



# **FRATERNITY & SORORITY FACULTY ADVISOR RESOURCE GUIDE**

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# FACULTY/STAFF CHAPTER ADVISOR RESOURCE GUIDE

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### Acknowledgements:

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# FRATERNITY/SORORITY LIFE AT NEW PALTZ

## WELCOME ABOARD!

Thank you for volunteering your time and energy to serve as a Faculty Advisor for a chapter of a Fraternity or Sorority here at New Paltz. Your willingness to advise, support, and guide our students is appreciated! Being a chapter advisor will be educational and rewarding; the purpose of this guide is to supply you with the tools necessary to get the most out of your experience.

SUNY New Paltz has unique Fraternity and Sorority Life program on campus serving the needs of our diverse student population. There is a wide range of organizations to choose from, including our rapidly growing multicultural Fraternity and Sorority community. Together we strive to create unity and excitement on our college campus.

All of our recognized Fraternities/Sororities acquire University recognition from the Office of Student Activities & Union Services in addition to their peer recognition from the United Greek Association. The Assistant Director of Student Activities & Union Services is the Fraternity and Sorority Life Advisor (Emily Bazinet). In terms of Fraternity and Sorority Life at New Paltz, Emily's focus is on the big picture. She looks at the overall health of the community, and works with the student leaders to empower them with knowledge, skills, and resources to lead their governing councils and chapters. Each chapter is a student-led, student-governed organization. The department works to ensure that chapters and students are following University Policy, Student Conduct, New Member Education Procedures, etc. The department also challenges the community with high expectations, new learning experiences, and appropriate referrals.

## WHAT IS A FACULTY ADVISOR?

Each recognized Fraternity or Sorority at New Paltz is required to find a Faculty/Staff Member to serve as a chapter advisor. The Faculty Advisor is just another resource available to our students on campus. Typically, chapters work with and receive guidance from a network of (Inter)National Offices/alumni/graduate/regional volunteers associated with the Fraternity/Sorority. However, these individuals are typically geographically removed from the campus, and/or not familiar with our campus culture. This is where having a Faculty Advisor on campus is beneficial to our chapters; there is always a professional available to assist.

We appreciate your willingness to volunteer your time and energy to work with a chapter. To be an advisor, you do NOT have to be a member of a Fraternity/Sorority, be on call for emergencies, or commit several hours per week to the organization! What is important is that students sought you out for assistance and guidance, and you reciprocated by offering your support. Your relationship with the chapter you advise has incredible potential; and while it is separate from your job requirements, we hope that it can be a beneficial experience for you and your students.

# RECOGNIZED ORGANIZATIONS AT NEW PALTZ

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## **United Sorority & Fraternity Association – USFA**

The Fraternity and Sorority community is governed by the United Sorority and Fraternity Association (USFA). Every Fraternity and Sorority must maintain active membership and good standing in USFA to achieve continued recognition with the College. USFA has representation from all of the Recognized Chartered Organizations. Additionally, the Fraternity and Sorority community is classified into five different sub-governing boards. Each chapter's membership within a sub-governing board is determined by its affiliation with its national council/conference.

## **Inter-Fraternity Council - IFC**

- Alpha Epsilon Pi (Nu Rho Chapter) ΑΕΠ
- Alpha Phi Delta (Colony) ΑΦΔ
- Kappa Delta Phi National Fraternity (Alpha Gamma Chapter) ΚΔΦ
- Pi Alpha Nu Fraternity (Gamma Chapter) ΠΑΝ
- Tau Kappa Epsilon Fraternity (Sigma Nu Chapter) ΤΚΕ

