



Academic Department Advisory Boards

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Policy Statement

FIT's Academic Department Advisory Boards, which consists of external members, provide information, advice and assistance to academic departments on issues of importance to their programs. Persons appointed to an advisory board have relevant knowledge or subject expertise in the field or hold positions with governmental or policy bodies that relate to the field of their expertise.

Advice from an Academic Department Advisory Board about the department's program, planning, implementation, development and evaluation is carefully considered by the college. However, because it is advice, the activity of the board is limited to suggestions, recommendations and assistance. Advisory boards do not have administrative authority or fiscal control.

Reason for the Policy

The purpose of this policy is to define the purpose, creation, role and operations of the advisory boards to academic departments.

Who is Responsible for this Policy

List persons (by title/category/department) who must oversee and/or enforce the policy.

- Academic department faculty
- Academic deans
- Department chairpersons
- Office of the President
- Vice president for Academic Affairs

Who is Affected by this Policy

- Departments with advisory boards and those planning to create advisory boards.

Principles

An advisory board's role is to consult with an academic department by providing perspective and/or evaluation in the following areas:

- **Role**

- **The Current and Future State of Industry** - Board members may assist the faculty and college administrators in comparing the current and future state of the industry with FIT's objectives, reviewing standards, reflecting employer satisfaction with graduates, or offering recommendations for revisions and improvements.
- **Course and Curriculum** - Board members will provide guidance about program initiatives. This type of assistance may include determining occupational information to be incorporated in the major courses, competencies and outcomes graduates are expected to achieve, and acceptable performance standards of graduates.
- **Job Market and Student Placement**- Board members will provide guidance regarding a wide variety of market and employment issues. This type of assistance may include providing actionable advice on labor market trends and opportunities, jobs for which different types of education is needed and new disciplinary areas which should be developed, or the number of graduates who might be needed in a certain field. Board members will also facilitate student job placement. Examples of this include providing assistance by notifying the department or the college's Career and Internship Center of job openings, internships and of opportunities to serve as a training site for internships, communicating expectations of employers, or conducting mock interviews for students.
- **External Relations and Outreach to the Industry**- Board members will provide a communications channel between department and market. Examples of this type of role include advising on how to enhance awareness and visibility of the department and college, serving as guest lecturers or consultants, providing tours or field experiences for students and teachers, and helping faculty update their technical skills through industry experiences.
- **State and Equipment and Facilities** - Board members will provide assistance in reviewing and recommending equipment and material acquisitions, designing or remodeling instructional facilities to industry standards, and assisting faculty in locating sources of economical instructional supplies and equipment.
- **Cultivation and Fundraising** - Board members will partner with the FIT Development Office by providing objective guidance and feedback on the fundraising strategies; identifying donor prospects and introducing them to the institution; cultivating prospects through events, campus visits, and communications; soliciting prospects by helping the development staff make the ask; supporting stewardship activities; or by bringing expertise and networks to supplement FIT resources.

- **Membership**

A minimum of five external members is required to create an advisory board. The advisory board may include alumni. Ex-officio members are full-time faculty of the department, the dean of the school (e.g., School of Art and Design, School of Graduate Studies) and the vice president for Academic Affairs.

- **Length of Term**

Appointments are for terms of three years. Terms must be staggered to provide the board with the necessary combination of experience and new ideas. Members may be recommended for additional terms.

Responsibilities

- N/A

Procedures

- **Appointment of Members**

Members of the advisory board, faculty or administrators may recommend new members. The department chairperson will submit the name of a nominee with his/her short biography to the dean of the school. Once the recommendation has been forwarded to the vice president of Academic Affairs, the President of FIT extends the official invitation to external members to serve on the advisory board.

- **Meetings**

It is recommended that advisory boards meet once during the fall semester and once during spring semester. There must be at least one meeting each academic year.

- **Officers**

The advisory board elects a member to serve as its chairperson. The ex-officio secretary of the board will be the academic department's chairperson or that person's designee. (The designee could be the industry liaison if that role exists in the department.) The secretary assists the advisory board chairperson with the development of agenda and the scheduling of meetings. The secretary announces meetings, communicates information to the members, and records meeting minutes.

- **Minutes**

The official minutes of the advisory board serve as the board's primary medium of communications. Recommendations are highlighted in the minutes, responded to in writing by college officials, and included in the planning processes by which departments introduce changes to the department, school or college.

The copy of record is filed in the office of the department chairperson and additional copies are distributed to members and to the offices of the dean of the school and the vice president for Academic Affairs.

- **Annual Report**

It is the responsibility of the department chairperson, or the chairperson's designee, to draft the advisory board's annual report for the board chairperson. With the board chairperson's approval, the department chairperson forwards the annual report to the school dean, who may attach comments before forwarding it to the vice president of Academic Affairs.

- **Establishing a New Advisory Board**

A new advisory board may be proposed by an academic department, a school dean, the vice president for Academic Affairs, or the President. If the department decides to implement the recommendation, the department should submit the names of prospective members by following the procedure for Appointment of Members, above.

Violations

- N/A

Related Policies

- [Employee Code of Ethical Conduct](#)

Related Documents

- N/A

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