

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: Board of Visitors Bylaws of the School of Communications and Theater

Policy Number: 07.60.10

Issuing Authority: Board of Trustees

Responsible Officer: Secretary

Date Created: September 10, 2004

Date Last Amended/Reviewed: September 10, 2004

Date Scheduled for Review:

Reviewing Office: Office of the Secretary

Scope

These Bylaws apply to the formation, purpose, membership and responsibilities of the Board of Visitors of the School of Communications and Theater (herein after “SCAT” or “School”).

Policy

ARTICLE 1. Introduction

SECTION 1. Pursuant to the May 10, 1983, policy of the Temple University Board of Trustees (Policy Number 07.60.01), the Board of Visitors of SCAT (herein after “BV-SCAT” or “Board of Visitors”) is hereby organized and created. Upon recommendation of the president, the Committee on Trustee Affairs authorized the establishment of the BV-SCAT on September 10, 2004. The Board of Visitors is advisory to the president, the provost, the dean of SCAT, and the Board of Trustees.

SECTION 2. Neither these Bylaws, nor any actions or work of the Board of Visitors shall be in derogation of the rights, powers, duties and responsibilities of the Board of Trustees, the president, the provost, or the faculty.

ARTICLE 2. Purpose

SECTION 1. The Board of Visitors is advisory to the president, the provost, the dean of SCAT, and the Board of Trustees. The Board of Visitors will provide SCAT with informed, interested and distinguished advice and appraisal from outside the university, thereby connecting the School and the university with the world beyond the campus and providing the School and university with knowledge and expertise.

SECTION 2. The Board of Visitors will provide the president, the provost, the dean and the Board of Trustees, with an objective, informed perspective – in the form of written and oral reports.

The reports shall cover, but are not limited to:

- the long and short range objectives of the School;
- the strengths and weakness of the School in relation to its objectives;
- the current status of the School in comparison with similar schools of comparable institutions;
- the needs of, and other observations relating to the School; and,
- recommendations for improvement of the School

SECTION 3. The Board of Visitors will serve as a bridge to those organizations and individuals affiliated with or who have an interest in the School. Through the board the university further expects to increase external support for the School and the university through development efforts, and will invite distinguished persons throughout the region, nation, and world to serve the School and university in their official roles as visitors.

ARTICLE 3. Membership and the Chair

SECTION 1. The Board of Visitors shall consist of between 12 and 24 distinguished persons, informed about and interested in the various fields relevant to the School. The interest may be theoretical or practical, academic or professional, vocational or avocational. The board's membership will represent a healthy blend of the pluralism that characterizes the Board of Trustees and the university – men and women from all walks of life pertinent to the School, with a range of ethnic, racial and religious backgrounds, non-alumni and alumni, scholars and practitioners.

No more than three trustees will serve on the BV-SCAT. No trustee may serve on more than one Board of Visitors of Temple university's schools and colleges at any time.

SECTION 2. The members of the Board of Visitors will be appointed by the Committee on Trustee Affairs of the Board of Trustees acting upon the recommendation of the president. The president, in making his/her recommendations, should consult the provost, the dean of SCAT, and the chair of the Board of Visitors.

SECTION 3. Nominations for membership on the Board of Visitors may come from any source including the dean, faculty members, students and alumni/ae, but a nomination must receive the recommendation of the president to be considered by the Committee on Trustee Affairs for appointment. Biographical data on prospective appointees will be forwarded by the dean of the School to the secretary of the Board of

Visitors (c/o secretary of the Board of Trustees) who will review all nominations with the president.

SECTION 4. Members of the Board of Visitors shall be appointed for three-year terms and shall serve no more than eight consecutive years or two full terms, whichever is longer. Initial appointments of the members of the board shall be divided to insure that the terms of not more than one-third of the members expire in any one year.

SECTION 5. The chair of the Board of Visitors shall be appointed by the Committee on Trustee Affairs acting on the advice of the president. The term of the chair shall be one year subject to renewal annually for a combined period not to exceed three consecutive years.

The vice chair shall be appointed in a similar manner with the same term limitations.

SECTION 6. During the first year after the Board of Visitors is constituted, the board shall visit and meet twice, and shall issue a written report to the president no later than thirty days following the second visit/meeting. Thereafter, there shall be at least one visit annually, and the board shall issue a written report to the president every second year, within thirty days of the pertinent annual visit.

SECTION 7. The role of the Board of Visitors is to develop a constructive working relationship with the administration and faculty of the School, while at the same time, retaining an objective view of the place of the School within the overall structure of the university. The reports of the board should address the matters outlined in Article 2, Section 2.

It is likely that a recurring problem will be the lack of funds for the School and other units of the university. That problem will ordinarily be well known to the university administration. While there may be cases where the lack of funds is so significant that it ought to be specifically addressed, the reiteration by the Board of Visitors that more money is needed is not productive.

SECTION 8. The chair of each Board of Visitors shall report orally on the status of the School at a regularly scheduled meeting of the Academic Affairs Committee of the Board of Trustees, at the invitation of the committee, after the issuance of the annual written report. The chair may also present an oral report on the status of the School, at the invitation of the committee, in years in which the board does not issue a written report.

SECTION 9. It is the responsibility of the chair to call all meetings and to prepare the reports with the concurrence of the Board of Visitors.

ARTICLE 4. Reimbursement of Expenses

SECTION 1. The members of the Board of Visitors ordinarily will cover their own expenses. However, upon written request of a visitor, the president may authorize that expenses incurred will be reimbursed.

SECTION 2. Visitors may declare non-reimbursed expenses as a gift to the university. In this case they should file a brief statement with the secretary of the Board of Visitors who will issue appropriate documentation.

ARTICLE 5. Staff Responsibilities

SECTION 1. The secretary of all university Boards of Visitors shall be designated by the president. The secretary shall be the principal staff officer of all of Temple University's Boards of Visitors and shall ordinarily be responsible for sending notification to the visitors concerning their appointments and end of appointments to the BV-SCAT. The secretary also will provide each new visitor with background documents and appropriate orientation to the university.

The secretary shall also maintain current membership lists and shall annually publish a directory of names, addresses and affiliations of all visitors.

The secretary shall also develop a master schedule of meetings of the BV-SCAT. In addition, the secretary shall be responsible for other matters in connection with the BV-SCAT, as requested from time to time by the president.

The dean of the SCAT shall ensure that adequate staff support and assistance is provided to the chair and the Board of Visitors by the School.

SECTION 2. A staff member in the School, designated by the dean, shall serve as liaison for the visitors, shall handle arrangements for the meetings, and shall be available to assist the visitors when they are actually on campus.

Notes

1. Dates of official enactment and amendments:

Approved by the Committee on Trustee Affairs of the Board of Trustees on September 10, 2004.

2. History:

None

Initial Policy Effective Date:

September 10, 2004.

Last Amended:

September 10, 2004.

3. Cross References/Appendix:

Board of Visitors By-Laws, Policy #07-60.01