



**WESTERN MICHIGAN UNIVERSITY**  
**Office of Student Engagement**

**RSO Advisor Expectations Form**

This form is a tool to be utilized to establish a clear set of expectations between a Registered Student Organization and its advisor. This form must be completed and submitted to the Office of Student Engagement (OSE).

Name of RSO: \_\_\_\_\_ expects our advisor, \_\_\_\_\_, to comply with all University policies, rules, and regulations, as well as with the rules, regulations, and standards of our organization. Furthermore, we expect our advisor to uphold the values of Western Michigan University and the values of our RSO.

We expect our advisor to be available via the following contact method/s (check all that apply):

- ☐ Email
- ☐ Phone – text
- ☐ Phone – voice call
- ☐ In-person office hours, located at \_\_\_\_\_ on these dates/times:

Our advisor will respond to communications within the following time frame, unless there are extenuating circumstances such as injury, illness, or emergency:

If our advisor knows they will have difficulty responding to communications at any point due to external commitments, we expect them to notify us at least \_\_\_\_\_ days/hours in advance.

In turn, we agree to be available to our advisor via the following contact method/s (check all that apply):

- ☐ Email
- ☐ Phone – text
- ☐ Phone – voice call
- ☐ In-person office hours, located at \_\_\_\_\_ on these dates/times:

We will respond to communications within the following time frame, unless there are extenuating circumstances such as injury, illness, or emergency:

If we know we will have difficulty responding to communications at any point due to external commitments, we will notify our advisor at least \_\_\_\_\_ days/hours in advance.

Our advisor will act as an advisor and not a supervisor. We will value and respect their advice, but are not contractually obligated to follow their suggestions. We will handle all conflict management between our advisor and ourselves within our RSO. If the grievances at hand are disrupting RSO operations and damaging our relationship with our advisor and each other, the Office of Student Engagement may intervene to mediate the situation. Significant and disruptive grievances should be reported to OSE via the Advisor Complaint Form.

Listed below are the mutually agreed upon expectations that will guide our advisor-advisee relationship (please be as detailed as possible):

Finally, we expect our advisor to be receptive to feedback and to understand that their advising style may change to benefit our RSO as the organization grows, evolves, and changes leadership. In return, members of our RSO will be receptive to feedback and understand that our advisor has experience, knowledge, and insight that will help us grow as an organization and as individuals. We will cultivate mutual respect between our advisor and our organization.

List any further comments/expectations in the space below, if necessary:

RSO Exec Board Signatures:

Advisor Signature:

Date: