

Expectations of the advisor:

Establish a shared set of expectations with your advisee regarding how frequently you will meet and how to manage communication between formal meetings (e.g. What is the best way/technology to get a hold of one another? What is the appropriate time frame to expect a response, including when either faculty or graduate student is away from campus?). Per university policy, you are expected to meet at least once each semester. The advisee has the primary responsibility to schedule meetings with you. Let your advisee know if your availability changes because of frequent travel, sabbatical, or transition to an administrative position.

Assist your advisee in building a dissertation committee. Ensure that your advisee meets with their thesis committee each year or at time intervals indicated by the thesis committee once you have defended your dissertation proposal. The primary advisor is expected to attend those meetings. Establish how you want your advisee to circulate the dissertation's chapters (e.g., share them at the same time with all the committee members or initially just with you as an advisor and after a first revision with the rest of the committee).

Ask your advisee to develop and share with you a timeline and work plan to achieve short- and long-term goals. These include both the program's milestones (such as completing coursework, teaching, exams, dissertation proposal, etc.) and the dissertation research and writing. Ensure that the advisee's work and research program are feasible, appropriate in scope, and likely to be achieved during the expected time frame. Review the work plan with the advisee periodically to benchmark and respond to progress and to identify sticking points or new directions in the advisee's research program.

Support and facilitate your advisee's efforts to build professional networks and develop professional skills, including academic writing, public engagement, conference presentations, and application to fellowship and grant programs. If there are people (and resources) that may be beneficial for the research of your advisee, assist your advisee in getting in contact with them. Encourage your advisee to be active in the life of the department (participating in departmental and extra-departmental events, organizing events, contributing to the FIGGS graduate society, etc.) and to be familiar with the academic integrity code.

If you review your advisee's work, let them know what type of feedback to expect, how long it generally takes you to provide a response, and how they can best remind you if they do not hear from you within the specified time. When your advisee shares a draft with you, acknowledge that you have received it and make sure to share your feedback so that the advisee can include it in a timely manner.

In some instances, a faculty member may decide that working with an advisee is impossible. In that event, the faculty member should notify the student and provide guidance regarding alternatives.

Expectations of the advisee:

Schedule regular individual meetings with your thesis advisor. At a minimum, you should meet once each semester. Use these meetings to discuss your research progress, training, and professional development.

Schedule meetings with your thesis committee annually or at time intervals indicated by the committee once you have defended your dissertation proposal.

You are responsible for taking the initiative to schedule these meetings with your advisor and the full committee.

Develop a timeline and work plan to achieve your short- and long-term goals and share this with your advisor. This work plan will provide a shared point of reference for you and your advisor to benchmark your progress and evolving interests and objectives, so keep your advisor up to date as your plans develop.

Establish a timeframe for communicating with your advisor, including how long it generally takes you to respond to their communications. Let your advisor know how they can best remind you if they do not hear from you within the specified time.

If you encounter roadblocks to your progress, discuss these with your advisor as early as possible and develop and implement a strategy to resolve them.

Occasionally, a student may wish to change their primary advisor. This may happen for any number of reasons. In that event, seek the advice of another trusted faculty member to discuss whether a change is in your best interest. Speak with the alternative advisor to determine whether they are available and well-matched to help you achieve your research and training goals. Should you decide to make a change, inform your current advisor promptly and make a plan to complete any outstanding obligations to them. You will have primary responsibility to complete or update any formal paperwork as needed.

The advisor/advisee relationship should be characterized at all times by mutual respect, shared trust, and transparency. In the event that interpersonal issues arise that cannot be resolved between the advisor and advisee, the advisee should speak with the graduate chair, chair of the department, or another trusted faculty member.