

# College of Science and Engineering Committees and Councils

## Faculty Governance

*(Adopted August 2014; Amended December 2017)*

### Dean

The dean is the chief administrative and academic officer of the college and reports to the Provost/Vice President for Academic Affairs. The dean is assisted by associate deans, and chairs or directors of the academic, research and service units in the college to advance the college's mission in teaching, research and service. In the spirit of shared governance, the dean also consults faculty and staff committees, and faculty and staff as appropriate, on matters related to the college operations that include planning, coordination and evaluation of all college units.

Appropriate groups of college-level committees are defined herein. Each academic department or school will follow the college examples and define the memberships of its committees and the voting right on departmental or school matters. For departmental or school level promotion and tenure (P&T) committees, the committee membership consists of only tenured faculty at the rank of promotion or higher. For departmental or school promotion committees of non-tenure-track faculty (i.e., professional, research or clinical track) the committee membership consists of tenured faculty and appropriate non-tenure track faculty at the rank of promotion or higher.

### Voting Rights

On motions of general matter in nature that are brought up at the college meeting, faculty holding full-time employment in the college have voting rights on the motion. On motions of specific matter, an appropriate faculty group consists of faculty who are eligible to serve on the matter governed by the respective committee is defined as the voting body. All motions shall be in compliance with the University and TAMUS policies.

- **College of S&E Academic Staff Council**

**Purpose or Function:** This council is charged with assisting the dean in monitoring college infrastructure, and administrative and support operations.

**Membership:** The dean; the associate deans; and one or more representatives of S&E staff from each of the following areas: S&E Office; Departments of Life Sciences, Mathematics and Statistics, and Physical and Environmental Sciences; School of Engineering and Computing Sciences; budget/business; academic advising; information technology; college operations; assessment; and development.

**Selection:** By virtue of the person's position and invitation from the Dean.

**Term of Service:** Not applicable.

**Duties Begin:** New members assume this duty upon being hired in an eligible position and accepting the Dean's invitation.

**Chair:** Dean of the college.

## College of Science and Engineering Committees and Councils

- **College of S&E Awards and Scholarship Committee**

**Purpose or Function:** Works in concurrence with the Faculty Senate's procedure for nominating faculty for various university awards. The committee also selects awardees for graduate and undergraduate scholarships and other related competitive awards in the college.

**Membership:** The committee consists of four members. All full-time faculty and staff are eligible to serve on the committee.

**Selection:** One member is appointed by the chair/director of each department/school.

**Term of Service:** Two years, staggered terms.

**Duties Begin:** New members assume their duties on September 1 of the year in which they are appointed.

**Chair:** Elected by the committee.

- **College of S&E Chairs/Directors Council**

**Purpose or Function:** This council is charged with assisting the dean in strategic and operational planning and in making administrative decisions.

**Membership:** The dean; the associate deans; the chairs of the Departments of Life Sciences, Mathematics and Statistics, and Physical and Environmental Sciences; director of the School of Engineering and Computing Sciences; the coordinators of Ph.D. programs; and the directors of the Center for Coastal Studies, Center for Water Supply Studies, and Conrad Blucher Institute for Surveying and Science.

**Selection:** By virtue of the administrative position.

**Term of Service:** Not applicable.

**Duties Begin:** New members assume this duty upon assuming the administrative position.

**Chair:** Dean of the college.

- **College of S&E Curriculum Committee**

**Purpose or Function:** The committee will establish regular meeting times and will review and recommend to the dean on new degrees and minors, changes to existing degrees and minors, and new courses to be introduced to the catalog. The agenda will be posted ahead of time to the college and meetings are open to all college faculty and administrators.

**Membership:** The committee consists of nine members. Eight voting members are representatives from the departments and school, and the associate dean for academic affairs is an ex officio (non-voting) member. All tenured, tenure-track, professional track, clinical track and instructors are eligible to serve on the committee. The committee also consults with research-track and adjunct faculty on specific curriculum matters as appropriate.

**Selection:** Two members are elected by each department or school. All elected members must have at least three years of experience at TAMU-CC. At least one member from each department/school must have graduate faculty status. The associate dean for academic affairs is an ex officio non-voting member.

## College of Science and Engineering Committees and Councils

- **College of S&E Curriculum Committee (continued)**

**Terms of Service:** For voting members—two years, staggered terms; for associate dean—not applicable.

**Duties Begin:** New members assume their duties on September 1 of the year in which they are elected. The associate dean assumes this duty upon becoming associate dean.

**Chair:** Associate dean for academic affairs.

- **College of S&E Distinguished Lecturers Selection Committee**

**Purpose or Function:** The committee will establish regular meeting times and will review and recommend to the dean on potential speakers to invite to campus for the College Distinguished Lecturer Series.

**Membership:** The committee consists of four members. All tenured, tenure-track, professional track, research track, clinical track faculty and instructors are eligible to serve on the committee.

