PURPOSE

The purpose of this manual is to provide resources for fraternity and sorority faculty/staff advisors at the University of South Carolina (UofSC). This manual includes expectations and tips for the faculty/staff advisor position, helpful resources and department expectations. This manual is designed to help faculty/staff advisors on their journey of building relationships to help improve the organization to which they advise.

ELIGIBILITY

Per university policy, faculty/staff advisors must be:
- A full-time permanent faculty/staff member
- Above the Pay 4 band
- Exempt status

ROLE OF THE FACULTY/STAFF ADVISOR

Fraternity and sorority faculty/staff advisors provide a vital link between the students and the university. These advisors can help bridge a gap between their classroom and beyond the classroom experiences, help student leaders navigate institutional policies or processes, and provide a unique perspective, different than those of the organizational advisors. Suggested roles and involvement opportunities for the faculty/staff advisors include:
- Communicate frequently with the Office of Fraternity and Sorority Life (FSL), chapter officers, other advisors, and/or other entities needed within the chapter;
- Assist the chapter in developing an overall scholarship program or enhancing the program already in place;
- Assist the chapter in developing academic incentives and scholarship recognition programs, including participation in any scholarship receptions the chapter hosts;
- Provide advice and guidance to chapter officers interested in involving faculty/staff in programs, or ways of improving relationships with faculty/staff members;
- Develop a mentorship with the academic/scholarship officer and provide guidance in best practices for creating a successful academic environment;
- Meet at least once per month with the scholarship chair to discuss scholarship related issues;
- Connect academically struggling students with Student Success Center and other academic success resources;
- Meet with new members each semester to review their academic progress and goals during their time at the University;
- Faculty advisors may serve as chapter point of contact for members referred through University academic assistance programs.
- Maintain availability to meet with individual members who are in need of
academic assistance;
- Attend any orientations or occasional meetings with the Office of Fraternity and Sorority Life;
- Help student navigate institutional event planning and marketing policies;
- And meet the [responsibilities and requirements](#) set forth by the UofSC Leadership and Service Center.

**LIABILITY & POLICIES**

Faculty/staff advisors are covered under UofSC’s liability policy, provided they do not participate in organizational activities contrary to university policy. In addition, advisors may be covered under the fraternity or sorority liability policy (please consult with the national headquarters for specifics concerning coverage). There is an expectation that if a faculty/staff advisor observes something in violation of UofSC FSL policies, the UofSC Code of Conduct, or local, state or federal laws, it will be properly report. The Hazing Hotline is 803-777-5800, or you can call FSL directly at 803-777-3506.

*UofSC Hazing Policy:* Any activity, undertaken by a group or a member of a group, which subjects members to harassment, intimidation, physical exhaustion, pain, undue mental fatigue or distress, or mutilation or alteration of parts of the body. Such activities include, but are not limited to: tests of endurance; submission to potentially dangerous or hazardous circumstances; activities which have a foreseeable potential for resulting in personal injury; or activities profound in nature that would have a potential to cause severe mental anxiety, mental distress, panic, human degradation, or public embarrassment.

**TIPS FOR EFFECTIVE ADVISING**

An advisor guides and facilitates the work of fraternity/sorority chapter. The advisor provides guidance, training, and resources on various organizational management topics; for faculty/staff advisors this typically involves academic resources and institutional policies and procedures. The advisor assists student leaders in managing unexpected or crisis situations and connects them to additional support services as needed. An advisor builds relationships with members to assist them with organizational, academic, or other concerns. Faculty/staff advisors should:
- Discuss expectations for your faculty/staff advising role with chapter officers and other chapter advisors early on;
- Utilize student development theories to guide your work with fraternity or sorority members;
- Recognize the unique successes and challenges of your fraternity or sorority and modify these suggestions based on the chapter needs;
- Be honest with students about restrictions you identify or concerns you have;
- Allow students to make the final decision for their organization and learn from
their mistakes;

- Familiarize yourself with university and national organization academic standards for both individual members and overall chapter requirements;
- Familiarize yourself with FSL’s Annual Chapter Expectations Program (ACE), particularly the criteria for the Academic Excellence category;
- Familiarize yourself with the award systems that the national organization may have in place and the academic expectations for awards;
- Stay current with advising trends in the field of higher education;
- Plan to serve the chapter for more than one academic year, if possible;
- And become knowledgeable about how to access University resources.

**SUGGESTED ACADEMIC INITIATIVES**

While not every chapter utilizes their faculty/staff advisor for academic support and resources, these advisors are uniquely positioned to help the chapter support their members and connect to university resources. Faculty/staff advisors are encouraged to look for creative and engaging ways to incorporate academics into chapter activities, including:

- Have a special celebration for members who achieve a 4.0 GPA;
- Host a study break event during finals and midterms;
- Invite another faculty member to have lunch or dinner with chapter members;
- Provide a Most Improved GPA award to an individual member;
- Provide a Highest GPA award to an individual member;
- Sponsor a Scholar of the Week award;
- Offer advice to graduating seniors (coordinate a resume writing seminar or a program on finishing their undergraduate career with motivation);
- Inform students of University scholarships and awards they may be eligible for;
- Submit articles to the chapter newsletter, if they produce one;
- And assist students in the course registration process and remind members of important academic dates.

**CONTACT INFORMATION**

Office of Fraternity and Sorority Life  
Russell House, Suite 115  
Columbia, SC 29208

803-777-3506  
Hazing Hotline: 803-777-5800  
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*Find a list of updated FSL staff members on the UofSC FSL website.*