EXTERNAL ADVISORY BOARD (EAB)
Terms of Reference

Background

The Faculty of Applied Sciences (FAS) at Simon Fraser University consists of the Schools of Computing Science, Engineering Science, Mechatronic Systems Engineering, and Sustainable Energy Engineering. The Faculty is an internationally recognized leader in advanced technology education and research. It must be sensitive to changes in the university’s external environment due to technological advances, industry trends, evolving government priorities, community and professional expectations, and a changing fiscal climate.

In this context, the Faculty must foster close links with external communities, including relevant professions, industries, business and governments. This is achieved through the External Advisory Board, which consists of senior members of representative external organization and select senior Faculty members.

Mandate

To advise the Dean of the Faculty of Applied Sciences and his/her direct reports, providing an external perspective on key faculty issues and opportunities.

Duties

The specific duties of the EAB are as follows:

- To ensure that the Faculty is kept current with the expectations of industry, related professions and society;
- To facilitate the Faculty’s connections with various external communities, including industry, non-profits, governments and professional/industry organizations;
- To advise the Faculty on challenges and opportunities related to industry interaction, industry partnerships, technology transfer, entrepreneurship, outreach and advancement, and on approaches to dealing with these issues;
- To advise the Faculty on matters related to academic programs, curricula, student experience, recruiting, international relations and research;
- To cultivate and promote the Faculty’s vision, mission, values and strategic initiatives, and assist in enhancing its profile in the external community;
- To advise the Co-operative Education program on developments within industry, non-profit and governmental spheres;
- To support Simon Fraser University’s vision to being Canada’s Engaged University; and
- To suggest possible new EAB members for the Board to the Dean and Chair;
Membership

The Board membership consists of:

- The Dean of the Faculty of Applied Sciences;
- An external Chair appointed by the Dean of FAS for a 4-year term;
- Twelve to eighteen external members appointed by the Dean and Chair, including senior leaders from industry, government, non-profits, and professional/industry organizations for a 4-year term;
- FAS Associate Dean(s) and School Directors (ex officio); and
- FAS Advancement Director as contributor.

Individual external members may be invited to extend their term at the discretion of the Dean and Chair. The Chair may be invited to extend their term at the discretion of the Dean.

External members and the Chair participate on the EAB on a volunteer basis and are not compensated for their participation.

Meetings

EAB meetings are held with the following guidelines:

- Meetings are held approximately every 3-4 months and are typically 2 hours in duration;
- The meeting agenda and background materials are distributed to EAB members ahead of each meeting;
- Invited guests may participate in selected discussions or activities of the Board; and
- Board members may engage between meetings on specific tasks, special committees, or working groups.

Confidentiality

Members, Faculty members and guests at EAB meetings understand and agree that all materials, information and exchanges associated with the External Advisory Board are confidential, and not to be disclosed to third parties unless explicitly agreed by the Dean or Chair.