**Core Advisory Boards for UNC Biomedical Research Facilities May 2019**

As appropriate, biomedical research facilities at UNC should have Core Advisory Boards to enable robust operations, structured goal setting, customer service support and new technology guidance.

Membership: 3-5 members with an appointed chair, including current or former customers (“super users”) and key stakeholders (Director of Research or Associate Chair for Administration) from departments or centers. The Core Director or Manager (if no Core Director) and the Faculty Director should also serve on the Advisory Board. Members should rotate at ~3-year intervals. The Core Director is responsible for assembling the Advisory Board with input from the Faculty Director.

Frequency of meetings: Core Advisory Boards should meet once or twice per year but more frequent meetings may be required depending on the needs of the core. Meeting minutes should be captured, provided to associated Core Facility Advocacy Committee (CFAC) member and archived for future reference.

Areas of focus for board meetings: compliance to recharge center policies and budgetary guidance; strategic planning; metrics or scorecard review; critical issues; personnel (if necessary); funding; equipment purchasing or decommissioning.

Oversight role: Core Advisory Boards should share concerns or make recommendations to responsible departments/centers, CFAC or Office of Research Technologies (ORT) regarding core director performance or suitability for the position (should a core be non-compliant). Every effort at remediation will be made in partnership with the ORT and the associated center/department.