

# STUDENT VS FACULTY LEADERSHIP RESPONSIBILITIES

Proposed timeline for chapter leadership & faculty advisor procedures

|               | Student Leadership  | Both   | Faculty Advisor   |
|---------------|---|--|---|
| August        | Review previous year's activities. Begin planning activities for the semester   | Meeting between Student leadership & Faculty Advisor<br>Check for updated materials (forms, award & grant deadlines, Annual Members Meeting) | Review & Distribute "What is Nu Rho Psi"<br>Customize & Prepare Student Recruitment Letter  |
| Sept          | Review National Theme<br>Elect new executive board if not done in Spring semester   | Announce & encourage chapter members to apply for Travel Grants [Application]  | Choose Application Method Based on Record Access  |
| Oct           | Promote Nu Rho Psi National Meeting   | Chapter Activity Grants<br><b>Due Mid-October</b><br>• Student writes application, Advisor writes letter in support                          | Coordinate with university and other honor societies for funding, invitations to families, etc. for Fall Induction ceremony   |
| Nov           | Student Leadership Summit [Mid October - November]  | Nu Rho Psi National Meeting<br><b>Early November</b><br>Host Fall induction ceremony   |   |
| Dec           |   | Switzer Scholarship <b>Due Early December</b><br>• Student writes application, Advisor writes letter in support                              | Organize/host senior send off for Fall graduates.   |
| Jan           |   | Begin preparing for Spring induction   |   |
| Feb           |   | Preparing for Brain Awareness Week!  | Annual Advisor's Meeting<br><b>Early February</b>   |
| March         | <b>BRAIN AWARENESS WEEK!!!!!!!!!!!!</b>   |  |   |
| April         |   | Host spring induction ceremony<br>Undergraduate Research Grant Application due   |   |
| May           |   | Applications for: Chapter of the Year & Members of the Year due  | Organize/host senior send off for Spring graduates.   |
| June/<br>July |   |  |   |
| Ongoing       | Organizing events with other on-campus clubs, other Nu Rho Psi chapters, volunteering in the community, professional development workshops, and other initiatives of importance to the chapter. |  | <ul style="list-style-type: none"> <li>Encourage student participation in research, service, and national opportunities.</li> <li>Prepare for next cycle by reviewing this timeline and forms.</li> </ul> |

Fall semester

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|           | Student Leadership   | Both   | Faculty Advisor   |
|-----------|--|--|---|
| August    | <p>Review previous year's activities. Begin planning activities for the semester</p> <p>Review National Theme <a href="#">[THEME PAGE]</a></p>   | <p>Meeting between Student leadership &amp; Faculty Advisor</p> <p>Check for updated materials (forms, award &amp; grant deadlines, Annual Members Meeting)</p>  | <p>Review &amp; Distribute "What is Nu Rho Psi" <a href="#">[WORD]</a>   <a href="#">[PDF]</a></p> <p>Customize &amp; Prepare Student Recruitment Letter <a href="#">[WORD]</a></p>   |
| September | <p>Elect new executive board if not done in Spring semester</p>  | <p>Begin Outreach and Recruitment</p> <p>Use recruitment letter to invite new members <a href="#">[WORD]</a></p>   | <p>Choose Application Method Based on Record Access:</p> <p>If faculty advisor can access academic records:<br/>Use the <b>Membership Invitation and Acceptance Form.</b> <a href="#">[WORD]</a>   <a href="#">[PDF]</a></p>  |
| October   | <p>Promote Nu Rho Psi National Meeting</p> <p>Student Leadership Summit <b>Mid October/ November</b></p>   | <p>Announce &amp; encourage chapter members to apply for <b>Travel Grants [Due Mid-September]</b></p> <p>Chapter Activity Grants due <b>Mid-October</b></p> <ul style="list-style-type: none"> <li>• Submit proposals for themes activities</li> <li>• <i>STUDENT COMPLETES APPLICATION, ADVISOR WRITES LETTER IN SUPPORT</i></li> </ul> | <p>If academic records are not accessible:<br/>Use the <b>Membership Application</b> <a href="#">[WORD]</a> <a href="#">[PDF]</a>, which students complete with credentials.</p> <ul style="list-style-type: none"> <li>• Invite and Select New Members</li> <li>• Verify eligibility and collect applications or acceptance forms. (Keep copies for chapter records.)</li> </ul> |
| November  |  | <p>Nu Rho Psi National Meeting <b>Early November</b></p> <p>Host fall induction ceremony<br/>Model ceremony: <a href="#">[WORD]</a>   <a href="#">[PDF]</a></p> <p>Induction guidelines: <a href="#">[WORD]</a>   <a href="#">[PDF]</a></p>  | <p>Coordinate with university and other honor societies for funding, invitations to families, etc. for Fall Induction ceremony</p>  |
| December  |  | <p>Switzer Scholarship due <b>Early December</b></p> <ul style="list-style-type: none"> <li>• Submit proposals for themes activities</li> <li>• <i>Student writes application, Advisor writes letter in support</i></li> </ul>   | <p>Organize/host senior send off for Fall graduates.</p>  |
| Ongoing   | <p>Organizing events with other on-campus clubs, other Nu Rho Psi chapters, volunteering in the community, professional development workshops, and other initiatives of importance to the chapter.</p> |  | <p>Encourage student participation in research, service, and national opportunities.</p> <p>Prepare for next cycle by reviewing this timeline and forms.</p>  |

