I.B. STANDING COMMITTEE STRUCTURE
(Revised December 4, 2015; November 10, 2017; January 9, 2018)

The Standing Committees of the School of the Arts, Media, and Communication (SAMC) include: the SAMC Promotion and Tenure Committee (which represents faculty from the departments of Art & Design, Communication and Media, Theatre and Dance, and Music, and is referred to in university rules and procedures as “the SAMC Tenure Review Committee”), the Curriculum Committee, the Faculty Teaching and Scholarly/Creative Activities Committee, and the Awards Committee.

The Chairperson of the SAMC Promotion and Tenure Committee is elected by the members of that committee and shall serve for a term of one year. Normally, the Chairs of the Curriculum and Faculty Teaching and Scholarly/Creative Activities Committee (FTSCA) are appointed by the Director and will have served on the given Committee during the preceding year. The chair of the Awards Committee is elected by the committee members. 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 **SAMC Promotion and Tenure Committee**, which consists of five full professors who each serve staggered, non-consecutive two year terms, advises the Director 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 Music, Theatre and Dance, Art and Graphic Design, and Communication and Media. The Director 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 Associate Dean from serving on this committee. The Committee:

   a) makes recommendations to the Director regarding the granting of tenure and promotion as outlined in University Procedure 12.02.99.C0.01, Tenure, and 33.99.04.C0.02, Promotion of Tenured and Tenure-Track Faculty Members, and in the SAMC 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) conducts post-tenure review for all faculty in the College as outlined in Handbook section II.E.3, in accordance with University procedure 12.06.99.C0.01, Post-Tenure Review.

2) The **Curriculum Committee** is composed of a Chairperson two additional faculty
members, and one academic advisor from SAMC. The Director and Associate Dean 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 SAMC faculty meeting;
c) reviews, approves and recommends to the SAMC 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 Director or the faculty of the SAMC.

3) The Faculty Teaching and Scholarly/Creative Activities Committee (FTSCA) consists of three elected faculty representatives, one of whom will be elected as the SAMC representative on the University Research Enhancement Committee to serve a two-year term, staggered with the CLA representative. The Chairperson will be appointed by the Director. There are two additional members. 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 SAMC-level faculty research funds within the general University guidelines;
c) recommends to the Director those who will receive SAMC-level faculty research funds;
d) communicates the SAMC-level faculty research fund award decisions in writing to the concerned faculty after the committee’s recommendations have been reviewed and confirmed by the Director or the Director’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 Director and Associate Deans determine the committee members. 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) The Ad Hoc Committees may be appointed from time to time by the Director to
study designated issues or to perform special tasks as indicated in charges to them.