Faculty Advisor
Memorandum of Understanding

The purpose of this document is to facilitate a shared understanding of the responsibilities of the faculty advisor of a student-run program/organization.

This role of the faculty advisor is specific to student-run programs/organizations that do not interface significantly with persons or entities outside the WCM campus community. The faculty advisor role may apply to the following categories: Academic Interest Groups, Policy and Advocacy Groups, Diversity Organizations, Recreational Groups, and Special Interest Groups. If your student program/organization involves any of the following functions or services, it will require a faculty leader instead of a faculty advisor: student interaction with persons in a patient or client relationship; or minors (person < 18 years of age); or external funding agencies; or outside organizations; or the general public through a web, social media or other media presence. If during your service as faculty advisor, your group chooses to engage in these “externally-facing” activities, please alert Ms. Sahira Torres immediately.

The faculty advisor may share responsibility for the program/organization with a faculty co-advisor. The faculty advisor will have communication with the overseeing Medical Education Dean on an as needed basis. Responsibilities of the advisor are meant to be advisory and facilitatory to the student leaders and the group’s operation, in the service of the group’s student leadership.

- Responsibilities of the faculty advisor include, but are not limited to:
  - Advising student leaders upon their request
  - Facilitating, if requested, the student leaders’ procurement of needed resources (e.g., space, equipment, faculty or staff time or input, etc.)
  - Facilitating, if requested, ability of student leaders to interface with other WCM offices, as need arises
  - Advising on and/or troubleshooting challenges that student leaders are facing (e.g., group operations, management of student participants, communication and functioning of leadership, etc.)
  - Assisting student leaders with planning of activities, upon request
  - Assisting with recruitment of, and collaboration with, co-advisors, if need arises
  - Direct/facilitated oversight of the student leaders’ responsibilities over managing their budget, and identifying need for additional support when challenges arise or for further training in budgetary procedures or ethical considerations of budgetary disbursements
  - Facilitating transition of your faculty advisor role to a new faculty advisor, with approval of the overseeing Medical Education Dean

- Additional roles might include:
  - Mentorship of student leaders and other student participants
Others: _________________________________________________________
________________________________________________________________
________________________________________________________________

I ______________________________ have read the above, along with the Student Group Governance document, and agree to perform the responsibilities delineated above to the best of my abilities.

Signature:______________________________

Printed Name: _________________________________

Title/ Dept: ____________________________________

Date: _________________________________________