NEW CHAPTER PROTOCOL

The Honor Society of Phi Kappa Phi invites inquiries regarding the establishment of a chapter from regionally accredited nonprofit four-year colleges and universities with both a reputation for and a commitment to academic excellence.

FIRST STEPS

☐ Identify a single point of contact on campus to correspond with Phi Kappa Phi and lead the petitioning process.

☐ Secure the commitment of the college or university president and provost that the institution desires a chapter and will support faculty who serve as chapter officers.

☐ Identify a core group of faculty and staff who understand the value of recognizing academic excellence and who are willing to serve as the inaugural officers of your chapter. Contact the chief academic officer or utilize the faculty listserv to identify Phi Kappa Phi members on your campus and encourage them to be part of this core group.

☐ Hold an initial conversation with Executive Director and Chief Executive Officer Dr. Bradley Newcomer.

NEXT STEPS

☐ If requested, submit "Petition to Establish a Chapter of Phi Kappa Phi" with a $250 non-refundable fee.

☐ Petition is shared with Chapter Development Committee for review and approval.

☐ If the Chapter Development Committee approves petition, a physical one-day site visit is scheduled. The site visit team includes the executive director, a divisional vice president, and/or a board member. Virtual site visits are not permitted.

FINAL STEPS

☐ Site visit report is submitted to the Phi Kappa Phi Board of Directors for approval of new chapter.

☐ Institution is notified of board decision.

☐ If approved, institution submits balance of $3,250 chartering fee to the Phi Kappa Phi national office.

☐ Chapter development staff works with charter officers to plan training and chapter installation.

☐ A member of the site visit team returns to install the chapter.

Questions?

Contact Dr. Bradley Newcomer at execdirector@phikappaphi.org or 800-804-9880, ext. 221.