



HETL Executive Advisory Board Terms of Reference

This Terms of Reference document defines the roles and responsibilities of the HETL Executive Advisory Board. The Terms of Reference for the HETL Board of Directors shall be considered those roles and responsibilities as defined in the HETL Constitution and Bylaws.

Legend

BOD: HETL Board of Directors

EAB: HETL Executive Advisory Board

OED: HETL Office of Executive Director

TOR: Terms of Reference

Purpose and Roles

- The purpose of the [EAB](#) is to provide advice and insight to the [OED](#) on managerial matters concerning the strategic and operational functioning of the HETL Association. The EAB serves as a managerial advisory board where the members share their knowledge and experience as executive leaders, academic scholars, and innovative educators. The EAB plays an important role in HETL achieving its vision and mission.
- A vital role of the EAB is to *serve as a meaningful resource to the OED* specifically and to HETL more broadly. By bringing important issues and collaborative opportunities to the attention of the OED for dialogue, the EAB will help HETL continue its role as an international leader in the teaching and learning space.
- A vital role of the EAB is to *provide international outreach to the global higher education community* on behalf of HETL and to raise awareness of the ongoing developments and emerging trends occurring in teaching and learning internationally.
- A vital role of the EAB is to *serve as an advocate for HETL and the OED to the global higher education community*. As such, EAB members shall be actively involved in: 1) raising awareness about HETL to their colleagues, their institutions, and to the higher education community at large, 2) facilitating opportunities for growth and quality improvement for HETL, and 3) creating connections between educators around the world in order to further develop HETL's global network of educators.

Selection Criteria

- Members of the EAB shall consist of executive level leader-scholars in the field of higher education around the world.
- Consistent with HETL's core values of integrity, collegiality, and diversity/inclusion, the makeup of the EAB shall be representative of the global higher education community (e.g., in terms of race, gender, academic discipline, nationality, institutional level/type).



- New board members shall be appointed by the OED with consultation of the HETL BOD Officers as needed.
- Selection of the EAB Chair and Vice Chair shall occur by a majority consensus of the EAB.

Terms and Definitions

- A policy shall be defined as a high level statement of principles that guides executive actions. A strategy shall be defined as a high level plan of action that guides executive actions towards the achievement of organizational aims and goal(s).
- The process of policy and strategy formulation shall be conducted in a fair, logical, and transparent manner. Policies and strategies shall be consistent with HETL's Constitution and Bylaws as well as HETL's vision, mission, and core values statements.
- EAB members shall serve a term of four years. Members may serve one additional four-year term at the discretion of the OED if a qualified candidate cannot be found to fill a vacant position. Members may not serve more than eight years consecutively.
- The terms of office of the Chair and Vice Chair of the EAB shall be for a period of two years. Subject to the approval of the OED, the Vice Chair shall automatically become the Chair when the Chair position becomes vacant or when the Chair's term expires. Once the Vice Chair is approved by the OED to become Chair, the Vice Chair shall also be known as Chair Elect and that person shall be mentored by the Chair prior to taking the Chair position. Once the term of the Chair is over, the person who held that office shall be known as the Immediate Past Chair for a period of one year and shall serve as a resource for the new Chair for that period.
- Each operating year shall be from July 1 through June 30, to coincide with HETL's operating year. Thus, all terms shall run from July 1 to June 30.
- The Chair and Vice Chair shall work cooperatively with the Executive Director to provide leadership and direction to the EAB. Responsibilities may include communication with EAB members on matters relevant to the purpose, roles, and responsibilities of the EAB and may include leading and facilitating discussions with the EAB. The EAB may define additional responsibilities for the Chair and Vice Chair as needed.
- The size of the EAB shall be limited to thirty (30) active members.
- The EAB shall form committees to perform specialized tasks as needed.



- The EAB shall meet once per year at the HETL Annual Conference or other venue to review progress made in the previous year and to plan for the upcoming year. Other meetings and communication shall be done electronically or via other appropriate means.

Vision, Mission and Shared Values

Members of the EAB shall work collectively to fulfil the board's specific vision, mission and shared values, as follows, in addition to those of HETL as a whole:

Vision: Recognizing the centrality of student-focused teaching and learning, the EAB and HETL will play a major role in developing global educational leadership capacity and will be recognized as a leader in advancing this area.

Mission: To advance student-focused teaching and learning, the EAB will serve as an advocate for and provide advice to the OED on managerial matters concerning the strategic and operational functioning of the HETL Association.

Shared Values: To help fulfill the board's vision and mission, the EAB adheres to and promotes the shared leadership values of global outreach, student advocacy, and capacity building.

Main Responsibilities

- To help ensure that HETL remains a leading international voice in the teaching and learning space, the EAB shall actively support HETL and be an advocate for the OED.
- Whereas the HETL [BOD](#) is HETL's governing board, the HETL EAB is a managerial advisory board that provides advice to the OED on matters of policy and strategy as well as on-going operational concerns.
- The OED shall be responsible for drafting and proposing new policies, position statements, and strategies and may seek advice from the EAB as needed.
- The OED shall consult with the [HETL BOD Officers](#) on any new proposed policies, position statements, and strategies.
- For proposed new policies, position statements, and strategies that are merited (i.e., consistent with HETL's Constitution and Bylaws, and vision, mission, and core values statements), the OED may seek advice from the EAB to further develop those policies, position statements, and strategies into full drafts.
- Final full drafts of proposed new policies, position statements, and strategies shall then be presented to the HETL BOD for final review, revision, and approval.



- After approval of proposed new policies, position statements, and strategies by the HETL BOD, the OED shall be responsible for their implementation and ongoing management in order to best serve the interests and needs of HETL's members, partners, donors, and other stakeholders as well as the global higher education community at large.
- The OED may seek advice from the EAB on how best to manage new policies and strategies on an ongoing basis.

Approval and Revision

Approval of the EAB TOR, as well as periodic revisions, shall occur by a majority consensus of the EAB, with consultation with the OED. The approved TOR, and any subsequent approved revisions, shall be ratified by the OED.