



**ADVISOR AGREEMENT FORM
2024 – 2025**

Student Organization: _____
(spelled out, NO abbreviations please)

This agreement is designed to enhance the relationship between the advisor and the members of the Student Organization. This document should be reviewed periodically for the benefit of both parties. Re-negotiation of any area should occur whenever one or both parties deem it appropriate.

Eligibility: An advisor must be either a faculty member (not on faculty development leave) or a staff member at the University. The faculty or staff member must be employed at the University at least part-time and in a benefits eligible position. Unless it states otherwise in their position description on file with human resources.

Mandatory Expectations: Each advisor must complete Clery Training from Institutional Compliance and RSO State Mandated Risk Management Training (once a year).

In addition, the advisor serves as the link between the Student Organization and the University; providing guidance to the organization in regards to University policies and procedures.

Suggestions of the Advisor’s Role: While specific roles should be defined by the organization and the advisor, an advisor should generally...

- provide expert knowledge and advice
- be knowledgeable about activities and programs of the organization
- help members apply principles and skills learned in and out of the classroom
- help support the organization through challenges and achievements
- Foster the development of emerging leaders
- assist in maintaining high standards of programming
- assist in the development of procedures and plans of action

For assistance in defining the Advisor’s Role, visit the Student Organization Handbook.

Please complete all information below:

By signing below, I certify that I have read and understand the Student Organization Advisor Requirements above.

Signature of Faculty/Staff Advisor

Printed Name of Faculty/Staff Advisor

UTEP Email Address

Office Phone Number

Cell/Other Phone Number

Date Agreement Completed