

## 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.

## 2. GENERAL

- 2.01 An advisory council is defined as a group of individuals chosen from inside and/or outside the University and charged with providing advice to faculty and/or administrative officials.
- 2.02 An advisory council does not have decision-making powers.
- 2.03 The names for an advisory council include a variety with “council” interchangeable with “board” and “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 the academic unit serves.
- b. To provide a channel of communication to the constituencies served by the unit.
- c. To provide assistance to the academic unit and the University in fund raising.
- 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 assess the effectiveness 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 power of enforcement.

#### 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 for establishing an advisory council within the University or respective college at the college or department/school level.

6.02 It will be the responsibility of the individual wishing to form an advisory council to hold preliminary meetings with the college dean (if appropriate) and the Provost and Vice President for Academic Affairs prior to initiating activities associated with the development of the advisory council.

6.03 The administrator is responsible for assuring that the planning of an advisory council takes place with appropriate interaction with both the Provost and Vice President for Academic Affairs and the Vice President for University Advancement.

a. The administrator shall provide to both the Provost and 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 administrator shall provide the names of all individuals to the appropriate University administrator who is making the selection; e.g., President or Provost, etc. who agreed to serve as members of an advisory council.



**CERTIFICATION STATEMENT**

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and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: October 7, 1992  
Reviewer(s): Council of Academic Deans  
Academic Policy Council

Review Cycle: October, ENY\*  
Review Date: October 1, 2008

Approved: \_\_\_\_\_/signed/\_\_\_\_\_  
David E. Payne  
Provost and Vice President  
for Academic Affairs

Date: \_\_\_\_\_ 04/25/06 \_\_\_\_\_

\*ENY = Even Numbered Year