

ORGANIZATIONAL GUIDELINES
OF
TENNESSEE TECH UNIVERSITY
Mechanical Engineering External Advisory Board

Overview

The Mechanical Engineering External Advisory Board (EAB) comprised of engineering executives from industry, governmental agencies, universities, and private consulting firms, meets on campus in formal session twice each year. The EAB offers advice to the department chair, the faculty and other administrative officers on strategies and means for accomplishing the mission of the department including development of resources. The EAB is guided by the department chair and its two co-chairs. The co-chairs are each elected by the board members for a three year term and approved by the department chair. Members are appointed to three year renewable terms. A member may be reappointed at the discretion of the ME department chair.

At the meetings of the EAB, members interact with the department chair, faculty and staff on issues of department goals and objectives, educational trends, development and capital

- x Commit to attending two meetings a year.
- x Assist in creation of a semiannual EAB report providing an assessment of the current state of the ME department and suggestions for future activities.

The duties of the chairs shall be to work with the department chair and the associate chair in arranging the agenda for each meeting, to preside over the meeting, and ensure that the members perform assigned tasks.

d. Compensation

Membership on ME EAB is voluntary. EAB members shall be responsible for their own travel, lodging, meal and other expenses.

IV. Organization and Meetings

a.

VI. Miscellaneous

- a. Acceptance of Gifts, Donations, etc. Any gift, donation, bequest, or subscription to EAB shall be deemed to have been accepted only when acted upon affirmatively in accordance with Tennessee Tech University/TTU Foundation gift acceptance policies.
- b. Conflicts of Interest Transactions between EAB and the ME Department and/or Tennessee Tech University shall meet the normal tests for ordinary business transactions, including proper documentation and approvals. Special attention shall be given to avoiding direct or indirect conflicts of interest between EAB its members, officers and employees and in compliance with all applicable laws.
- c. Other Activities All activities of the EAB