



BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA

Roles and Responsibilities

Academic and Student Affairs Handbook, Section 1.4

(https://www.usg.edu/academic_affairs_handbook/section1/C703)

1.4 Advisory Committees

The BoR of the University System of Georgia has established an Advisory committee for each academic discipline and administrative function. The purpose of these committees is to advise the BoR on proposed new policies and policy changes. The committees are also instrumental in the planning and execution of policy implementation. These committees meet at least annually with a USG liaison present to hear committee recommendations and to discuss the plans of the University System. The USG liaison is also the principal contact to the committee throughout the year. Membership of these committees is composed of faculty and staff recommended by the Vice President for Academic Affairs and Vice President for Student Affairs from each institution.

The committee selects a chair who serves a term determined by the committee's by-laws.

Role of the Advisory Committee Chair:

The members of the Advisory Committee elect a chair to serve a term determined by the by-laws of the committee. The chair:

- Serves as a liaison between the Board of Regents, other advisory/administrative committees and the committee members.
- Convenes and conducts all meetings, calls for agenda items prior to meetings, and appoints subcommittees (where applicable).
- Submits approved minutes to the Board of Regents through the USG liaison.

Role of the Advisory Committee Members:

The members of each Advisory Committee are appointed by the Provost/Vice President of Academic Affairs from each University System of Georgia institution. The committee member:

- Attends and participates in face-to-face and virtual committee meetings.
- Reviews proposals for courses and programs of study in the discipline or disciplines within the purview of the committee.
- Creates reports and recommendations concerning the improvement of instruction and the curriculum.
- Exchanges information and ideas.

- Works to improve articulation and coordination between units of the University System of Georgia.
- Considers any other matters requested by the Executive Vice Chancellor/Chief Academic Officer or his/her representative.

Role of the Liaison:

All academic and administrative advisory committees will have at least one University System of Georgia liaison designated by the Executive Vice Chancellor/Chief Academic Officer. The liaison:

- Attends the meetings of the academic committee.
- Shares information about system initiatives and updates with the committee.
- Answers committee questions about system policies, initiatives, and changes.
- Assists in the coordination of recommendations, studies, and reports of the committee to assure that actions of the committee are forwarded to the appropriate group for consideration.
- Assists committee with the posting of meeting minutes and other documents to the University System of Georgia website.

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