

## **DRAFT For feedback DRAFT**

**HSU Advising Policy  
Policy # XXXX  
Office of Academic Affairs**

**Applies to:** Faculty and Staff

Issued: XX/XX/XXXX

Revised: NA

Edited: NA

Reviewed: NA

### **Short Description:**

This policy outlines the Humboldt State University advising policy.

### **Purpose of the Policy**

To support student success through holistic and coordinated advising, training, and evaluation.

### **Faculty Advisors**

Faculty advisors shall be responsible for holistic advising during a minimum of one individual real-time meeting each term with each advisee, and additional availability through weekly posted office hours and appointments. HSU shall commit resources to maintain faculty advisor workloads of 25 or fewer advisees, when no additional assigned time is allocated. Faculty with fewer than 20 advisees may be assigned by their Dean to advising support responsibilities such as reinstatement. Advising shall be available across the semester, with an understanding that advising time intensifies as course schedules post for the coming semester.

### **Professional Advisors**

Departments and Programs resourced with professional advisors shall fully integrate those advisors into their advising team to support communication and consistency in advising.

### **Assigned Time for Advising**

College Deans shall allocate additional resources for assigned time to compensate lecturers or tenure-line faculty members for carrying additional advisees. Departments/programs and/or Deans should consider additional factors such as cultural taxation in assigning advisee loads.

### **Advising Coordination**

Academic and Career Advising Center (ACAC) shall be responsible for coordinating timelines and communications across all campus advisors.

### **Ongoing Professional Development**

The Center for Teaching and Learning (CTL) shall work with ACAC, the New Faculty Orientation Coordinator, and Department Chairs/Program Coordinators to provide to all advisors targeted and continuing education across advising skills curriculum. This will include the development and maintenance of an Advising Handbook that contains holistic advising protocols, best practices and an implementation plan.

**Advising Assessment**

ACAC, Educational Opportunities Program, the CTL, the Academic Policies Committee of the University Senate, and Department Chairs will work together to develop and implement ongoing assessment and continuous improvement of the advising processes and protocols.

