

## Handbook of Operating Procedures

### ADVISORY COMMITTEES

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#### A. Purpose

The purpose of this policy is to establish requirements for the appointment and operations of advisory committees at The University of Texas Rio Grande Valley (UTRGV).

#### B. Persons Affected

This policy applies to members of the UTRGV community who recommend the establishment of an advisory committee, to the committees and their membership established under this policy, and to the administrators responsible for appointment, operations, and recordkeeping functions of such committees.

#### C. Policy

1. It is the policy of UTRGV that an advisory committee may not be established or managed without the prior written approval of the Executive Vice President for Institutional Advancement. Advisory committees may only be established and managed in accordance with procedures and requirements in this policy.
2. The role of an advisory committee is to promote and support a school, college, division, department or other comparable teaching or research unit at UTRGV. Membership of an advisory committee will include and is limited to community leaders, subject matter experts, or distinguished professionals who can offer advice and recommendations to promote and support a UTRGV unit for the purpose(s) the committee is established.
3. Advisory committees operate subject to the authority of the UTRGV units they are established to promote and support and, as implied by their name, serve in an advisory role only. Advisory committees and their committee members have no actual or apparent authority to act on behalf of UTRGV.

#### D. Procedures

##### 1. *Required Authorizations*

The establishment of an advisory committee requires the advance written permission of the school, college, division, department, or other unit the committee will be designated to support, and of the Executive Vice President for Institutional Advancement. A UTRGV employee is expected to follow internal unit processes or procedures for approval from direct supervisors and unit leadership. The unit leadership will seek approval of the Executive Vice President for Institutional Advancement, according to the processes or procedures established by that office. Once approval has been granted to establish an advisory

committee, an assigned member of leadership from UTRGV must lead all meetings, tasks, and communications with the advisory committee.

2. *Acceptable Purposes*

Advisory committees are expected to promote and support a particular school, college, division, department or other comparable teaching or research unit. The specific purpose(s) will be determined by the requestor and unit leadership, but generally an advisory committee should assist in sharing advice, recommendations, and insights with the unit's leadership. Insights could be on a multitude of issues such as graduate employment opportunities, trends and anticipations on future regulations, inventions, and business practices. Advisory committees should provide university leadership an opportunity to learn from the expertise of members and have the capability of assisting in connecting UTRGV to different communities.

3. *Required Information for Approval of an Advisory Committee*

- a. Requests to establish and operate an advisory committee must include the information below when submitted to the Executive Vice President for Institutional Advancement for approval. Requests without all required information will not be considered.
  - i. The purpose(s) of the advisory committee, which must conform to Section D.2.
  - ii. Membership criteria for the committee. This information should include the recommended criteria for selection of members, term limits, plans for future recruitment, and any potential annual financial obligation. Elected officials are not allowed to serve on an advisory committee, unless expressly approved in writing by the Senior Vice President for Governmental and Community Relations or delegate. Acceptable criteria for the selection of committee members includes the following:
    1. Recognized and respected achievement in the community, region, or constituency served by the unit.
    2. Interest and commitment to UTRGV, the unit, and the purposes of the committee.
    3. Leadership qualities and time to devote to the committee.
    4. Willingness to share outside perspectives with the unit and to serve as an advocate of the unit outside UTRGV.
    5. Years of involvement or experience with the school, college, or research unit, and the special needs of the school, college, or research unit and the advisory committee.
    6. If included as part of the purpose of the committee, a willingness to work with the region and other outside constituencies to address the needs of the unit.
  - iii. A list of potential advisory committee members.

- iv. Responsibilities and activity expectations of the committee members.
  - v. Meeting frequency, goals, and the timeline for the advisory committee's work and its completion.
  - vi. Any plans for possible fundraising.
  - vii. The UTRGV administrator who will be responsible for directing the committee meetings and agenda or appointing a delegate to serve in this role.
- b. The Executive Vice President for Institutional Advancement will review the request for the appointment of an advisory committee and approve or deny the request in writing.
  - c. All changes in committee structure after initial approval, such as changes to membership, purposes, or fundraising plans, must be reported to and approved by the Executive Vice President for Institutional Advancement before being implemented.

#### 4. *Unit Responsibilities and Expectations*

- a. Advisory committees may serve in an advisory capacity to a Dean, Vice President, Executive Vice President, Provost, President, or their delegate.
- b. The UTRGV employee leading the meetings will be responsible for all invitations and meeting agendas once approval for the advisory committee has been granted.
- c. Dean-level executives and above are responsible for making decisions on implementation of any recommendations of the committees.

#### 5. *Reporting*

Institutional Advancement will track committees and members in the alumni and donor relations tracking system. The Executive Vice President for Institutional Advancement will report annually listings of all advisory committees and committee membership to the President and The University of Texas System.

#### **E. Definitions**

*Advisory committee* – a committee established to promote or support a school, college, division, department or other comparable teaching or research unit at UTRGV, and whose membership includes individual(s) who are not employed by, appointed as faculty by, or enrolled as students of UTRGV.

#### **F. Related Statutes or Regulations, Rules, Policies, or Standards**

Not applicable.

**G. Dates Reviewed or Amended**

Not applicable.