**M2024.18.3 Motion for Advisory Board and External Advisory Board Guidelines**

**Originator: Leah C. Windsor (Executive At-Large)**

Whereas:

Advisory Boards and External Advisory Boards (hereafter: Advisory Boards) can inform, advise, and support individuals, units, and groups at The University of Memphis to advance their vision, mission, and goals in academic and outreach endeavors.

Whereas:

Academic units and organizations may choose to create an Advisory Board, and Centers and Institutes may be required to maintain an Advisory Board.

Be it resolved that,

The Faculty Senate recommends the following guidelines for units, groups, centers, and institutes for assembling and maintaining Advisory Boards:

* Groups forming advisory boards are strongly encouraged to share the names of Advisory Board members from outside The University of Memphis with:
  + Office of Government Relations and Policy
  + Office of Development - University Advancement
  + The head of the unit, i.e., Dean
* Groups forming advisory boards are strongly encouraged to submit their draft Advisory Board list to the Office of Institutional Equity for review prior to finalizing the board.
* Groups forming advisory boards are strongly encouraged to create a Charter, and post the Advisory Board Charter and list of members on their website.
* A Charter for an Advisory Board should specify:
  + The formation and composition of the Advisory Board, including:
    - A range for number of members;
    - The length of a term;
    - Any term limits;
  + The purpose of the Advisory Board, including expectations of Advisory Board members.
  + How the group forming the Advisory Board will identify and address potential conflicts of interest, including personal, financial, or otherwise.

**Recipients:**

President

Provost

Faculty Senate

Office of Legal Counsel

Office of Government Relations and Policy

Office of Development - University Advancement