

## **Howard University Board of Visitors Policy**

- Roles/Duties:** To develop a constructive working relationship with administration and faculty of the unit, while at the same time retaining an objective view of the place of that unit within the overall structure of the University. Shall provide the President, Provost, Dean, and Board of Trustees with an objective, informed prospective in the form of a report (on the long and short range objectives of the unit; strengths and weaknesses of each unit in relation to objectives; an assessment of the current status of the unit in comparison with similar units of comparable institutions; the needs of the unit; and recommendations for improvement), and generate external financial support for the unit, however may not create exclusive endowments.
- Membership:** The power of appointment rests with the Board of Trustees acting upon the recommendation of the President. The President, in making recommendations, consults with the Provost, the Director or Dean of the appropriate unit, and chair of the particular Board of Visitors. Nominations may come from any source (i.e., Deans, faculty, students, alumni/ae, etc.) Alumni may not constitute more than one-fourth of the membership of the Board.
- Criteria** Distinguished persons, informed about and interested in the various fields relevant to the particular unit. Interest may be theoretical or practical, academic or professional, vocational or avocational. Employees of the University may not serve on a Board of Visitors.
- Composition:** The Board shall consist of between 12 and 24 distinguished persons. A Board's membership should represent a healthy blend of the pluralism that characterizes the Board of Trustees and 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.
- Terms:** Three (3) year terms and shall serve no more than two full terms.
- Chair Selection:** The Chair is appointed by the Board of Trustees acting on the advice of the President and is a Trustee. 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 is appointed in a similar manner, with the same term limitations except the Vice Chair is not required to be a Trustee.
- Bd. Relationship:** Advisory

# HOWARD UNIVERSITY BOARD OF VISITORS

## ARTICLE 1. Introduction

SECTION 1. The Board of Trustees of Howard University authorizes the establishment of constituent advisory Boards of Visitors for the schools and major centers of the University. Each Board of Visitors is advisory to the President, the Provost, the Dean of the School or Director of the Center, and the Board of Trustees. Normally, a Board of Visitors will be constituted only for the schools or major centers that are the main organizational units of the University.

SECTION 2. The Board of Visitors for a particular unit may be established only by the Board of Trustees acting on the recommendation of the President.

SECTION 3. The organizational principles common to all of the Boards of Visitors - purpose, membership, visits, meetings, reports, reimbursement of expenses, and staff responsibilities - are set forth below.

SECTION 4. Nothing contained in the organizational principles or in the establishment or work of any 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. Each Board of Visitors is advisory to the President, the Provost, the Dean of the School or Director of the Center, and the Board of Trustees. A Board of Visitors should provide the particular unit 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. A Visiting Board should provide the President, the Provost,  
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the Dean or Director, 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 unit; the strengths and weaknesses of each unit in relation to those objectives; an assessment of the current status of the unit in comparison with similar units of comparable institutions; the needs of and other observations relating to the unit; and recommendations for improvement of the unit.

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

### ARTICLE 3. Membership and Duties

SECTION 1. A Board of Visitors shall consist of between 12 and 24 distinguished persons who are knowledgeable of and interested in the various fields/disciplines of the particular unit. The informed advice may be theoretical or practical, academic or professional, vocational or avocational. A 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); and scholars and practitioners. No more than three Trustees may serve on any single Board of Visitors, and no Trustee may serve on more than one Board at any time. Alumni may not constitute more than one-fourth of the membership of the Board. Employees of the University may not serve on a Board of Visitors.

SECTION 2. Power of appointment to the Boards of Visitors rests with the Board of Trustees acting upon the recommendation of the President. The President, in making his recommendations, should consult the Provost, the Dean or Director of the appropriate unit, and the Chair of the particular Board of Visitors.

SECTION 3. Nominations may come from any source including the Dean, Director, faculty members, students, and alumni(ae), but a nomination must receive the recommendation of the President to be considered by the Board of Trustees for appointment. Biographical data on prospective appointments should be directed to the Secretary of the Board who will review all nominations with the President.

SECTION 4. Visitors are appointed for three-year terms and shall serve no more than two consecutive full terms. After at least one year following completion of the second term, visitors shall be eligible for reappointment. When new Boards are formed, appointments shall be staggered to ensure that the terms of not more than one-third of the members expire in any one year.

SECTION 5. The Chair of a Board of Visitors shall be appointed by the Board of Trustees acting on the advice of the President, and shall be a Trustee. 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 except that the Vice Chair need not be a Trustee.

SECTION 6. During the first year after a Board of Visitors is constituted, the Board shall visit and meet twice, and shall issue a written report to the President not later than thirty days following the second visit meeting.

Thereafter, there shall be not more than two meetings annually, and the Board of Visitors shall issue a written report to the President every second year, within thirty days of the visit.

SECTION 7. The role of the Board of Visitors is to develop a constructive working relationship with the administration and faculty of the unit which the Visitors oversee, while at the same time retaining an objective view of the role of that unit within the overall structure of the University. The report of the Board of Visitors should address the matters outlined in Article 2, Section 2. The Board of Visitors is encouraged to obtain external support for the units; however, they may not create exclusive endowments. Because the University administration recognizes that the level of funding is likely to be a common issue in most of the units, it is expected that the Board of Visitors will devote its primary attention to strengthening programs and obtaining external support for the units and their graduates. While there may be cases where the lack of funds is so significant that such should be specifically addressed, the reiteration by all Boards 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 unit at a regularly scheduled meeting of the Academic Excellence 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 each Board of Visitors will usually be in a position to cover their own expenses. However, the University

intends that participation as a Visitor not be a financial burden for any member. Accordingly, allowable expenses incurred can be reimbursed upon request.

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 who will issue appropriate documentation.

#### ARTICLE 5. Staff Responsibilities

SECTION 1. The Secretary of the Board of Trustees shall be designated Secretary of the Board of Visitors. The Secretary shall be the principal staff officer of all the Boards of Visitors. The Secretary is responsible for sending notification to the Visitors concerning their appointments and end of appointments to particular Boards. The Secretary will also 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 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 each school or center, designated by the Dean, Director, 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.

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