

## Department of Psychology Change in Faculty Advisor Form

Please fill out the form and obtain the signatures of all faculty members before submitting to the Program Director and the Graduate Academic Advisor. This document will remain in your student file.

### ***Department of Psychology Advisor Change Policy***, adopted Spring 2019:

Under some circumstances, it is beneficial for a graduate student to be paired with a new faculty advisor. These situations may come about for a variety of reasons, including changes in thematic focus, need for additional expertise, departure or retirement of the faculty advisor, or incompatibility of student and advisor. Successful change in mentorship will be contingent upon the identification of an appropriate new advisor and the willingness of the prospective new advisor to assume the responsibilities. Proposed changes in advisor assignments will be ultimately approved by the Program Director, and must be signed by both the student and the new advisor(s).

Students can initiate this process any time by contacting their Program Director and/or the Director of Graduate Studies and filling out a Faculty Advisor Change Form (see Appendix G). Psychology department leadership is available to help guide the student through the change, which can include help in identifying a new advisor, communicating with the original advisor, and assisting in the transition. In addition to completing the Faculty Advisor Change form, the student and new advisor are strongly encouraged to complete a Mentoring Agreement (see Appendix E) outlining the details of the new mentoring partnership. This mentoring agreement should outline consequences for not meeting degree and research milestones and be re-evaluated yearly by the advisor and student. Upon completion, the Faculty Advisor Change form and Mentoring Agreement should be submitted to the Graduate Academic Advisor to be saved in the student's file.

If the student must change advisors due to a faculty member departure or retirement, the original faculty advisor should work with the student to identify a new appropriate faculty advisor to the best of their ability. Additionally, the original advisor should outline what their future involvement in the student's research will entail, including serving as a co-chair or member on the student's thesis or dissertation committee.

Students can also consult extra-departmental resources such as the University Ombuds, who can provide support in the process. If a student wishes to continue a project that was initiated with the original mentor, details of transferring the project should be worked out with the original advisor, and Director of Graduate Studies if mediation is required.

**Student Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Current Advisor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Previous Advisor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Program Director/DGS Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mentoring Agreement Completed?**  Yes  No

\*Once you've received all signatures, please submit this form along with your mentoring agreement (if applicable) to the graduate academic advisor.\*