



CHAPTER FACULTY ADVISOR AGREEMENT

between

Chi Sigma Iota Counseling Academic and Professional Honor Society International

and

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Double-Click to insert Chapter Name (able to edit)
Double-Click to insert University Name (able to edit)

The primary individual responsible for assuring the operation of a Chi Sigma Iota chapter is the Chapter Faculty Advisor (CFA). In fact, the CACREP Guiding Statement on 2016 CACREP Standard I.X calls attention to the fact that "maintaining memberships...and engaging in service activities with organizations such as...Chi Sigma Iota (both at the chapter level and national level)... are considered clear indicators of professional counselor identity and can be used to demonstrate involvement in the counseling profession and its professional organizations." Notably, CACREP teams and Council members have affirmed the co-curricular nature of CSI chapter activities toward meeting various accreditation standards. In short, the CSI Chapter Faculty Advisors perform a vital role in promoting excellence within their counselor education program that is well documented through the accreditation of their programs.

To assure that chapters remain active and experience continuity of services to members, a Back- Up CFA is also required. The minimum requirements for both CFAs are to be Counselor Educators who meet CSI's membership eligibility requirements as specified in the CSI Bylaws, including having earned doctorates in Counselor Education, preferably from CACREP-accredited programs. Additionally, both CFAs must be full-time faculty members in the counselor education program, and maintain active membership in CSI (i.e., who pay annual dues or are life members).

The term "full time" denotes a counselor educator whose primary employment involves all the duties of advising, teaching, and services to their program, university, community and profession. While part-time consultation, research, or related private practice is possible, in no case should it entail more than one day per week concurrently with the full time academic appointment. Adjunct or part time appointments do not qualify as "full time" regardless of the number of hours or courses assigned to teaching.

The CFA serves as an advisor to the CSI officers and chapter with the purpose of maintaining the CSI chapter in active standing. The Back-Up CFA is a faculty member who is agreeable to serving as CFA in the event of such a need. The CFA and Back-Up CFA represent the department and the faculty in making decisions related to the chapter, including recommending students and others for membership, and will consult with and apprise the faculty as a whole on the activities of the chapter. The CSI Bylaws and CSI policies further specify requirements that the CFA will follow so that the chapter may remain active and in good standing with Chi Sigma Iota and the university.

The Primary CFA and Back-Up CFA **must** initial next to each requirement to signify that they have read, understand, and agree to fulfill each requirement.

CFA Initials	Back-Up / Co-CFA Initials	
		Be responsible for all correspondence between the Headquarters office and the chapter.
		Receive and transmit all correspondence with the Headquarters office to the appropriate officers and members for action.
		Respond to CSI Headquarters correspondence.
		Have read and understood the membership eligibility criteria as provided for in the CSI Bylaws for students, faculty, and alumni.
		Certify that all prospective members have met the eligibility requirements with respect to grade point average, counselor education program/degree, professional counselor credentials, and in the case of students, are deemed promising for endorsement as a professional counselor whose ethical judgment and behavior will be exemplary.
		Assure that chapter funds are deposited in a chapter bank account and used in accordance with CSI policies.
		Assure that a written invitation to membership is provided to each student or Alumnus who is deemed to meet the criteria for CSI membership.
		Order and distribute certificates and pins in a timely manner (in all cases within the academic term in which they are ordered).
		Coordinate and oversee activities of the CSI Chapter Executive Committee and members including appropriate use of university resources allocated to the chapter, chapter assets, mentoring of officers, and encouragement of emerging leaders.
		Assure that any chapter rebate sent to the chapter is deposited in the chapter bank account in a timely manner and the funds used in accordance with CSI policies (chapter rebates are mailed to active chapters each spring or fall).
		Notify CSI Headquarters of changes of officers and CFAs.
		Assist in the transition of new/incoming CFAs upon the resignation/ transition of CFAs.
		Participate in CFA Trainings that are provided at ACES regional conferences, the national ACES conference, and CSI Days held during the ACA conference.
		<p>Assure that all requirements for active chapter status are met in a consistent and timely manner as listed below:</p> <ul style="list-style-type: none"> • Submit an Annual Report by April 30th at least once every two years. • Submit an Annual Plan by September 30th at least once every two years. <p style="padding-left: 40px;"><i>** These requirements provide an accounting of how funds are spent on behalf of chapter members and ensure the CSI database is updated. **</i></p> <ul style="list-style-type: none"> • Recruit and initiate new members at least once every two years, and notify CSI Headquarters of initiations (using the online Initiation Date Alert Form). • Have a representative attend an annual CSI Delegate Business Meeting at least once every three years. • Comply with CSI policies as determined by the Executive Council (e.g., only authorized use of CSI registered logo). • Ensure that all Chapter Social Networking Sites have been approved by CSI Headquarters (see www.csi-net.org/?Social_Network_Polic

		<p>for more information).</p> <ul style="list-style-type: none"> • Notify CSI Headquarters in a timely manner about any change in CFAs (by submitting the online Chapter Faculty Advisor Change Form) and chapter officers (by submitting the information within the chapter Annual Plan and/or Annual Report). • Maintain active membership in CSI (both the Primary and Back-Up/Co-CFA).
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The CSI Executive Council may deactivate a chapter if a CFA approves a membership invitation or endorses an individual who does not meet CSI membership criteria, whether intentionally or from lack of knowledge of the CSI Bylaws.

Chapters that do not comply with the CSI Bylaws and CSI policies will not receive a chapter rebate and may be designated “inactive.” Inactive chapters may not:

- Invite individuals to membership.
- Initiate new members into CSI.
- Participate in Society programs (e.g., grants, awards).

CFAs who consistently or intentionally ignore or fail to adhere to the [CSI Bylaws](#) and [CSI Policies](#) may be ineligible to continue in the CFA role and their chapters may be deactivated for one year, during which time CFAs and chapter leaders must obtain appropriate training to reactivate the chapter.

The signatures on this document attest to the commitment of the University to support the CFAs' adherence to the [CSI Bylaws](#) and [CSI Policies](#) and procedures.

Signatures must be provided. To sign electronically in Adobe Reader or Pro, please click on the signature box below or use the Sign menu button (top right) to create and place your signature. The form may also be printed out, signed by hand, and scanned before being submitted to CSI.

Chapter Name

University Name

Chapter Faculty Advisor (CFA) Signature

Date

Chapter Faculty Advisor (CFA) Printed Name

Back-Up or Co- Chapter Faculty Advisor (CFA) Signature

Date

Back-Up or Co- Chapter Faculty Advisor (CFA) Printed Name

Department Leader Signature

Date

Department Leader Printed Name

Dean Signature

Date

Dean Printed Name

CSI Chief Executive Officer Signature

Date

Holly J. Hartwig Moorhead, Ph.D.

CSI Chief Executive Officer Printed Name