

Title: Counselor/Faculty Advisor Coordinator

Effective Date: Upon Approval

**Revision: 1
Draft**

Supersedes: N/A

Purpose

To have primary responsibility (1) to effectively communicate to, engage, and support SWE Counselors and Faculty Advisors; (2) to develop and update training and resources that enable SWE Counselors and Faculty Advisors to effectively perform their duties in support of the SWE mission.

Background

SWE Counselors and Faculty Advisors were overseen by two separate Coordinators for a number of years. Because these separate roles served a similar function in communicating with and coaching the counselors and advisors who support SWE collegiate sections, they were combined into a single joint Counselor/Faculty Advisor Coordinator in FY14. This combined coordinator role has increased communication between Counselors and Faculty Advisors, which has improved the resources and support system available to Counselors and Faculty Advisors.

Scope

- Provide regular communications to SWE Counselors and Faculty Advisors to support their guidance of SWE collegiate sections
- Provide coaching and support to SWE Counselors and Faculty Advisors
- Coordinate annual training for SWE Counselors and Faculty Advisors
- Facilitate a meeting for SWE Counselors and Faculty Advisors at the WE annual conference
- Review training materials and resources for update on an annual basis
- Manage SWE Counselor and Faculty Advisor files
- Maintain SWE Counselor and Faculty Advisor mailing lists

Resources and References

- SWE Counselor/Faculty Advisor Teamwork website
 - SWE Counselor/Faculty Advisor FY17 training slides and recording
 - SWE Counselor/Faculty Advisor Coordinator Calendar file
 - Feedback from Counselors and Faculty Advisors in FY17 survey and at WE16 meeting
- SWE Counselor/Faculty Advisor Teamwork webpage

Authority & Limitations

- This charter is valid until its next review in FY19.

Deliverables

- Annual webinar training for Counselors and Faculty Advisors
- Regular communications to Counselors and Faculty Advisors
- Collaborations with the Grad SWE Coordinator, the Leadership Coaching Committee (LCC), and the Women in Academia (WIA) Committee to develop, update, and share resources relevant to Counselors and Faculty Advisors

Membership

- There will be one Coordinator, and one Coordinator-Elect

Criteria for Success

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- The Coordinator and Coordinator-Elect will be selected through the standard Society committee chair process and will follow standard progress for a two year term: one year as chair-elect and one year as chair
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- Counselors and Faculty Advisors are prepared to fulfill their duties in support of SWE collegiate sections
 - Counselors and Faculty Advisors feel well-informed and supported
 - Increased collaboration between individual SWE Counselors and Faculty Advisors
 - Increased collaboration with other relevant SWE Committees
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Report To

Collegiate Director

Duration

This charter shall be reviewed every two years. Its next review is due in FY19.
