

I.B. STANDING COMMITTEE STRUCTURE

(Revised: July 1998, May 1, 1998; October 31, 1998; September 24, 1999; December 3 1999; March 31, 2000; July 1, 2001; May 20, 2002, August 15, 2002; May 13, 2003; March 26, 2004; May 27, 2005, October 2006, October 2008; April 2012; January 2013; December 4, 2015; November 10, 2017; April 20, 2018, May 18, 2020; October 6, 2023i; September 27, 2024i; October 18, 2024i, August 22, 2025)

The Standing Committees of the College of Liberal Arts (CLA) include: the CLA Promotion and Tenure Committee (which represents faculty from the Departments of English, Humanities, Social Sciences, and Psychology and Sociology, and is referred to in university rules and procedures as “the CLA Promotion and Tenure Committee”), the Curriculum Committee, the Faculty Teaching and Scholarly/Creative Activities Committee, the Awards Committee, the Wagenschein Endowment Advisory Committee and the College Grade Appeal Committee.

The Chairperson of the College Promotion and Tenure Committee is elected by the members of that committee and shall serve for a term of one year. Normally, the Chairs of the Curriculum Committee and Faculty Teaching and Scholarly/Creative Activities Committee (FTSCA) are appointed by the Dean and will have served on the given Committee during the preceding year. The chairs of the Awards and Wagenschein Committees are elected by the committee members. A faculty member may not serve as Chairperson of more than one standing committee. The Department Chairs are ineligible to serve on standing committees.

- 1) The **College Promotion and Tenure Committee**, which consists of full professors and senior fixed-term professors who each serve staggered, non-consecutive two-year terms, advises the Dean on individual faculty tenure and promotion decisions and on faculty personnel decisions in general. The committee includes one full professor elected by the tenured, tenure-track, and fixed-term faculty of each of the Departments of English, Humanities, Social Sciences, and Psychology and Sociology. The dean shall also appoint one full professor and one senior fixed-term professor elected as at-large representatives by the tenured, tenure-track, and fixed-term faculty from all the departments in the College of Liberal Arts. University policy specifically prohibits Department Chairs or Associate Dean from serving on this committee, and prohibits members from serving consecutive terms unless there are fewer than three eligible faculty members in the department. As outlined in university rules 12,01.01.C1, faculty may only serve on one promotion and tenure committee at any level, and must serve on the highest-level committee to which they are elected. The Committee:
 - a) makes recommendations to the Dean regarding the granting of tenure and promotion as outlined in university rules 12.01.01.C1 ("Tenure") and 33.99.04.C0.02 ("Promotion of Tenured and Tenure-Track Faculty Members") and in the CLA Policy on Tenure and Promotion Rules and Procedures;
 - 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;

- e) conducts post-tenure review for all faculty in the College (II.E.3).
- 2) The **CLA Curriculum Committee** consists of one faculty representative from each department in CLA elected by the department and one academic advisor from CLA, who shall be determined by the Dean and Associate Dean, to serve two-year staggered terms. The chair of the committee shall be elected annually by committee members and may not serve as chair for more than three (3) consecutive years. The Curriculum Committee:
- a) reviews, approves, and recommends to the faculty plans and curricula for all new programs;
 - b) reviews and approves 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 regarding the development of all degree programs and minor programs of study, including certificate programs and distance education programs;
 - 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 **Faculty Teaching and Scholarly/Creative Activities Committee (FTSCA)** consists of one faculty representative from each department in CLA elected by the department, two of whom will be elected by the committee as the CLA representatives on the University Research Enhancement Review Panel, to serve a two-year staggered term. The Chairperson will be appointed by the Dean, and the CLA Business Manager will serve *ex-officio* on the committee. The FTSCA Committee:
- a) seeks out and publicizes opportunities for faculty research;
 - b) recommends to the faculty any changes in procedures and deadlines in the application for and allocation of college-level faculty teaching and research funds within the general University guidelines;
 - c) recommends to the Dean those who will receive college-level faculty teaching and research funds;
 - d) communicates the college-level faculty teaching and research fund award decisions in writing to the concerned faculty after the committee's recommendations have been reviewed and confirmed by the Dean or the Dean's designee;
 - e) reports to the faculty the procedures, criteria, and deadlines used in making its recommendations.

The committee is also charged to study methods of improving the assessment of teaching and learning, and to encourage the development of teaching and learning by holding Teaching Circle Luncheons (two per academic year), to which CLA faculty are invited.

- 4) The **Awards Committee** is composed of three full-time members from CLA who serve staggered two-year terms. The Dean and Associate Deans determine the committee members. The role of the committee is to seek out and publicize opportunities for faculty and student awards, solicit nominations for these awards and conduct the selection process as required. It also selects the recipients of the faculty excellence awards for CLA.
- 5) The **Faculty Handbook Maintenance Committee** consists of chairpersons from each department in CLA. The chair of the committee shall be elected annually by committee members and may not serve as chair for more than three (3) consecutive years. The Associate Dean of CLA will serve *ex-officio* on the committee.

The committee is charged with maintaining the CLA Faculty Handbook to ensure alignment with TAMU System and TAMUCC rules and procedures. The committee informs the Dean and CLA faculty of any changes required for such alignment. The committee also recommends to all faculty CLA policy changes to reflect current practice and emerging procedural issues within the College of Liberal Arts. The chair of the committee will preside over CLA policy votes during CLA faculty meetings. All College of Liberal Arts faculty meetings and agendas will be set by the Dean.

- 6) The **Wagenschein Endowment Advisory Committee** is composed of one faculty member from Sociology and two additional faculty members in the areas focused on by the endowment (Women and Gender Studies Minor, and related areas of teaching and research) who serve staggered two-year terms. The role of the committee is to advise the Dean on the annual budget for the available Wagenschein Endowment Funds and to review the reports from the Fellowships in Sociology and Women and Gender Studies. The Dean will approve the budget before it is enacted. The budget must align with the goals of the endowment.
- 7) The **College Grade Appeal Committee** will include members from CLA. The College Grade Appeal Committee (CGAC) will be made up of three faculty members (one of whom will serve as Chair of the CGAC) and two students. These three faculty members will be pulled from a pool of four eligible faculty and the two students will be pulled from a pool of four eligible students. The composition of the CGAC may change during the academic year depending on availability of the faculty and of the students to serve on the committee. A total of four members will constitute a quorum.
 - a) Faculty members shall be appointed by the Associate Dean in consultation with the Department Chairs. The faculty will serve 2-year appointments on the CGAC. All full-time tenured, tenure-track, and professional-track faculty are eligible to serve on this committee. All members will complete a short training session.
 - b) Student members shall be appointed by the Associate Dean in consultation with the Department Chairs. The students shall be drawn from the rosters of the clubs and organizations within the college. No student who has graduated is eligible to serve on the CGAC. Students will serve 1-year appointments on the CGAC. All members will complete a short training session.
 - c) In the event that faculty and/or student representatives of the CGAC are unavailable during the summer months, special appointments can be made by the Associate Dean in consultation with the Dean and with the Department Chairs.

- d) In the event that faculty and/or student representatives of the CGAC 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 and with the Department Chairs.
 - 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 Panel may vote to recuse the member, or a majority of the Panel may vote to continue with the member in question impaneled. If the member is recused for any reason and the remaining members of the Panel present constitute a quorum, the hearing will continue.
- 8) The ***Ad Hoc Committees*** may be appointed from time to time by the Dean to study designated issues or to perform special tasks as indicated in charges to them.