

**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 campaigns, employment opportunities, research opportunities, budgets, enrollments, degrees, student projects and engagement and other related topics. Members of the EAB also provide support throughout the year for many of the department's specific initiatives and programs to exploit the rapidly changing technical diversity of mechanical engineering, and to foster closer ties between the department and its constituents.

**I. Name, Statement of Responsibilities, Scope**

a. Name

The name of this organization is Mechanical Engineering External Advisory Board of Tennessee Tech University, here in referred as ME EAB or EAB.

b. Statement of Responsibilities

The objectives of the ME EAB are:

- Work with the members of the department to create an invigorating environment for teaching research and outreach for all faculty, staff and students.
- Act as advocates for the department within companies, state and federal government agencies, professional societies, college of engineering, and the university.
- Assist the department in the continuous evaluation of educational objectives, assessment of student outcomes and proactively recommend changes for improving the curriculum and student experiences as appropriate.

- Commit to attending two meetings a year.
- Assist in creation of a semi-annual EAB report providing an assessment of the current state of the ME department and suggestions for future activities. This report is given to all faculty and staff of the department for continuous improvement.
- Partner with the department as guest lecturers, seminar participants, career advisors and role models for the students and faculty in the ME Department.
- Bring perspectives from their respective industry, company, national laboratory, or university to departmental strategic planning.
- Enable faculty and students to gain work-place exposure, with particular focus on emerging trends and practices.
- Develop prioritized yearly goals and establish measurable metrics to document the Board's performance in accomplishing the above charter.

c. Scope

The ME EAB shall be external advisory to the department chair and faculty of the mechanical engineering department.

## II. Membership

a. Constituents

The ME EAB shall consist of ten to fifteen engineering executives representing business, industry, governmental agencies, universities, and friends of the college and university who have demonstrated leadership in their fields. Ex officio members will include the chair, associate chair of the department and the dean of the college.

b. Appointments

Members shall be appointed for terms of three years (staggered for continuity) by the chair of the department with terms renewable at the discretion of the chair.

## III. Officers

a. Officers

The officers of the EAB shall be two co-chairs (or alternatively chair and vice-chair) elected by the board members. Officer candidates can be nominated by any EAB member including self-nomination. Officers will be elected by a simple majority vote.

b. Terms

Officers shall serve a three-year term from the Fall meeting through the Spring meeting in the third year.

c. Responsibilities

The duties of the co-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. Standing Committees

The department chair shall define and organize standing committees as required in support of the department. Chairs of standing committees and membership shall be selected by the department chair and the EAB co-chairs.

b. Ad-hoc Committees

The Department chair and EAB co-chairs shall appoint Ad-hoc committees as required in support of specific objectives and plans, and shall be dissolved upon completion of the project. Chairs and membership of ad-hoc committees shall be selected by the department chair and/or the EAB co-chairs.

c. Meetings

The ME EAB shall hold its regular meetings on campus twice each year, once in the Fall and once in the Spring. Ad-hoc and standing committees shall meet as required via phone or Skype sessions. Twenty-five percent of the members of EAB shall constitute a quorum. Unless it is deemed appropriate to invoke Robert's Rules of Order, all EAB meetings shall be conducted on a consensus basis or other rules as the members may elect.

#### **V. Reporting**

a. Meeting minutes

At each regular meeting, the minutes of the last meeting will be reviewed and approved. Minutes will be taken by a ME staff member assigned by the chair.

b. Report of the co-chairs

Following the review of the minutes, the co-chairs may give a brief oral report of EAB activities since the last meeting.

c. Report of Standing Committees

At each regular meeting of the EAB, each standing committee shall present a brief report of its activities since the previous meeting.

d. Report of Ad-hoc Committees

Each regular meeting shall include brief oral reports from Ad-hoc committees, if any.

## 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 and its members, officers and employees and in compliance with all applicable laws.
- c. Other Activities. All activities of the EAB shall be approved by the ME Chair.

### Certification

I have received and am prepared to undertake these responsibilities and expectations of serving on the ME EAB. If circumstances prevent me from fulfilling one or more of the expectations, I will inform the Chair ([mr Rao@tntech.edu](mailto:mr Rao@tntech.edu), 931-372-3270) so that we may discuss how best to proceed with my contributions to the Department.

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Name (please print)

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Signature

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Date