members on issues of official ASID policy to put yourself at an advantage
- Hoard student chapter funds or make budgetary decisions that oppose the vote of the student chapter
- Punish those student members with whom you disagree on certain issues by assigning them unjust grades in the classroom

*Example of the school policy requirements for an official faculty advisor to a student organization or club:

1. Provide leadership and supervise all activities of the club/organization
2. Be responsible for all policies and procedures prescribed by the governing board of the college
3. Must approve all expenditures of funds
4. Promote student development
5. Attend each meeting and official activity
6. Be a role model, a facilitator and a college resource for policies, procedures and forms
7. Promote good planning, organization and interpersonal relationships