

PROTOCOLS FOR REASSIGNING ADVISEES

All actively enrolled students at Dickinson College must have an approved faculty advisor on campus. Exceptions are made for students who are studying abroad in a Dickinson program with a faculty member as director who is also a member of the student's major department.

Faculty who are on sabbatical do not retain their advisees, with the exception of these situations:

- The sabbatical is spread over 2 semesters
- With special permission from the Provost/Dean of the College (for unusual circumstances)

It is not unusual to have 80+ undeclared students and at least 250 majors to reassign at the end of the academic year. (The numbers in January are consistently smaller.)

In general the following principles are used:

- Faculty do not have advising responsibilities during their first year teaching at Dickinson.
- Only faculty on the tenure-track are expected to advise students as part of their over-all teaching responsibilities.
- Faculty who are teaching a First-Year Seminar are given reassigned students, only if necessary.
- Faculty who are serving on All-College Committees are given special consideration when advising assignments are made.
- Faculty who are chairing medium-large academic departments are given special consideration when advising assignments are made.

Reassigning "orphaned" advisees:

- Faculty returning from sabbaticals are usually considered the "prime candidates" for receiving the reassigned students since they have no advisees upon their return. (Some departments will re-organize advisor's assignments for their majors based on previous semester assignments and in efforts to maintain equity in advising loads. Some departments wish to assign their majors within the department based on interest/specialty areas of the faculty member and students involved.)
- Majors will usually go to eligible faculty in the appropriate academic department – consultation with the Department Chair is sought when possible.
- Faculty Candidates for UNDECLARED students -- Undeclared students will be reassigned to faculty with small advising loads and who have taught a First-Year Seminar in the past and are acquainted with helping students navigate the major declaration process. (When possible I try to reassign these students to faculty who are in the same division as the previous advisor based on the assumption that there may be specific interests in a related major.)
- Faculty Candidates for DECLARED MAJORS -- Faculty returning from sabbatical and those with small advising loads are the primary candidates for receiving reassignments.