DEAN’S CIRCLE CHARTER

Mission Statement:

The mission of the Dean’s Circle for the College of Arts & Sciences at Texas Tech University is to assist the Dean and the College in creating innovative opportunities through professional expertise and financial assistance to support the scholarly vision of the College.

Definitions

As the Dean’s Circle serves as an advisory board to the College through its Dean, phrases such as “board member”, “board chair”, etc. will be understood to refer, as appropriate, to members of the Dean’s Circle.

A. Dean’s Circle Responsibilities

Members of the Dean’s Circle are expected to support the College and to be consumers of, and advocates for, the College of Arts & Sciences and Texas Tech University. A member of the Dean’s Circle is expected to be a participating, college advocate.

College Advocate

Dean’s Circle members are expected to communicate, endorse, and advocate the College’s interests to external constituencies to raise its profile as a leading educational, research, and innovative institution and to raise support for and understanding of its goals.

Participation

Members will have work experience and net-working connections that are invaluable to the students, they are expected to support the College by participating in various activities including, but not limited to advising the dean on enrollment, development, marketing/event opportunities, workforce, entrepreneurship, STEM, social sciences and humanities outreach.

B. Membership

I. The Dean’s Circle membership shall not exceed 25 regular members.

II. After successful completion of two full terms and where all obligations have been met, a member may, by approval of the Executive Committee and the Dean, be granted Emeritus status. Annual contributions are not expected from emeritus members.

III. Honorary membership may be granted to individuals with the approval of the Executive Committee and the Dean. Annual contributions are not expected from honorary members.

IV. The Dean, an appointed Associate Dean, and the senior Development Officer of A&S shall serve as ex-officio, non-voting members.
V. The membership of the Dean’s Circle should strive to reflect the diversity of the College, with regard to gender, ethnicity, geography and interest in humanities, social sciences and STEM disciplines. The Dean’s Circle should not be limited to Arts & Sciences alumni but should be based on a desire to meet the mission of the Dean’s Circle.

Qualifications

Members of the Dean’s Circle will be individuals who desire to participate in the advancement of the College of Arts & Sciences. These individuals shall be highly regarded by their peers and shall have attained a position of leadership at the highest levels of their respective companies/organizations.

Term of Service

A term of service on the Dean’s Circle will be two, three or four years, with possibility of one renewal. Upon the start of the initial or the renewal term, each member will draw, by random lot, the length of their term. Reappointment to a second term requires endorsement by the membership committee to the Dean’s Circle Chair and the Dean. If at any time during a member’s term, he/she is found to be negligent in fulfilling the responsibilities of membership, he/she will be asked to resign from the Dean’s Circle by the Dean’s Circle Chair. Where possible, voluntary resignation from the Dean’s Circle should be accompanied 90 days’ notice to allow the membership committee time to seek a replacement member.

Financial Obligation

Membership contribution is designed to cover the expenses of the Dean’s Circle and to provide funds to carry out activities which, in the judgment of the Dean and the Executive Committee, will positively impact the College. Each Dean’s Circle member is asked to make an annual contribution in the suggested amount of $500. At the discretion of the Dean and the Executive Committee, this amount may be changed to address the needs of the College. When the members come to campus for general meetings, local meals will be paid for by the College but it is the member’s responsibility to pay for their travel and accommodation. Other expenses incurred as a result of Dean’s Council membership shall be the responsibility of the member. It is also understood that, from time to time, members will be expected to play an active role in fundraising—both directly and indirectly.

Attendance

Members are required to attend two Dean’s Circle meetings per year. These meetings will typically be scheduled in the spring and the fall. A member who misses three consecutive meetings will be dropped from the Dean’s Circle. Exceptions to this policy can only be made with the endorsement of the Executive Committee to the Dean.

In addition to the general member meetings, members should actively participate on a committee to support the Dean Circle’s mission. Committee meetings will be held as needed and directed by the assigned committee chair or Dean’s Circle Chair.
C. Organization

I. Chair; two-year term

II. Vice-Chair; two-year term

III. Executive Committee compose of the: Chair, Vice-Chair, immediate past Chair of the Dean’s Circle, Committee Chairs*, A&S Dean (ex-officio, non-voting); the senior A&S Development Officer (ex-officio, non-voting)

*Committees may vary and are to be determined by the Executive Committee and the Dean.

D. Areas of Emphasis

Membership
Identify and nominate potential new Dean’s Circle members who will represent and support the mission, vision and values of the College of Arts & Sciences. Submit a list of recommended candidates to the Executive Committee for approval one month prior to the next Dean’s Circle meeting.

Strategic Development
Assist the Dean and development staff in raising the financial resources necessary to implement the key goals identified in the College of Arts & Sciences development plan.

Recruitment
Bringing the best students to A&S. Involvement in local and regional recruitment to bring your outstanding students to Texas Tech.

Marketing & Events
Develop marketing and brand strategies and events that will enhance the image of the College of Arts & Sciences for generating funds, job recruitment and alumni interaction.

STEM Outreach
Develop opportunities to outreach to public schools to encourage young people to consider Science, Technology, Engineering and Mathematics disciplines.

Social Sciences and Humanities Outreach
Develop ways to support the social sciences and humanities programs and curriculum to entice students and also develop creative opportunities for employment after graduation.

Innovation & Entrepreneurship
Facilitate opportunities for Dean’s Circle members to network within industry, exercise initiative, and brainstorm of innovative ways to use existing research/programs to benefit our students and the College.

E. Modification of the Charter
Changes to this charter must be ratified by a majority vote of the Dean’s Circle regular membership.