

**Guidelines for the  
School of Biomedical Sciences (SBS)  
Student Advisor/Graduate Advisor Incentive Program**

**1. Purpose**

The purpose of the guidelines for the SBS Student Advisor/Graduate Advisor Incentive Program is to define and determine the eligibility of payments for faculty members who perform the duties of Student Advisor for the specialized Master's disciplines or Graduate Advisor for the traditional M.S./Ph.D. disciplines. The program incentivizes faculty members for their increased workload dedicated to advising due to the growing number of SBS students resulting from the expansion of SBS undergraduate and graduate programs.

Per SBS Bylaws, Graduate Advisors serve for three-year renewable appointments by the Dean. The Dean also appoints Student Advisors annually upon recommendation of the Program Directors of the specialized Master's disciplines.

**2. Application of policy**

Under this SBS guideline, a single (one-time) annual incentive payment at a minimum of \$2,000 is authorized for each faculty member who serves as Student Advisor or Graduate Advisor and is paid each July/August. Performance as a Student Advisor or Graduate Advisor must be deemed satisfactory by the Dean. In order to be eligible for the incentive, a Student Advisor or Graduate Advisor must have been serving in the role for at least 3 months prior to July 1<sup>st</sup>.

Incentive payments are contingent on the availability of funds. If SBS experiences an increase or decrease in budget within the fiscal year, within the fiscal year, the Dean can amend these guidelines.

**3. Administrative Responsibility**

The SBS Finance Team members are responsible for administering the Student Advisor/Graduate Advisor Incentive Program for departments.