



STUDENT CHAPTER

Faculty Advisor Manual

American Association of Feline Practitioners (AAFP)

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AAFP Faculty Advisors

Each AAFP Student Chapter is required to have a Faculty Advisor who is a member of the AAFP. The Faculty Advisor is the direct link between the AAFP Headquarters and the Student Chapter Members. The effectiveness of the Student Chapter program depends on the dedication and interest of the Faculty Advisor.

I. Criteria

- a. The Faculty Advisor must be an AAFP Member in good standing with the national organization. Faculty Advisors will be given an honorary membership to the AAFP during their first year of service.
- b. Faculty Advisors must be affiliated with a veterinary school in a professional position, either as a faculty member and/or clinician.
- c. If a person meeting these requirements is not available, a resident or intern may serve as a temporary Faculty Advisor, provided their residency is in good standing. Second year residents are preferred in order to preserve the continuity of the Student Chapter.

II. Duties and Responsibilities

- a. Faculty Advisors are charged with supporting the Student Chapter and its Officers and members. They provide guidance and recommendations to the Chapter as it relates to supporting the Purpose of the Chapter (in Section III.b. of the Officer Manual) and the University's policies and rules.
- b. Liaise with the AAFP as needed by replying to emails and commit to a two-year term that may be repeated. If you must step down as Faculty Advisory, please send the AAFP contact information for the replacement Faculty Advisor or interim contact.
- c. Work with the Student Chapter President to coordinate activities and provide guidance as needed.
- d. Attend Student Chapter functions and activities as much as possible, especially when all student members are scheduled to be present.
- e. Promote and provide leadership and guidance in organizing speakers, wetlabs, and fundraising activities with the Student Chapter AAFP (SCAAFP) Officers.
- f. Submit recommendations to the AAFP for the annual Outstanding Senior Award.
- g. Share information with interested students about the educational opportunities, benefits, goals, and activities of the AAFP. Become familiar with the benefits provided by the AAFP.
- h. It is recommended that the Faculty Advisor obtain their Cat Friendly Veterinary Certificate in order to become familiar with the program content, as all students will be given free access to this certificate. Faculty Advisors receive free access to this certificate by using the discount code "FacultyAdvisor" when signing up at catvets.com/certificate.
- i. Develop and maintain communication with the Dean's office to keep it informed of AAFP on-campus activities.
- j. During the second year of their final term, Faculty Advisors will assist in finding their replacement and notify the AAFP headquarters office of the incoming Faculty Advisor.
- k. The Faculty Advisor shall be familiar with the Student Officer Manual and ensure that the Student Chapter leadership abides by the policies outlined therein.

Contact the AAFP with any questions about the SCAAFP program or the contents of any of the SCAAFP materials by emailing info@catvets.com or calling (800) 874-0498.