

Faculty Advisor Checklist



Thank you for being a Faculty Advisor to an ACS student chapter! We appreciate everything you do to make our network stronger. We have [over 200 active law school and lawyer chapters around the country](#), thanks to faculty members like you. Faculty advisors are key to our chapters' endurance; they are the one constant as our student chapter leaders graduate. Below is a checklist for you, subject of course, to your school's rules. You should always feel free to contact ACS Senior Director of Chapters Meghan Paulas at mpaulas@acslaw.org or 202.744.1092. We are here for you!

How Faculty Advisors Can Help Our Student Chapters & ACS National:

- Meet with the student chapter leaders regularly, including after spring elections to go over the next fall's events and at the beginning of each semester to go over the semester's plan. See our [model calendar](#) for ideas and ACS's priorities, as well as our [2019 Program Guide on Progressive Federalism](#). Help us keep progressive constitutional interpretation at the center of our chapters' programming!
- Attend the chapter's fall kickoff event and discuss the [history and mission of ACS](#), and the benefits of membership.
- Help the chapter plan at least one constitutional interpretation event each semester.
- Join the chapter's fall and spring conference calls with ACS National.
- Join our Faculty Advisor Conference calls (one per semester).
- Remind students to keep in touch with their ACS National contact and to post all of their events onto the ACS website using the instructions [here](#).
- Emphasize the benefits of engaging with the local lawyer chapter and continuing such engagement after graduation.
- Advise student leaders to reach out to ACS for career and clerkship assistance and direct them to our [job bank](#). If they see any jobs that interest them, please let us know. We are happy to provide networking help.
- Highlight superstar ACS leaders for us so that we can offer career and networking assistance.
- During the spring and summer, help the chapter leaders plan a Constitution Day event for the fall.
- Share programming and speaker ideas with the chapter leaders. Our students appreciate your suggestions. If you know that a potential speaker will be in town, perhaps for a faculty or other university event, advise the chapter leaders so they may invite the speaker to an ACS event.
- Identify cosponsorship opportunities and other sources of funding for the chapter. Encourage students to cosponsor programming with diverse and progressive law student organizations. If you're involved in a project that the ACS chapter can cosponsor, invite the chapter leaders to do so.
- Identify potential student leaders and let ACS staff know so we can follow up with them.



- If you have travel planned and there is room in your schedule to meet with a chapter, contact ACS National so we can connect you with chapter leaders in your travel area to host you.
- Tell your friends (including other progressive faculty members) about ACS and encourage them to serve as speakers, faculty advisors, or co-faculty advisors in their local areas.



- Be available for lunch or dinner with the chapter at least once per academic year, and invite progressive colleagues to do the same. Many chapters host dinners that are available to 1Ls only. These events are popular and can be done at a low cost. You can provide career advice, discuss your recent work, or anything that you and the chapter leaders agree upon.
- Advise the chapter to be mindful of diversity and inclusion in all programming. Make sure that programs are inclusive and reflect the diversity of the progressive legal community.
- Join your local [ACS Lawyer Chapter!](#)
- Attend your local ACS Lawyer Chapter [events!](#)
- From time to time, ACS National may contact you for suggestions on potential faculty advisors at nearby law schools. Please share any thoughts that you may have.
- Encourage students to attend the ACS Student Convention! The location of the 2020 ACS Student Convention will be announced in the fall. Scholarships will be available for students. Information about the 2019 ACS Student Convention can be found [here](#).
- Attend the [ACS National Convention](#) and encourage students to do the same. In addition to timely programming and inspiring speakers, the National Convention offers multiple networking opportunities for attendees. Scholarships are available for students.
- Attend the 2019 ACS National Lawyer Convening in Atlanta, Georgia **October 17-19**.
- Encourage your students to engage in ACS's [volunteer opportunities](#), including [Constitution in the Classroom](#), [Love Our Constitution](#), and [Notice and Comment](#).
- Blog about your recent book or paper on our [Expert Forum](#), or join the discussion about ongoing ACS campaigns on our [In Brief](#) blog.
- [Join](#) ACS national today!
- Let us know if there is anything we can do better!

