

Department of Chemical and Biomedical Engineering VISITING COMMITTEE (VC) CHARTER

Role of Visiting Committee:

The Visiting Committee plays a significant role in the Department of Chemical and Biomedical Engineering and has played a substantial role in achieving the national prominence that the Department enjoys today. There are several primary roles and responsibilities for the VC:

- Provide advice and feedback to the Chairperson on the vision, mission, direction, long-term strategic planning, and performance of the Department.
- Assist with creating opportunities for students from the Department to secure placement for internships, cooperative educational experiences, and full-time employment.
- Interact regularly with the department chairperson, faculty, and students to stay informed regarding student accomplishments, faculty achievements, scholarly activities, and departmental aspirations.
- Make themselves available to help recruit, retain, and mentor students. Examples include serving as guest speakers, interacting with senior design groups, arranging industrial site visits, etc.
- Assist the Department in developing strategic relationships and partnerships and acquiring resources from private, corporate, state, and federal levels for new initiatives and upgrades.
- Serve as an ambassador and advocate for the Department to the senior university administration, the State of West Virginia, and as appropriate, on a national level.

Membership:

All Visiting Committee members are selected by the Dean in consultation with the Department Chairperson. In addition, members will be selected to represent the diversity of society at large and may or may not have a degree relationship with West Virginia University. The VC meets twice per year, in the fall and the spring. All members are expected to attend meetings and participate in committees as needed. Members of the VC serve three-year terms renewable by mutual agreement between the Dean, Department Chairperson, and the individual member. Members who miss two consecutive meetings will be contacted by the Dean or the Department Chairperson to determine their interest in continuing to serve as a member of the VC. The overall size of the committee should not exceed 10 members. Members are expected to be actively engaged in the different initiatives in the Department.

Governance:

One member of the VC will serve as Chair for a 2-year term (with one term renewal) and will be appointed by the Department Chairperson. The duties of the Chair will include assisting the Department Chairperson in meeting content, chairing the fall and spring meetings, providing the Department Chairperson with written feedback and constructive criticism

after each VC meeting, and in general, representing the VC when requested by the Department.

Visiting Committee Member Compensation:

There is no formal compensation for VC members. The Department will cover all site costs associated with the VC meetings, such as space rental, technology costs (equipment rental, technicians, etc.), food services, and parking. Costs related to travel (hotel, mileage, accommodations, and other expenses) are the responsibility of each board member.

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