

Undergraduate Advising Council (UAC) Operating Code

Article 1 – Objective and Purpose

The University Advising Committee monitors success, helps assure consistency, and communicates successful techniques in the provision of coordinated advising services to all undergraduates. The UAC also promotes professional development for those providing advising services to undergraduate students.

Article 2 – Membership

Members of the UAC consist of all university staff that provides academic advising services to undergraduate students. This can include, but is not inclusive, professional advising staff and faculty. The Associate Provost for Undergraduate Affairs serves as an ex-office member to the UAC.

Article 3 – Voting Membership

The following colleges/units will have one voting representative to the UAC:

- College of Agricultural and Life Sciences
- Warrington College of Business Administration
- College of Design, Construction and Planning
- College of Education
- College of Engineering
- College of Fine Arts
- College of Health and Human Performance
- College of Journalism and Communication
- College of Liberal Arts and Sciences
- College of Nursing
- College of Public Health and Health Professions
- Graduate Health Sciences At Large (Colleges of Dentistry, Medicine, Pharmacy, & Veterinary Medicine)
- Student Affairs At Large
- Office of Student Life At Large
- Student Government Association
- Office of the University Registrar
- Office of Admissions

Colleges and units will determine annually who their college's/unit's voting representative will be. Voting representatives shall serve a one year term with the opportunity for one additional consecutive term.

Voting proxies are allowed in writing to the Chair before the meeting begins.

Article 4 – Election of UAC Chair and Chair Elect

At the first meeting of each academic year, the UAC Chair and Chair-Elect will be elected via a vote of UAC voting members. The Chair and Chair Elect shall serve a one year term unless elected to fulfill an unexpired term of a prior member. Elected officials have the opportunity for one additional consecutive term.

Article 5 – Responsibilities

Members of the UAC represent the interests and concerns of all advising staff to the Provost through the Associate Provost for Undergraduate Affairs by providing a forum for communication to and from professional advising staff on topics of interest to one or more colleges/units of the university. The UAC provides input on the development of policy and procedures that influence undergraduate education and academic advising at the university, including university-wide regulations enforced by academic advisors.

The UAC is a forum for the discussion of policy, sharing information, and reporting regularly to the senior leadership of the University.

The Chair of the UAC will be a liaison to the University Curriculum Committee (UCC).

Article 6 – Elected Officer/Representative Duties

The Chair and Chair Elect shall serve a one year term with the opportunity for one additional consecutive term. The Chair and Chair Elect will be elected at the first meeting of the academic year.

The Chair is responsible for the conduct of the meetings and setting the agenda with input from the UAC members. The Chair serves as the liaison to the University Curriculum Committee (UCC) and is responsible for communicating with the Associate Provost for Undergraduate Affairs on matters related to undergraduate education and advising.

The Chair Elect will step in with the above duties in the absence of the Chair. College and unit representatives will be responsible for disseminating information regarding meetings as well as topics and issues addressed during meetings.

Article 7 – Meetings

The UAC will meet every six weeks throughout the calendar year in an effort to support the objectives stated in Article 1. Additional meetings may be called by any voting member of the UAC or the Associate Provost for Undergraduate Affairs for the purpose of discussing items of concern or interest.

Article 8 – Amendments

Amendments to this Operating Code may be proposed by any UAC voting member. These amendments will be presented along with any appropriate rationale to the UAC for review to ensure consistency. The proposed amendment will be presented to the UAC for review and comment. A simple majority of the voting members will be required for approval.