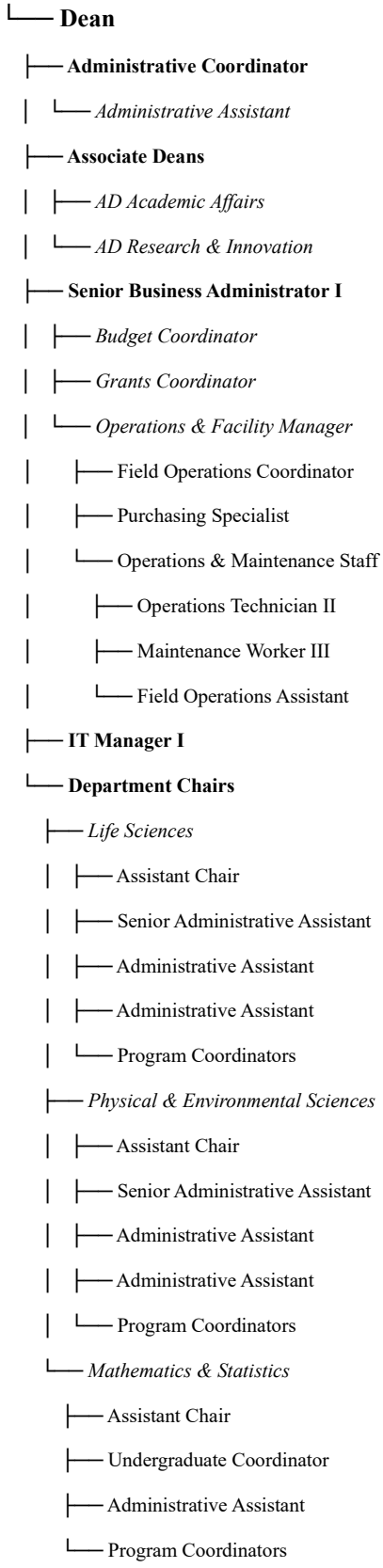
Section I: College Organization

A. College Authority and Structure

The College is under the administrative supervision of the Provost and Vice President for Academic Affairs, who reports to the University President.
The College of Science (COS) consists of the Department of Life Sciences, the Department of Mathematics and Statistics, the Department of Physical and Environmental Sciences, the Center for Coastal Studies, the Center for Water Supply Studies, research and service labs. Each department is headed by a chair and each center is headed by a director.


Dean
Administrative Coordinator
Administrative Assistant
Associate Deans
AD Academic Affairs
AD Research & Innovation
Senior Business Administrator I
Budget Coordinator
Grants Coordinator
Operations & Facility Manager
Field Operations Coordinator
Purchasing Specialist
Operations & Maintenance Staff
Operations Technician II
Maintenance Worker III
Field Operations Assistant
IT Manager I
Department Chairs
Life Sciences
Assistant Chair
Senior Administrative Assistant
Administrative Assistant
Administrative Assistant
Program Coordinators
Physical & Environmental Sciences
Assistant Chair
Senior Administrative Assistant
Administrative Assistant
Administrative Assistant
Program Coordinators
Mathematics & Statistics
Assistant Chair
Undergraduate Coordinator
Administrative Assistant
Program Coordinators

B. Governance

The Dean is the chief administrative and academic officer of the college and reports to the Provost/Vice President for Academic Affairs. The Dean is assisted by associate deans, and chairs or directors of the academic, research and service units in the college to advance the college's mission in teaching, research, and service. In the spirit of shared governance, the Dean also consults faculty and staff committees, and faculty and staff as appropriate, on matters related to the college operations that include planning, coordination, and evaluation of all college units.

College Committees and Meetings

The college faculty and staff participate in university-level committees. Descriptions and current committee memberships may be found at https://www.tamucc.edu/governance/committees-councils/index.php.

The college also maintains standing committees focused on issues that affect the operations of the college. Electronic records of all college committee meeting minutes are archived on the I:/drive. A listing of college committees is included in Section I.C, and the current membership may be found online at https://www.tamucc.edu/science/documents/information/committee-rosters.pdf.

University and college faculty meetings: The President calls all meetings of the general faculty of the University. The Dean calls all meetings of the general faculty of the College. University and college faculty meetings are held at the beginning of each fall and spring term. Special meetings may be called by written notice. In addition, each department schedules regular meetings. University and college faculty meetings are seldom called during summer sessions. For action to be taken at a regular meeting, items should be on the agenda. Faculty may request items be placed on the agenda. Information items and announcements may be made at any meeting.

All regular faculty members are required to attend these meetings unless extenuating circumstances prevent attendance.

Voting Rights: Faculty votes on non-routine items held during meetings will require a quorum. Attendance of more than 50% of the fulltime faculty will constitute a quorum. In the absence of a quorum, discussion and votes may occur on routine business items (committee membership, etc.) and the floor may be open to discussion and debate of non-routine matters, but no vote will occur on the latter.

Motions may be made and voted on at college-wide meetings. On motions of general matter in nature that are brought up at the college meeting, faculty holding full-time employment in the college have voting rights on the motion. On motions of specific matter, an appropriate faculty group consists of faculty who are eligible to serve on the matter governed by the respective committee is defined as the voting body. All motions shall comply with the University and TAMUS policies.

Committee Member Replacement: The procedure for replacing a committee member follows the applicable selection criteria for particular committee.

Department Committees

Each academic department will follow the college examples and define the memberships of its committees and the voting right on departmental matters. Electronic records of all committee meeting minutes are archived on the I:/drive.

