



Developing a Department Advisory Board

In developing a department advisory board, committee or group, utilize your entire department and your Dean's Advisory Board Liaison to:

1. Define and prioritize your goals as a department (turn your “problems” into “goals.”)
2. Identify the criteria, desired number and role(s) of each department advisor or committee member.
3. Establish clear expectations.
4. Identify prospective candidates from former faculty, former staff, alumni, students, parents and community members.
5. Draft a letter of introduction to the candidate with department materials (include your advisory board goals, expectations and roles). Send to University Advancement* for approval before mailing.
6. Follow-up by a phone call within 2 weeks of delivery. Invite the candidate to the first advisory board meeting as a prospective candidate. This allows them to gain a better understanding of the task at hand without pressuring them to make an immediate commitment.
7. Set your first meeting 3 months out. Consider planning your meeting around an event such as a student activity (such as Career Day) or an alumni weekend.
8. Make sure that you are well-prepared for your meetings (Agenda, Goals, Board Description, List of Participants, Annual meeting schedule, Cal Poly/CLA/Department Information). Plan on “taking care of your advisors” when they are in town – include a meal with your volunteer. Help with their travel arrangements.
9. Establish action plans, responsibilities and timelines from your meeting and make sure someone is in charge of overseeing the progress.
10. Utilize your initial advisors to identify additional participants.

*University Advancement's goal is to coordinate mailings to our constituents, so that individuals do not receive simultaneous competing requests. If the Department staff is not familiar with the request process, email ejoseph@calpoly.edu for directions.

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