

## I.B. STANDING COMMITTEE STRUCTURE

(Revised December 4, 2015; November 10, 2017; April 20, 2018; May 18, 2020; August 22, 2023)

The Standing Committees of the School of the Arts, Media, and Communication (SAMC) include: the SAMC Promotion and Tenure Committee (which represents faculty from the Departments of Art & Design, Communication and Media, Theatre and Dance, and Music, and is referred to in university rules and procedures as “the SAMC Promotion and Tenure Committee”), the Curriculum Committee, the Faculty Teaching and Scholarly/Creative Activities Committee, the Awards Committee, and the School Grade Appeal Committee.

The Chairperson of the SAMC 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 Director and will have served on the given Committee during the preceding year. The chair of the Awards Committee is elected by the committee members. A faculty member may not serve as Chairperson of more than one School standing committee. The Department Chairs are ineligible to serve on standing committees.

- 1) The **SAMC Promotion and Tenure Committee**, which consists of five full professors who each serve staggered, non-consecutive two-year terms, advises the Director on individual faculty tenure and promotion decisions and on faculty personnel decisions in general. It includes one full professor elected by the tenured and tenure-track faculty of each of the Departments of Music, Theatre and Dance, Art and Design, and Communication and Media. In addition, one full professor is elected as an at-large representative by the tenured and tenure-track faculty of these departments. University policy specifically prohibits Department Chairs or the Associate Director from serving on this committee. The Committee:
  - a) makes recommendations to the Director 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 SAMC 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 **SAMC Curriculum Committee** is composed of a Chairperson, two additional faculty members, and one academic advisor who serves students pursuing academic majors from SAMC. The Director and

Associate Director determine the committee members. 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 SAMC faculty meeting;
  - c) reviews, approves and recommends to the SAMC 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 Director or the faculty of the SAMC.
- 3) The **Faculty Teaching and Scholarly/Creative Activities Committee (FTSCA)** consists of three elected faculty representatives, two of whom will be elected as SAMC representatives on the University Research Enhancement Committee to serve two-year terms. The Chairperson will be appointed by the Director. 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 SAMC-level faculty research funds within the general University guidelines;
  - c) recommends to the Director those who will receive SAMC-level faculty research funds;
  - d) communicates the SAMC-level faculty research fund award decisions in writing to the concerned faculty after the committee's recommendations have been reviewed and confirmed by the Director or the Director'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 recommended per academic year), to which SAMC faculty are invited.

- 4) The **Awards Committee** is composed of three full-time faculty members who serve staggered two-year terms. The Director and Associate Director 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 SAMC.
- 5) The **School Grade Appeal Committee (SGAC)** will be made up of three faculty members (one of whom will serve as Chair of the GAC) and two students. These three faculty members will be pulled from a pool of six eligible faculty and the two students will be pulled from a pool of six eligible students. The composition of the SGAC 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 Director in consultation with the Director and Department Chairs. The faculty will serve 2-year appointments on the SGAC. All full-time tenured, tenure-track, and professional-track faculty are eligible to serve on this committee. All members will complete a 1-hour training session prior to being called for service on a panel.
  - b) Student members shall be appointed by the Associate Director in consultation with the Director and Department Chairs. The students shall be drawn from the rosters of the clubs and organizations within the School or based upon recommendations from Chairs. Students must be enrolled to be eligible to serve on the SGAC. Students will serve 1-year appointments on the SGAC. All members will complete a 1-hour training session prior to service on a panel.
  - c) In the event that faculty and/or student representatives of the SGAC are unavailable during the summer months, special appointments can be made by the Associate Director in consultation with the Director and with the Department Chairs.
  - d) In the event that faculty and/or student representatives of the SGAC 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 Director in consultation with the Director 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 SGAC 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.
- 6) ***Ad Hoc Committees*** may be appointed from time to time by the Director to study designated issues or to perform special tasks as indicated in charges to them.