

## **Maritime College Engineering Department Administrative Policy**

**Title: Departmental Advisory Committee  
Roles, Membership, and Processes**

**No. 13-02  
Date: 08.22.2013**

- 1. The Departmental Advisory Committee (hereinafter DAC) is a group of departmental faculty who advise the Chair, the Provost, and the Committee on Appointments and Promotions (hereinafter CAP).**
  - a. DAC shall advise the Chair on matters of initial appointments, re-appointments, continuing appointments, and promotions of faculty and professional staff, as well as any other matters that the Chair may put before them.
  - b. DAC has responsibilities to advise the Provost and CAP as specified by the Faculty By-Laws, or by specific request.
  - c. In all matters, the DAC is expected to give advice based upon sound judgment and experience with the welfare of the Department and the College as the primary objective.
- 2. Members of the DAC shall serve a term of three years, and shall be elected by all full-time faculty and professional staff serving in the department at the time the election is held by the Departmental representative to the Committee on Nominations and Elections.**
- 3. DAC shall be comprised of five members, one of whom is the elected departmental representative to CAP.**
  - a. Each member of the DAC shall be a full-time faculty member holding academic rank or qualified academic rank.
  - b. The DAC shall elect one member to serve as chair, and that person must hold academic rank with a continuing appointment.
  - c. Other than the chair and the CAP representative, at least one other member must hold academic rank with a continuing appointment.