

**Nazareth College's BEST PRACTICES for Department Chairs
Regarding New Faculty and Undergraduate Advising:**

- 1) Wait until after the first semester to assign advisees to new faculty.
- 2) Require each new undergraduate faculty member to attend the Master Advisor Program by the end of the first year. The program is offered in fall (8 weekly sessions), spring (1 full day in May), and through Moodle.
- 3) Provide training on academic requirements and policies that are department specific.
- 4) Encourage the assigned faculty mentor to a new faculty member to also be an advising mentor within the department.
- 5) Provide opportunities for new advisors to shadow experienced advisors during advising appointments.
- 6) Once a new faculty member begins advising, limit the number of advisees assigned during the first semester of advising and avoid assigning transfer students to new advisors if possible.
- 7) After the first advising period for which a new faculty member advises students, review a sampling of program evaluations (Progress tab) and student schedules in Student Planning with the new advisor to clarify their understanding of requirements.
- 8) Assess advising in the annual faculty review process. Encourage faculty to participate in the individual advisor assessment process at least every few years.
- 9) Encourage and support participation in workshops offered by the Academic Advisement Center and other offices related to advising, teaching, and supporting student success.
- 10) Promote the importance of advising and recognize good advising.

The Provost and Deans encourage Chairs to follow these Best Practices in support of Nazareth's Advising Mission and Vision.

Vision for the Academic Advising Program:

The Academic Advising program aspires to provide educational planning and support that is inclusive, holistic, and responsive to individual student needs and provides consistent, accurate information across all departments and schools.

Mission of the Academic Advising Program:

The Academic Advisement Center is committed to promoting educational achievement by providing ongoing academic guidance and support to undergraduate students. Through individual contact, support to faculty advisors, programming, publications and resources, the Academic Advisement Center assists students in the development, assessment, and implementation of their educational, professional, and personal goals as lifelong learners.