



## **Kutztown University Policy ACA-044**

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### **College Advisory Boards**

#### **A. Purpose**

The purpose of this policy is to address the creation of college advisory boards.

#### **B. Scope**

This policy applies to the creation of college advisory boards, the appointment of board members and their interaction with the Deans and various appropriate academic and non-academic constituencies of the university.

#### **C. Key words and phrases:**

None

#### **D. Policy & Procedure(s)**

##### **1. Membership**

Individual members of college advisory boards can reflect varying constituencies. This may include faculty, students, administrators, and professionals. Professional members of the committees, whenever appropriate and possible, should be selected for maximum visibility--nationally, statewide, or regionally. Professional members should be broadly representative geographically and corporately.

##### **2. General Guidelines**

Board membership may be for one or more than one academic year. Board appointments should be made effective with the beginning of the academic year or at such other time as agreed upon by the Dean and Provost.

Member terms of appointment should overlap for the purpose of continuity.

All college advisory boards should meet at least once per academic year.

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Upon permanent retirement from the board, the service of each advisory board member will be acknowledged by the appropriate administrator/faculty member and the President. The Advisory Board Coordinator is responsible for notifying the President and Provost of all activities/appointments/retirements related to the Board.

### 3. Appointment Procedures

Each administrator or faculty member responsible for the coordination of the activities of the advisory board shall arrange for the appointment of new members effective with the beginning of the academic year or at such other time as agreed upon by the Dean and Provost.

Prior to initiating negotiations with any person regarding membership on an advisory board, approval of that person must be given by the President or his/her designee. After approval, the agreement for service will be negotiated by the board coordinator with the formal appointment letter emanating from the Office of the President.

Prior to the appointment of an advisory board member, the following information should be forwarded to the Provost through the Dean's Office:

- a. the names and business addresses of nominees,
  - b. constituencies represented,
  - c. whether nominees are new or returning members,
  - d. the corporate and geographical diversity involved, and
  - e. the charge to the advisory board.
- ### 4. Retirement Procedures

By July 1 (or as soon as possible thereafter), faculty coordinators will notify the President, via the Provost and college dean, of members retiring.

This notification should be accompanied by:

- a. the name and address of the retiree as well as the dates of service.
- b. a brief outline of any special contributions made by the member during his appointment.
- c. a list of the accomplishments of the advisory board during the tenure of the advisory board member.

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Using these data, the President will be able to acknowledge by letter the services of the board member upon his/her retirement from the board.

**E. Effective Date**

1994

**F. Approved By**

Vice President for Advancement

**G. Last Review**

September, 2008

August 2009

October, 2012

August, 2013

August, 2014

August, 2015