

## **PROCEDURE FOR SELECTION OF PREPARATORY PROGRAM ADVISERS**

### **1. CRITERIA FOR SELECTION OF PREPARATORY PROGRAM ADVISERS**

- A. Should be full-time faculty member.
- B. Should have background and knowledge of field.
- C. Should be interested in working with students in that particular field.
- D. Should be aware of changes in requirements in the field.
- E. Should have current knowledge of changing patterns of admission to the professional school.
- F. Normally, no individual would be listed as an adviser for more than one program.
- G. In the event there are large numbers of students on the program, more than one adviser may be selected.

### **II. SELECTION OF PREPARATORY PROGRAM ADVISERS**

- A. Beginning Fall of 1976, incumbent Preparatory Program Advisers are eligible and are encouraged to apply for new three-year terms.
- B. When a vacancy occurs, the following procedure for selecting a new adviser is recommended:
  - 1. The Office of the Academic Senate will publicize the vacancy in CentraLine.
  - 2. Interested faculty and staff members are to submit their letters of application to the Academic Senate Office.
  - 3. The Academic Senate Office will forward applications to the appropriate screening body, (e.g., Law Council, UCC) which will then forward a recommendation to the Provost for personnel action.
- C. When a temporary vacancy occurs such as an adviser on leave, the Provost (in consultation with the appropriate council or UCC if no such council exists) shall appoint an individual to serve during the absence of the regular preparatory program adviser. (The temporary adviser will serve for a period of a year or less.)

Approved by the Academic Senate 11/8/72  
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