

**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 faculty member to attend the Advising Nuts and Bolts Workshop in the first semester or set up an individual meeting with Academic Advisement if unable to attend. (Department chairs are encouraged to attend the workshop with their new faculty to provide additional support.)
- 3) Provide training on academic requirements and policies that are department-specific.
- 4) If the assigned faculty mentor of a new faculty member is outside of the new person's department, assign 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.
- 7) Once a new faculty member begins advising, review advising folders with the new advisor after the first course selection period.
- 8) Encourage and support participation in workshops offered by the Academic Advisement Center and other offices related to advising, teaching, and supporting students.
- 9) Assess advising in the annual faculty review process.
- 10) Promote the importance of advising and recognize good advising.

The VPAA 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 mission of the Academic Advising program is to help each student develop a realistic and meaningful educational plan with the help of an advisor while adhering to the college's academic policies and degree requirements as well as the student's choice of major, academic abilities, special interests, co-curricular activities, and professional and life goals. Through the advisement process, students become self-reliant and make appropriate decisions to maximize their educational experience.