

## 01.ORG.02 – College of Business Standing Committees

Revised and Approved by COB Faculty (January 8, 2024)

[Revision History](#)

The College maintains many standing committees and councils. Each of these committees and councils is charged with providing leadership and direction in specific areas vital to the College's operations and mission. Some committees are required by university rules and procedures. This document describes the committee charge and composition for these committees and councils. The current COB Committee Roster is available on the COB Faculty Resources page at:

<https://www.tamucc.edu/business/about/faculty-resources/index.php>.

### Academic Scholarship Committee

This committee is charged with the responsibility of evaluating candidates for academic scholarships. This committee ranks candidates and recommends awards to the Dean for final award determination.

One faculty member is elected from each department. Additional members may be appointed by the Dean. Elected and appointed faculty members may serve multiple and consecutive two-year terms.

### Chairs' Council

The Chairs' Council is charged with assisting the Dean in making administrative decisions.

The Council is composed of the Dean, Associate Dean(s), Department Chairs, Manager of Master's Programs, and Business Coordinator.

### Curriculum Management and Assessment Committee

The Curriculum Management and Assessment Committee makes recommendations for matters related to graduate and undergraduate curricula and Assurance of Learning.

Committee membership is comprised of one faculty member elected as described below to represent each of the ten programs/majors in the College, the three department chairs (ex officio, voting), the Manager of Master's Programs (ex officio, non-voting), the Associate Dean(s) (ex officio, non-voting), and the Senior Academic Advisor (ex officio, non-voting). The Associate Dean – Accreditation serves as chair of the committee. The committee may establish subcommittees.

The ten program representatives shall be elected as follows:

- One faculty member from each program discipline shall be elected by their respective department to represent the disciplines of Accounting, BAIS (MIS), Business Economics, Finance, Management, and Marketing.
- One at-large faculty member shall be elected by all voting faculty in the College to represent the General Business program.
- One faculty member from the RELLIS campus shall be elected by all voting faculty in the College to represent RELLIS programs.

- One faculty member with Graduate Faculty status shall be elected by all graduate faculty in the college to represent the MBA program.
- One faculty member with Graduate Faculty status in Accounting shall be elected by all graduate faculty in Accounting to represent the MAcc program.

Elected members serve staggered three-year terms. Elected members may serve multiple terms but no more than two consecutive terms (6 years).

### Faculty Handbook Maintenance Committee

This committee is charged with maintaining the COB Faculty Handbook to ensure alignment with TAMU System and TAMU-CC rules and procedures. The committee also recommends COB policy changes to reflect current practice and emerging procedural issues within the College of Business. The Chair of the committee will preside over COB policy votes during COB Faculty Meetings. All College of Business Faculty Meetings and agendas will be set by the Dean.

Committee members serve a two-year term beginning at the start of the fall semester following their election. Three members (one from each department) are elected and three are appointed by the Dean. Elections and appointments to the Committee occur during the spring term preceding the fall term during which the faculty member serves on the Committee. The chair of the committee shall be elected annually by committee members and may not serve as chair for more than four (4) consecutive years.

### Faculty Qualifications Committee

The Faculty Qualifications Committee recommends the criteria for faculty qualifications into AACSB faculty categories.

Committee membership is comprised of one faculty member from each COB department elected by their department colleagues, one faculty member from each COB department appointed by the COB Dean, and the Associate Dean – Accreditation (ex officio, non-voting). Ideally, each discipline within the COB will be represented in the membership. The committee will select its own chair.

Member terms are for three years with one-third of committee members standing for election each year. Elected and appointed faculty members may serve multiple terms but no more than two consecutive terms (6 years). Committee members may not serve concurrently on the COB Promotion and Tenure Committee.

### Library Committee

This Committee is charged with monitoring the acquisition of library resources relevant to the needs of the College's faculty and students.

Members are appointed by the Dean for a one-year renewable term.

The Dean will appoint one member to serve on the University Library Committee.

### Nominations and Elections Committee

The committee is charged with managing the nomination and election process described in 01.ORG.09 – COB Nominations and Elections Process. The committee is also responsible for providing advice and assistance regarding appointments made by the Dean.

Committee membership is comprised of one faculty member from each COB department elected by their department colleagues and one faculty member from each department appointed by the COB Dean. All faculty eligible for or required to serve on committees may serve on this committee. Department chairs and other administrators are not eligible to serve on this committee.

Member terms are for two years with elections held in odd-numbered years and appointments made in even-numbered years. Members may serve multiple terms but no more than three consecutive terms. Each fall, the committee will elect a chair. The chair may not serve as chair for more than five consecutive years.

