

THE UNIVERSITY OF NORTH CAROLINA ASHEVILLE

FACULTY SENATE

Senate Document Number SD1623F

Date of Senate Approval 12/07/2023

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Statement of Faculty Senate Action:

**FWDC 4:** **Advising Responsibilities for Faculty**  
**Revision of [Faculty Handbook Section 3.1.4.5](#)**

**Effective Date:** Immediately

**Summary:** This document seeks to clarify the advising responsibilities for faculty.

**Rationale:** The language related to advising in the faculty handbook has been minimal. The existing language does not reflect the advising work that many faculty members are already engaged in nor does it adequately reflect the relevance of advising in our institutional student success efforts. This handbook update seeks to provide clarity with regard to expectations related to academic advising and offer information about the best practices in the field. Providing more clarity related to advising responsibilities will offer additional support for faculty as they seek to attend to the service expectations laid out in 3.3.3.3, which includes “[a]vailability and effectiveness of student advising.” Increasing clarity about advising will also support faculty in articulating the efforts involved in meaningful academic advising in their Annual Faculty Records and other materials related to promotion or for faculty awards.

**Revise Document as follows:**

**3.1.4.5 Advising**

Academic advising is an important component of the institution’s commitment to student success. Each full-time faculty member is expected to ~~be serve as~~ an academic advisor to students, including ~~both~~ declared and intended majors, minors, and teacher licensure candidates ~~and undeclared students~~. The Department Chair is responsible for assigning academic advisees ~~majors~~ to faculty in that department, ensuring an equitable distribution of advising loads as outlined in Faculty Handbook 3.1.2.

Academic Advising is part of the expected responsibilities of all full-time faculty members, and this role should be documented in the relevant section of the Annual Faculty Record. Per Faculty Handbook 3.3.3.3, lecturers are not expected to provide any service to the institution during their first year, including advising.

### Expected Duties

Faculty should meet with advisees at least once per semester during the advising period to assist them in planning their schedules for the next semester, share their Registration Access Number (RAN), and to provide other academic assistance as needed, such as referral to other support services and/or follow up on academic alerts as appropriate.

### Recommendations

Successful advisors develop relationships with their advisees, rather than approaching advising as a task to complete. Academic advisors can enhance their skills and knowledge through professional development opportunities such as advising workshops, one-on-one support, and departmental advising training, all accessible through the Office of Academic Advising. Additionally, the Center for Teaching and Learning offers resources like learning circles and other programming to support advisors in improving their practices.