

EDINBORO UNIVERSITY OF PENNSYLVANIA

Appointment of Advisory Groups - Policy No. A071

Recommended for Approval By Dr. Robert C. Weber, Provost and Vice President
for Academic Affairs

Approved By Frank G. Pogue, President on September 20, 2002

Review Date: As Required

INTENT

It is the intent of this policy to establish advisory groups to academic or support programs as official institutional entities whose creation and appointments are subject to the approval of the President.

POLICY

Advisory groups, consisting of external community members, leaders and individuals with professional expertise and specified credentials, are recognized in a higher education community as mechanisms that can effectively support the processes related to the development of new academic programs and modification to existing programs. Further, advisory groups can provide valuable input into degree requirements and skill and knowledge sets that students and graduates must possess in order to be competitive in the workforce/professional fields. Many programmatic accreditations require that academic and support departments elicit the counsel and support of external advisory groups.

In an effort to ensure that our academic and support programs can benefit from the counsel and support of external advisory groups, Edinboro University of Pennsylvania endorses the establishment of such groups in accordance with the following procedures.

PROCEDURE

- A. Academic and support departments wishing to establish an external advisory group should submit to the appropriate academic dean (for academic departments) or to the appropriate vice president (for support departments) a written request and proposal that outlines the perceived need for the advisory group and its role, function and purpose along with a list of proposed members. The proposal should also identify the faculty or staff member who will serve as the liaison to the advisory group. This narrative statement need not exceed two typed pages.
- B. In the case of academic departments, the Dean forwards the proposal to the Provost and Vice President for Academic Affairs indicating his or her level of support or endorsement along with any reservations or appropriate recommendations.
- C. Vice Presidents will consult with the President on all proposals.
- D. With the Vice President's and the President's endorsement, approvals will be granted, in writing, to the Dean or Director with a directive to prepare letters of appointment to the advisory group for the President's signature and transmittal.
- E. The Vice President will return those proposals that are not approved to the Dean or Director with explanation as appropriate.