

Title/Subject: **PRE-PROFESSIONAL ADVISERS**

Applies to:  faculty  staff  students  student employees  visitors  contractors

Effective Date of This Revision: July 1, 2008

Contact for More Information: Vice-Provost for Academic Affairs

Board Policy  Administrative Policy  Procedure  Guideline

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This policy applies to advisers for designated pre-professional studies. These are fields for which undergraduate preparation and post baccalaureate admission applications can be critical to students' success and which require specialized knowledge of the field and CMU courses on the part of the adviser. Professional studies include pre-law, pre-dentistry and pre-medicine (see Undergraduate Bulletin for a complete list of pre-professional studies).

#### I. RESPONSIBILITIES

- A. Advise students interested in a career in one of the fields that require training in a professional school. Such advising will include:
  - CMU curricular recommendations, typical course sequences, and suitable elective courses.
  - Admission requirements, acceptance rates, and financing options for the field's professional schools.
  - Typical career tracks in the profession and related fields.
- B. Provide guidance to students applying to professional schools, including coordinating the preparation of letters of reference.
- C. Maintain contacts with admissions officers of schools where CMU students have been successful.
- D. Maintain records of students enrolled in the pre-professional program, including placement information and contact information.
- E. Maintain and distribute information about careers in the profession to students and faculty teaching courses recommended as part of the pre-professional sequence.
- F. Interact with professional schools, professional associations, and practicing professionals in the field to keep up-to-date on the field.

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Authority: Julia Wallace, Provost 3/18/08  
History: Academic Senate 11/8/72; 2/17/76; 10/21/80; 10/1/96; 2/19/02; 3/11/08  
Indexed as: Pre-Professional advisers; Academic advisers; Advisers – pre-professional

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## II. CRITERIA FOR THE SELECTION OF ADVISERS

Pre-professional Advisers will...

- A. be a faculty member employed at least three-quarters time. Professional-Administrative employees whose position description includes regular teaching responsibilities shall be considered faculty members under this policy and are eligible.
- B. have background in and knowledge of the field.
- C. be aware of requirements in the field, including the admission standards for the field's professional schools.

## III. ADVISER APPOINTMENTS

- A. The normal term of appointment for an adviser is three years, although shorter terms are permitted. Multiple terms are encouraged.
- B. In the event there are large numbers of students in the program, more than one adviser may be appointed. In such cases, the advisers will work to ensure that their advice is consistent. These appointments may be in more than one college.

## IV. SELECTION PROCESS

- A. When a vacancy occurs, the following procedure for selecting a new adviser is used:
  - 1. The dean of the college in which the vacancy occurred will publicize the vacancy.
  - 2. Interested faculty and qualified Professional-Administrator employees will submit their applications and other requested materials to the dean.
  - 3. The dean will supervise the process of screening applications, including seeking the input of the appropriate council (e.g., Law Council) if such exists, other deans with an interest in the pre-professional program, and the chairs of the departments from which applications have been received.
  - 4. The adviser selected by the dean will receive a letter of appointment from the dean.
- B. If a temporary vacancy occurs (e.g., an adviser on sabbatical leave), the dean shall appoint an individual to serve during the absence of the regular adviser. The temporary adviser will serve for a period of one year or less.

## V. COORDINATION

- A. The dean will be responsible for:
  - 1. Ensuring workloads and compensation are appropriate.
  - 2. Ensuring that advisers are meeting their responsibilities.

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B. The Provost's Office will be responsible for:

1. Conducting a formal evaluation of the program at least every three years. At a minimum, this evaluation should include feedback from students in the program and faculty in related disciplines.
2. Working with the deans of all colleges that have pre-professional advisers to ensure coordination and consistency in advising.
3. Ensuring that the Bulletin information on pre-professional programs and that published lists of advisers in the Class Schedule are accurate.

#### VI. IMPLEMENTATION

- A. This revision to the policy will take effect July 1, 2008.
- B. Current advisers will complete their terms and be encouraged to reapply when appropriate. If no formal term has been established previously, the term of current advisers will end in 2010.

*Central Michigan University reserves the right to make exceptions to, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.*