



PSI CHI Faculty Advisor Timeline

At Least Every 2 Years

1. DETERMINE the three cumulative GPA cutoffs (top 35% of each class; sophomore __, junior __, & senior __). This is required at least once every 2 years but may be done more often.

Soon After Chapter Officer Elections

2. MEET with your Executive Committee (EC = officers and advisors) to inform them about their duties and your advisor role. Send them our [Officer Guidelines](#) as appropriate.
3. INFORM officers about any university rules pertaining to student organizations.
4. REVIEW Chapter Bylaws with your EC and decide whether to propose changes to the chapter.
5. STRATEGIZE to win the [Model Chapter Award](#), apply for [awards and grants](#), and [attend a convention](#).
6. SCHEDULE chapter meetings and events for the upcoming year such as
 - a. chapter and EC meetings;
 - b. membership drives and induction ceremonies;
 - c. guest speakers and chapter social, volunteer, or fund-raising activities; and
 - d. chapter voting for officer elections, Psi Chi Board of Directors Elections, and changes to Chapter Bylaws.

At the Start of Each Academic Year

7. LOG IN at www.psichi.org to visit your [Faculty Advisor Admin](#) page where you can
 - a. update your school address and advisor contact information; and
 - b. under Chapter Updates, select "Add Primary or Co-Advisor" to choose a new advisor and "Officer Add/Change" so that your officers will have appropriate privileges when they sign in with their personal accounts.
8. UPDATE department and chapter documents, university web links, and social media pages; designated officers may be able to take care of this for you (e.g., [Historian](#), [Web Master](#), or [Ambassador/Social Media Voice](#)).
9. COMPLETE [Psi Chi's 2020 Mission Worksheet](#) with your officers to give them solid goals to accomplish throughout the year and ensure that their efforts align with the direction of our Society.

At the Start of Each Semester, Quarter, or Term

10. INVITE new members to join your Psi Chi chapter. Our "[Invitation to Membership](#)" template is available on your [Faculty Advisor Admin](#) page.
 - a. Be creative, and ask your officers to help with recruitment! Market your membership drive by making announcements in classrooms, distributing [posters and flyers](#), and hosting a reception for potential members and faculty.
 - b. You can determine which students are eligible before you send your invitations and only send to those eligible students OR you can determine eligibility once all interested students have applied and appear in your pending area online.
 - c. Visit www.psichi.org/?page=become_member for complete eligibility requirements. Also, check your chapter's bylaws to see if your chapter has any additional academic requirements.

Throughout the Semester as Needed

11. REVIEW and approve prospective members [via our online system](#).
 - a. When students submit their online applications, they receive an e-mail that thanks them for submitting and lets them know you will review their application soon. At this time, reviewing prospective member applications must be conducted by you, the faculty advisor, and not by officers because you must access students' confidential transcripts (FERPA guidelines for privacy).

- b. To process new member applications, print the “[New Member Processing Instructions](#)” found on your [Faculty Advisor Admin](#) page to have in hand as you use our online system. Call (423) 771-9971 with any questions! We are glad to help.
- c. When you approve students, they receive an e-mail saying that they need to contact you regarding fee amount and payment deadline. They also receive an e-mail if they are denied.

Three to Five Weeks Before Each Induction Ceremony

12. SEND payments to the Central Office. You are welcome to send more than one payment per semester as desired.
 - a. After you receive payments from your students, return to [our online system](#) to complete the registration process and create an invoice. As the advisor, you will receive a shipment alert via e-mail when your package is mailed. The Central Office does not mail any membership materials until we receive your payment.
 - b. If your induction ceremony is more than 2 or 3 weeks away, you can choose the more affordable United States Postal Service (USPS) shipping option. Remember that some business offices take a week or more before they print a check to mail. The other options are UPS Ground service or UPS 2-day air. These are more expensive but sometimes necessary.
 - c. After approving your new group of students and going through the steps to create your invoice in the new system, determine your method of payment. If your school requires you to submit a check request, print your invoice from your last page in the checkout to give the business office with your check request. Please mail the invoice with your check or write the Batch # you were assigned on your check if possible. We also have a convenient online credit card payment option.
 - d. Students officially become Psi Chi members **only after** their membership payment is received at the Central Office from their advisor. At this time, students will receive a “Welcome to Psi Chi!” e-mail with their username, password, and member ID so that they can log in at www.psichi.org and will be eligible for membership benefits such as Awards, Grants, and Scholarships.

Near the End of Each Semester, Quarter, or Term

13. HOST Your Induction Ceremony.
 - a. Your induction ceremony should be a night to remember! Visit the [Faculty Advisor Admin](#) page for the following [Induction Ceremony Ritual](#) templates: Formal Ritual, Informal Ritual, Platonic Myth, Candlelight Ceremony.
 - b. Present members with their membership certificates at the ceremony. To do this, make sure to send all membership payments to the Central Office **before** conducting your induction ceremony.
 - c. Remember to discuss with your members about [Psi Chi Graduation Regalia](#) available through our online store and what your school allows them to wear at their graduation ceremony. Some chapters hold fund-raisers to help with the cost of these.

Near the End of Each Academic Year

14. APPLY for the [Model Chapter Award](#) in April.
15. CONDUCT chapter officer elections, and be sure to remind officers to give their replacements advice to ensure a successful officer transition.