C. College of Science Committees and Councils

- **College of Science Chairs/Directors 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 Life Sciences, Mathematics and Statistics, and Physical and Environmental Sciences; the coordinators of Ph.D. programs; and the directors of the Center for Coastal Studies, Center for Water Supply Studies, and Conrad Blucher Institute for Surveying and Science.
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 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 eight members. All full-time faculty members (e.g., tenure-line, professional track, research track, clinical track and instructors) are eligible to serve. Each department shall elect one member and three members 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.

- **College of Science Awards and Scholarship Committee**

Purpose or Function: Works in concurrence with the Faculty Senate's procedure for nominating faculty for various university awards. The committee also selects awardees for graduate and undergraduate scholarships and other related competitive awards in the college.
Membership: The committee consists of five members. All full-time faculty and staff are eligible to serve on the committee.
Selection: One member is appointed by the chair of each department.
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 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 programs and/or departments vote and submit requested additions, updates and/or changes to curriculum and results of voting to the College Curriculum Committee. The committee reviews proposals for complementarity, quality, integrity, academic rigor, purpose, and support of the university's mission. The committee

consults the proposal originators as needed, votes and routes voting results and recommendations as appropriate. The agenda will be posted ahead of time to the college and meetings are open to all college faculty and administrators.
Membership: The committee consists of seven members. Six voting members are representatives from the departments, and the associate dean for academic affairs is an ex officio (non-voting) member. All tenured, tenure-track, professional track, clinical 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: Two 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 for academic affairs is an ex officio non-voting member. **Terms of Service:** For voting members—two years, staggered terms within departments; 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
Relevant University Procedures: 11.10.99.C0.01 (paragraph 3.3), 11.10.99.C0.02 (paragraph 3.3), 11.10.99.C0.03 (paragraph 3.3), and 11.10.99.C0.04 (paragraph 3.3).

- **College of Science Distinguished Lecturers Selection Committee**

Purpose or Function: The committee will establish regular meeting times and will review and recommend to the dean on potential speakers to invite to campus for the College Distinguished Lecturer Series.
Membership: The committee consists of one faculty representing each PhD program in the college. All faculty members of the PhD programs are eligible to serve on the committee.
Selection: Nominated by the department chairs with approval by the dean.
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: Appointed by the dean.

- **College of 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 also coordinates the division of library funds among the academic and research units within the college.
Membership: The committee consists of three 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: One member is 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 Science Library Liaisons**

Purpose or Function: Although not a committee per se, these liaisons work with the Bell 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 one representative for each academic program. One person may serve as a liaison for multiple academic programs.
Selection: Appointed by the chair of the department in which a program is administered.
Terms of Service: One year.
Duties Begin: New members assume their duties on September 1 of the year in which they are appointed.
Chair: Not applicable

- **College of Science Emeritus Committee**

Purpose or Function: Evaluates faculty applications for emeritus status and makes recommendations to the dean.
Membership: The committee consists of one senior faculty members from each department and two dean's appointees. Department chairs and associate deans shall not serve on the committee.
Selection: Appointed by the chair of the department; the dean appoints two additional committee members
Terms of Service: Three years
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 Science Research Enhancement 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. The committee's policies and award procedures must be consistent with the eligibility and award selection criteria in the relevant university procedure. A copy of the College of Science rule must be filed with the associate vice president for planning and institutional effectiveness.
Membership: The committee consists of four members. Two members of this committee also serve as College of Science representatives on the University Research Enhancement Committee, which also has two-year, staggered terms for the college representatives. All tenured, tenure-track and research track faculty are eligible to serve on the committee. Committee members are not eligible to apply for research enhancement grants. The committee also consults with professional track and clinical track faculty as appropriate.
Selection: One member is elected by each department.
Terms of Service: Two 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.
Relevant University Procedure: 15.01.01.C0.01

- **College of Science Teaching Assistant Assignment Committee**

Purpose or Function: The committee oversees assignment of graduate students to fill Teaching Assistant (TA) positions. A committee member works with faculty in his or her department to determine TA needs and assign students to meet these needs. The chair of the committee prepares letters of appointment for M.S. and Ph.D. students who are awarded TA positions. These letters are sent to the Dean's Office for review and signature, and then to students.
Membership: The committee consists of six members. Five members are representatives from the departments, and the chair of the committee is the sixth member. All full-time faculty who has teaching duties are eligible to serve on the committee.
Selection: The appropriate chair appoints one member to represent each department. The Associate Dean of Academic Affairs serves as chair.
Terms of Service: For representatives – two (2) years, staggered terms; for chair – the term of service as Associate Dean of Academic Affairs.
Duties Begin: New members assume their duties on September 1 of the year in which they are elected or appointed.
Chair: Assumes this duty upon appointment by the Dean.

- **College of Science Grade Appeal Committee**

Purpose or Function: The committee advises the associate dean in determining the facts of grade appeal cases and attempt to reach a fair and appropriate resolution to the complains. **Membership:** The appointment of CGAC membership is left to the Departments The hearing panel will consist of three (3) faculty members, one of whom will serve as chair, and two (2) students. To allow for 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, members of this committee will be chosen from a larger "central pool.
Selection: Appointed by the department chair
Terms of Service: One year.
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.

- **College of Science Promotion and Tenure Committee**

Purpose or Function: Evaluates faculty applications for promotion and tenure 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 one tenured (full) professor to the committee by vote of the tenured and tenure-track faculty; the dean appoints two additional committee members.
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 Science Post-Tenure Review Committee**

Purpose or Function: Evaluates faculty applications for promotion and tenure 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 one tenured full professor to the committee by vote of the tenured and tenure-track faculty; the dean appoints two additional committee member.
Terms of Service: For elected members—one year; for dean's appointee—two years.
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 Science Ad Hoc Committees**

Ad hoc committees are appointed from time to time by the dean, the chairs/director's 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.