[Today’s Date]

Dear [Name of Advisor]:

I understand that you have been requested to serve as faculty/staff advisor (advisor) to [Name of Student Organization], a student organization registered and recognized by The Ohio State University.

Serving as faculty/staff advisor to [Name of Student Organization] falls within the performance of your employment responsibilities and you are hereby authorized to serve as advisor to that student organization. Please see the attached document which outlines the role of the advisor, including those actions required by the advisor and those actions that may be asked of the advisor.

Under Ohio law, employees of the university are entitled to certain immunity, insurance and/or indemnity protection provided that they do not act with malicious purpose, in bad faith, in a wanton or reckless manner, or manifestly outside the scope of their employment or their official responsibilities.

Provided that you act in a manner consistent with these standards and Ohio law on these matters as determined by the university and the Ohio Attorney General, you will be fully entitled to any such immunity, insurance, or indemnity protection in the performance of your official responsibilities as advisor.

On behalf of the university, I thank you for assuming the important role of advisor and wish you the best of luck with this endeavor.

Sincerely yours,

[Signature of Supervisor]

[Title of Supervisor, Department Name]

Role of an Advisor

#### The Ohio State University recognizes the significant value that faculty and staff advisors bring to the success, leadership development and operational effectiveness of registered student organizations. We also acknowledge the unique role the advisor plays and the critical importance of delineating between the responsibilities of the student leaders and members, and the contributions of the advisor. To assist faculty and staff in navigating their advisor roles, below is updated guidance regarding the role, scope and responsibilities of advisors.

**Logistical responsibilities**

* Complete advisor training every two years.
* Complete the anti-hazing training module available on [BuckeyeLearn](https://go.osu.edu/Collinslawtraining) or through stophazing.osu.edu.
* Submit online approval of the organization's registration every year.
  + This indicates that the advisor agrees to serve in that role for the coming year and agrees to the reporting responsibilities within the Campus Safety (Clery) Act.
* Submit online approval of the organization's goals every year.
* Submit online approval of any Council on Student Affairs (CSA) operating or programming funds requests initiated by the organization’s treasurer

**Advisorship**

* Advisors should ensure that the student organization remains controlled and directed by its student leaders in accordance with the organization’s constitution
* Advisors should provide organizational continuity support such as:
  + Facilitating officer transition activities
  + Providing historical context for the organization
* Advisors should support the organization’s holistic organization development by:
  + Meeting individually with and mentoring organization leaders and members
  + Mediating inter-personal conflict
* Advisors should provide guidance and support on the organization’s operational needs by:
  + Attending organization meetings and events
  + Submitting requests for university email services and other technology
  + Consulting on the organization's budget
  + Assisting with interpreting university policies and processes for student organizations
  + Sharing university information with members
  + Reviewing organizational communications for professionalism
  + Submitting online approval of the organization's registration, goals and CSA funding requests
  + Assisting with the regular review of the student organization’s purpose statement and governing documents to ensure they are current and appropriately reflect the organization’s purpose goals and relationship with the department / unit where applicable
* Advisors are not authorized to:
  + Make statements on behalf of The Ohio State University
  + Make decisions on behalf of the student organization
* Advisors are required to:
  + Follow applicable laws, regulations, university rules, policies and guidelines
  + Complete relevant reporting obligations

Advisors should encourage students to foster critical thinking skills that embrace multiple, divergent, and varied perspectives on an extensive range of issues allowing students to form their own conclusions.

Additional guidance on advisor roles and responsibilities will be provided through bi-annual training, website resources and other updates.