



DEAN'S ADVISORY BOARD CHARTER

Mission Statement

The mission of the Dean's Advisory Board for the College of Arts & Sciences at Texas Tech University is to advise, advocate, educate and engage networks to assist the College with meeting its strategic initiatives.

Definitions

As an advisory board to the College through its Dean, phrases such as "board member" and/or "board president" etc. will be understood to refer, as appropriate, to members of the Dean's Advisory Board.

Membership

- I. Nominating Committee will recruit and recommend potential candidates and ensure input from all stakeholders including board members, staff, faculty, chairs, and the Dean. Recommendations will be provided to Executive Committee prior to the annual Spring meeting. The Dean will make final selection for new board members and notify the board at the Spring meeting with term set to begin on September 1.
- II. The Dean's Advisory Board shall not exceed 25 regular members and should be representative of all departments within the College of Arts & Sciences.
- III. Terms for all members of the Advisory Board will be three years with the ability to be reappointed for an additional three-year term by the Dean if the first term is completed and all obligations have been met. Terms begin on September 1 and conclude August 31.
- IV. After successful completion of one to two full terms in which all obligations have been met, a member may, by approval of the Executive Committee, be granted emeritus status. Emeritus members do not have voting privileges but are welcome to attend meetings, participate in committees, and are still encouraged to provide monetary contributions to the board fund.
- V. The Dean, Senior Development Officer of A&S, the Director of Alumni Relations of A&S, and other A&S Senior staff members, as appointed by the Dean, shall serve as ex-officio, non-voting members.
- VI. Members 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, have demonstrated leadership qualities, and be willing to share their experience and expertise for the benefit of the College.
- VII. The membership of the advisory board should reflect the College's breadth of disciplines in humanities, social and behavioral sciences, mathematics, and natural sciences. While members are not required to be graduates of the College of Arts & Sciences, it is highly encouraged.



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Term of Service

A term of service on the Dean's Advisory Board will be three years, with possibility of renewal for an additional term. Reappointment to a second three-year term requires all prior attendance and financial obligations have been met, with final approval from the Dean. If at any time during a member's term, the member is found to be negligent in fulfilling the responsibilities of membership, said member will be asked to resign by the Board President. Where possible, voluntary resignation from the Dean's Advisory Board should be provided with 90 days' notice.

Organization

- I. President; two-year term
- II. President-Elect; two-year term
- III. Secretary-Treasurer; two-year term
- IV. Executive Committee to be composed of: President, President-Elect, Immediate Past President, A&S Dean (ex-officio, non-voting); the Senior A&S Development Officer (ex-officio, non-voting), and the Director of A&S Alumni Relations (ex-officio, non-voting).

Board Member Responsibilities

Board members are expected to support the mission statement as outlined above, the College of Arts & Sciences, and Texas Tech University.

Members are also expected to be active participants, College advocates, and provide financial support.

Attendance and Participation

Members are required to attend two Dean's Advisory Board meetings per year. These meetings will typically be scheduled in the Spring and the Fall semesters. A member who misses three meetings, without a granted exception, will be dropped from the Advisory Board. Exceptions to this policy can only be made with the endorsement of the Executive Committee.

In addition to meetings, members are assigned to committees that align with their expertise and interests. Members also participate in events offered by the college such as, but not limited to, alumni networking functions, annual events such as the A&S Tailgate or Distinguished Alumni, Donor and Faculty Ceremony, guest speaking opportunities, fundraising events, etc.

Advocacy

Members are expected to communicate, endorse, and advocate the College's interests and goals to external constituencies, raising its profile as a leading educational, research, and innovative institution.



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Financial Obligation

An annual membership contribution is designed to cover board expenses and to provide funds to carry out activities which, in the judgment of the Dean, will positively impact the College. Gifts from the Dean's Advisory Board fund will be housed within the Texas Tech Foundation, Inc. (TTFI) and managed by the College of Arts & Sciences per the criteria of the gift account establishment form.

A contribution of \$500 or more to the Advisory Board fund will count as annual board dues. The deadline for board dues is February 1st. At the discretion of the Executive Committee, dues can be suspended for a limited time due to extenuating circumstances. Contribution amounts may be changed by the Executive Committee to address the needs of the College. It is each member's responsibility to pay for travel, accommodations, and other incurred expenses as related to participation in the Dean's Advisory Board.

Committees

Note: Committee placement is subject to change per the recommendation of the Executive Committee.

Nominating

Identify and nominate potential new members who will represent and support the mission, vision, and values of the College of Arts & Sciences. Throughout the fiscal year, Nominating Committee members will actively engage with the full board, as well as Arts & Sciences staff, Department Chairs, faculty, and Dean to recruit new members. Committee will submit a list of recommended candidates that will be provided to the Executive Committee no less than one month prior to the Spring meeting.

Nominating Committee will also identify and nominate potential Distinguished Alumni and Rising Innovator candidates throughout the fiscal year. Both awards recognize individuals who have demonstrated a record of distinguished service and extraordinary achievement in their chosen field. Honorees have made a positive impact on both the College of Arts & Sciences and Texas Tech, serving as an inspiration to current students and alumni.

Networking & Engagement

Facilitate and assist with opportunities for networking between students, faculty and staff, prospective employers, and advisory board members. Participate and volunteer with other engagement opportunities (e.g., annual tailgate, distinguished alumni event, community events, etc.) for the College of Arts & Sciences. In addition, the Networking & Engagement committee is responsible for facilitating the Deans Advisory Board Mentor/Mentee Program in conjunction with College Ambassadors.

Fundraising

Assist the Dean and development staff in raising the financial resources necessary to implement the key goals identified in the College of Arts & Sciences annual development plan. The Fundraising committee is also primarily responsible for seeking sponsorships and donations for the annual Arts & Sciences Alumni Tailgate. This includes, but is not limited to, food, alcohol, entertainment, and merchandise.

Modification of the Charter

Changes to this charter must be ratified by a majority vote of the Dean's Advisory Board.