



Fostering Effective Staff & Faculty Collaboration



We are on the same team, and yet institutional hierarchies obscure a true and equal partnership and advisors' value as an incredibly rich resource with regard to

- student needs and experiences
- enrollment trends and demands
- historical context of curriculum
- institutional knowledge
- University academic policy and procedures
- and campus resources, to name a few...

Reflect



We invite you to reflect on these guiding questions as you consider the thoughtful practices below.

- What are the shared goals or mission of your department from the staff and faculty perspectives?
- Do staff participate in department committees? How does inclusion of staff benefit the department?
- When have you effectively collaborated on a student case/project? Why was it effective? Was there a time when a collaboration on a student case could have been more effective?
- What would you like to see change or happen that would improve or enhance the relationships and collaboration between faculty and advisors?



Connect on a human level.

Make the time and effort to get to know each other as people (e.g. hobbies, career trajectories, experiences, favorite foods, etc.), in addition to knowing each other as employees. This will enable you to foster community and trust within your department.



Communicate your teaching and advising philosophies.

Sharing with each other your teaching and advising philosophies sheds light on how you each support students. You may be surprised and validated to learn that they align!



Define and communicate your roles and agree mutually when to pass the baton.

Define roles within the department. Commonly, when a student has questions about research, specific careers, technical, or specialized expertise, etc., they are connected to appropriate department faculty. When a student has questions about major requirements, co-curricular opportunities, university resources, department policies, or express academic/personal challenges, etc., they are connected to advisors.



Lean on each other's expertise and experiences.

Meet regularly to communicate about what you are experiencing with students, both inside and outside of the classroom, and any important information gathered from campus committees, and other departments/faculty. Consult with each other about curriculum design, exceptions to policies, and how to best support students and each other, professionally and personally.



Model empowerment and shift institutional hierarchy.

Faculty are positioned to amplify the value and voices of advisors. Perceive, acknowledge, and include advisors as valuable team members. Advisors are positioned to advocate for students, and make informed recommendations and updates regarding policy; include them in spaces where decisions are made.

There is no singular approach to this critical work. It may take time, intentionality, a culture of care, transparency, and communication to foster effective collaboration built on trust and mutual respect.

ACE is here to support you on this meaningful journey.

<https://caac.ucla.edu/center-programs/ace/>

UNDERGRADUATE ACADEMIC ADVISING at UCLA

Undergraduate academic advising is available to support students as they engage in their undergraduate careers at UCLA. In addition to helping students determine how to fulfill requirements, create degree objectives, or decide on a major, academic advisors can also help students to explore who they are, what they wish to accomplish, and how their undergraduate experiences align with their goals. Students should always consult with an academic advisor if they have any questions throughout their academic careers to ensure that they are on track and connected to the various programs and resources at UCLA to maximize their UCLA experience with intention.

College Advising Offices

- Academic Advancement Program (AAP)
 - 1209 Campbell Hall
- College Academic Counseling (CAC)
 - A316 Murphy Hall
- Honors Programs
 - A311 Murphy Hall
- Student Athletics
 - Morgan Center

Professional School Advising Offices

- School of the Arts and Architecture
 - 2200 Broad Art Center
- School of Education and Information Studies
 - 1002 Moore Hall
- Henry Samueli School of Engineering and Applied Science
 - 6426 Boelter Hall
- Herb Alpert School of Music
 - 1642 Schoenberg Music Building
- School of Nursing
 - 2-137 Factor Building
- Meyer and Renee Luskin School of Public Affairs
 - 3357 Public Affairs Building
- Fielding School of Public Health
 - A1-269 CHS
- School of Theater, Film, and Television
 - 103 East Melnitz Building

Departments in the College of Letters & Science and the School of Arts & Architecture also have departmental advisors to provide support for major or minor requirements or other department-specific resources. For departmental information, see the individual department or departmental advisor (contact info available at advising.ucla.edu).