Purpose

The WVU Chemical Engineering Advisory Committee (Advisory Committee) provides advice, guidance, and support to the Department of Chemical Engineering, working with the Chair, faculty, staff, students, and other related groups (for example, Statler College and Dean).

Composition

Members of the Advisory Committee should have a background and experience in chemical engineering or related fields (engineering, chemistry, etc.) and a desire to assist and support the WVU ChE Department. Committee members will be appointed by the Dean of the Statler College, will typically range from 10 to 15 members, and will include a mix of WVU alumni and non-alumni with no more than 25% coming from academia.

Guiding Principles

The Advisory Committee will:

- Operate in an honest and straightforward manner, maintaining confidentiality for all Departmental, College, and University information.
- Use discretion in discussing or disclosing information, maintaining anonymity for comments and concerns as necessary and appropriate (including, for example, feedback from students and individual faculty members).
- Use its collective best judgment and experience in providing candid and open feedback and providing significant yet practical recommendations.

Committee Roles

- Provide guidance, advice, and support to assist the Department in achieving its mission, goals, and objectives, focusing on strategic and critical issues and activities.
- Provide an independent, constructive assessment of Departmental programs and activities, including curricula, administration, facilities, faculty, students, etc.
- Serve as an advocate for the Department with College and University administration.
- Provide feedback on things that are going well and things that can be improved.
- Obtain candid feedback from students, the Chair, faculty, Dean, and other departmental or college staff as necessary.
- Disclose significant issues and concerns to the Chair, faculty, Dean and others as necessary and appropriate.
- Provide a linkage between the Department and alumni, students, faculty, the Statler College, industry, government, and others.
Authority and Boundaries

The Advisory Committee will serve in an advisory role to the Department, Chair, and Dean, noting strengths, issues, and concerns and making recommendations, but having no authority to take any actions or impose any actions or recommendations.

Administration

The Advisory Committee will typically meet once each year in the Fall semester for 1.5 days, although additional meetings may be held in person or by teleconference if needed. One Committee member will be designated as Chair by the Dean and Department Chair. Subcommittees, task force groups, and other groups may be formed to conduct specific business from time to time.

Term of Service

Advisory Committee members will serve 3-year terms and may be asked to serve consecutive terms at the discretion of the Departmental Chair and Dean in consultation with the Advisory Committee Chair. In general, members will not be reimbursed for expenses, although academic members of the AC may be reimbursed only for hotel expenses upon request.

Expectations

It is expected that Committee members will make every attempt to attend the annual meeting and participate fully in those activities. Some members may be asked to serve on subcommittees or similar groups with some work to be done during the year. Advisory Committee Meetings and any work in between meetings will be facilitated by the Advisory Committee Chair or Subcommittee Chair in coordination with the Departmental Chair, Dean, faculty, and staff as needed.

The Advisory Committee is solely an advisory group and not a fundraising body and thus is not expected to participate in fundraising for the Department.

Last Revision

December 29, 2015