



Academic Advisors Council Mission and Bylaws

I. Mission Statement

The Academic Advisors Council (AAC) provides a link between students, faculty and university administration for the evaluation, implementation, and formation of university policies and practices with respect to providing student academic services. By communicating among college advising staffs and with the rest of the university, we help to more fully achieve our common goals: to serve students' academic needs, to maintain the educational integrity of academia, and to foster professional growth of university advising staff.

II. Membership Criteria

Voting members will include Faculty or A&P staff working in an advising capacity with individual college Student Academic Services (SAS) Centers, as well as University Advising Services (UAS). Members with non-voting status will include representatives from the Registrar, Admissions, the Center for Learning and Student Success, New Student & Owl Family Programs and Athletics Advising.

III. General Procedures

A. The AAC is under the authority of the Office of the Provost, and reports to the Dean of Undergraduate Studies.

B. Meetings held as needed, generally on the Boca Raton campus, with teleconference for other campus locations.

C. Chair elected every two years at the end of each Spring semester for the upcoming two academic years. Eligibility requires position level of College Assistant Director, Associate Director, Director, or Associate Dean of SAS or UAS. Duties include:

- 1.** Prepare agenda
 - a.** In the event the chair is unwilling to include an item on an agenda, a written request from four or more voting members will require that the item be considered
- 2.** Reserve meeting place, and communicate time and location to members
- 3.** Direct meeting
- 4.** Prepare and distribute minutes (or, if he/she chooses, a secretary can be selected from the group for these duties)
- 5.** Communicate the recommendations of the group with appropriate university offices and officials, including both administrative bodies and faculty governance
 - a.** Represent the Council at any appropriate meetings of other university bodies and report back findings to the AAC.



D. Vice Chair elected every two years at the end of each Spring semester for the upcoming two academic years. Eligibility requires position level of College Assistant Director, Associate Director, Director, or Associate Dean of SAS or UAS. Duties include assisting the chair in completing the duties of the AAC and facilitating AAC business in the absence of the chair.

E. Chair and Vice Chair have the authority to invite one AAC voting member to serve as secretary and participate in leadership activities as designated.

F. Chair and Vice Chair Nominations

1. The candidate nomination(s) period extends for one calendar month.
2. Nominations can only be made by current voting members of the AAC.
3. Voting members should submit nominations in writing to the current AAC Secretary only. In the case that there is not a current AAC Secretary, the Chair of the AAC may appoint one as stipulated in Section III, Item E.
4. Each nominee will be notified of his/her nomination upon close of the candidate nomination period.
5. Each nominee will have 1 week (7 days) after the nomination notification to accept his/her nomination.
6. Individuals can be nominated for more than one position but can only accept the nomination and run for one position.

G. Voting Procedures

1. Voting members will receive nominee information no less than 2 weeks prior to the start of the voting period.
2. The voting period length is 1 week (7 days).
3. Voting will take place exclusively electronically by secret ballot.

H. Voting Results

1. In an election with 2 candidates-the winner will be determined by plurality.
2. In an election with more than 2 candidates, winners will be determined by plurality.
3. In the case of a tie, run-off elections will take place until one candidate receives plurality.
4. Run-off election(s) voting will run for a period of 1 week (7 days).
5. Run-off elections will continue until a winner can be determined by plurality.

Plurality is defined here as a number of votes cast for a candidate in an election of one or more candidates that is greater than the number cast for any other candidate.

IV. Processes

A. To amend, change, add or delete language to the Bylaws:

1. The proposed amendment will first be announced and discussed at an AAC meeting.



2. At the following meeting, the issue will be voted on. A majority of voting members in attendance at the second meeting will decide the issue.

V. Areas of Concern

A. University-wide issues in academic advising, including but not limited to:

1. Advising procedures
2. University policies and procedures
3. Degree certification
4. University baccalaureate degree requirements
5. Second baccalaureate requirements
6. Transfer credit evaluation
7. Gordon Rule/Writing across the Curriculum (WAC)
8. Student records
9. University catalog information
10. Certification of degrees of distinction
11. Other aspects of university undergraduate curricular policy
12. Implementation of SUS and other state-wide policies
13. Orientation and recruiting
14. Co-ordination with faculty governance organizations, including but not limited to the University Undergraduate Programs Committee, the campus senate, and the University Faculty Council
15. Co-ordination with other university offices and committees, including but not limited to DARS, Registrar, Admissions, Students with Disabilities, Testing and Evaluation, Enrollment Management, and Student Affairs
16. The support of professional development opportunities for advisors.