I.B. STANDING COMMITTEE STRUCTURE  
(Revised December 4, 2015)

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, 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, the Awards Committee, and the Post-Tenure Review 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. 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 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, Arts, 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 assistant/associate Directors from serving on this committee. The Committee:

   a) makes recommendations to the Director regarding the granting of tenure and promotion as outlined in university rule 12.01.99.C2 (“Tenure”) 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) makes recommendations in accordance with the Graduate Faculty policy for Graduate and Provisional Graduate Faculty.
   f) serves as the elected faculty on the Post Tenure Review Committee.

2) Curriculum Committee is composed of a Chairperson, a Vice-Chair, who becomes Chair the following year, and one additional member. The Director, 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 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.

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

3) The Faculty Teaching and Scholarly/Creative Activities Committee (FTSCA) consists of a Chairperson (who serves as one of the two SAMC 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 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 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 SAMC 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 Director to study designated issues or to perform special tasks as indicated in charges to them.