

## **Human Resources Advisory Board**

### **1. Charge**

The Human Resources Advisory Board shall serve to advise the Vice President for Administration, and other senior officers as appropriate, on resources and priorities with regard to human resources, personnel matters, and the strategic direction for human resource management. The Human Resources Advisory Board shall review and make recommendations concerning policies, programs, and initiatives designed to support and promote the intellectual and professional development of the University's administrative work force. The Board shall consider such matters as the training and support provided to staff and faculty serving in administrative roles; orientation and support for new members of the work force; and the promotion of a healthy community within and between departments. The Board shall review and make recommendations concerning existing and proposed hiring and recruitment procedures and policies and compensation and benefits policies and programs for University faculty and staff. With regard to faculty benefits and awards, the Human Resources Advisory Board shall coordinate with, and not duplicate, the work of the Committee on Faculty Equity and Diversity.

### **2. Membership**

The members shall consist of the Vice President for Administration, four faculty members (one being a current member of the Committee on Faculty Equity and Diversity), and six staff members. Members shall serve staggered two-year terms. The Assistant Vice President for Human Resources shall serve as an ex officio, non-voting member.

### **3. Chair and Staffing**

The Board Chair shall be the Vice President for Administration. The Vice Chair shall be a faculty member who is elected by the board at the end of his/her first year of service. The Board shall be staffed by the office of the Vice President for Administration.

### **4. Procedures**

An Executive Committee, consisting of the Chair and Vice Chair, shall set the agenda for Board meetings. The Board shall meet at least once per semester.

The Board shall report annually in writing to the Faculty. The report is to be given by the Vice Chair or, in his/her absence, by the Chair.

### **5. Appointment of Members**

Faculty members are appointed by the Vice President for Administration with advice from the Committee on Nominations. Staff members are appointed by the Vice President for Administration with advice from the Staff Advisory Committee (SAC).