

College of Osteopathic Medicine of the Pacific

Roles & Responsibilities of Faculty Advisors

Every year faculty members are each assigned a small number of student advisees by the Office of COMP Student Affairs. The following responsibilities are considered to be part of the role of the faculty advisor:

Excerpt from the 2006-2007 Faculty Handbook, page 35.

At the beginning of each academic year, each faculty member will be assigned an appropriate number of students by the office of the Assistant/Associate Dean of Student Affairs. The role of an academic advisor is to:

1. Develop and maintain knowledge of college policies and curriculum requirements.
2. Communicate to students the times and places where he/she will be available to meet with them.
3. Review grade reports of his/her advisees who are in academic difficulty and advise them of their significance.
4. When possible, meet with students in academic difficulty before and accompany them to meeting of the Student Performance Committee.
5. Advise his/her students on probation to cease non-scholastic activities.
6. Advise students regarding curriculum and graduation requirements.
7. Exercise great prudence in advising students regarding purely personal matters.
8. Direct students to other sources of advisement and/or tutoring.
9. Assist students by writing letters of reference as necessary.

Additionally faculty members are expected to attend a welcome lunch for 1st year students to answer questions and assist them in their transition to medical school.