

Program Advisory Board: Quick Start Guide

How to Charter a Program Advisory Board



As outlined in UVU Policy 104...

- Involve sponsoring executive in charter board formation.
- Establish charter specifics as outlined and complete board charter form.
- Sponsoring executive takes charter form to President's Council.

Best Practices in Board Development

01

Define the Purpose

- Clarify the advisory board's role in advancing UVU's mission by aligning programs with industry needs, fostering continuous improvement, and strengthening engagement through collaborative support.

02

Identify and Involve Academic Stakeholders

- Identify and engage key academic stakeholders—including faculty, department chairs, college deans, and other relevant UVU areas—to ensure alignment and collaboration in program development.

03

Determine Ideal Composition

- Determine board composition to foster broad and inclusive representation.

04

Draft Roles and Responsibilities

- Draft clear roles and responsibilities for board members, including attending regular meetings, offering input on program development, and serving as advocates and connectors for the program. See charter document for examples.

05

Plan for the First Meeting

- Plan the first meeting with a clear agenda that includes reviewing applicable program data and building rapport while clarifying goals and expectations.

06

Document and Communicate

- Define and communicate the advisory board's purpose. Use available templates to structure meetings, including invitations, agendas, and minutes. Document all meetings according to your division's protocols.

07

Evaluate and Sustain

- Ensure long-term impact through continuous evaluation and engagement by collecting feedback, recognizing contributions, fostering communication, and implementing effective assessment and reporting methods.