### **Post-Tenure Review Committee**

This committee is charged with evaluating faculty members' teaching, scholarship/creative activity, service, and overall performance in a six-year cycle.

The committee consists of six tenured professors, elected annually by the faculty. Each department will elect two tenured professors to the committee by a vote of the tenured and tenure-track faculty in the department. Elected members will serve a one-year term. Department chairs and associate deans shall not serve on the committee. Faculty are not eligible to serve in the year of their post-tenure review.

### **Promotion and Tenure Committee**

This committee is charged with acting on faculty requests for tenure and promotion.

Three members (one from each department) are elected and three (one from each department) are appointed by the Dean. Elections and appointments to the Committee occur during the Spring term preceding the Fall term during which the faculty member serves on the Committee. The committee will select its own chair.

Committee members serve a two-year staggered term beginning at the start of the fall semester following their selection. Committee members may not succeed themselves. Members may not serve on the Post-Tenure Review Committee or the Faculty Qualifications Committee concurrently.

### **RELLIS Campus Committee**

The committee is charged with supporting COB faculty at the RELLIS campus to sustain high-quality teaching and research activities, and to pursue COB strategic initiatives. Committee members may disseminate information provided by the RELLIS Academic Alliance administrators, faculty, and students to appropriate COB administrators and from COB administrators to the appropriate stakeholder groups located at the RELLIS campus as part of the committee members' routine roles. Committee members will carry out COB strategic initiatives by participating in recruitment and outreach events held for the RELLIS campus and engaging in other events that align with the COB and the University's strategic plan.

The committee will be comprised of four (4) members who are full-time TAMUCC COB faculty members. Any eligible faculty member may serve on the committee irrespective of location assignment. However, at least three (3) of the four (4) must be assigned to the RELLIS campus. Members are appointed by the Dean for a one-year renewable term.

Members may serve multiple consecutive terms. The committee will elect a chair from among its members each fall. The committee chair will have a vote on all matters the committee considers.

### **Research Enhancement and Faculty Development Committee**

The Committee is responsible for receiving and evaluating grant proposals and recommending grant awards from the College Research Enhancement Programs funds provided by the Division of Research and Innovation. The Committee's policies and award procedures must be consistent with the eligibility and award selection criteria established by the Division of Research and Innovation.

This committee consists of an elected member from each of the three departments. The committee members will select their own Chair.

The Dean will appoint two of the elected members to serve on the University Research Enhancement Committee.

### **Research Seminar Steering Committee**

The committee organizes monthly Faculty Research Seminars to enhance collaboration among the College's faculty.

The committee has three members, one faculty member from each department. Members are appointed by the Dean for a one-year renewable term. To ensure continuity in the seminar series, the Dean will reappoint one member of the previous committee to serve as chair for the coming year. The remaining two members may be reappointed or replaced with new appointees.

### **Strategic Planning Committee**

This committee is charged with continuing to look at the future and to refine and develop a three- to five-year plan, which may be updated when appropriate. By devoting attention to the future, the College can continue to look ahead and be better prepared to accomplish its vision.

The committee consists of the Chairs' Council, the Director of the South Texas Economic Development Center, the Director of the Coastal Bend Business Innovation Center, plus one elected and one appointed faculty representative from each department. Elected and appointed faculty members may serve multiple and consecutive terms.

### **Student Grade Appeal Committee**

This committee listens to student grade appeals that have advanced beyond the Department Chair level.

The Dean appoints two faculty members from each department to form a panel from which individual grade appeals committees may be drawn. The Dean appoints three undergraduate and three graduate students from the College of Business to a pool from which a panel may be drawn. All are one-year terms.

### **University Scholarship Committee**

This University Committee oversees the process for awarding academic and fine arts scholarships. Representatives are appointed for staggered three-year terms and are eligible for reappointment.

### **University Promotion and Tenure Committee**

This University Committee is advisory to the Provost and President. Each college elects one tenured full professor to serve a three-year term.

## University Graduate Council

This University Council oversees the university graduate programs. Each college elects three members to serve on the council. The three COB representatives in the University Graduate Council include one from each department.

## Related Policies & Information

A complete list of University Committees and Councils is available at:

<https://www.tamucc.edu/governance/committees-councils/index.php>

## Revision History

- Revised January 29, 1999
- Revision draft August 2005, September 24, 2007
- Reviewed April 2012, August 2014
- Revised and Approved by COB Faculty, March 9, 2018
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