

APPENDIX ?? – REV 3/25

NOTES ON ADVISING DUTIES FOR FACULTY BASED AT THE FORT CAMPBELL CAMPUS

While there is much that is common in advising duties for faculty at both campuses, it should be noted in this report that advising loads and duties are different for faculty assigned to programs in the School of Technology and Public Management at Fort Campbell. As a result, advising duties require more time from these faculty members.

A main campus faculty member will advise students for the Fall and Spring semesters, requiring one advising session for each sixteen week term as a minimum, and may also advise students for the summer. With the accelerated schedule based on five eight week terms at Fort Campbell, students must meet with their advisors every eight weeks to select courses for the next term. As a general rule, faculty based at Fort Campbell must meet with advisees twice as often as faculty on the main campus during the August-May contract period, and will also advise students for the summer term. While the student at Fort Campbell will be selecting fewer courses (two or three for full time load in an eight week term vs. four to six courses for full time load in sixteen weeks), each meeting takes time, and the time required for advising over a sixteen week period is significantly greater at Fort Campbell.

Advising sessions are often complicated by the nature of the nontraditional students served at Fort Campbell. New students often have transfer credit from more than one institution. Advisors spend a significant amount of time reviewing student records and preparing substitution forms, which in turn must be reviewed and signed by department chairs and, for core substitutions, the Executive Director, and the forms must then be processed by the Registrar's Office staff. Sometimes these forms seem to get lost in processing and it is necessary for the advisor to file the forms more than once. A shift from paper forms to electronic submission of substitutions and waivers will greatly improve this aspect of advising.

In addition to reviewing records for substitutions, faculty advisors at Fort Campbell are often required to prepare prior credit evaluations and programs of study for students who receive funding from the Veterans Administration (VA) for education. Students often appear as walk-ins and need these evaluations completed immediately for their VA counselors. It is very difficult for an advisor to put off such a request.

Given the accelerated nature of terms at Fort Campbell, the period for preregistration is short and runs concurrently with the end of the term. Faculty members must balance the need to take care of advisees with the need to prepare for classes (each single class session here meets for a time period comparable to a week of classes on the downtown campus) and to determine

final grades for students. This often results in faculty members having to put off advising to meet course and final grade deadlines.

Some programs, such as Engineering Technology and Public Management, offer courses on both campuses. Department chairs and faculty members from these programs advise students and participate in registration sessions on both the main campus and Fort Campbell advising schedules. This is a significant burden on faculty when students on both campuses need advising.

In addition to advising for preregistration, there is an open registration period before each term. With a relatively small pool of faculty, all faculty members are required to spend a significant amount of time in the advising room to serve walk-in students. For most faculty members, this is no less than a half day requirement during a three day period before classes start the following Monday. Most faculty members will spend significantly more time than that advising, either from the advising room or from their offices, during this period.

Also, with the smaller pool of faculty, each faculty member is far more likely to be asked to serve on the Student Standing Committee (there is a separate committee for Fort Campbell) or to perform other duties related to advising and registration. As with advisement, faculty serving on the standing committee at Fort Campbell will be required to attend meetings four times a year instead of two as on main campus.

The number of students assigned to a faculty member for advising may be significantly higher at Fort Campbell. For faculty members in bachelor's degree programs (Public Management, Professional Studies, and Engineering Technology), the number of students may be comparable to numbers on main campus. At times the load has been significantly higher since some departments, Public Management and Professional Studies, have served a very large number of majors with as few as one full time faculty member. Currently, the burden is especially high on faculty in the Criminal Justice program.

Faculty members assigned to Associates degree programs at Fort Campbell have had a unique burden over the years. The Associates degree programs at Fort Campbell have had only one full time tenured or tenure track faculty member who served as the program manager. This person has been responsible for advising all students in the program, as well as finding and managing adjunct faculty and doing all of the duties of a faculty member. At a minimum, the number of students assigned for advising has been comparable to numbers for faculty on main campus, and at times the number of students advised by the program manager has been quite large.