

## COLLEGE OF NATURAL AND HEALTH SCIENCES COMMITTEE STRUCTURE AND GUIDELINES

The College of Natural and Health Sciences shall have four Standing Committees with representation from all schools within the college. In addition to the Standing Committees, the Dean may appoint *ad hoc* committees for the purpose of addressing specific tasks or business of the college. The Dean will appoint or request nominations by school directors for membership and appropriate representation on *ad hoc* committees depending on the nature of the need.

### Standing Committees:

- I. College Curriculum Committee (CCC)
  - A. Purpose—This committee is charged with peer review of course and curriculum materials and ensuring that proposed changes are consistent with College objectives and academic standards/integrity.
  - B. Membership—The committee will be administered by a representative of the Dean's Office who will be a non-voting member. One faculty member from each school within the College shall be appointed by the Director to serve on the committee for a term of three years. The committee shall elect one of their members to serve as chair. **(NOTE: Initial committee members will be appointed for 1, 2, or 3 year terms and then move to all 3 year terms. At least 3 current members should stay on for year one.)**
  - C. Meetings—The committee will meet as needed.
  - D. Documentation—The committee will utilize the university standard form to be used for all requests. Minutes will be made available to NHS faculty and staff through posting on the college website.
  
- II. Program Review Team (PRT)
  - A. Purpose—To review the annual program review reports and the five-year program review self study and to provide evaluative comments to the Dean and Directors.
  - B. Membership—The Dean will chair the committee with one representative from each school. Committee appointments will be for a three year term. The representative may be the Director or a tenure-track faculty member from each school. An experienced faculty member with knowledge of the university assessment requirements would be recommended. Committee membership is not time limited.
  - C. Meetings—The committee will meet at least once per semester or as deemed necessary by the Dean.
  - D. Documentation—The committee will provide feedback to programs. Programs should respond to feedback in subsequent cycles of review.
  
- III. Policy and Procedure Committee (PPC)
  - A. Purpose—To interpret, update, and recommend policy and/or procedural changes in the College Faculty Governance Document to the Dean, Directors and faculty.
  - B. Membership—The committee will be chaired by an elected member of the group each year. One faculty member from each school will be elected to serve on the committee for a term of three years. **(NOTE: Three members from the Policies and Procedures Task Force will serve for at least the first year—Gregg, Heise, and Schreck have volunteered.)**
  - C. Meetings—Will be held as needed or requested by the Dean. Minutes will be taken by an Administrative Assistant from the Dean's office.
  - D. Documentation—A current copy of the Faculty Governance Document will be maintained in each school, the Dean's office and college website.

- IV. College Awards Committees (CAC)
- A. Purpose—To review nominations for faculty awards and make recommendations to the Dean for the following awards:
- Excellence in Teaching
  - Excellence in Scholarship
  - Excellence in Service
  - Faculty Research Mentors of the Year (undergraduate and graduate)
- B. Membership—chaired by the Assistant/Associate Dean who may vote in the case of a tie. There will be one faculty representative from each School, who will be identified by the School. Former faculty award recipients are encouraged to volunteer for service on the committee.
- C. Meetings—As needed for award recommendations.
- D. Guidelines—Nominations to recognize sustained contributions by faculty members or School Directors may be submitted to the Assistant/Associate Dean in the fall of each year. Eligible for consideration are full-time faculty members and School Directors in the College of Natural and Health Sciences.
- Recipients of the Excellence in Scholarship awards will be nominated for the University Distinguished Scholar Award; recipients of other awards will be nominated for the Provost's Academic Excellence Awards.
  - Faculty members who have received an award in one of the categories are not eligible to receive another award in that category for five years. For example, a 2006 recipient of the Excellence in Teaching award would not be eligible to receive that award again until 2011.

For Excellence in Academic Leadership, the procedures for the above awards will apply except for the following:

- Criteria for the award
  - Consistently leads his or her school, program, or unit towards academic excellence in teaching, scholarly activity, and service;
  - Promotes the professional development both of individuals within his/her school, program, or unit, as well as the collective whole;
  - Performs routine responsibilities and tasks efficiently, effectively, and fairly;
  - Demonstrates academic leadership in the broader College and University context, beyond advancement of his/her own discipline;
  - Serves as a role model for other faculty members.
- A committee of School Directors chaired by the Assistant/Associate Dean will make recommendations to the Dean.
- One award will be made.

Each award will carry with it a \$500 faculty development allocation made available during the calendar year for books, materials, software, travel, or other expenses that enhance faculty development.