

**Departmental Major Advisor Application**  
**Psychology Department**  
**San José State University**

The Department of Psychology [Undergraduate Advisor Policy](#) guides the selection of departmental major advisors and their responsibilities. If you are interested in being an advisor, please complete the application on pages 2 - 3 and submit it to the Chair, [clifton.oyamot@sjsu.edu](mailto:clifton.oyamot@sjsu.edu), by Thursday, May 9, 2019.

Below are highlights of the selection process, appointment, and responsibilities of departmental major advisors. Be sure to read the policy for important details.

**Qualifications and Selection of Advisors**

- All tenured, tenure-track, and lecturer faculty are eligible to apply.
- Preference will be given to applicants who are post-tenure and at the rank of Associate or Full Professor.
- Lecturers with 3-year appointments will be given preference over those with 1-year appointments.
- Current and past advisors are eligible to apply for additional terms and will be considered with all applicants.
- Selection decisions are made by the department Executive Committee.

**Appointment**

- Appointments are for 3 years.
- All new advisors will complete training and shadow experienced advisors during the fall semester. There is no course release given during this training period.
- After fall training has been completed, each advisor will receive a one-course (.20) release each semester beginning the spring semester until the end of their term.

**Responsibilities**

- Each advisor will hold a minimum of 6 in-person advising hours each week held between 6:30am - 9:00pm, starting on the first day of classes and ending on the last day of classes
- Office hours associated with teaching cannot be included in this minimum.
- Additionally, advisors are expected to spend approximately 2 hours weekly responding to email and phone inquiries and to respond to student inquiries in a timely manner.
- To ensure a reasonably equal distribution of advising hours each day, Monday through Thursday, advisors will coordinate their teaching requests each semester as a group. Advising hours are not required to be scheduled on Fridays, campus holidays or during Spring Break.
- Advisors will work together to cover freshman and transfer orientation sessions as needed.
- Summer and winter advising and associated stipends are available.

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**Faculty Information**

<b>Last Name</b>		<b>First Name</b>	
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	Professor		Associate Professor		Assistant Professor
	Lecturer, 3 Year Contract		Lecturer, 1 Year Contract		

**Narrative**

In the space below, address the following questions: (maximum 250 words)

- Why are you interested in being a departmental major advisor?
- Please describe any previous formal or informal advising experience.
- Please describe any previous experience demonstrating a commitment to undergraduate academic success.

**Sample Advising Schedule**

Provide a sample spring schedule that shows how you could incorporate the necessary 6 in-person advising hours each week, regular office hours (non-overlapping with advising hours), and anticipated class schedule. Please see the [Psychology Office Hours Policy](#) for details about minimum number of office hours.

Please note that advisor scheduling is done in conjunction with the Advisor Coordinator and availability of other advisors. The sample schedule you are providing is meant as a guide, not a guarantee of that schedule should you be selected as an advisor.

You can use your current spring schedule, minus one course, as a base. List your times in each cell as relevant (e.g., 9:00 - 10:15; 13:00 - 15:00).

Please list items in chronological order (earliest to latest).

**Example**

Activity	Monday	Tuesday	Wednesday	Thursday	Friday (optional)
Psyc 1	9:00 – 10:15		9:00 – 10:15		
Psyc 1	10:30 – 11:45		10:30 – 11:45		
Psyc 190	13:30 – 14:45		13:30 – 14:45		
Office Hours	15:00 – 16:00		15:00 – 16:00		
Advising Hours		9:00 – 12:00		9:00 – 12:00	

Activity	Monday	Tuesday	Wednesday	Thursday	Friday (optional)

<b>Signature</b>		<b>Date</b>	
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