Brain Awareness Week Planning

Coordinate with Dana Foundation Grant Deadline

Application open **Mid September - Late October** [\[IRBO Website\]](#)

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Proposed timeline for chapter leadership & faculty advisor procedures

## Student Leadership

## Both

## Faculty Advisor

|                        |  |  |   |
|------------------------|--|--|---|
| <p><b>January</b></p>  | <p>Review previous semester's activities. Begin planning activities for the semester</p> <p>Review National Theme <a href="#">[THEME PAGE]</a></p>   | <p>Meeting between Student leadership &amp; Faculty Advisor</p> <p>Check for updated materials (forms, award &amp; grant deadlines, Annual Members Meeting)</p>  | <p>Review &amp; Distribute "What is Nu Rho Psi" <a href="#">[WORD]</a>   <a href="#">[PDF]</a></p> <p>Customize &amp; Prepare for Spring recruitment - utilizing same resources listed in Fall.</p>           |
| <p><b>February</b></p> | <p>Elect new executive board if not done in Fall semester</p>  | <p>Begin Outreach and Recruitment</p> <p>Use recruitment letter to invite new members <a href="#">[WORD]</a></p> <p>Preparing for Brain Awareness Week!</p>  | <p>Annual Advisor's Meeting <b>[Early February]</b></p>   |
| <p><b>March</b></p>    | <p><b>BRAIN AWARENESS WEEK!!!!!!!!!!!!!!</b></p>   |  |   |
| <p><b>April</b></p>    |  | <p>Host Spring induction ceremony</p> <p>Model ceremony: <a href="#">[WORD]</a>   <a href="#">[PDF]</a></p> <p>Induction guidelines: <a href="#">[WORD]</a>   <a href="#">[PDF]</a></p> <p>Undergraduate Research Grant proposals <b>Due April</b></p> |   |
| <p><b>May</b></p>      |  | <p>Award applications <b>Due Early May</b></p> <ul style="list-style-type: none"> <li>• Chapter of the Year</li> <li>• Outstanding Faculty Member of the Year</li> <li>• Outstanding Student Member of the Year</li> </ul>                             | <p>Organize/host senior send off for Spring graduates.</p>  |
| <p><b>Ongoing</b></p>  | <p>Organizing events with other on-campus clubs, other Nu Rho Psi chapters, volunteering in the community, professional development workshops, and other initiatives of importance to the chapter.</p> |  | <ul style="list-style-type: none"> <li>• Encourage student participation in research, service, and national opportunities.</li> <li>• Prepare for next cycle by reviewing this timeline and forms.</li> </ul> |