
 جامعة الإمارات العربية المتحدة United Arab Emirates University 	College Advisory Boards Policy	Policy Number	GE-01	
		Effective Date	01-Sep-2014	
	Subject	College Advisory Boards	Most Recent Review Date	15-June-2014
	<i>Responsible Office:</i> DVC for Academic Affairs		Due Date for Next Review	01-Sep-2016
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College Advisory Boards

Overview

In light of the importance of professional and community partnership and its role in preparing qualified human capitals capable of competing in the job market, this Policy establishes the basis for the formation of College Advisory Boards, including their composition, membership, and terms of reference.

Scope

Applies to all Colleges except the University College and the College of Graduate Studies.

Objective

To ensure that each College has an active advisory board with a clear understanding of its role to contribute effectively to the strategic development of the College.

Policy

1. Purpose

The purpose of the Advisory Board is to help shape strategic directions of the College and to propose means to strengthening partnership between the College and the community.



2. Responsibilities

The Advisory Board shall have the following functions:

- a) Advise on priorities, directions, and new frontiers for education, research, and outreach.
- b) Suggest strategies that might be employed to achieve the College's goals.
- c) Offer guidance to the College on existing and proposed academic programs and research.
- d) Propose ways to maintain strong relations with the community and to establish effective institutional partnership.
- e) Help in sustaining and enhancing the national reputation of the College.
- f) Provide feedback to the College on the status of alumni in the job market.
- g) Recommend ways to improve and develop the training, and skills programs offered by the College, in order to meet the human capital needs of the UAE.
- h) Provide a connection to potential internships/training opportunities for students, employment opportunities for graduates, and to potential research and service opportunities for the faculty.
- i) Assist College endeavors to obtain financial support for its initiatives and to identify research funding opportunities.
- j) Deal with other issues deemed as appropriate and referred by the Vice Chancellor or Deputy Vice Chancellors for Academic Affairs and Research & Graduate Studies or the Dean of the College.

3. Membership

- a) The Board will be comprised of professional leaders and distinguished academicians, in addition to representatives of renowned alumni and community leaders. The Board shall be comprised of at least eight members, including the Dean of the College.
- b) The Vice Chancellor and the Deputy Vice Chancellor for Academic Affairs (Provost) are *ex officio* Advisory Board members.

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4. Terms

Advisory Board members may be nominated by the College Dean, after seeking suggestions from faculty. They will serve three-year terms, renewable. The Dean proposes the names of potential Advisory Board candidates to the Provost, who recommends the names to the Vice Chancellor. The Vice Chancellor issues the decree for the formation of the Advisory Board.

5. Meetings

The Board shall meet at least twice a year, preferably at least once in each academic semester. Meetings are to be held on the UAEU campus in Al Ain, unless the Board Chair elects to meet elsewhere. Additional meetings may be held as deemed appropriate.

6. Officers of the Board

Officers of the Advisory Board shall consist of a Chairperson, a Vice-Chairperson, and a Secretary. The Chairperson and Vice-Chairperson shall be appointed by the Vice Chancellor upon recommendations from the Dean of the College. The Vice Dean of the College (or his/her designee) shall serve as Secretary for the Council. Officers shall be appointed for a two year term, renewable.

7. Duties of the Officers

a) Chairperson

It shall be the duty of the Chairperson to act as the executive head of the Advisory Board and to preside over meetings of the Board. The Chairperson shall have power to call for meetings of the Board and to set the agenda.

The Chairperson shall provide appropriate information and data necessary for the Board to carry out its activities and shall inform the Board on actions regarding Board recommendations.

b) Vice-Chairperson

The Vice-Chairperson shall assist the Chairperson in the performance of assigned duties and, in the absence of the Chairperson, shall assume the power and responsibilities of the Chairperson.

c) Secretary

The Secretary shall maintain accurate, action-based minutes of all meetings, distribute minutes to each member on a timely basis, and be responsible for the general communication required for the efficient and effective discharge of the Board's duties and responsibilities.

8. Recommendations of the Board

All recommendations of the Board are advisory to the Dean for implementation at his/her discretion.