

University of Delaware, Department of Chemical & Biomolecular Engineering
Advisory Council Charter
Approved December 12, 2025

I. Roles.

The roles of the **Advisory Council** for the Department of Chemical and Biomolecular Engineering are multifaceted, encompassing i) advisory, ii) advocacy, and iii) philanthropy.

- Their **advisory** role spans from evaluation to insights, perspectives, and strategy to aid and assist the Department in defining objectives and future directions, as well as assess the Department's current state and performance.
- Their **advocacy** role provides a mechanism for communication and interaction within the University and in the external stakeholder communities, including:
 - Serving as Department representatives and champions through engagement with the College and University Administrations;
 - Serving as Department ambassadors who elevate the organization's mission and impact.
- Their **philanthropy** role is to guide philanthropic strategies and assist in resource development, including input on fundraising priorities, and advancing philanthropic success by championing and embodying a spirit of giving.

The **Department** will use the Advisory Council as a resource to support self-evaluation and strategic planning through engagement with Council members during their visit and annual activities.

II. Membership.

Appointment: The members of the Advisory Council are appointed by the Chairperson of the Department of Chemical and Biomolecular Engineering. Prior to advancing new member nominations, the Department Chair consults with University and College leadership, as needed, to coordinate Department Advisory Council nominations with the membership and nomination processes for other Councils and Boards across the University. A Nominating Committee, including the Department Chair, at least 2 Advisory Council representatives, at least 2 senior faculty, and a representative from Development and Alumni Relations, suggests new Council members. The Council is composed of highly accomplished individuals across the broader Chemical & Biomolecular Engineering professional and alumni communities. Members are selected to span key Department interests and stakeholder groups, including critical industry sectors and strategic areas, different career stages and career paths, local and national representatives, and graduate and undergraduate alumni, typically comprising a membership of 12 – 16 Council Members. Membership on the Council is for a three-year term, renewable for 1-2 additional terms for a total of 9 years of service; the Department Chair may waive this term limit. Members are appointed so that their terms are staggered.

Organization: The Advisory Council Chair and Vice Chair are selected by the Department Chair following consultation with faculty and Council members. Service as Advisory Council Chair or Vice Chair is for a three-year term, renewable for one additional term; the Department Chair may waive this term limit. The Advisory Council determines its own rules of operation and may establish sub-committees. The Department Chairperson is responsible for providing all necessary assistance to the Advisory Council.

III. Annual meeting and activities.

In-person annual meeting: The Advisory Council meets for one to two days on the University of Delaware campus in person at least once per year (e.g., during October-November). The Chairpersons of the Department and the Advisory Council set dates for the meeting and agree upon an agenda. Items for the agenda may be suggested by Council members, departmental faculty, administrative officers, and students. Topics may include the undergraduate and graduate educational programs, research activities, the plans and projections of the Department (goals, enrollment, staffing projects, space, equipment, etc.), and new Departmental initiatives. The agenda provides opportunities for the Council to engage with representatives of different Departmental stakeholder groups (e.g., students, faculty, staff) to understand individual experiences as well as broader opportunities and challenges, and may also serve to provide mentoring and professional development aligned with the expertise, networks, and career perspectives of Council members. The agenda also allows the Council to stay up to date on the directions of Department and the field, provide perspective for shaping the strategic vision, priorities, and course, and understand the workings of University in the context of supporting the Department's mission. At the conclusion of each meeting, the Advisory Council meets in executive session to evaluate its findings and to formulate its report. The Advisory Council Chair oversees the executive session and ensures that perspectives from all of the assembled Council members are considered and reflected in reporting. The Advisory Council Vice Chair helps draft the report and works with the Council Chair following the meeting on final report preparation and submission.

Any material pertinent to items on the agenda or otherwise requested is sent to the members of the Advisory Council in advance of each meeting. The Advisory Council may, if it wishes, meet with members of the College and / or University administration, and inspect facilities, equipment, and other infrastructure during its visit.

Accommodations for the Advisory Council are made by the Department Chairperson in consultation with the Chairperson of the Advisory Council. Honoraria are not paid to Council members. Expenses of each Council member in connection with work of the Advisory Council are reimbursable by the University upon submission of an expense report, prepared with the support and guidance of department staff.

Formal annual reporting: Following the annual in-person meeting, the Council provides a **final written report** in the form of a letter to the President, Provost, Dean, and Department Chairperson within 4 months of the annual in-person meeting. The Council's report provides an objective view of the Department's activities, challenges, and accomplishments. The Advisory Council has the option of bringing any matter it deems important directly to the attention of the President, Provost, and Dean.

A **virtual meeting** is scheduled following receipt of the annual report (e.g., approximately 4 months after the annual in-person meeting) to present key points of the report to the University President, Provost, College Dean, and / or other parties selected by the Department Chair. Proximate to this meeting is a brief virtual meeting of the Council with the Department Chair and other leadership team members or representatives from stakeholder groups to follow up on the annual report and related action items.

In addition, the Advisory Council may be asked to respond to matters of importance to the Department or University between its annual meetings.