



## **Kutztown University Policy ACA-044**

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### **College Level Boards**

#### **A. Purpose**

The purpose of this policy is to address the creation of college level boards, including advisory, advancement, and alumni boards.

#### **B. Scope**

This policy applies to the creation of college level boards, the appointment of board members, and their interaction with the deans and various appropriate academic and non-academic constituencies of Kutztown University.

#### **C. Key words and phrases:**

None

#### **D. Policy & Procedure(s)**

##### **1. Membership**

Individual members of college level boards can reflect varying constituencies. This may include faculty, students, administrators, and professionals. Professional members of the committees, whenever appropriate and possible, should be selected for maximum visibility – nationally, statewide, or regionally. Professional members should be broadly representative geographically and corporately.

##### **2. General Guidelines**

Board membership may be for one or more than one academic year. Board appointments should be made effective with the beginning of the academic year or at such other time as agreed upon by the dean and provost.

Member terms of appointment should overlap for the purpose of continuity.

All college level boards should meet at least once per academic year.

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Upon permanent retirement from the board, the service of each board member will be acknowledged by the appropriate college.

3. Appointment Procedures

Each administrator or faculty member responsible for the coordination of the activities of the board shall arrange for the appointment of new members effective with the beginning of the academic year or at such other time as agreed upon by the dean and provost.

Deans should work with the Foundation, as appropriate, in developing lists of potential board members.

**E. Effective Date**

1994

**F. Approved By**

**G. Last Review**

September, 2008

August 2009

October, 2012

August, 2013

August, 2014

August, 2015

August, 2017