

Provost Advisory Council Charter and Bylaws

I. Purpose

The Provost Advisory Council serves as a consultative and advisory body to the Provost, offering informed input on policy, strategic priorities, mission alignment, and the overall health of the university. The Council strengthens shared governance by fostering communication, collaboration, and inclusive decision-making within Academic and Student Affairs.

II. Functions

1. Advise on strategic academic planning, proposed academic policies and initiatives, structural operations, and institutional priorities.
2. Surface campus-wide academic concerns and suggest solutions.
3. Promote alignment with the university's mission and institutional culture.
4. Support transparency and shared governance in academic decision-making.

III. Membership

- Provost (Chair)
- Vice Provost (ex-officio)
- One faculty member from each college
- Two students, one undergraduate and one graduate
- Two staff from within Academic and Student Affairs (not within a College)
- One staff from outside of Academic and Student Affairs

Rotation/Considerations

- Membership will rotate annually. The Provost will work with Deans and Vice Presidents to identify potential members who have not had, or do not have, other access to the Provost or governance (e.g. on a leadership team, serve on Senate, etc.).
- Academic and Student Affairs staff representation will rotate between the Registrar, CoBe, the Library, High-Impact Practices, Student Life, and Housing.
- Staff from outside of Academic and Student Affairs include University Advancement, Admissions, Financial Aid, Marketing and Communications, Athletics, Physical Plant, Student Accounts, Financial Affairs, ITS, and Mission.
- Faculty membership should incorporate ranked, unranked, tenure, non-tenure, and affiliate. Each of these categories should be represented within at least a two-year period.
- Student membership should incorporate an online student within at least a two-year period.
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V. Meetings

- The Council shall meet monthly during the academic year.
- Additional meetings may be called as needed.

VI. Leadership and Facilitation

- The Provost serves as Chair and may appoint a co-chair or facilitator to assist in agenda setting and meeting facilitation.
- Meeting agendas are developed by the Chair in consultation with members.

VII. Decision-Making

- The Council is advisory in nature and does not possess final decision-making authority.
- Recommendations are made by consensus or simple majority vote if called for.
- Minority reports may be submitted and included in recommendations.

VIII. Communication

- Minutes will not be recorded, however members can share their notes with appropriate constituents. The Chair will identify any conversations where confidentiality is required.
- The Council, via the Chair, may issue periodic reports summarizing its work and recommendations.

IX. Review

- This charter shall be reviewed every three years to ensure continued relevance and effectiveness.