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**Administrative Regulation**  
Chapter 7 – Human Resources

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**AR 7210 ACADEMIC EMPLOYEES**

**AR 7210.4 Faculty Responsibilities as Student Activity Advisers**

Regular and contract faculty, when assigned to supervise extracurricular student activities, have a responsibility to:

1. Attend all on- and off-campus meetings and events of clubs or organizations to ensure observation of college policies and regulations.
2. Advise students in planning, executing, and evaluating their programs and projects.
3. Ensure that all appropriate forms are filed in the office of the Dean of Student Life.
4. Approve budget and requisition forms when appropriate.
5. Evaluate and approve, when appropriate, speakers for club or organization meetings.
6. Approve all letters written on college stationery.
7. Notify the Dean of Student Life when radio, television, or other media are expected to cover a meeting or event.
8. Notify the Dean of Student Life of their anticipated absence and arrange for a substitute to attend the meeting or event.

**References:**

Education Code Sections 87400 et seq., 87600 et seq., and 87482.8;  
Title 5 Section 51025

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*(Replaced former SMC AR 3210, AR 3211.2, AR 3211.3, AR 3211.4, AR 3211.5, and AR 3211.6)*

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