

FACULTY ADVISING AGREEMENT

A faculty advisor's role is to guide and monitor a student's academic progress while encouraging the professional development of each student. Faculty advisors and students are expected to maintain regular and timely communication with one another throughout the student's academic program. Guidelines for faculty advising are:

- Faculty advisors meet with students at least once a quarter to ensure that they are making good progress towards the degree.
- In coordination with program staff and the graduate director, faculty advisors guide students through degree requirements by advising students about such things as
 - which courses to take;
 - whether to pursue an emphasis;
 - whether their research will require competency in a language other than English;
 - how to complete the MA requirement, if applicable;
 - which exam fields the student should complete;
 - how to develop a dissertation topic;
 - establishing exam and dissertation committees;
 - writing the prospectus;
 - passing the exams, both written and oral;
 - completing the dissertation;
 - passing the oral dissertation defense.
- Faculty advisors offer guidance for students' professional development. For students who plan to pursue a career in academia, this can include advising students about such things as
 - which courses to TA;
 - where and how to apply for research/travel grants and fellowships;
 - how to submit a conference proposal and which conferences to attend;
 - how to get the most out of attending a conference;
 - when to start developing an article for publication and where to submit their research;
 - how to respond to a "revise and resubmit" decision or a rejection;
 - how to identify which scholarly communities their work is in conversation with;
 - how to prepare their CV, research and teaching dossiers, cover letters, and DEI statements for job applications;
 - how to request letters of recommendation;
 - what to expect from the job search;
 - how to turn the dissertation into a book.
- Faculty advisors should set clear expectations for such requirements as the MA paper, the prospectus, and the dissertation in line with program guidelines. In consultation with the student, the faculty advisor will set written deadlines for drafts and final submission of these requirements. Students are expected to meet these deadlines. In the event that a student

cannot meet a written deadline, the student will contact the advisor before the deadline has passed in order to establish a revised deadline.

- Faculty advisors will read and evaluate the student's work in a timely manner and will meet deadlines for any letters of recommendation that they have agreed to write.
- Faculty advisors provide regular and timely feedback on the progress of students, including constructive criticism on progress. Individual Development Plans (IDP) can be used as a tool to help facilitate these discussions. The faculty advisor will submit annual written evaluations of the student's progress to the program director and the program coordinator in the Spring of each academic year.
- If it becomes apparent that a student will not complete a program requirement according to the timelines published in the General Catalogue, the faculty advisor will immediately notify the program director and the program coordinator of the delayed progress and develop a written plan for getting the student back on track.

Before signing this advising agreement, it is important to discuss the points above with particular attention paid to:

- Expectations in terms of progress in the program
- Expectations in terms of potential research topics
- Expectations for communication (e.g.: response time to email)
- Career goals
- Student's funding/financial plans

All FMS Ph.D. students must have a faculty advisor for the duration of their academic program to remain in good standing. Students who do not have a faculty advisor will be placed on Academic Conditional Status. By signing this form, the faculty member(s) agree to serve as the faculty advisor(s) for the student listed below. This advising agreement may be terminated by either party at any time prior to a student graduating from the program. A new form must be submitted if a student changes faculty advisor(s).

Student Information

UCI ID#: _____

First Name: _____ Last Name: _____

Faculty Advisor(s) Information

Faculty Advisor Name: _____

Faculty Co-Advisor (if applicable): _____

Signatures

Student

Date

Advisor

Date

Co-Advisor (if applicable)

Date