



## EDT FACULTY ADVISOR CHANGE REQUEST FORM

<i>Team Name:</i>	
<i>Captain(s):</i>	
<i>Financial accounts with:</i>	
<i>Team email:</i>	
<i>Reason for requesting Advisor change:</i>	

WE WOULD LIKE TO CHANGE OUR ADVISOR...

**From:** (Name)

Department

**To:** (Name)

Department

**New Advisor's signature:**

**Date:**

**Team's signature:**

**Date:**

*\*FA change form V 3.0 (14/02/2024)*



## Responsibilities of the Faculty Advisor:

- **Communication:** The advisor is expected to meet with the team's captains at least two times per year. This would optimally be at the start of every term, after new members have been determined or team starts new projects. It is recommended that the faculty advisor meets and/or communicates with the team regularly, especially for new design teams that are starting from scratch.
- **Access:** The advisor is expected to be aware of space and resource issues and be available to relay requests to the department and/or APSC. This may relate to workspace, storage, transportation, fabrication, testing labs and external resources.
- **Funding:** If asked by the team, the Advisor is expected to advise the team on funding opportunities, such as PAF, including reviewing proposals, and on sponsorship strategies.
- **Finance:** The advisor will need to sign off on any expense claims and PAF applications submitted by the team members. We have recommended to the teams to submit expense claims once a month.
- **Design mentorship:** If the team requests design reviews related to the team's prototype, or to competition preparations, the Advisor is expected to meet on an ad-hoc basis at the request of the team captain.
- **Contact:** The Advisor is expected to advise the team directly (via email, for example) for any opportunities or other reasons that the Advisor may find compelling, e.g., lectures coming to campus, upcoming conferences, new vendors of relevant technologies, new labs on campus.

## Responsibilities of the Team:

- **Communication:** Requests to the Advisor should be given with ample lead time and be sensitive to the advisor's research and teaching schedules. Routine matters that can be handled at the administrative level should first be made through the EDTC or the APSC Faculty Coordinator. Teams must inform their Faculty Advisor when transitioning Captains or important executive members.
- **Initiative:** For all the categories listed in "Responsibilities of the Faculty Advisor", the team is expected to initiate contact. Contact with the Advisor should be restricted to high-level matters.
- **Invitations:** The team shall invite the Advisor to periodic meetings, competitions, field trips, tests, etc., that may improve the connection and awareness with the advisor. Even though the Advisor may not always be able to attend, it is important to provide an awareness of ongoing team activities.