**Guidelines for the Formation and AA/PPS No. 01.02.03**

**Operation of College, Center, or Institute Issue No. 3**

**Advisory Councils at College Level Effective Date: 05/04/2023**

**and Below** **Next Review Date: 03/01/2028 (E5Y)**

**Sr. Reviewer: Associate Provost**

**POLICY STATEMENT**

*Texas State University is committed to the development of advisory councils that provide guidance, advocacy, and support to academic units.*

**01. PURPOSE**

01.01 The objectives of advisory councils, at the college level and below, vary from entity to entity within the division of Academic Affairs and may include the following:

a. to promote good relations and serve as a channel of communication to the community served by the entity;

b. to work collaboratively with the Texas State University president and vice presidents to provide feedback on the strategic direction of the entity;

c. to provide assistance in the recruitment of students, the identification of opportunities for student employment, and the placement of graduates;

d. to help identify opportunities and facilitate faculty and student involvement with employers and the professional community;

e. to provide feedback regarding the effectiveness of the entity’s programs; and

f. to secure resources that support the role and impact of the entity.

**02. OPERATING PROCEDURES**

02.01 For purposes of this policy, a college advisory council is limited to college level and below (e.g., school, department, center, institute, or program).

02.02 The respective deans are delegated the authority for establishing (on a voluntary basis) college advisory councils. When planning for the council begins, and as prospective members are considered, the dean will be responsible for ensuring communication occurs between all relevant administrative areas, including Academic Affairs, University Advancement, and, if applicable, the Round Rock Campus.

02.03 The deans will be responsible for assuring proper coordination and interaction between the advisory councils, Academic Affairs, and University Advancement. In colleges with faculty, programs, and other significant activity on the Round Rock Campus, the dean will be responsible for also engaging Round Rock Campus leadership. At a minimum, the coordination and interaction with the divisions should include the following activities:

a. planning for the establishment of a college advisory council, including its purpose and goals;

b. reviewing and identifying prospective council members;

c. ensuring prompt and consistent communications, including providing names and contact information for members of all advisory councils; and

d. coordinating with University Advancement about any planned solicitations.

02.04 The deans will request assistance from University Advancement to coordinate the following:

a. researching prospective advisory council members and providing feedback; and

b. planning and implementing external activities.

02.05 As part of the procedure for formation of a college advisory council, the deans will submit the following information for approval by the provost and executive vice president for Academic Affairs:

a. objectives (purposes) of the council;

b. procedures for nominating members;

c. number of meetings (normally) to be held per year;

d. term of office members;

e. major activities (duties) of members; and

f. criteria for selection of members.

02.06 Initial membership and changes in membership will be approved by the provost and executive vice president for Academic Affairs.

**03. SPECIAL CONSIDERATIONS**

03.01 It is the responsibility of the individual wishing to form an advisory council at the college level or below to hold preliminary discussions with the dean or supervisor, the provost and executive vice president for Academic Affairs, the vice president for University Advancement, and the vice president for the Round Rock Campus, if applicable, prior to initiating activities associated with the development of the advisory council.

**04. REVIEWER OF THIS PPS**

**04.01 Reviewer of this PPS includes the following:**

**Position Date**

**Associate Provost March 1 E5Y**

**05. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Academic Affairs policy and procedure from the date of this document until superseded.

Associate Provost; senior reviewer of this PPS

Provost and Executive Vice President for Academic Affairs