

University of Houston  
Center for Student Involvement  
Acknowledgment of Registered Student Organization Advisor Expectations

The Center for Student Involvement thanks you in advance for your agreement and commitment to serve as an advisor to a Registered Student Organization (RSO) at the University of Houston. The University of Houston requires that registered student organizations maintain a university advisor who is a benefits eligible faculty or staff member. Advisors play an important role in helping student organization officers create an environment within the organization that is safe, educational, productive, and enjoyable.

**Responsibilities**

- Sign and submit an annual Acknowledgment of Registered Student Organization Advisor Expectations every new academic year.
- Meet mandatory training requirements established by the University and the Division of Student Affairs
- Become familiar with university policies and procedures pertinent to student organizations. Inform the membership of the policies concerning risk management, liability, and expected behavior while registered at the University of Houston.
- Assist student leaders in completing necessary campus forms and maintenance of the organization's record.
- Inform the Center for Student Involvement when there is a change in an advisor's status such as resignation, sabbatical, etc.

**Role**

- Help students develop meaningful programs consistent with the organization's purpose and goals that support the mission of the University of Houston.
- Encourage students to develop initiative, responsibility, and positive group interactions.
- Mediate conflicts within the group and assist with resolving problems as they arise.
- Be aware and knowledgeable of the organization's programs, activities, and events.

**Liability Statement**

Faculty and staff at the University of Houston that advise registered student organizations are expected to adhere to University policies and state and federal laws in all their advising interactions with student organizations. Faculty and staff that advise student organizations as a function of their position are expected to advise organizations within the scope of their job duties and responsibilities. Faculty and staff that are advising student organizations voluntarily, as well as those that are advising organizations as a function of their role, are expected to utilize common sense in all their interactions, and to provide advising only within the context of common-place parameters of their employment and their individual skill set and professional expertise. In general, faculty and staff that do so will receive legal representation by the UH System Office of the General Counsel and/or the Office of the Attorney General of Texas and indemnification in accordance with Texas law for issues arising from their work with registered student organizations.

**Replacement**

Occasionally an advisor to a registered student organization does not meet the expectations of the organization or fails to fulfill the responsibilities of an advisor. If a student organization feels that their advisor is ineffective, the Primary Student Officer should contact the Center for Student Involvement to discuss the problems or issues involving their advisor. A CSI staff member will discuss the situation with the officer.

**Length of Assignment**

Advisors assume their role for one academic year. Advisor continuity is desirable. However, advisor assignments are renewed each academic year and are subject to both the advisor's and student organization's approval.

**Resignation**

An advisor should notify the Center for Student Involvement when he/she decides to no longer serve as an advisor for a variety of reasons. Advisors should notify the registered student organization's officers of the resignation and provide reasonable support in the transition of the advisor position.

*I have read and understand the roles and responsibilities of accepting the position of Advisor to a Registered Student Organization. If for any reason, I am unable to fulfill my responsibilities and commitment to the organization listed below, I will immediately contact the Registered Student Organization's officers and Center for Student Involvement at (832) 842-6251.*

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_

Name of RSO: \_\_\_\_\_

UH E-mail Address: \_\_\_\_\_

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