

Faculty of Humanities and Social Sciences
Advising Overview and Proposed Model, March 2021

The below identifies a model for advising in the Faculty of Humanities and Social Sciences. This model was endorsed at the February 3, 2021 Faculty Council meeting, and was an item for discussion at the September, October, and November 2020 Heads meetings.

The proposed model requires minimal calendar changes. Following formal consultation, these changes will likely be considered by the HSS Curriculum and Programs Committee (CPC) in either April or May 2021. Once approved by the CPC the changes will be considered at the HSS Faculty Council meeting in May or June of 2021. The calendar change will propose that all references to undergraduate liaisons or to coordinators of diploma and certificate programs be replaced with the term “Program Director.”

To provide context, in the fall of 2017, the Provost’s Office responded to an advising document submitted by the Dean’s Office in spring 2017 with a request for a revised document that offered more clarity. In-depth discussions regarding a response to that request began in HSS in summer of 2018, coinciding with the appointment of a new Associate Dean (Curriculum and Programs).

In a large, departmentalized faculty such as the Faculty of Humanities and Social Sciences, it is crucial that there is a model for advising roles, responsibilities, and tasks that:

- is appropriately supported,
- encourages parity across departments while also taking into account disciplinary differences, and
- has the support of the Provost’s Office, the Dean’s Office, Heads, and ASMs.

The below provides a context for advising in HSS and proposes a model for moving forward.

The proposed model a) does not significantly increase budgetary commitments in HSS to advising, and allows for consistency related to budgetary planning. The proposed model also allows for faculty members to opt for either financial compensation or course release time. The below model includes all advising-related tasks in one role identified as a Program Director (rather than the roles of liaison and coordinator). While the Collective Agreement briefly references the role of Coordinator, the parameters for this role as specified by the Collective Agreement have allowed for a lack of parity in HSS. Further, while the Collective Agreement makes reference to this role, it also allows for other structures for advising support.

Current Context

The Collective Agreement addresses advising in two instances. (For a breakdown of relevant advising tasks, please see Appendix A, attached to this document.)

- Per clause 3.02(c)(ii), “Faculty Members shall accept reasonable responsibility for academic advising. . .” This includes “accepting a fair and equitable share of advising duties.”
- Clause 32.36(b) notes that “program coordinators” and “first-year coordinators” will receive “\$900 per active semester.”

Currently in the Faculty of Humanities and Social Sciences, “coordinators” oversee diploma and certificate programs. “Undergraduate Liaisons” (a term used within the faculty) oversee major and minor programs. Undergraduate Liaisons receive a base stipend of \$750/year, an additional \$300 for each 50 majors (or part of), and an additional \$150 for each 50 minors (or part of). This arrangement has resulted in a lack of parity in stipends provided to coordinators and liaisons relative to students in the respective programs.

Over the past several months, the Dean and the Associate Dean (Curriculum and Programs) have been in consultation with individuals in Faculty Relations and the Provost’s Office, with administrative staff in the Dean’s Office, with Heads, and with ASMs. Based on this consultation, the below provides a way forward that will ideally result in realizing the three priorities articulated on page one of this document.

Proposed Model for Advising in the Faculty of Humanities and Social Sciences

This model is designed to support parity and consistency in payment across the faculty related to the tasks in Column B in Appendix A. Based on the below calculation and on departmental percentages of HSS total registrations, each department will receive a total dollar amount which can be used in the form of stipend and/or releases (including a combination of the two).

Calculation:
$$\frac{\text{(total number of department majors/minors/certificate/diploma students)}}{\text{(total number of HSS majors/minors/certificate/diploma students)}} = \text{department's \% of HSS total}$$

Other Information

- Total amount of HSS monies supporting coordinators and liaisons in 2020: \$64,350; approximate spending in 2021 for proposed model in HSS: \$69,000
- Departmental percentages calculated as portion of \$64,350
- Minimum financial allotment = 4% of HSS totals (equivalent of 0.5 of a course release)
- Maximum financial allotment = 18% of HSS total dollars (equivalent of 2.5 of a course release)
- Actual range in HSS = 1.2% (16% of course release) to 30% (4.1 course releases)
- Calculations will be based on three year averages

In cases where the program allotment exceeds 0.5, it is possible for the total allotment to be shared across more than one individual. It is then the department’s and Head’s responsibility to ensure that if more than one individual has advising responsibility, the assignment of duties and compensation is clear.

Transition to New Model

If this model were to be implemented, no department would experience more than a 0.25% reduction from their 2020-2021 level of support for advising in the first two years of implementation.

Appendix A: Advising Overview

This document outlines advising roles and responsibilities, and follows consultation with HSS Department Heads and other relevant academic units over the 2018/2019 academic year.

Types of advising:

1. *Calendar-based advising*: Interpreting degree, program, and university calendar regulations to assist students with program and course selection and navigation of university policy, degree progress review.
2. *Non-calendar academic advising*: Advising potential Honours students and students interested in graduate study, providing information on upcoming courses, degree specific advising regarding course selection that requires area expertise beyond calendar regulations.
3. *Administrative support*: e.g. assessing transfer credits, waivers, etc.
4. *Discipline-specific retention/recruitment activities*: hosting meet and greet sessions; representing the program at HSS events; other related tasks and activities (e.g. letter campaigns).
5. *Curricular planning and maintenance*: Initiating and/or providing support for program calendar changes; consulting with relevant Heads on teaching plans; reviewing and updating calendar regulations for program as necessary.
6. *Informal referral of students to campus resources and supports*, e.g. student life, counselling centre, Blundon Centre, etc.
7. *Non-academic advising*, e.g., general career, mental health, etc.

Advising-Related Roles and Relevant Units at Memorial University

- | | |
|------------------------------------|-----------------------------------|
| A. Advising staff | E. Academic advising centre (AAC) |
| B. Undergraduate Program Directors | F. Registrar’s Office (RO) |
| C. Department heads | G. Student life |
| D. Faculty members (ASMs) | |

Overview of roles/units and responsibilities.

	A	B	C	D	E	F	G
1	X				undeclared	>60 credits	
2		X					
3			X				
4		X					
5		X					
6				X			
7							X