American University of Beirut

Policy on Appointment of Members to External Advisory Boards/Councils of
Academic Units

(Approved by BOD in May 30, 2013)

This policy provides guidelines for establishment and or renewal of External Advisory Boards (EAB) at the Faculty/School level and/or department/track level. External Advisory boards or councils may be established at faculties/schools, departments/tracks, or other academic units at AUB.

Advisory boards promote the continued dialogue between the University and the Professional community, provide perspectives that improve the learning goals of academic programs and make them more responsive to market needs, and foster links with concerned communities and professional organizations for the promotion of research and development. External board members associated with academic programs also provide employment opportunities for students and potential research and service opportunities for faculty. Academic units benefit from Boards’ input on curricula, job placement, and program evaluation. The functions of the boards vary according to the membership, program focus, and unit expectations. At the Faculty level, boards or board members may also advise on fund raising opportunities, in which case further discussions be coordinated with the Office of Advancement.

Composition

External Advisory Boards shall be composed of individuals who have the expertise, knowledge, and practice in the areas for which they are appointed. The dean (for faculty or department-level boards) serves as an ex-officio member; the chair serves as an ex-officio member of the department External Advisory Board. It is recommended that the board does not exceed 20 members. Qualifications to be considered in choosing board members are: experience, availability, character, and extent to which the proposed member influenced his/her professional community. EABs at the Faculty level may include several members interested in the vision or mission of the Faculty even if from outside the discipline. Where appropriate, every effort will be made to include educators and non-educators among the members of the EABs.

Terms

Terms for Board members are normally three years, and no more than a third of the board members should be replaced or renewed in any one year. 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. In special circumstances, and with the Provost's approval, a member's length of continuous service on the Board may be extended for additional three-year terms.
Appointment Procedure of External Advisory Board Members

A. Department/Track Advisory Board

a) The chair/convener (or the equivalent thereof), in consultation with the Dean, determines the composition of the Advisory Board (number of members, term of service, etc.) and identifies potential members. Nominations can be made by any member of the department or the EAB to the chair. A process for identifying nominees may also be developed by the chair in coordination with the dean.

b) Upon consultation with the Department, the Department Chair or Director makes recommendations for appointment to the dean.

c) Upon consultation with the Faculty/School Advisory Committee, the dean approves the recommendation of the chair.

d) The dean forwards the recommendation to the provost for final approval.

e) Upon approval, the Provost notifies the Dean and Chair, and keeps records of all advisory boards and forwards such record to the President.

f) The chair/convener officially appoints members to the External Advisory Board. Appointment letters must be copied to the dean and provost.

B. Faculty/School Advisory Boards

a) The Dean (in consultation with the Advisory and Administrative Committees when appropriate) determines the composition of the Advisory Board (number of members, term of service, etc.) and identifies potential members. Nominations can be made by any member of the Faculty to the Dean. A process for identifying nominees may also be developed by the Dean in coordination with the Provost.

b) Upon consultation with the faculty/school Advisory Committee, the Dean makes recommendations for appointment to the Provost.

c) Upon approval, the Provost forwards recommendations to the president for final approval.

d) The president notifies the dean of approval with a copy to the Provost.

e) The Dean officially appoints members to the faculty/school External Advisory Board. Appointment letters must be copied to the provost and the president. The dean informs the Office of University Advancement of the appointments.

External Advisory Board Governance

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 External Advisory Board and outlining the duties and responsibilities of its members. Each External Advisory Board chair will be appointed by the dean, or chair/convener as appropriate in consultation with the membership. The chair shall not be a University representative (chair or dean) and will serve a three-year term. External Advisory Boards shall determine the dates, times and locations of their meetings. An agenda and minutes shall be prepared for each meeting and each External Advisory Board shall submit a brief report of its annual activities to the Chair or Dean with copies to the Dean, Provost or President, as appropriate.