



**BOISE STATE UNIVERSITY**

University Policy 4010

## Academic Advising Responsibilities

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### **Effective Date**

July 1987

### **Last Revision Date**

June 2015

### **Responsible Party**

Provost and Vice President for Academic Affairs, (208) 426-1202

### **Scope and Audience**

This policy applies to all University faculty, staff, and students engaged in advising activities.

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## **1. Policy Purpose**

To define the scope of advising, who may serve as an advisor, advisor responsibilities, and student responsibilities.

## **2. Policy Statement**

Academic Advising is the process by which advisors, using their knowledge of the University, individual students and educational and career opportunities in their fields of study, guide advisees through their academic careers. Advising may include:

- Course and academic planning;
- Interventions to support students;

- Major, career, skill exploration;
- Guidance regarding experiential learning opportunities; and
- Referral to campus resources.

### 3. Definitions

#### 3.1 Tenure Eligible Faculty

A faculty position assigned to an academic department or the university library wherein the incumbent holds academic rank and is eligible for tenure or is tenured.

#### 3.2 Teaching Faculty

A faculty position in which the primary responsibility is teaching courses in degree and/or certificate programs for an academic year. Positions include lecturer, clinical faculty, or instructors.

### 4. Responsibilities and Procedures

#### 4.1 Procedure

##### 4.1.1. Who Serves as an Advisor

Advisors are defined as institutional representatives/officials whose assigned workload includes advising:

- a. Tenure-Eligible Faculty and Teaching faculty assignments include responsibility for advising.
- b. Non-faculty such as professional and student peers may also serve as advisors.
- c. Each college is given the autonomy to establish its own advising model and the appropriate roles to support that mode

##### 4.1.2. Advisor Responsibilities

- a. Be familiar with the tools, strategies, policies and legal issues associated with advising, as outlined in the University Advising Handbook.

- b. Provide advisees with information and assistance in course selection, academic program development, and interpretation of academic policies and procedures.
- c. Assist advisees in choosing educational and career objectives commensurate with their interests, abilities and values.
- d. Assist advisees in exploring the possible short- and long-range consequences of their choices.
- e. Maintain accessible advising hours.
- f. Maintain Advisee records.

#### 4.1.3 Advisee Responsibilities

- a. Student is actively engaged in developing an academic program, course selection, and applying policies to own personal situation.
  - b. Student accesses advising regularly.
  - c. Student is responsible for own academic decision.
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### Revision History

July 1993; July 1995; August 2010; April 2012; June 2015