

Title: Administrative Guidelines for the Appointment of Advisory Boards

Originator: President

Approval Date: August 5, 2016

Effective Date: August 5, 2016

Purpose: To set guidelines for university advisory boards

Reviewer: Provost

Review Date: Spring 2026 and 5 years thereafter

Operating Details:

I. Purpose

This policy applies broadly to the establishment of Advisory Boards. Such boards, which would include individuals external to the University, may be established at the University level as well as in each college, center, institutes and other organizational entities.

The establishment of Advisory Boards provides a means for increased communication between the University and local leaders of the community with the intent to improve the learning environment for students and afford a more informed view of the community for academic personnel. Board members also provide a connection to potential employment opportunities for graduates and to potential research and service opportunities for the faculty.

Advisory Boards promote the regular exchange of information and ideas. The University and entities within it benefit from community input on curriculums, procedural and technological developments, community needs and resources, and employment, research and funding opportunities.

The primary function of these community leaders is to advise and assist educators and policymakers of the University regarding program promotion, curriculum, job placement and program evaluation. The functions of Advisory Boards vary according to the composition of the group, the institutional charge, the program focus, the boards' expectations, and numerous other factors.

II. Academic Program Accreditation Requirements

For academic programs whose accrediting agencies require advisory boards, the composition, terms, and procedures for appointment will follow the guidelines of the accrediting agency.

III. Composition

The Boards are composed for the most part of non-educators who possess experience and knowledge in the vocational areas for which they are appointed. The President (for University-level boards) or the Dean (for school, college or department-level boards) serves as an ex-officio member of the group. Membership normally will not be fewer than 10 nor more than 40 persons. Qualifications to be considered in appointing Board members are experience, availability, character, and the extent to which the proposed Board member is representative of the community. These Advisory Boards shall reflect the diversity of the state and region served by the university.

IV. Terms

Terms for Board members should not exceed three years and should overlap among the members. Members may serve two (2) consecutive terms. A member who has served two consecutive terms will normally leave the Board for one year before being eligible once again for appointment. Any first appointment made for a period of more than 24 months will be considered a full term for the purpose of determining eligibility for subsequent reappointment. In special circumstances, and with the President's approval, a member's length of continuous service on the Board may be extended for a third three-year term.

V. Procedures for Appointment of Advisory Board Members

A. Departmental Advisory Boards

1. The Department Head or Director (in consultation with the Dean, when appropriate) determines the composition of the Advisory Board (number of members, terms of services, etc.) and conducts a search for potential members. The process for determining nominees may be established by the Dean working in conjunction with the Department Head or Director.
2. The Department Head or Director makes recommendation for appointment to the Dean.
3. Upon approval, the Dean forwards recommendations to the Provost for final approval.
4. The Provost notifies the Department Head or Director of approval with a copy to the President and the Dean.

5. The Department Head or Director officially appoints members to the Advisory Board. Appointment letters must be copied to the Provost and the President. The Department Head or Director is responsible for informing University Relations of the appointments for publicity purposes.

B. Unit (School/College) Advisory Boards

1. The Dean (in consultation with Department Head or Director, when appropriate) determines the composition of the Advisory Board (number or members, terms of service, etc.) and conducts a search for potential members. The process for determining nominees may be established by the Provost working in conjunction with the Dean.
2. The Dean makes recommendations for appointment to the Provost.
3. Upon approval, the Provost forwards recommendations to the President for final approval.
4. The President notifies the Dean of approval with a copy to the Provost.
5. The Dean officially appoints members to the Advisory Board. Appointment letters must be copied to the Provost and the President. The Dean is responsible for informing University Relations of the appointments for publicity purposes.

C. University Advisory Boards

1. The President determines the composition of the Advisory Board (number of members, terms of service, etc.) and conducts a search for potential members. The President may invite nominations from the Provost and Cabinet.
2. The President officially appoints members to the Advisory Board. The President is responsible for informing University Relations of the appointments for publicity purposes.

VI. Organization

A date, time and location should be established for the first meeting, which should be chaired by a representative of the University. Upon appointment, each board member should receive the names, titles and contact information of all Board members and a written explanation defining the purpose of the Advisory Board and outlining the duties and responsibilities of its members and the agenda for the first meeting.

Each Advisory Board chair will be appointed by the President, Dean, or Department Head as appropriate in consultation with the membership.

The chair will not be a University representative and will serve a two-(2) year term. Advisory Boards shall determine the dates and times of their meetings, typically once a semester and no more than three per year. An agenda and minutes shall be prepared for each meeting and each Advisory Board shall submit a brief report of its annual activities to the President, as appropriate.