## **Latino Greek Council - LGC**

- Chi Upsilon Sigma National Latin Sorority, Inc. (Alpha Pi Chapter) ΧΥΣ
- Hermandad de Sigma Iota Alpha, Inc. (Gamma Chapter) ΣΙΑ
- Lambda Pi Upsilon Sorority, Inc. (Omicron Chapter) ΛΠΥ
- Lambda Sigma Upsilon Latino Fraternity, Inc. (Guarionex Chapter) ΛΣΥ
- Lambda Upsilon Lambda Fraternity, Inc. (Pi Chapter) ΛΥΛ
- Omega Phi Beta Sorority, Inc. (Beta Chapter) ΩΦΒ
- Phi Iota Alpha Latino Fraternity, Inc. (Gamma Chapter) ΦΙΑ
- Sigma Lambda Upsilon Sorority, Inc. (Alpha Mu Chapter) ΣΛΥ

## **Multicultural Greek Council - MGC**

- Alpha Kappa Phi Agonian Sorority (Kappa Chapter) ΑΚΦ
- Delta Phi Lambda Sorority (Recognized Interest Group) ΔΦΛ
- Kappa Delta Phi, National Affiliated Sorority, Inc. (Kappa Alpha Gamma Chapter) ΚΔΦ NAS
- MALIK Fraternity, Inc. (Ra Kingdom) MALIK
- Mu Sigma Upsilon Sorority, Inc. (Provisional Interest Group) ΜΣΥ
- Sigma Alpha Epsilon Pi Sorority, Inc. (Colony) ΣΑΕΠ

## **National Panhellenic Conference - NPC**

- Alpha Epsilon Phi National Sorority (Phi Phi Chapter) ΑΕΦ
- Sigma Delta Tau National Sorority (Gamma Nu Chapter) ΣΔΤ

## **National Pan Hellenic Council - NPHC**

- Alpha Kappa Alpha Sorority, Inc. (Xi Mu Chapter) ΑΚΑ
- Alpha Phi Alpha Fraternity, Inc. (Sigma Eta Chapter) ΑΦΑ
- Delta Sigma Theta Sorority, Inc. (Omicron Kappa Chapter) ΔΣΘ
- Kappa Alpha Psi Fraternity, Inc. (Kappa Mu Chapter) ΚΑΨ
- Zeta Phi Beta Sorority, Inc. (Alpha Nu Chapter) ΖΦΒ

## CHAPTER ADVISOR “JOB DESCRIPTION”

Staff and faculty advisors who volunteer their time and service to a student organization have an interest in the mission and goals of the organization. An advisor serves as a resource and consultant to the group, while students retain responsibility for the overall direction, programming decisions, and mission of the group.

Advisors play an important role in the development of students by providing support and guidance while assisting students in making the most of their experiences here at New Paltz. As a chapter advisor to a Fraternity or Sorority, the Office of Student Activities & Union Services anticipates that you will:

- Make yourself available (as needed) to the chapter and its leadership, by appointment and/or during office hours.
- Refer members to specific offices as needed (Academic Advising, Psychological Counseling Center, Health Center, etc.)
- Report the instance of crimes involving your students as detailed in the “Campus Security Authority” Crime Report, and in accordance with the Higher Education Act, or 20 U.S.C 1092 (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act). *Please note that as a faculty member, you may not be required to do so, but it is a requirement when acting in the capacity of an advisor.*
- Communicate with the Fraternity/Sorority Life Advisor as needed for support, advice, clarification, and information. Keep the Advisor updated with concerning behavior and patterns of the chapter and/or members.

## HELPING OUR STUDENTS

Our chapters benefit greatly from a Faculty Advisor. An advisory relationship is a great opportunity for students to feel that they have a resource and individual who is there for them. Here’s how could benefit students through your support and advisement:

- Assist the chapter in learning how to effectively run meetings, solve problems and negotiate the university system.
- Encourage open communication and resolve conflicts between members as needed.
- Serve as a valuable campus resource that members can contact for information, assistance and guidance.
- Share knowledge, experience, and expertise in selected areas.
- Help facilitate the year-to-year changes in membership and executive officers.
- Serve as a liaison between the University administration and the organization in regard to policies and procedures.
- Promote the chapter, organization, and the Fraternity/Sorority experience at New Paltz to your colleagues and students.
- Provide positive encouragement for the chapter and recognizing their achievements throughout the year.
- Encourage members to get the most out of their college experience by participating in other co-curricular activities, leadership opportunities.
- Keep informed with “hot topics” regarding Fraternity and Sorority Life via news articles and websites.

