



# ORU Advisory Committee Guide



# What is an Advisory Committee?

An ORU Advisory Committee is mandated by UCOP and performs a vital function for an ORU and the VCRO, representing the affiliated faculty, and assisting the director and the VCRO.

## Duties Include:

- ★ Fundraising and Budget matters
  - ★ Program planning
  - ★ Participating in ORU reviews
  - ★ Creating 5-yr report of ORU Health
  - ★ Evaluates director performance for potential reappointment
  - ★ Advises on ORU Director searches
  - ★ Other duties as needed
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# Advisory Committee Chair

Director-appointed person who serves for 3 years and is responsible for overseeing responsibilities and consults with the Director and VCRO on the unit's behalf.

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# Period of Service

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Committee members can serve for an initial period of 5 years

- ★ 5-year period starts one year after the ORU Director is appointed and extends one year into the next term of new director appointment.
- ★ Committee members can serve a second 5-year term upon approval from the VCRO.

# Your role as Director

- ★ Nominate Advisory Committee drawn from affiliated faculty
  - ★ Report membership and chair updates to VCRO
  - ★ Meet with committee on regular basis
  - ★ Seek advice from committee on emergent issues
  - ★ Consult with committee on the development of agendas and activities
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# Considerations for Establishing your Advisory Committee

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- ★ Number of people: 5-10 depending on size and structure/complexity of ORU
- ★ Interdisciplinary: Membership should be representative of the scholarly activities of the ORU.
- ★ Diverse in race, gender, scholarly rank
- ★ Representation from ORU sub-units
- ★ Student involvement as a possible option
- ★ May include Non-UCB affiliates

# Next Steps

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1. AVCR will send a survey requesting information about advisory committees.
2. Director submits survey to the VCRO by November 6. When listing committee members, the director should indicate which member will serve as chair.
3. AVCR will finalize the proposed committee by preparing and issuing final letters of appointment to the members (Directors will be copied).

# Questions

