Appendix A: College of Engineering and Computer Science Committees and Councils

- **College of Engineering and Computer Science Academic 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 Engineering and Computer Sciences; administrative coordinator, business administrator, ABET coordinator, outreach coordinator, IT manager.
  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 Engineering and Computer Science Steering 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 five members. All full-time faculty members (e.g., tenure-line, professional track, research track, and instructors) are eligible to serve. Each department shall elect two members and one member shall be appointed by the dean.
  Selection: Elected by the departments and appointed by the dean.
  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 or appointed.
  Chair: Associate Dean for Academic Affairs and Student Success.

- **College of Engineering and Computer Science Awards Committee**
  Purpose or Function: Works in concurrence with the Faculty Senate's procedure for nominating faculty for various university awards and recommends to the dean the college teaching, research, service, and student awards. The committee also selects awardees for the college level graduate and undergraduate scholarships and other related competitive awards.
  Membership: The committee consists of two members from each department, and two dean's appointees. Associate Dean for Research is an ex officio member (non-voting).
  All full-time faculty and staff are eligible to serve on the committee.
  Selection: Two members are appointed by the chair of each department and two members appointed by the dean. The Associate Dean for Research is an ex officio member (non-voting).
  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 Engineering and Computer Science Curriculum Committee**
  Purpose or Function: The committee will establish regular meeting times and will review and recommend to the dean on new degrees, minors, certificate programs, and distance education programs; changes to existing degrees, minors, certificate programs, and distance education programs; 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.

The committee will also advise the Associate Dean in determining the facts of grade appeal cases and attempt to reach a fair and appropriate resolution to the complaints. For the grade appeal, following the procedure described in Section III.B, a hearing panel will be formed. The panel will consist of three (3) faculty members from the curriculum committee, one of whom will serve as chair, and two (2) students appointed by the student's department chair. To allow for the replacement of committee members unable to serve or substitutions for any member of the committee who may have a conflict of interest or be in any way involved in a particular case, additional panel members will be appointed by the Associate Dean for Academic Affairs and Student Success after consultation with the student's department chair.

Membership: The committee consists of eleven members. Eight voting members are representatives from the departments. The graduate academic advisor and senior academic advisor are non-voting members. The Associate Dean is also a non-voting, ex officio member. All tenured, tenure-track, professional 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: Four members are elected by each department. All elected members must have at least three years of experience at TAMU-CC. At least one member from each department must have graduate faculty status. The Associate Dean is an ex officio non-voting member. The graduate academic advisor and senior academic advisor will also serve in the capacity of non-voting members on the committee.

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 and Student Success

- **College of Engineering and Computer Science Promotion and Tenure Committee**
  Purpose or Function: The committee evaluates (a) faculty applications for promotion and tenure, (b) faculty post-tenure reviews, and (c) faculty applications for emeritus status and makes recommendations to the dean.
  Membership: The committee consists of five tenured (full) professors. Department chairs and associate deans shall not serve on the committee.
  Selection: Each department elects two tenured (full) professors 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 Engineering and Computer Science Research 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 allocated from the Office of Research and Innovation. 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 Engineering and Computer Science rule must be filed with the associate vice president for planning and institutional effectiveness.
  The committee organizes the college seminar series.
  Membership: The committee consists of five members. Two members of this committee also

serve as Engineering representatives on the University Research Enhancement Committee, which also has two-year, staggered terms for the college representatives. All tenured, tenure-track, research track, and professional track faculty are eligible to serve on the committee. Committee members are not eligible to apply for research enhancement grants.

Selection: Two members, one of whom must be with an active graduate faculty status, are elected by each department. The Associate Dean for Research is a voting member and chair of the committee.

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.

- **College of Engineering and Computer Science Library Committee**
  Purpose or Function: Monitors the acquisition of library resources relevant to the needs of the college's faculty and students. The committee coordinates the division of library funds among the academic and research units within the college. The committee also works with the 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 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: Two members are elected by each department.
  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 Engineering and Computer Science Ad Hoc Committees**
  Ad hoc committees are appointed from time to time by the dean, the academic 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.

- Nominations and appointments of the college representatives on university committees follow the policies and guidelines of respective committees published at https://www.tamucc.edu/governance/committees-councils/university-committees/index.php.