I.B. STANDING COMMITTEE STRUCTURE
Drafted: February 2019

The Standing Committees of University College (UC) include: the College Promotion Committee (which is referred to in university rules and procedures as “the College Tenure Review Committee”), the College Curriculum Committee, and the College Appeals Committee.

The Chairperson of the College Promotion Committee is elected by the members of the committee and shall serve for a term of one year. The Chairs of the Curriculum and Appeals committees will be appointed by the Dean and will have served on the given Committee during the previous year. A faculty member may not serve as Chairperson of more than one standing committee. Department Chairs are ineligible to serve on standing committees.

1. The **College Promotion Committee**, which consists of three full/senior or associate professors who each serve staggered, non-consecutive two-year terms, advises the Dean on individual faculty promotion decisions and on faculty personnel decisions in general. The Dean shall appoint the faculty to the committee and the committee will elect the Chairperson each year. All faculty must be of higher rank than the promotion candidate(s). If there are not three faculty members in UC who fit these requirements, appropriate full/senior professors from outside colleges who work closely with UC may serve on the Promotion Committee. University policy specifically prohibits Department Chairs or Associate Deans from serving on this committee. The Committee:

   a. makes recommendations to the Dean regarding the granting of promotion as outlined in the University College Policy on Promotion;
   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.

2. The **College Curriculum Committee** is composed of a Chairperson and two additional faculty members, and one academic advisor from the college. The Dean 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 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.
3. The **College Grade Appeals Committee** will be made up of three faculty members (one of whom will serve as the Chairperson) and two students. The composition of the committee may change during the academic year depending on the case and availability of the students. The committee will meet as needed to respond to grade and suspension appeals. All decisions will be made via majority vote.

   a. Faculty members shall be appointed by the Dean and Associate Dean. The faculty will serve 2-year appointments on the CAC. All full-time tenured, tenure-track, and professional-track faculty are eligible to serve on this committee. All members will complete a 1-hour training session.

   b. Student members shall be appointed by the Associate Dean. The students shall be drawn from the rosters of majors within the college. No student who has graduated is eligible to serve on the CAC. Students will serve 1-year appointments on the CAC. All members will complete a 1-hour training session.

   c. In the event that faculty and/or student representatives of the CAC are unavailable during the summer months, special appointments can be made by the Associate Dean in consultation with the Dean.

   d. In the event that faculty and/or student representatives of the CAC are unable to serve on the committee due to conflict of interest or some other unavoidable obstacles, replacement or substitutions can be made by the Associate Dean in consultation with the Dean.

   e. While the students will have no right to preemptory challenge or challenge for cause of any Committee member, the CGAC may, by majority vote, recess to consider a student objection in closed session. In closed session the member in question may choose to recuse themselves, a majority of the Committee may vote to recuse the member, or a majority of the Committee may vote to continue with the member in question impaneled. If the member is recused for any reason a suitable replacement will be made by the Associate Dean in consultation with the Dean for the duration of the hearing.

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