



Swiss International
Institute Lausanne

ADVISORY BOARD POLICY

Swiss International Institute Lausanne - SIIL

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I INTRODUCTION

SIIIL community recognizes the importance of the link between educators and practitioners in the field in order to achieve institutional and program quality and program relevance.

This Policy applies to SIIIL Advisory Board and Mandated Advisory Board members, and to the following groups of SIIIL: senior executive, academic, and administrative leadership.

Internal advisory boards comprised wholly of faculty, staff, and students are not covered by this policy, nor are ad hoc curricular bodies/programmatic advisory committees, even if they include external members.

II PURPOSE

This Policy establishes the requirements related to SIIIL Advisory Board and Mandated Advisory Boards.

III DEFINITIONS

SIIIL Advisory Board is a body composed of members who are external to the SIIIL campus community. The purpose of SIIIL Advisory Board is for the Institute and its academic and operating units to benefit from the advice and perspectives, and the fundraising and/or volunteer support of, outside experts, constituencies, community members, alumni, labor market representatives and others. SIIIL Advisory Board does not possess any decision-making authority and generally have no fiduciary responsibilities.

SIIIL Advisory Board can only be established and/or continued by, or with the prior or continuing approval of the Academic Council.

Mandated Advisory Boards are those bodies that can be created punctually to answer the current needs of Faculties. These boards typically have a mix of internal and external members and may have the responsibility advise the Faculty Boards for specific questions (for example and if needed, during the review of the Study Programmes).

IV ADVISORY BOARD ESTABLISHMENT AND RESPONSABILITIES

The Advisory Board and the staff of the Institute and/or of the corresponding programs work together to ensure that the program is delivering instruction that is current, up to date, and relevant to current business, industry, labor, and professional employment practices.

In order for the SIIIL and its academic and operating units to benefit from the advice and perspectives, and the volunteer support of, outside experts, constituencies,

community members, alumni, labor market representatives and others, SIIIL Academic council on request on the Management or Faculties' members, may decide to establish an Advisory Board (or the Mandated Advisory Board for the Faculties).

SIIIL Advisory Boards have no legal authority to commit the Institute to any course of action or to require any action. Their members have no fiduciary responsibilities. The Management (Rector and the Board of Directors) possesses sole legal authority and fiduciary responsibility for SIIIL. The description of this authority is found in the Articles of Incorporation and the General Regulations of the Institute.

Accordingly, SIIIL Advisory Boards:

1. are advisory in nature;
2. have no authority to require action by the Institute;
3. have no legal authority to act for or on behalf of the SIIIL; and
4. have no direct or indirect authority to:
 - i. determine policies, processes, guidelines, protocols, values, or the like for the Institute and/or its academic units;
 - ii. direct, limit, or constrain academic or scientific inquiry, work, or programs; or
 - iii. interfere with academic freedom.

The Advisory Boards make recommendations to help ensure that SIIIL in whole and its Study Programmes :

- address employment and educational needs of business, industry, labor, and/or the profession;
- assess the local/regional labor market demand for program graduates;
- provide graduates with the skills needed to meet employment needs;
- assess the currency of curriculum and teaching practices.

In addition, the Advisory Boards will:

- serve as an advocate of the SIIIL Study programmes and a communication link between the Institute and the community;
- provide feedback, advice, and/or assistance with a variety of program-driven tasks and/or projects.

V ADVISORY BOARD MEMBERS' DUTIES

- Attend annual board meetings and other events/functions as requested. Review agenda and supporting materials prior to board meetings.
- Be informed about the study program(s); its students, curriculum, services/supports, and activities, and inform others.
- Identify and present opportunities for students and/or host students for capstone projects or experiences.
- Assist with placement of program graduates.
- Share developments in the field.

- Provide support and advice to study program(s), assist in the development of new programs, and identify best-practice standards.
- Serve as an ambassador and advocate to the study program(s), providing a connection to and ongoing exchange of information and ideas with practitioners in the field and other external contacts.
- Realistically assess the labor market demand for program graduates and advise the program to ensure graduates with the skills required to meet employment needs.
- Assess the currency of curriculum and teaching practice. Work with study programmes staff and other board members to ensure that the study programmes are delivering learning that is up to date and relevant to current business, industry, labor, and professional employment practices.
- Assist with study programmes marketing and promotion.
- Assist in identification and acquisition (when appropriate) of external funding and resources to support the students and study programmes (e.g., scholarships, programmes materials, and other resources).
- Assist in the identification and recruitment of new board members.
- Provide recommendations for topic presenters for advisory board meetings.

