



**BOISE STATE UNIVERSITY**

University Policy 4020

## Academic Advising Administrative Responsibilities

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### **Effective Date**

July 1978

### **Last Revision Date**

September 2012

### **Responsible Party**

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

Director of Advising and Academic Support, (208) 426-3676

Academic Advising Council

### **Scope and Audience**

This policy applies to all University advising program staff, deans, department chairs, and advising coordinators.

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## **1. Policy Purpose**

To define the administrative responsibilities for academic advising at the university, college, and department/unit levels.

## **2. University Advising Coordination**

The Director of Advising and Academic Support serves a coordinating role in University-level advising and is responsible for:

- Coordinating advising with orientation and registration activities.

- Communicating regularly with deans, college advising coordinators, department/unit personnel involved in advising coordination, and academic advisors.
- Initiating discussion with the appropriate individuals when changes in the advising process are to be considered.
- Planning and directing the implementation of the assessment of the University-wide advising process and dissemination of results.
- Providing training and development opportunities for all academic advisors in cooperation with college advising coordinators and responsible department /unit personnel.
- Serving on University committees and work groups where matriculation, advising, registration, and retention issues are central.
- Chairing the University Advising Council charged with ensuring that all administrative entities involved in advising services and all other entities affected by advising processes have input.

### 3. College Advising Coordination

Each college dean will designate an academic advising coordinator who is responsible for:

- Ensuring that academic advising services are available, as determined by the academic calendar, class registration schedule, and college or department/unit, and student need.
- Working in collaboration with the dean and department chairs to develop a college advising model, or policy, consistent with University advising policy.
- Assisting in the development of department/unit advising models and policies consistent with University and college policies.
- Participating in review of periodic advising assessment outcomes for the college and making recommendations for revision of college and department/unit advising model and policies to improve advising processes.
- Disseminating information about training and development opportunities for academic advisors at the college or University level in collaboration with the Director of Advising and Academic Support.

#### 4. Departmental/Unit Advising Coordination

Each department/unit chair is responsible for:

- Ensuring that departmental advising services are available in the department/unit as determined by academic calendar, class registration schedule, and student need.
  - Developing a departmental advising model, or policy, in collaboration with department faculty and other personnel involved in departmental advising (e.g., departmental advising coordinators, staff, and peer advisors).
  - Reviewing periodic advising assessment outcomes for the department/unit in collaboration with the college advising coordinator and making recommendations to the department/unit faculty for revision of its advising model and policies to improve advising processes.
  - Disseminating information about training and development opportunities for academic advisors at the college or University level in collaboration with the Director of Advising and Academic Support and college advising coordinators.
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#### Revision History

September 2012