

Board of Advisors for the Department of Interior Architecture

Operating Papers

September 2014

I. Purpose

The intent of the Board of Advisors is to assist, advise, promote, network, advocate, and support the interests of the Department of Interior Architecture through the exchange of information, initiatives, and ideas. Faculty strategically engage IARc's Board of Advisors in various events, activities, and interests that include community design, students' professional development, designing and making, and global/local awareness.

II. Composition

Advisors

Advisors to the department may be alumni, design practitioners, industry representatives, and others such as members of our local community who are qualified in any number of ways to assist with the interests and initiatives of the department. As many as 40 Advisors or as few as 10 may be necessary to support the various interests of the department. All faculty and staff in IARc and the Dean of the College of Arts and Sciences will serve as ex-officio Advisors. One undergraduate and one graduate student in Interior Architecture will serve as Advisors on the Board.

Leadership

An Advisor will serve as the Chair of the Board and a faculty member will serve as Faculty Liaison to the Board.

III. Appointment and Service

Advisors

The Chair of the Board of Advisors and Faculty Liaison will ask the Advisors including ex-officio members to nominate new Advisors. The leadership of the Board will discuss and contact the nominees and based on their willingness to serve, will make recommendations to the Dean regarding appointments to the Board. Upon approval, the Dean will forward recommendations for appointment to the Provost who will notify the Department Chair of final approval and also inform the Dean and the Chancellor of the membership of the Board. With approval from the Provost and support from the Dean, the Department Chair will officially appoint members to the IARc Board of Advisors and copies of the appointment letters will be sent to the Dean, Provost, and University Advancement. Undergraduate and Graduate students will be selected by the faculty in the department.

Advisors provide service to the department in 3 year cycles and can be nominated to serve 2 consecutive cycles.

Leadership

The outgoing Chair of the Board and Faculty Liaison will make a recommendation for an incoming chair of the Board of Advisors. The Department Chair in consultation with the IARc faculty will appoint the Faculty Liaison to the Board.

The Chair of the Board will be in the second year of a 3 year cycle of service and will serve 2 years as Chair and one year as Immediate Past Chair. The Chair of the Board may serve 2 consecutive terms. The Faculty Liaison appointment term of service is indefinite and based on consultation between the Department Chair and the faculty.

IV. Meetings

Advisors

The Board of Advisors will meet formally in the fall and in the spring during the annual Novem Mason Symposium on Community-Engaged design. Smaller groups of Advisors may meet more often or with individual faculty throughout the year as a function of the various interests in the department. Each Advisor has voting rights and a simple majority of those present can carry a vote.

Leadership

The current Chair of the Board of Advisors, Immediate Past Chair, Faculty Liaison, and Chair of the Department (if different from the Faculty Liaison) will meet periodically and as needed to prepare the upcoming meetings and discuss particular ways in which to engage the department and the Advisors. This is an ongoing exchange that also may involve various faculty and Advisors throughout the year.

The Chair of the Board and the Faculty Liaison will set the agenda to be distributed by the Board Chair. Meeting minutes will be recorded by staff in IARc. The Chair of the Board will prepare a brief annual report in consultation with the Faculty Liaison and Department Chair to be submitted annually to the Chancellor.