

1. PURPOSE

The purpose of this academic policy statement is to provide general guidelines for the establishment, organization, and expectations of academic advisory councils at Sam Houston State University when members are included from the external community.

2. GENERAL

2.01 An advisory council is a group of individuals chosen from within and/or outside the University charged with providing advice to faculty and/or administrative officials within academic units.

2.02 An advisory council may use different names, with “council” interchangeable with “advisory board” and “advisory committee.”

3. OBJECTIVES OF AN ADVISORY COUNCIL

The objectives of advisory councils may vary within the University and may include, among others, the following:

- a. To promote good relations and a positive image for the academic unit with the communities served by the academic unit.
- b. To provide a channel of communication to the constituencies served by the unit.
- c. To assist the academic unit and the University in fundraising.
- d. To assist in the recruitment of students, in identifying opportunities for student internships and employment, and in the placement of graduates.
- e. To facilitate faculty research, consulting work, and developmental leaves.
- f. To provide feedback on the effectiveness and value of academic programs.

4. AUTHORITY OF AN ADVISORY COUNCIL

Definition of authority and relationship to the administration of the University:

4.01 An advisory council shall direct comments and/or recommendations to a designated University administrator.

- 4.02 The advisory council shall have no decision-making or enforcement powers. An advisory council will report to the designated University administrator.

5. CHARGE TO AN ADVISORY COUNCIL

- 5.01 An advisory council shall have official recognition by the University.
- 5.02 The objectives and by-laws of an advisory council shall be established in a document to guide the activities of the council and will be approved by the designated University administrator.

6. ORGANIZATION OF AN ADVISORY COUNCIL

- 6.01 Administrators at the dean's level and higher are delegated the authority to establish an advisory council within the University or specific academic unit at the college or department/school level.
- 6.02 It will be the responsibility of the initiating administrator forming an advisory council to hold preliminary meetings with the college dean (if appropriate) and the Provost and Sr. Vice President for Academic Affairs prior to initiating activities associated with the development of the advisory council.
- 6.03 The initiating administrator shall be responsible for assuring that the planning of an advisory council takes place with appropriate interaction with both the Provost and Sr. Vice President for Academic Affairs and the Vice President for University Advancement. An advisory council shall report to either the initiating administrator or another administrator designated by the initiating administrator, within the appropriate academic unit.
- a. The initiating administrator shall provide to both the Provost and Sr. Vice President for Academic Affairs and the Vice President for University Advancement the names of individuals, companies, and/or agencies that will be contacted to serve on an advisory council before contact is made.
 - b. The initiating and any future administrator with council oversight shall provide to the Provost and Sr. Vice President for Academic Affairs the names of all individuals who agree to serve as members of an advisory council.

- c. The administrator to whom the council reports shall coordinate all solicitation and fundraising efforts with the Vice President for University Advancement.
 - d. The administrator to whom the council reports shall coordinate with other administrators on campus as appropriate.
- 6.04 As part of the procedure for establishing an advisory council, the administrator shall submit the following information for approval by the Provost and Sr. Vice President for Academic Affairs.
- a. The objectives (purposes) of the advisory council.
 - b. The criteria for membership in the advisory council.
 - c. The procedure for nominating members.
 - d. The number of meetings to be held each year.
 - e. The procedure for selection of officers of the advisory council and term of service for each office.
- 6.05 Initial membership and changes in membership shall be approved by the Provost and Sr. Vice President for Academic Affairs.
- 6.06 The objectives of the advisory council may be altered with time and with the approval of the Provost and Sr. Vice President for Academic Affairs.
- 6.07 The advisory council may be discontinued at the discretion of the administrator to whom it reports.
- 6.08 Written minutes should document meetings in such detail as the responsible administrator determines advisable.

APPROVED: <signed>
Alisa White, Ph.D., President

DATE: 01/03/2023

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: October 7, 1992
Reviewer(s): Academic Affairs Council

Review Cycle: Five years*
Review Date: Fall 2027

Approved: <signed>
Michael T. Stephenson, Ph.D.
Provost and Sr. Vice President
for Academic Affairs

Date: 12/19/2022

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.