**Selection:** Appointed by the dean.

**Term of Service:** Two years, staggered terms.

**Duties Begin:** New members assume their duties on September 1 of the year in which they are appointed.

**Chair:** Appointed by the dean.

- **College of S&E Library Committee**

**Purpose or Function:** Monitors the acquisition of library resources relevant to the needs of the college's faculty and students. The committee also coordinates the division of library funds among the academic and research units within the college.

**Membership:** The committee consists of four members. One member of this committee will be recommended to the Faculty Senate as the college representative to serve on the University Library Committee. All tenured, tenure-track, professional track, research track, clinical track and instructors are eligible to serve on the committee. The committee also consults with adjunct faculty as appropriate.

**Selection:** One member is elected by each department/school.

**Term of Service:** Three years, staggered terms.

**Duties Begin:** New members assume their duties on September 1 of the year in which they are elected.

**Chair:** Elected by the committee.

## College of Science and Engineering Committees and Councils

- **College of S&E Library Liaisons**

**Purpose or Function:** Although not a committee *per se*, these liaisons work with the Bell Library Acquisitions Department and with faculty of individual programs to coordinate acquisitions requests for books and media from annual budget allocations, also on university library de-acquisition efforts.

**Membership:** The committee consists of one representative for each academic program. One person may serve as a liaison for multiple academic programs.

**Selection:** Appointed by the chair of the department or director of the school in which a program is administered.

**Term of Service:** One year.

**Duties Begin:** New members assume their duties on September 1 of the year in which they are appointed.

**Chair:** Not applicable.

- **College of S&E Post-Tenure Review Committee**

*The same function and memberships as College of S&E Promotion and Tenure Committee.*

- **College of S&E Promotion and Tenure Committee**

**Purpose or Function:** Evaluates faculty applications for promotion and tenure and makes recommendations to the dean.

**Membership:** The committee consists of five tenured full professors. Department chairs, associate deans and the school director shall not serve on the committee.

**Selection:** Each department or school elects one tenured full professor to the committee by vote of the tenured and tenure-track faculty; the dean appoints one additional committee member.

**Terms of Service:** For elected members—two years, staggered terms; for dean's appointee—one year.

**Duties Begin:** New members assume their duties on September 1 of the year in which they are elected or appointed.

**Chair:** Elected by the committee.

## College of Science and Engineering Committees and Councils

- **College of S&E Research Enhancement Committee**

**Purpose or Function:** This college-level committee is responsible for receiving and evaluating grant proposals and recommending college-level grant awards from research enhancement program funds. The committee's policies and award procedures must be consistent with the eligibility and award selection criteria in the statute. A copy of the College of S&E rule must be filed with the associate vice president for planning and institutional effectiveness.

**Membership:** The committee consists of four members. Two members of this committee also serve as S&E representatives on the University Research Enhancement Committee, which also has two-year, staggered terms for the college representatives. All tenured, tenure-track and research track faculty are eligible to serve on the committee. Committee members are not eligible to apply for research enhancement grants. The committee also consults with professional track and clinical track faculty as appropriate.

**Selection:** One member is elected by each department/school.

**Term of Service:** Two years, staggered terms.

**Duties Begin:** New members assume their duties on September 1 of the year in which they are elected.

**Chair:** Elected by the committee.

- **College of S&E Steering Committee**

**Purpose or Function:** The committee oversees assignment of graduate students to fill Teaching Assistant (TA) positions. A committee member works with faculty in his or her department/school to determine TA needs and assign students to meet these needs. The chair of the committee prepares letters of appointment for M.S. and Ph.D. students who are awarded TA positions. These letters are sent to the Dean's Office for review and signature, and then to students.

**Membership:** The committee consists of six members. Five members are representatives from the departments, and the chair of the committee is the sixth member. All full-time faculty who have teaching duties are eligible to serve on the committee..

**Selection:** The appropriate chair appoints one member to represent each department. The Associate Dean of Academic Affairs serves as chair.

**Term of Service :** For representatives – two (2) years, staggered terms; for chair – the term of service as Associate Dean of Academic Affairs.

**Duties Begin:** New members assume their duties on September 1 of the year in which they are elected or appointed.

**Chair :** Assumes this duty upon appointment by the Dean

- **College of S&E Teaching Assistant Assignment Committee**

**Purpose or Function:** The committee advises the dean on issues at the dean's request. The committee also serves as an advisory group to the dean and brings to the dean's attention matters concerning college operation as brought up by the faculty of the college.

**Membership:** The committee will consist of seven members. All full-time faculty members (e.g., tenure-line, professional track, research track, clinical track and instructors) are eligible to serve. Each department and school shall elect one member and three members shall be appointed by the dean.

**Selection:** Elected by the departments/schools and appointed by the dean.

**Term of Service:** Three years, staggered terms.

## **College of Science and Engineering Committees and Councils**

**Duties Begin:** New members assume their duties on September 1 of the year in which they are elected or appointed.

**Chair:** Appointed by the dean.

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- **College of S&E Ad Hoc Committees**

Ad hoc committees are appointed from time to time by the dean, the chairs/directors council or the college committees to address specific issues or to perform specific tasks as given by the dean or given to respective council/committees.