



Swiss International
Institute Lausanne

ADVISORY BOARD SELECTION PROCEDURES

Swiss International Institute Lausanne - SIIL

Approved by:	Academic Council
Date of Approval:	15.11.2024
Date of Next Review:	15.11.2029
Owner:	Rector
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I INTRODUCTION

Strong, effective advisory board helps create strong effective institution by focusing on quality of the Study Programmes and their compliance to the labor market needs and trends. The board's role is significantly different than the roles of the Management and other employees at the Institute.

The challenge for the Advisory board lies in establishing and focusing on a vision and mission that clearly defines the expected impact of the Institute on the areas served by SIIIL. It is the board's responsibility, on behalf of the public and labor market, to define what the end result of all of the SIIIL's efforts should be. Board should define and help the Institute Management, in consultation with internal groups at the Institute, what the benefits of the SIIIL are for the community, who should receive those benefits, and the relative importance of the benefits.

II VALUES AND PRINCIPLES OF THE ADVISORY BOARD

1. Lead with equity

In doing so SIIIL maximizes student potential and transform lives within a culture of belonging that advances racial, social, and economic justice in services to our diverse communities. Progress can only happen if there is a deep appreciation across advisors, presidents, faculty, and staff for changes taking place in each of our communities, and an urgency around creating an intentional culture of equity as demonstrated through policies and practices.

2. Know the community needs and trends

Good advisors are connected to the community. They should be aware of the business and economic dynamics within the Institute and bring a perspective to the board that reflects the needs of the SIIIL service area.

3. Commit time and effort

The responsibilities of being an advisor extend far beyond two meetings a year. Advisors need to have the flexibility and the commitment to dedicate the time it takes to attend SIIIL functions, to study board materials, to participate in committees, and to attend training sessions so they can be informed about the local, state and national/international trends impacting higher education. Over the course of their appointments, advisors should be willing to commit to continuing professional development.

4. Be proactive, visionary and future-oriented

Advisors need to be able to concentrate on quality issues and to set a vision for the future for the Institute – where it needs to be in 10 or 15-years. Advisors need to set goals to help SIIIL to achieve that vision. Advisors should not get into the “how” of achieving the goals – that is the domain of the Management and staff.

5. Be willing to advocate for the Institute and its students

Most advisors accept their appointment to a board with a general understanding of their policy governance role, but another responsibility is to serve as a strong advocate at the local, state and national levels for SIIIL and the system.

6. Be committed to the Institute and serving the public good

A valuable advisor is committed to the role SIIIL plays in the community and is committed to working for the good of the Institute and the students. An advisor should not join a board with a personal agenda or for personal gain.

7. Be an ethical, respected leader

Advisors set the standard for ethical and professional conduct. An advisor’s reputation will reflect on an Institute. An advisor should be someone who has earned the respect and trust of those who know and work with that individual and someone who will enhance the standing of the SIIIL within the community.

Typical Advisory Recruitment Timeline (*)

When	Best Practice	Why	By Whom			How (Resources/Methods/Actions)
			Academic Council	Management	Advisor Prospect	
January February	With the Rector, recruiting Committee identifies priority needs of the Institute for future AB members.	To review priority needs of the board considering district strategies and current board composition. To inform community outreach and courtesy conversations with prospective applicants.		X		Recruiting committee for the AB is formed with the representative of employers (current member of the AB, for example); representative of the Management and the external quality assurance specialist.
March	Recruitment committee communicates expected opening and district priority needs to the AC. This is not	Ensure that position opening is equitably and broadly communicated to all communities that the		X		District jobs page, social media, word of mouth, to local businesses.



	<p>a list of names, rather, attributes.</p> <p>Advertise on different systems and publications</p> <p>Opening promoted locally</p>	district serves				
<p>April</p> <p>May</p> <p>June</p>	<p><u>Courtesy conversations</u> take place between Recruitment Committee and candidate prospects. Note that while best practices for interviews should be utilized, these are NOT actual interviews.</p> <p>Additional Note: The AC has sole authority and discretion in final selection.</p>	<p>To ensure that prospects understand expectations of the role, time commitment, needs of the district, and application process steps.</p>	X	X	X	Boards are advised to provide candidate prospects



July	Prospects Complete Application with navigation support from recruitment committee and the Management. Application can take place at any time, however typically after local courtesy conversations in April-June timeframe.	To ensure prospects are successful in submitting a complete application.	X	X	X	
August	Recruitment committee confers with the AC Final interviews	To provide any additional information to identify and select new AB member.	X X	X		Individuals conducting due diligence, interviews, and selection of applicants to have confirmed conflict of interests declaration
September	Announce selected applicant	So that there is HEI wide visibility	X	X		SIIL web page, social media, media, Board meeting, etc.



October	Term Begins Board peer mentor assigned and begins onboarding			X	X	
November	30 Day onboarding review	To ensure a smooth transition to an effective		X	X	
December	Functioning of the AB membership			X	X	

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