## THE PERKS OF BEING AN ADVISOR

Working with students in an advisory role provides many opportunities!

- Develop your management skills by learning about how to best advise a group.
- Polish your presentation skills by offering to educate the chapter on a topic of importance. Maybe you can speak about how to choose a major, or how to update a resume. The chapter you advise is a great potential audience!
- Be a part of a team! Being a chapter advisor is a unique opportunity to work collaboratively with the students to ensure their chapter and individual success. A faculty/staff advisor also enables you to speak about the great things your chapter is doing and promote fraternity/sorority life to the campus community.
- Work with outstanding student leaders! Help them to improve their leadership skills, and improve your own in the process. You can help them achieve their individual and team goals.
- You'll have an increased awareness of student challenges. Whenever there's a chance to see an issue through a student's perspective, it can always open your eyes.
- Get to know a broader spectrum of students. You will likely work with students that you would not have otherwise met or worked with. They will appreciate your support.

*Adapted from the National Panhellenic Conference*

## TIPS FOR BECOMING A SUCCESSFUL ADVISOR

- **Learn About the Organization** – Read the organization's constitution and risk management policy, review their website, become familiar with its history, philanthropy, etc.
- **Function as a Liaison** – There may be instances when an officer might need assistance in contacting appropriate offices or individuals; help them bridge the gap.
- **Work Closely with Officers** – Open dialogue between an advisor and chapter officers will help the chapter with the needed assistance so they will be able to function more effectively as group leaders. Get to know the chapter president and other executive board members. Request to attend an executive board or chapter meeting.
- **Hold the Chapter to High Standards** – Help the students develop high standards and advise the officers on holding the chapter to these standards. Encourage students to use the Five Star Chapter Accreditation Program.
- **Encourage Academic Success** – Meet with the chapter's Scholarship Chair to review their academic plan. Recognize outstanding individual achievement.
- **Get Out There!** – If you can attend your chapter's program or community service event, go! They will appreciate your support.
- **Check In Regularly** – In most cases, chapters are autonomous and do a great job of taking care of their own business (and you might never see or hear from them!). Our chapters would always benefit from an advisor checking in to see how things are going. Don't hesitate to send an email, request a meeting, or ask what's new.
- **Use your Resources** – There are many offices on campus that can help you provide a good service to your students. Make appropriate referrals.

## 30 REMINDERS FOR EFFECTIVE ADVISING

1. Care about the students you advise, showing empathy, understanding, and respect.
2. Establish a warm, genuine, and open professional relationship.
3. Show interest, helpful intent, and involvement.
4. Be a good listener.
5. Establish rapport by remembering personal information about the students you advise.
6. Be available; keep office hours and appointments.
7. Provide accurate information.
8. When in doubt, refer to the college/university student handbook and/or advisor's manual.
9. Know how and when to make referrals, and be familiar with referral resources.
10. Don't refer too hastily; but don't attempt to handle situations for which you are not qualified.
11. Have students contact referral sources in your presence.
12. Contact students you advise frequently; don't always wait for students to come to you.
13. Don't make decisions for students; help them make their own decisions.
14. Focus on students' strengths and potential rather than limitations.
15. Seek out students you advise in informal settings.
16. Monitor students' progress toward educational goals.
17. Determine reasons for poor academic performance and direct students to support services.
18. Be realistic with the students you advise.
19. Use all available information resources.
20. Clearly and professionally outline students' responsibilities.
21. Follow up on commitments made to the students you advise.
22. Encourage students to consider and develop career alternatives when appropriate.
23. Keep an anecdotal record of significant conversations for future reference.
24. Evaluate the effectiveness of your advising.
25. Don't be critical of faculty or staff to students.
26. Be knowledgeable about career opportunities and job outlook for various majors.
27. Encourage students to talk by asking open-ended questions.
28. Don't betray confidential information.
29. Categorize students' questions; they are seeking action, information, or involvement and understanding.
30. Be yourself and allow students to be themselves.

