Academic Chair Quick Guide

Foundations of Excellence for ALL Chairs and Officers:

- Hold a transition meeting with previous position holder
- Set SMART Goals for the semester
- Clarify budget with #4
- Have weekly meetings with stakeholders
- Come prepared to Alpha meetings to report
- Communicate appropriately. Older alumni volunteers prefer calls or email. Younger alumni may be fine texting.
- Meet with your Alpha Success Advisor

How do I help my brothers succeed?

1. Before the semester starts, **ask the #1 for the previous semester's academic report** for each member's term GPA. If he does not have it, ask him to request it from the Office of Fraternity and Sorority Life.
    - **This document should remain confidential and should not be shared with anyone else.**
2. **Make a list** of Brothers whose term GPAs lie below an acceptable threshold to follow up with.
3. **You cannot control your Brothers' study habits.** Instead, require them to **set up meetings with their academic advisor** through the university to 1) set up an academic plan at the beginning of the semester, 2) check in midway through the semester or before midterms, and 3) check in again a few weeks before finals.
    - Verify these meetings take place by having the Brother forward you a follow-up email after the fact.
    - Approach these Brothers gently and individually as their academic performance could be a touchy subject, and sit with them while they email their advisor, if possible, to ensure it happens in a timely manner.
    - Let the Brotherhood know these conversations are coming up in an Alpha meeting and in a communal groupchat.

- **Determine what resources your university has:** study sessions, exam review sessions, old test banks, etc. Make them easily accessible.
- **Pair younger Brothers with older Brothers** who have taken the same classes before to share tips, resources, and old notes.
- **Book study rooms** throughout each week in high traffic areas of campus for Brothers to study together.

What if the problem is bigger?

- If a concerning number of Brothers are consistently underperforming academically, **it may be a recruitment issue**. Talk with the Brotherhood about requesting the GPAs or coursework of potential new members before giving bids and setting a required minimum GPA for recruitment.
- **Use a carrot and a stick.** Positive incentives can take the form of recognition at an Alpha meeting or a special dinner only for those with a high term GPA. Negative incentives for Brothers with recurring low term GPAs may be social probation, required time management workshops, or a consideration of continued membership in extreme cases.

Academic Chair Quick Guide

SMART Goals – Bring structure and accountability into your goals and objectives! Instead of vague resolutions, SMART goal setting creates verifiable trajectories towards a certain objective, with clear milestones and an estimation of the goal's attainability.

Write out one goal for your position using the SMART Goal framework and share it with your Alpha leaders.

SPECIFIC – What do you want to achieve? Be concrete and action-oriented.

MEASURABLE – How will you know when you have accomplished the goal?

ACHIEVABLE – The goal should require work but be reasonably attainable.

RELEVANT – Is this a worthwhile goal or is it the right time?

TIMELY – Set a time limit for accomplishing the goal.