

Mechanical and Industrial Engineering Industry Advisory Board
University of Massachusetts Amherst
Department of Mechanical and Industrial Engineering

About the Mechanical and Industrial Engineering Industry Advisory Board

The purpose of the Mechanical and Industrial Engineering Industry Advisory Board [MIE IAB] of the Department of Mechanical and Industrial Engineering is to provide external counsel to the Department in support of its teaching, research and service missions. The MIE IAB, comprised of engineering executives from industry, governmental agencies, and private consulting firms, meets in formal session twice each year.

The MIE IAB offers advice to the Department Head of the Mechanical and Industrial Engineering Department, the Faculty and other administrative officers on strategies and means of developing resources for enhancing the goals of the Department.

The MIE IAB assists in promoting the Department to potential students, employers, legislative leaders, governmental agencies and industry.

The MIE IAB is guided by its two Co-Chairs, each elected by the board members for a three year term. Members are appointed to three-year renewable terms, staggered for continuity.

At the meetings of the MIE IAB, members interact with the Department Head, faculty and staff on issues of mutual concern. Discussions are held on Department goals and objectives, educational trends, development and capital campaigns, employment opportunities, research opportunities, budgets, enrollments, degrees, and other related topics. Members of the MIE IAB also provide support throughout the year for many of the Department's specific initiatives and programs.

Charter
Mechanical and Industrial Engineering Industry Advisory Board
University of Massachusetts Amherst

I. Name, Statement of Responsibilities, Scope

a. Name

The name of this organization is the Mechanical and Industrial Engineering Industry Advisory Board of the Department of Mechanical and Industrial Engineering, University of Massachusetts Amherst hereinafter referred to as the MIE IAB.

b. Statement of Responsibilities

The purposes of the MIE IAB are:

- to provide external counsel to the Department in support of its teaching, research and service missions;
- to offer advice to the Department Head, the faculty and other administrative officers on strategies and means of developing resources for enhancing the goals and objectives of the Department;
- to promote the Department to potential students, employers, legislative leaders, governmental agencies, business and industry;
- to enhance the visibility of the major research and instructional programs of the Department;
- to assist in strengthening financial support for the Department and the College.

c. Scope

The MIE IAB shall be advisory to the Department Head and faculty of the Mechanical and Industrial Engineering Department on issues such as the formulation of goals, objectives, priorities and specific plans.

II. Membership

a. Constituents

The MIE IAB shall consist of at least ten engineering executives representing business, industry, governmental agencies, private consulting firms, and friends of the College and University who have demonstrated leadership in their fields. Ex officio members of the MIE IAB include the Head and the Associate Head of the MIE Department, and the Dean of the College.

b. Appointments

Members shall be appointed for terms of three years by the Head of the Department with terms renewable at the discretion of the Head.

III. Officers

a. Officers

The Officers of the MIE IAB shall be two Co-Chairs elected by the board members. Officer candidates can be nominated by any MIE IAB member including self nomination. Officers will be elected by a simple majority vote.

b. Terms

Officers shall serve a three-year term from the Fall meeting through the Spring meeting in the third year.

c. Responsibilities

The duties of the Co-Chairs shall be to work with the Department Head and the Associate Head in arranging the agenda for each meeting, to preside over the meeting, and ensure that the MIE IAB members perform assigned tasks.

IV. Organization and Meetings

a. Standing Committees

The Department Head shall define and organize standing committees such as are required in support of the Department. Chairs of standing committees shall be selected by the Department Head and the MIE IAB Co-Chairs. At least one faculty or staff from the Department shall be appointed to each standing committee to act as a coordinator of activities, correspondence and actions.

b. Ad-Hoc Committees

The Department Head and MIE IAB Co-Chairs shall appoint Ad-Hoc committees such as are required in support of specific objectives and plans, and shall be dissolved upon completion of the project. Chairs of ad-hoc committees shall be selected by the Department Head and/or the MIE IAB Co-Chairs.

c. Meetings

The MIE IAB shall hold its regular meetings twice each year, once in the fall and once in the spring, upon the call of the Dean and the Department Head. Ad-Hoc and Standing Committees shall meet as required.

V. Reporting

a. Meeting minutes

At each regular meeting of the MIE IAB, the minutes of the last meeting will be reviewed and approved.

b. Report of the Co-Chairs

Following the review of the minutes, the Co-Chairs may give a brief oral report of MIE IAB activities since the last meeting.

c. Report of Standing Committees

At each regular meeting of the MIE IAB, each standing committee shall present a brief report of its activities since the previous meeting.

d. Report of Ad-Hoc Committees

Each regular meeting shall include brief oral reports from Ad-Hoc Committees, if any.

VI. Amendments Process

This Charter may be amended by a favorable vote of two-thirds of the MIE IAB members and the concurrence of the Department Head.