This Charter presents the terms of reference for an Advisory Board established to work with The University of Iowa’s Department of Chemical and Biochemical Engineering. The terms of reference may evolve as the Board and the Department find appropriate.

Mission of the Department of Chemical and Biochemical Engineering

The mission of the Department of Chemical and Biochemical Engineering is to serve the citizens of Iowa, the nation, and the world by disseminating, developing, transferring, and preserving technical information in the chemical sciences and chemical process technologies to improve people’s lives. Departmental faculty, students and staff join to:

- Provide a well-rounded and superior chemical engineering education that attracts outstanding undergraduate and graduate students by drawing upon the broad resources of a comprehensive research college and university;

- Conduct high-quality research in selected areas of the chemical engineering discipline so faculty, students, and research staff will keep pace with new developments in this field and that the newest concepts are taught in courses at all levels;

- Serve the needs of the College, University, industry, government, state, nation, and the world by making the Department’s facilities and faculty expertise accessible.

Function of the Advisory Board

The principal function of the Board is to interact with the Department’s faculty, students, and staff in an advisory capacity, with particular emphasis on the educational facet of the Department’s mission. It is anticipated that Board members’ experience in a wide range of engineering activities will help to enhance the Department's productivity and contributions to the constituencies the Department serves.

The Board's considerations may include, but not be limited to, the following activities of the Department:

- Development of contemporary curricula that are responsive to the needs of chemical engineering practice and research, as well as to society overall.

- Strengthening of links between the Department and its engineering-practitioner constituencies.

- Assistance in curriculum quality control as reflected in outcomes assessment and related
issues involving program accreditation.

- Creation of internship and co-operative educational opportunities for undergraduate and graduate students.
- Recognition of current and evolving needs in research.
- Enrollment management.

**Board Membership**

The Board shall comprise approximately 10 people, including the Departmental Executive Officer (DEO) and the Dean of the College of Engineering, who shall serve as *ex-officio* members.

Criteria for the Board membership include the following --

- Current engagement in the field of chemical engineering, with extensive experience in engineering practice in the areas of industry, research, or education.
- Demonstrated interest in the mission of the Department of Chemical and Biochemical Engineering. Alumni will be considered, but membership is not limited to alumni.

Board members and the faculty and staff of the Department may suggest nominees for the Board membership to the Department Executive Officer (DEO). The DEO, in consultation with the faculty, shall make the final decision on the membership. The membership term shall be three years. Members shall be eligible for one reappointment with expressed interest.

**Board Organization and Meetings**

The Board shall select a chairperson, vice-chairperson, and recorder from among its regular members. For each position the term of office shall be one year, and there will be an automatic succession from recorder to vice-chairperson, and from vice-chairperson to chairperson. Each year the Board will select a new recorder for the next year. The Chairperson shall preside at the Board meetings. The Board and the Department shall define meeting procedures.

The Board shall meet at least once, typically twice, during each academic year. The meeting shall be for one day in duration and shall be normally held in Iowa City, but may be held in other locations acceptable to the Board members. No compensation will be made for travel or meeting attendance. The meetings shall be devoted to agenda items prepared by the DEO, in consultation with the Board Chairperson, and distributed in advance to the Board. Agenda items may be suggested by any member of the Board and by the Department's faculty. The DEO shall be responsible for the timely preparation and distribution of minutes from the meeting. The minutes shall be distributed to the Board as well as to the Department's faculty, research professionals, and staff.

Since the Board is intended to be advisory, and its meetings are for the purpose of exchanging information and views, no formal action is required of it. However, on occasion, the Board may be asked to review or comment upon selected topics in chemical engineering.