



The Charter of the Advisory Board for The Electrical Engineering Department - The Petroleum Institute

I. Function and Scope

1. Function

The EE AB provides direct linkage and communication between the Department and the engineering profession. The function of the EE AB is to:

- act as an advisory group to the Department in support of its teaching, research and service missions;
- offer advice to the Department Chair, the faculty and other administrative officers on strategies and means of developing resources for enhancing the goals and objectives of the Department;
- act as a link between the department and its industrial and professional partners, providing an opportunity for communication of current and future industry and professional needs to the department;
- promote the Department to potential students, community leaders, governmental agencies, business and industry;
- enhance the visibility of the research and instructional programs of the Department;
- provide recommendations on initiatives that the department should undertake to continuously improve educational and research programs to meet the needs of the UAE, the region, and the profession;
- assist in strengthening financial support for the Department and the Institute.

2. Scope

The EE AB shall be advisory to the Department Chair and faculty of the Electrical Engineering Department on issues such as the program objectives and outcomes, and department's priorities and specific plans.

II. Membership

1. Constituents

The EE AB shall consist of at most twelve members representing industry, governmental agencies, friends of the Petroleum Institute, and Alumni who have demonstrated leadership in their fields and are best positioned to help provide valuable input and guidance to the department through this process. The EE AB will also include two EE students. The Chair of the EE Department serves as an Ex officio member of the Board.

2. Appointments

Members shall be recommended by the Department Chair and appointed for terms of two years by the President of The PI with terms renewable at the discretion of the President at the recommendation of the Chair of EE.

III. Officers, Terms, and Responsibilities

1. Officers

The Officers of the EE AB will consist of a Chair and Vice-Chair/Secretary elected by the board members. Officer candidates can be nominated by any EE AB member including self nomination. Officers will be elected by a simple majority vote.

2. Terms

Officers shall serve a two academic year term including the fall and the spring semesters of the second year.

3. Responsibilities

The duties of the Chair and the Vice-Chair of the EE AB shall be to work with the Department Chair on arranging the agenda for each meeting, to preside over the meeting, and ensure that the EE AB members perform assigned tasks.

IV. Subcommittees and Meetings

1. Ad-Hoc Committees

The Department Chair and the EE AB Chair 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 EE AB Chair in consultation with the Department Chair.

2. Meetings

The EE AB shall hold two meetings per year during spring and fall semesters, upon the call of the Department Chair.

V. Reporting

1. Meeting minutes

At each meeting of the EE AB, the minutes are taken by the elected Vice-Chair/Secretary of the Committee and reviewed and approved by e-mail. Recommendations are composed in a report format and sent to the Department Chair within four weeks from the EE AB meeting date.

2. Reports of the Chair

The Chair may give a brief oral report of EE AB activities since the last meeting.

VI. Amendments Process

This Charter may be amended by a favorable vote of two-thirds of the EE AB members and the concurrence of the Department Chair and the President of PI.