Kutztown University Policy ACA-044

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.
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
August, 2019
August, 2020