
Advisory Board Policy

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Documentation Administration

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1. Purpose

This policy provides a framework governing the establishment and operation of UBT's College level advisory boards as well as program level advisory boards. This policy also provides an overview of the role of such boards and the mechanisms through which they effectively operate to ensure they contribute effectively to the strategic development of the College, departments and programs.

2. Scope

This policy applies to all colleges and programs forming advisory boards; it excludes the university level international advisory board; which is governed by a separate policy and terms of reference.

3. Definitions & Acronyms

3.1 Definitions

Term	Definition
Advisory Board	Advisory Board is a group of professional individual, alumni and members of the community that have expertise in the programmatic and curricular aspects of a program, including job market and demand relative to the academic programs and who are willing to provide guidance and support to one of UBT's colleges, departments and/ or programs.

3.2 Acronyms

Term	Definition
VRAA	Vice Rector for Academic Affairs
HoD	Head of Department

4. Responsibilities

The Deans and Vice Deans of the Colleges and Heads of Departments are responsible to propose names of the advisory board members to the Vice Rector for Academic Affairs (VRAA) after consultation with their faculty members through the department and college councils (Members must be approved by Department Council and College Council). Accordingly the Dean issue the decree for the formation of the Advisory Board.

The Dean of the College along the Vice Deans and Heads of Departments are responsible for the implementation of this policy and ensuring that the advisory board remains active, and their functioning aligned with this policy.

5. Policy Statement

- In light of the importance of professional and community partnership and the role external advisory boards play in establishing in-demand programs and preparing qualified human capitals capable of competing in the job market, this policy establishes the basis for the formation of College Advisory Boards, including their composition, membership, and terms of reference.
- The primary purpose of the College Advisory Board is to help shape strategic directions of the College and to propose means to strengthen partnership between the

College and the community. Program Advisory Boards on the other hand are primarily concerned with supporting individual programs in terms of making recommendations on issues pertinent to the curriculum development, assessment, teaching and learning, instructional equipment and facilities. Their primary function is to assist in ensuring that students when completing their programs at UBT are meeting the current needs of business and industry.

- Advisory boards have the potential to contribute to the currency and quality of the academic program, facilitate the placement of interns and graduates, support with identifying sources of funding and enhance the overall reputation of the colleges and programs of UBT.

5.1. Advisory Board Roles and Responsibilities

5.1.1. College Level Advisory Board

The College Level Advisory Board shall assume the following roles and responsibilities:

- a) Provide advice to the college on strategic priorities, directions, and emerging trends for education, research, and community outreach.
- b) Support continuous improvement efforts by providing guidance and input on the programs, curriculum, student and alumni skills to meet human capital needs nationally and regional etc. Be involved with curriculum design for new programs and provide guidance in curriculum validity and review for existing programs.
- c) Support the college and its offerings in positioning and establishing and maintaining ties with the community and industry.
- d) Suggest various strategies that might be employed to contribute to the achievement of the College mission and strategic goals.
- e) Offer guidance on potential future academic programs and research priorities.
- f) Help in establishing links with internships/training or employment providers for students, graduates and alumni.
- g) Assist with identifying and obtaining resources and/or funding opportunities to support the college initiatives (academic, research related, consultancy, etc.) in alignment with UBT's policies and procedures.
- h) Provide feedback to the College on the status of alumni in the job market.
- i) Assist the college in assessing the need and demand for new departments/ programs as these factors relate to the needs of business, industry, the community, and students.

The board may also assume other specific responsibilities such as those concerned with offering advice and assistance on marketing and attracting new students to different programs of study, and where deemed appropriate, they may serve as guest lecturers in certain courses.

5.1.2. Program Level Advisory Board

The Program Level Advisory Board shall assume the following roles and responsibilities:

- Review and recommend updates in program curriculum, highlight emerging trends, etc.
- Contribute to program assessment, reviews, accreditations or re-accreditations and curriculum improvement initiatives.
- Provide internship opportunities or other on-the-job training opportunities and work-based learning experiences.
- offer input on how to improve the overall student learning experience at UBT.
- Provide advice on facilities, equipment, technology, software, and other learning resources pertinent to the program.
- Disseminate program related information to workplace, professional associations, and the other members of the communities.

5.2. Membership

5.2.1. College Level Advisory Board

- The College Level Advisory Board is composed of professional leaders and distinguished academicians, as well as representatives of renowned alumni and community leaders.
- The Board shall comprise at least nine members with expertise based on the different departments and programs housed under the college, Quality and Development Representative & Research Representative. In addition to Dean of the College, Vice Dean and Heads of Departments act as ex officio.
- Advisory Board members are nominated by the College Dean, after seeking suggestions from various heads of departments and faculty members. Nominated Advisory Board Members' CVs should be provided and approved in college Council. The Dean of the college proposes the names of potential Advisory Board candidates to the VRAA, who recommends the names to the Rector for endorsement and official formation.
- Advisory board members serve a two-year term, renewable for a similar period.

5.2.2. Program Level Advisory Board

- The Program Level Advisory Board will be composed of professional leaders, students representatives and alumni. The Board shall comprise at least five members; in addition to the Heads of Department who will serve the Chair and two selected faculty members one from each campus (male and female as applicable).

The five members involve two active students, one alumni and two industry/business representatives.

- Advisory Board members are nominated by the Head of Department, after seeking suggestions from faculty members. Nominated Advisory Board Members' CVs should be provided and approved in Department Council. The HoD of the program proposes the names of potential Advisory Board candidates to the Dean & Vice Dean after approval will send them to the VRAA and Rector for final endorsement and official formation.
- Advisory board members serve a two-year term, renewable for a similar period.

5.3. Meetings and Operating Procedures

- The Advisory Board (both college and program level) shall meet at least twice during the academic year. Once per academic semester. Meetings are to be held on UBT campus, unless the Chair of the Board elects to meet virtually or elsewhere. Additional meetings may be held as deemed appropriate with a minimum of three weeks' notice and with at least half members and the chair or vice chair in attendance (in the case of the College level advisory board).
- The committee's recommendations are issued by a two-thirds majority of the votes of the members present, and if the number of votes is equal, the side in which the president's vote is cast shall prevail.
- The recommendations are considered proposals so that they are presented in their final form to the College Council/ Department council, to study these recommendations and take the appropriate decisions & follow-up implementation.
- Officers of the College Advisory Board shall consist of the Dean as a chairperson and Head of Department, an elected Vice-Chairperson (from among non-UBT staff), and a Secretary appointed by the College to support administrative tasks such as minutes taking, meeting agenda preparation and regular update and communication with the members.
- Officers of the Program Advisory Board shall consist of the Head of Department as a Chair and one of the faculty should act as the secretary of the board.
- The advisory board may form working groups or ad-hoc committees to support its operations and address specific issues.
- New Advisory Board members will be provided with the Terms of Reference and an orientation led by the Board Chair upon their appointment.

6. Related Documents

This include the following: (in hierarchical order), legislation, policies, other procedures and standards, guidelines, forms and other useful resources

Document No.	Document Name	Document Type	Location
	UBT Governance Manual (2021)- Advisory board terms of references	Manual	

7. Version Control & Revision History

Version control	Date released	Approved by	Summary of changes

8. Approvals

 [Council/Board] [Chair Name] [Signature] [Date]

University Council

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20 June 2022