

## Resources

To support you in your role as a faculty/staff advisor, SLD Coordinators are available for consultation and specialize in:

- ◆ Advising student organizations for program planning, development, and implementation.
- ◆ Advising and supervising co-curricular programs and services throughout the campus.
- ◆ Assisting with the preparation of Associated Students grant proposals and authorizing grant expenditures.
- ◆ Interpreting campus regulations.
- ◆ Approving University forms required for event programming.
- ◆ Referral source to other appropriate campus resources and community agencies.

### Student Life and Development Mission Statement

*To develop and implement out-of-classroom programs and services that educate CSULB students about ethical leadership, cultural awareness, and positive social change.*

## Annual Events

There are a number of annual events hosted by various campus departments focused on leadership development, volunteer service, and events for student organizations to participate.

- ◆ ASI Week of Welcome (Fall & Spring)
- ◆ ASI Smorgasport (Fall)
- ◆ Leadership at The Beach Conference (Fall)
- ◆ Student Organization Certification Workshops (Fall & Spring)
- ◆ Leadership Academy & The Lois J. Swanson Leadership Resource Center (Leadership Development Program)



**Student Life and Development**  
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## A Guide for Faculty & Staff Advisors to Student Organizations



## Welcome

The Office of Student Life and Development (SLD) is dedicated to enhancing the educational development of students by providing opportunities for involvement in co-curricular programs and services. These include: student organizations, fraternities and sororities, leadership development programs, and community service experiences. Through our programs, events, and services, we seek to develop and implement out-of-classroom programs and services that educate CSULB students about ethical leadership, cultural awareness, and positive social change.

SLD recognizes the importance of your role as faculty and staff who serve as advisors to CSULB student organizations. To strengthen our partnership, we have provided you with information and resources, which will assist you in cultivating and sustaining these organizations.

Thank you for your commitment and guidance!



## Eligibility

Recognized student organizations shall elect or appoint an individual employed as a faculty or staff member at CSULB to serve as the faculty/staff advisor for their organization.

Auxiliary staff and student assistants are not eligible to serve as advisors.

The advisor is an ex-officio, non-voting member of the student organization.

Student organizations are required to register with the Office of Student Life and Development every academic year. The advisor must sign the registration material to complete an organization registration.

Advisors typically serve on an academic year basis or until their successor has been selected.

The process of selection or nomination of advisors, as well as the term of office, is stipulated in the student organization's constitution and bylaws.

## Legal Liability

An advisor, as well as a student organization, may be named as parties to a legal action. University employees acting as sponsors or advisors for student activities may be entitled to legal defense and indemnification pursuant to provisions of the Government Code for acts or omissions occurring within the scope of employment.

**Important Clergy Act Information:** Due to your role as an advisor of a recognized student organization, you are considered a "Campus Security Authority" for the university. As such, you shall immediately report any crimes that you are made aware of to the CSULB Police Department. An online reporting option is also available at [www.csulb.edu/police](http://www.csulb.edu/police).

## Responsibilities

Faculty/Staff advisors are encouraged to be aware of general university policies, rules, and regulations applicable to student organizations.

CSULB Campus Regulations are available at the Office of Student Life and Development or online at [www.csulb.edu/regs](http://www.csulb.edu/regs)

The advisor should inform SLD when the student organization fails to heed advice regarding University policy.

Faculty/Staff advisor responsibilities are *mutually negotiated* between advisors and students, and may include, but are not limited to, the following:

- ◆ Assisting students to develop strategies and goals that provide for member ownership, feedback, and involvement.
- ◆ Being aware of the student group's constitution and bylaws and University policies.
- ◆ Assisting the student organization in program development and planning.
- ◆ Being available to meet regularly, as mutually determined, with student organization officers or members at regularly scheduled meetings.
- ◆ Being available to attend, as mutually determined, planned programs and events sponsored by the student organization.
- ◆ Assisting in planning membership recruitment strategies.
- ◆ Encouraging the officers and individual members to preserve the continuity of the group by keeping records to document the group's history and providing transition activities for new officers.