I.B.  

STANDING COMMITTEE STRUCTURE  
(Revised July 1998, per Faculty Meeting, May 1, 1998; Revised 
October 31, 1998; September 24, 1999; December 3 1999; March 31, 2000; 
July 1, 2001; May 20, 2002, August 15, 2002; May 13, 2003; 
March 26, 2004; May 27, 2005, October 2006, October 2008; April 2012; January 2013; 
December 4, 2015)

The Standing Committees of the College of Liberal Arts (CLA) include: the College 
Promotion and Tenure Committee (which represents faculty from the departments of 
English, Humanities, Social Sciences, and Psychology and Sociology, and is referred to 
in university rules and procedures as “the College Tenure Review Committee”), the 
Curriculum Committee, the Faculty Teaching and Scholarly/Creative Activities 
Committee, the Awards Committee, and the Post-Tenure Review Committee.

The Chairperson of the College Promotion and Tenure Committee is elected by the 
members of that committee and shall serve for a term of one year. The Chairs of the 
Curriculum and Faculty Teaching and Scholarly/Creative Activities Committee (FTSCA) 
will have served as Vice-Chairs of the given Committee during the preceding year. 
Curriculum Committee and FTSCA Vice-Chairs are elected by the committee at the 
beginning of the Academic Year. The chair of the Awards Committee is elected by the 
committee members as well. A faculty member may not serve as Chairperson of more 
than one standing committee. The Department Chairs are ineligible to serve on standing 
committees.

1) The College Promotion and Tenure Committee, which consists of five full 
professors who each serve staggered, non-consecutive two year terms, advises the 
Dean on individual faculty tenure and promotion decisions and on faculty personnel 
decisions in general. It includes one full professor elected by the tenured and tenure- 
track faculty of each of the Departments of English, Humanities, Social Sciences, and 
Psychology and Sociology. The dean shall also appoint one full professor elected as 
an at-large representative by the tenured and tenure-track faculty of these 
departments. University policy specifically prohibits department chairs or 
assistant/associate deans from serving on this committee. The Committee:

   a) makes recommendations to the Dean regarding the granting of tenure and 
      promotion as outlined in university rule 12.01.99.C2 ("Tenure") and in the 
      CLA Policy on Contract Renewal, Promotion, and Tenure,
   b) informs in writing the concerned faculty of its recommendation and the 
      reasons for that recommendation,
   c) suggests to the faculty changes in personnel policy and procedure that are 
      deemed useful, and recommends any necessary changes in them,
   d) reports to the faculty regarding the procedures and criteria used in making 
      personnel recommendations,
   e) makes recommendations in accordance with the Graduate Faculty policy 
      for Graduate and Provisional Graduate Faculty.
   f) serves as the elected faculty on the Liberal Arts Post Tenure Review
The Curriculum Committee is composed of a Chairperson, a Vice-Chair, who becomes Chair the following year, and one additional member. The Liberal Arts Dean, Associate Dean, and Department Chairs determine the committee members. The Curriculum Committee:

a) reviews, approves, and recommends to the faculty plans and curricula for new undergraduate programs,
b) reviews and approves undergraduate courses and topic course proposals and syllabi, subject to referral to the College faculty meeting,
c) reviews, approves and recommends to the college faculty all proposed changes, additions and deletions in discipline curricula or major study requirements,
d) recommends to the faculty on the development of undergraduate degree programs and minor programs of study,
e) undertakes any other matters related to undergraduate and graduate studies, which may be properly assigned by the Dean or the faculty of the college.

The College’s two faculty representatives to the University Library Committee will have the following responsibilities: one representative will serve on the College Curriculum Committee and act as a liaison between the two committees. The other representative will coordinate the purchase by the College of materials for Bell Library. Both University Library Committee representatives will communicate the needs and opinions of the College to the University Library Committee.

The Faculty Teaching and Scholarly/Creative Activities Committee (FTSCA) consists of a Chairperson (who serves as one of the two College representatives to the University Research Enhancement Committee), a Vice-Chair (who moves into the role of chair the following year), and one additional member. FTSCA:

a) seeks out and publicizes opportunities for faculty research,
b) recommends to the faculty any changes in procedures and deadlines in the application for and allocation of college-level faculty research funds within the general University guidelines,
c) recommends to the Dean those who will receive college-level faculty research funds,
d) communicates the college-level faculty research fund award decisions in writing to the concerned faculty after the committee’s recommendations have been reviewed and confirmed by the Dean or the Dean’s designee,
e) reports to the faculty the procedures, criteria, and deadlines used in making its recommendations

The committee is also charged to study methods of improving the assessment of teaching and learning, and to encourage the development of teaching and learning by
holding Teaching Circle Luncheons (two per academic year), to which both SAMC and CLA faculty are invited.

4) The **Awards Committee** is composed of three full-time members from CLA and SAMC who serve staggered two-year terms. The role of the committee is to seek out and publicize opportunities for faculty and student awards, solicit nominations for these awards, and conduct the selection process as required. It also selects the recipients of the faculty excellence awards for CLA and SAMC.

5) A **Post-Tenure Review Committee** shall review the specified faculty members. The committee shall consist of the five members of the COLLEGE PROMOTION AND TENURE COMMITTEE (See II. E. Faculty Reviews for procedures related to Post-Tenure Review.)

6) **Ad Hoc Committees** may be appointed from time to time by the Dean to study designated issues or to perform special tasks as indicated in charges to them.