VI MEMBERSHIP

Advisory Board members represent both the diversity of the community and a cross section of business, industry, labor, and/or the profession. Expertise and experience are reflected in skills, knowledge, and professionalism relevant to the particular Study Programmes.

- Prospective Advisory Board members are identified by existing Advisory Board members or Faculties Board Members and staff. Their names are submitted to the Academic Council and to the Management.
- The suggested number of voting Board members is 5 to 15.
- Advisory Board members serve for a term of three years with a one- or multiple-term renewal at the discretion of the Advisory Board and the Management.
- Faculties members and staff may be Advisory Board members. They serve as a resource representing the Study programmes and are non-voting members.
- If attendance becomes irregular, Advisory Board members may be replaced.
- Study Programmes students are encouraged to attend meetings. Attending students are non-voting members.
- Guests may contribute to the discussion at the discretion of the Advisory Board Chair.

VII ADVISORY BOARD CHAIR

The Advisory Board will elect a Chair annually from its membership by a majority vote. For larger committees, a Vice-Chair may also be elected. If no committee member is able to serve as Chair, a faculty member may function as an interim ex officio (non-voting) Chair until an Advisory Board member is elected.

The Advisory Board Chair leads the Advisory Board. Conducting meetings is the primary role. Together the Chair, Vice-Chair, and the executive secretary can call special Advisory Board meetings and advise on urgent matters.

The Advisory Board Chair prepares an agenda with input from the Executive Secretary, conducts meetings, and represents the Advisory Board at other meetings as needed.

The Advisory Board Chair may create committees to carry out duties or work on pressing issues. Committees may include non-board members.

VIII ROLE OF THE EXECUTIVE SECRETARY

The Executive secretary is a faculty or staff member. The duties of the Executive secretary are listed below:

1. Helps identify potential Board members.
2. Maintains a current list of Advisory Board members, noting the Chairperson, the Vice-Chair (if applicable), terms of office, and, for all members, the dates of Board membership, affiliation (organizations where Board member works), addresses, telephone numbers, and electronic address if applicable.
3. Determines locations, reserves zoom sessions, and makes arrangements for meetings.
4. Attends Advisory Board and Committee meetings (or sends a designee) and greets Board members upon their arrival.
5. Provides support to the Board for note taking and preparation of the minutes and ensures that Advisory Board meeting records, including attendance, agenda, discussion summaries, and decisions, are maintained.
6. Contributes to the focus of the Advisory Board by providing agenda items.
7. Prepares or provides any supporting, descriptive, or background information which clarifies topics on which the Board is working.
8. Forwards all meeting minutes and recommendations made by the Advisory Board to the Board members, Academic Council, Management, Faculty Deans and Study Programmes directors.

IX CONFLICT OF INTEREST

All board members for SIIL and Mandated Advisory Boards with conflicts of interest, must complete the conflict-of-interest disclosure every three years.

Further, board members for SIIL and Mandated Advisory Boards must be familiar with the following:

- If a member of an Advisory Board or a Mandatory Advisory Board influences, or could attempt by their advice to influence, decisions on matters in which any conflict, or appearance of conflict, exists between the member's personal interests and the interests of the Institute, the member must either (1) refrain from involvement in the matter, or (2) disclose the conflict and where appropriate in the SIIL sole discretion;

- An Advisory Board member is presumed to have a conflict of interest when he or she has an existing personal, professional, or business relationship that impairs, or that might appear to impair, that individual's impartial advice to the Institute and that may not be or appear not to be in the best interests of the SIIL; and
- In no case should personal interests of an Advisory Board member, or a conflict of interest, result in purchase terms which are less favorable than those from other suppliers, or use of assets or resources of the SIIL solely for the personal or financial gain of the Advisory Board member or any other person or entity.

This Policy is to be interpreted and applied in a manner that will best serve the interests of the Institute. In some cases, after full disclosure to those concerned, it may be determined that the SIIL interests are served despite an apparent conflict of interest.

X INTERNAL BOARDS/BODIES

Internal advisory boards, ad hoc curricular bodies, and programmatic advisory committees composed of employees and/or students of the Institute are not covered by this Policy. Nevertheless, these boards/bodies do not have independent decision-making authority or the ability to require action by the SIIL. It is also understood that these boards/bodies may on occasion have as members, or consult with, topical experts external to the Institute.

XI FURTHER INFORMATION

For further Information, please contact the executive secretary e.sadovskaya@siil.ch

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