## DOCUMENTS & POLICIES

It will be helpful to become more familiar with the policies and documents that our Fraternity/Sorority Community utilizes on campus.

- **OUR WEBSITE: [WWW.NEWPALTZ.EDU/SAUS](http://WWW.NEWPALTZ.EDU/SAUS)**

This is the Student Activities & Union Services website. The “Fraternity and Sorority Life” link at the top right of the page connects you a variety of helpful resources/documents, including:

- A list of the Recognized Fraternities/Sororities at New Paltz; includes links to their national websites and chapter websites on Engage
- Fraternity/Sorority Policy Manual
- SUNY New Paltz Hazing Policy

- **BLACKBOARD**

All members of the SUNY New Paltz Fraternity/Sorority community (students, advisors, staff, etc.) are members of the “Fraternity & Sorority” Community on Blackboard. This Community is administered by the Fraternity/Sorority Life Advisor. This resource contains many of the same documents included on our website, but also contains specific information for our community, including:

- Announcements regarding upcoming community service opportunities, community updates, and events/programs
- The ability to contact and email other members of the community
- UGA Business (announcements, agendas, minutes, etc.)
- All paperwork, documents, and policy manuals that our Fraternity/Sorority community utilizes; on Blackboard they are available in Word documents as well as PDFs.



## ADDITIONAL RESOURCES

### Fraternity & Sorority Links

- North –American Interfraternity Conference: <http://www.nicindy.org/>  
*Founded in 1909, the North-American Interfraternity Conference is the trade association representing 73 International and National Men's Fraternities.*
- National Panhellenic Conference: <http://www.npcwomen.org/>  
*The National Panhellenic Conference provides support and guidance for its 26 member inter/national sororities/women's fraternities and serves as the national voice on contemporary issues of sorority life.*
- National Pan-Hellenic Council, Inc.: <http://www.nphchq.org/>  
*The National Pan-Hellenic Council is a coordinating body for the nine historically African American fraternities and sororities.*
- National Association of Latino Fraternal Organizations, Inc.: <http://www.nalfo.org/>  
*NALFO (National Association of Latino Fraternal Organizations) is an umbrella council for Latino Greek Letter Organizations; there are 20 organizations represented by NALFO.*
- National Multicultural Greek Council: <http://nationalmgc.org/>  
*The National Multicultural Greek Council (NMGC) is an umbrella council for a coalition of Multicultural Greek-letter organizations (MGLOs) established in 1998.*
- Association of Fraternity Advisors: <http://www.fraternityadvisors.org/>  
*The Association of Fraternity Advisors is an international organization providing resources, recognition and support for campus fraternity and sorority advising professionals.*

### Fraternity & Sorority Resources

- StopHazing.org: <http://www.stophazing.org/>
- Hazing Prevention Week: <http://www.hazingprevention.org/index.php>
- Fraternal Information & Programming Group: <http://www.fipg.org/>
- Robert's Rules of Order: <http://www.robertsrules.com/>

## FRATERNITY/SORORITY CALENDAR

### The Following are Annual Events at SUNY New Paltz

- **Fraternity and Sorority Night** – Hosted by USFA, this event takes place once per semester and showcases the recognized organizations at New Paltz.
- **National Hazing Prevention Week** – This is the last week in September each year. During this week, the Office of Student Activities and the UGA sponsor a variety of educational programs, awareness activities, and educate the campus on hazing.
- **Greek Week / Greek Day** – This is a social event hosted by UsFA, usually during the Spring, which gives chapters a chance to interact with each other through fun competition and games.
- **Gamma Sigma Alpha National Honor Society Inductions** – Each Spring, Juniors and Seniors with active membership and a 3.5 or above can be inducted into this honor society.