

**SYRACUSE UNIVERSITY**  
**FRATERNITY OR SORORITY UNIVERSITY ADVISOR**  
**UNIVERSITY ADVISOR AGREEMENT**

Name of Organization: \_\_\_\_\_

*Each fraternity and sorority shall have at least one University Advisor who must be a full-time member of the college's faculty and staff selected by the organization membership. The University Advisor will serve a one-year term with possible extension based on mutual agreement between the advisor and the chapter.*

**Responsibilities of a University Advisor:**

- Meet with the new members at the beginning of each new member period.
- Meet individually with each executive board officer and the chapter advisor (if applicable) once per semester. It is recommended that these meetings be scheduled early in the fall and spring semester.
- Meet individually with members who are having academic difficulty.
- Read correspondence sent from Center for Fraternity/Sorority Life and the Inter/National Headquarters. Share with chapter, as appropriate.
- Watch for chapter patterns that appear in Office of Student Life reports on scholastic achievement, service hours completed and membership numbers and be prepared to address these issues, both positive and negative, with chapter leadership.
- Be available to meet confidentially with members upon request.
- Upon appointment as an advisor, meet with the chapter officers to establish mutual understanding and expectations.
- Be available to attend chapter meetings and events upon request
- Be knowledgeable about areas affecting fraternities/sororities: recruitment, new member education, expansion, public relations and image, scholarship, service, risk management, etc.
- Contact the Office of Student Life if unsure of how to handle a situation.
- Contact the Office of Student Life if the chapter could benefit from special guidance or programming.
- Meet with inter/national visitors, as appropriate.
- Meet with chapter alumni advisors, if applicable and appropriate.

*I understand and agree to perform the role of advisor to the above-listed organization and as specified in the above expectations for the academic year of 20\_\_\_\_ - 20\_\_\_\_.*

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Chapter Officer Confirmation**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SYRACUSE UNIVERSITY  
FRATERNITY AND SORORITY UNIVERSITY ADVISOR  
CHAPTER AGREEMENT**

*Each fraternity and sorority shall have at least one University Advisor who must be a full-time member of the college's faculty and staff selected by the organization membership. The University Advisor will serve a one-year term with possible extension based on mutual agreement between the advisor and the chapter.*

**Responsibilities of Chapter Members in Relation to Their University Advisor:**

- The New Member Educator must schedule meetings between new members and University Advisor. Meeting should occur within the first two weeks of the beginning of the new member program, but must occur at least one week prior to initiation.
- A chapter officer must schedule one meeting between each executive board officer and the chapter advisor (if applicable) once per semester. It is recommended that these meetings be scheduled early in the fall and spring semester.
- The Scholarship Officer/Chairperson must provide a list of members who need to meet for academic advisement with advisor. Contact information must also be provided.
- Chapter officers must meet as a group with the university Advisor once per month.
- A chapter officer should schedule a meeting between the advisor and national visitors/consultants when they are on campus.
- If the chapter has an alumni advisor, a chapter officer should schedule a meeting between the two advisors at least once per semester.
- Provide advisor with copies of monthly/semester calendars, chapter meeting minutes and goals, as appropriate.
- Invite the university advisor to chapter functions and celebrations, officer transition and other sisterhood events.
- Don't just go to your advisor when you have a problem. Make an effort to tell them the great things you are doing!

*I understand and agree to support the role of advisor as specified in the chapter expectations listed above and the University Advisor expectations on the reverse side. I further understand that this process must be completed annually and the relationship between this University Advisor and the chapter will only continue upon mutual agreement.*

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**University Advisor Confirmation**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please Ensure That The Reverse Side Of Form Is Completed And Return To The Office Of Student Life,  
126 Schine Student Center No Later Than The End Of The Second Week Of Classes.**