

## College of Arts and Sciences Dean's Advisory Committee Charter

### **Mission**

The Dean's Advisory Committee of the College of Arts and Sciences is a committee in service to the Executive Dean of the College. Our mission is to enhance the image, reputation, and overall operation and performance of the College by actively serving as advisors, advocates, ambassadors, and philanthropic supporters. We will further support the Executive Dean in fostering outstanding research, teaching, outreach, and engagement in the liberal arts.

### **Committee Composition**

- 25-30 members
- Diverse in terms of gender, race, age, geography, and career experience

### **Membership Criteria/Terms**

- Members initially appointed by Executive Dean, based on recommendations of Governance and Nominating Committee
- Two-year terms (limit five); membership terms are staggered. Approximately half of committee members come up for re-appointment each year; re-appointments made by Executive Dean, based on meeting membership criteria over the prior two years.
- Membership criteria include:
  - Attendance at all Advisory Committee meetings, sub-committee meetings and dinners (one missed meeting per two-year term is permissible)
  - Personal giving of \$1,000 annually to the College of Arts and Sciences; OR a personal endowment in the College of Arts and Sciences; OR cumulative lifetime giving of \$100,000 to the College of Arts and Sciences, either cash or documented planned gift

### **Committee Leadership/Governance**

- Chair, appointed by Executive Dean, to serve two-year term
- Vice-Chair (Chair-in-Waiting; two-year term) appointed by Executive Dean at the time Chair takes office; Vice-Chair supports Chair in official activities
- Immediate Past Chair to move on to Chair Governance and Nominating Committee (two-year term)
- Progression is Vice-Chair -> Chair -> Past Chair (Chair of Governance and Nominating Committee)

## **Sub-Committees**

- Roster
  - Governance and Nominating Committee
  - Career Services and Service-Learning Committee
  - Strategic Planning Committee
  - Development Committee
  - Resource Committee (made up of recently-retired committee members who serve on-call as requested for a period of two years)
- Sub-committees (except Resource Committee) meet twice annually prior to Advisory Committee; conference calls between meetings as needed
- All Advisory Committee members to sit on one sub-committee
- Sub-committee chairs appointed by Executive Dean, based on recommendation of Governance and Nominating Committee
- At least one college staff or faculty member to serve as ex-officio member of each sub-committee

## **Meetings**

- Two meetings per year (Fall, Spring)
- Format
  - Afternoon session (Day One) – 3:00-5:30 pm
  - Group dinner – 6:30 pm
  - Morning session (Day Two) – 8:30 am-12:00 pm
  - Option for non-required activities on day two afternoon and/or day three
- Suggested agenda
  - Committee reports (every meeting)
  - State of the College recap
    - Finances
    - Recruiting
    - New initiatives
    - Development
    - Etc.
  - Faculty/student presentations
  - Discussion of a key strategic issue/opportunity for the College
  - Tour of department, facility or other points of interest