

## **Faculty Meeting Process**

TAMU-CC College of Education and Human Development

(Last revised July 1, 2020)

The Dean calls all meetings of the general faculty of the College.

General Faculty meetings in the College are held at least once during both the fall and the spring semesters. Additional general faculty meetings are called by the Dean of the College as needed to address issues that should be addressed by the entire faculty rather than by department faculty.

Department chairs call meetings of the department as they are needed to address issues related to the department. Chairs should provide a schedule for planned meetings at the beginning of each academic semester. Faculty members are required to attend all meetings unless extenuating circumstances prevent attendance. The convener ensures that minutes of the meeting are recorded.