

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: Procedures for Establishing Boards of Visitors

Policy Number: 07.60.20

Issuing Authority: Board of Trustees

Responsible Officer: Secretary

Date Created: June 1, 2007

Date Last Amended/Reviewed: June 1, 2007

Date Scheduled for Review:

Reviewing Office: Office of the Secretary

Below are the procedures to be followed for the establishment of a Board of Visitors.

1. The dean and the director of development (“DOD”) in a school, college, or other unit compiles a prospective list of Board of Visitor members. The initial list may include a larger number of people than may actually be appointed to the Board of Visitors in order to account for the fact that certain individuals may not be approved by the vice president for Institutional Advancement, provost or president, or may decline service on the board.
2. The DOD submits the list to the Development Office for preparation of biographical information summaries.
3. The dean forwards recommendations and biographical sketches to the vice president for Institutional Advancement and the provost. Following their approval, the dean forwards approved listing to the president with copies to the secretary of the Board of Trustees and the vice president for Institutional Advancement.
4. Following presidential approval of the listing, the president advises the dean to approach individual candidates informally regarding service on the Board of Visitors.
5. The dean will advise the president of the willingness of the candidate(s) to serve if asked.
6. The finalized listing of candidates, including proposed Board of Visitors chair, with biographical information and assigned term limits, is submitted to the president and the Office of the Secretary for appointment to the Board of Visitors by the Committee on Trustee Affairs.

Initial appointments to a Board of Visitors must be staggered so that the terms of not more than one-third of the board members expire in any one year (See Article III, Section 4 of Board of Trustees Policy #07.60.01, Boards of Visitors Bylaws). Specifically, one-third of candidates agreeing to serve must be assigned an initial term of one year, one-third of candidates must be assigned an initial term of two years, and the remaining third must be assigned an initial term of three years.

Current mailing addresses of the final list of candidates should be furnished under separate cover to the Office of the Secretary.

7. Upon appointment of candidates by the Committee on Trustee Affairs, the president sends letters of invitation to the appointees, with copies to the dean and the Office of the Secretary.
8. Upon receipt of acceptance letters from appointees, the President's Office notifies the Office of the Secretary, the vice president for Institutional Advancement, and the appropriate dean. The dean will notify the appropriate DOD.
9. The dean sends a letter welcoming each appointee to the Board of Visitors.
10. Reappointments must follow the procedures listed above.

At the time of reappointments, the listing should include the names of the Board of Visitors members not being reappointed.

11. Questions regarding the appointment process can be answered by the assistant secretary (extension 1-7308).

Notes

1. Dates of official enactment and amendments:

Approved by the university secretary on June 1, 2007.

2. History:

None

Initial Policy Effective Date:

June 1, 2007.

Last Amended:

June 1, 2007.

3. Cross References/Appendix:

Board of Trustees Policy #07.60.01, Boards of Visitors By-Laws