

This policy details the composition and responsibilities of Departmental Advisory Committee (DAC) in the Engineering Department. This policy updates and supersedes all prior policies.

1. **Roles:** The Departmental Advisory Committee (hereinafter DAC) is a group of senior departmental faculty members who advise the Department Chair, the Provost, and the college-wide Committee on Appointments and Promotions (CAP).
 - a. DAC shall advise the Department Chair on matters of initial appointments, re-appointments, continuing appointments, promotions, and discretionary salary increases of faculty and professional staff, as well as any other matters that the Department Chair may put before them. The DAC will produce a written report signed by all members and distributed to the Department Chair and the CAP on all decisions of personnel matters.
 - b. DAC has responsibilities to advise the Department Chair, 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. **Membership:** The DAC is comprised of five members, one of whom serves as the elected departmental representative to CAP.
 - a. Each member of the DAC will be a full-time faculty member holding an academic rank of associate professor or higher. A minimum of four members will have a continuing appointment (tenure).
 - b. All members other than the CAP representative will be selected based on department seniority calculated by the date of initial full-time appointment. The Department Chair and Vice Chair(s) are ineligible to serve on the DAC regardless of their seniority. Should a senior faculty member choose not to serve, the next senior department member will be selected.
 - c. At the first meeting of the committee in each academic year or as a vacancy arises, the DAC will nominate and elect a member to serve as chair. The chair will serve a one-year term and is eligible to serve multiple terms.
 - d. The DAC will appoint a member to serve as secretary responsible for documenting all meetings and decisions and maintaining all committee records.