

# TEMPLE UNIVERSITY

## POLICIES AND PROCEDURES MANUAL

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**Title:** Board of Visitors By-Laws of the College of Liberal Arts  
**Policy Number:** 07.60.03  
**Effective Date:** March 12, 2003  
**Issuing Authority:** Board of Trustees

### **Scope**

These By-Laws apply to the formation, purpose, membership and responsibilities of the Board of Visitors of the College of Liberal Arts of Temple University (hereinafter "College").

### **Policy**

#### ARTICLE 1. Introduction

SECTION 1. The Board of Trustees of Temple University authorized the establishment of a constituent advisory Board of Visitors for the College of Liberal Arts at Temple University on March 12, 2003. The Board of Visitors is advisory to the President, the Provost, the Dean of the College, and the Board of Trustees.

SECTION 2. Nothing contained in the organizational principles or in the establishment or work of this Board of Visitors is in derogation of the rights, powers, duties and responsibilities of the Board of Trustees, the President, and the faculty.

#### ARTICLE 2. Purpose

SECTION 1. The Board of Visitors is advisory to the President, the Provost, the Dean of the College of Liberal Arts, and the Board of Trustees. The Board of Visitors should provide the College with informed, interested and distinguished advice and appraisal from outside the University, thereby connecting the University with the world beyond the campuses and providing the University with knowledge and expertise.

SECTION 2. The Board of Visitors should provide the President, the Provost, the Dean and the Board of Trustees, with an objective, informed perspective - in the form of a written and oral report - on the long and short range objectives of the College of Liberal Arts; the strengths and weakness of the College in relation to those objectives; an assessment of the current status of the College in comparison with similar units of

comparable institutions; the needs of, and other observations relating to the College; and recommendations for improvement of the College.

SECTION 3. Through Boards of Visitors, the University further expects to increase external support for the University through development efforts and by inviting distinguished persons throughout the nation and world to serve the University in official roles as Visitors.

### ARTICLE 3. Membership and the Chair

SECTION 1. The Board of Visitors shall ordinarily consist of between 12 and 24 distinguished persons, informed about and interested in the various fields relevant to the College. The interest may be theoretical or practical, academic or professional, vocational or avocational. The Board's membership should represent a healthy blend of the pluralism that characterizes the Board of Trustees and the University - men and women from all walks of life, with a range of ethnic, racial and religious backgrounds, non-alumni (ae) and alumni (ae), scholars and practitioners. No more than three Trustees may serve on the Board of Visitors of the College of Liberal Arts.

SECTION 2. Power of appointment to the Board of Visitors of the College of Liberal Arts rests with the Committee on Trustee Affairs of the Board of Trustees acting upon the recommendation of the President. The President, in making his recommendations, should consult the Provost, the Dean of the College, and the Chair of the Board of Visitors for the College of Liberal Arts.

SECTION 3. Nominations 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 should be directed to the Secretary of the Boards of Visitors (c/o Secretary of the Board of Trustees) who will review all nominations with the President.

SECTION 4. Visitors are appointed for three-year terms and shall serve no more than eight consecutive years or two full terms, whichever is the longer. When new Boards are formed, appointments 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. A 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 of Visitors 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 College of Liberal Arts, while at the same time, retaining an objective view of the College within the overall structure of the University. The report of the Board of Visitors should address the matters outlined in Article 2, Section 2. It is likely that a recurring problem will be the lack of funds for all 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 all Boards of Visitors that more money is needed is not productive.

SECTION 8. The Chair of the Board of Visitors shall report orally on the status of the College 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 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. It is assumed that the members of the Board of Visitors will be usually in a position to cover their own expenses. However, expenses incurred can be reimbursed upon request as determined by the President.

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 the Board of Visitors shall be designated by the President. The Secretary shall be the principal staff officer of all the Boards of Visitors and shall ordinarily be the Assistant Secretary of the Board of Trustees. The Secretary is responsible for sending notification to the Visitors concerning their appointments and end of appointments to particular Boards. The Secretary also provides 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 all Boards of Visitors. In addition, the Secretary shall be responsible for other matters in connection with the Boards of Visitors, as requested from time to time by the President.

SECTION 2. A staff member in the College of Liberal Arts, designated by the Dean or Provost, 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 March 12, 2003.

**2. History:**

None

**3. Cross References:**

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