

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 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 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 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 Vice President for Academic Affairs and the Vice President for University Advancement.
 - a. The initiating 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 initiating and any future administrator with council oversight shall provide to the Vice President for Academic Affairs the names of all individuals who agree 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 SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: October 7, 1992
Reviewer(s): Council of Academic Deans
Faculty Senate
Academic Affairs Council

Review Cycle: Five years*
Review Date: Fall 2022

Approved: _____ < signed > _____
Richard Eglsaer
Provost and Vice President
for Academic Affairs

Date: _____ 1/29/18 _____

*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.