



Queen's Career & Academic Advising Community of Practice

Terms of Reference

Background and rationale:

The Career and Academic Advising Community of Practice (CAACoP) was established in 2012 to provide a platform for collaboration, knowledge sharing, and professional development for individuals involved in advising students in academic or career planning at Queen's University. CAACoP seeks to support the continuous improvement of advising practices, student outcomes, and advisor well-being.

Objectives:

- To create a collaborative network of advisors for sharing best practices
- To provide professional development opportunities for advisors
- To improve advising services by fostering innovation and problem-solving within the community
- To develop and share resources, tools, and frameworks for advising students in academic and career development
- To stay informed on trends, policies, and emerging issues related to academic and career advising

Membership Eligibility:

- All Queen's employees whose role involves career and/or academic advising in an official or unofficial capacity.

Roles and Responsibilities:

- **Members:** Actively participate, contribute to discussions, share experiences, and collaborate on CoP initiatives
- **Co-chairs:** Coordinate meetings, set agendas, and facilitate discussions

Structure and Governance:

- **Meeting Frequency:** Once per semester (three times a year)

- **Meeting Format:** Virtual during the Fall/Winter academic year and, if possible, hybrid in the Summer term
- **Decision-Making Process:** Consensus-based or majority voting on key decisions (e.g., new initiatives, resource creation)
- **Selection to Co-chair:** 2 co-chairs (one from central Career Services and one from the Faculty of Arts & Science) each appointed by advising lead/director from that unit

Key Activities:

- **Workshops and Training:** Hosting webinars, training sessions, or guest speakers on topics such as advising strategies, student engagement, or career development trends
- **Resource Sharing:** Developing and maintaining a shared repository of advising tools, frameworks, and resources
- **Research and Best Practices:** Conducting research on advising practices, gathering data on student outcomes, and sharing findings
- **Mentorship and Peer Support:** Creating opportunities for mentorship within the advising community, supporting new advisors

Evaluation and Monitoring:

Feedback from members is regularly solicited through surveys and discussions, with the goal to assess satisfaction and identify areas for improvement, learning, and expertise-sharing.

Duration and Review:

The CoP will be reviewed annually to assess its effectiveness, relevance, and impact. Adjustments to the Terms of Reference or structure may be made based on feedback from members and institutional needs.

Amendments:

Amendments to these Terms of Reference can be made by discussion during regular CoP meetings, and must be ratified by a majority of active members.