COLLEGES’, ACADEMIC CENTERS’ OR INSTITUTES’ ADVISORY COUNCILS

OBJECTIVES

1. Objectives of College level and below Advisory Councils may be expected to vary from entity to entity within the University and may include the following:
   a. To promote good relations and a good image for the entity with the community served.
   b. To provide a channel of communication to the community served by the entity.
   c. To work collaboratively with the President and the University Advancement Division to provide feedback on the strategic direction of the entity.
   d. To provide assistance to the administration in the recruitment of students, the identification of opportunities for student employment, and the placement of graduates.
   e. To help identify opportunities and facilitate faculty and student involvement with employers and the professional community. To provide feedback regarding the effectiveness of the entity’s programs.

OPERATING DETAILS

2. Colleges’ Advisory Councils shall be limited to the college level and below, i.e., School, Department, and Special Programs.

3. The respective Deans are delegated the authority for establishing (on a voluntary basis) College Advisory Councils. When planning for the Council is begun, and as prospective members are considered, the Dean is responsible for assuring that communication occurs between all relevant administrative areas, i.e. University Advancement, Academic Affairs.

4. The Dean shall be responsible for assuring proper coordination and interaction between the Advisory Councils and the Academic Affairs and University Advancement Divisions. This coordination and interaction with the two divisions should include (at a minimum):
   a. Involvement of the University Advancement Division in the planning process for the establishment of an Advisory Council.
   b. Reviewing and identifying prospective council members with the University Advancement Division.
c. Prompt and consistent communications with the University Advancement Division providing names and contact information for members of all Advisory Councils.

d. Communication with University Advancement Division about planned solicitation(s) in the Texas State/OLS referenced in 3.C, above.

5. The Dean will request the University Advancement Division’s assistance to coordinate the following:
   a. Research on prospective advisory council members with feedback to colleges/schools/departments.
   b. Planning and implementation of external activities.

6. As part of the procedure for formation of a College Advisory Council, the Dean will submit the following information for approval by the Provost.
   a. The objectives (purposes) of the council.
   b. The procedure for nominating members.
   c. The number of meetings (normally) to be held per year.
   d. Term of office of members.
   e. Major activities (duties) of members.
   f. Criteria for selection of members.

7. Initial membership and changes in membership will be approved by the Provost.

SPECIAL CONSIDERATIONS

8. It will be the responsibility of the individual wishing to form an Advisory Council to hold preliminary discussions with his/her dean (if appropriate) or supervisor and the Provost and VPUA prior to initiating activities associated with the development of the Advisory Council.

CERTIFICATION STATEMENT

9. This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: _____________________________ Review Date: _____________
Reviewer: _______________________________ Date: __________________
Approved: _______________________________ Date: __________________

Gene Bourgeois
Provost and Vice President for Academic Affairs