

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

The College of Natural and Health Sciences shall have Standing Committees with appropriate representation from schools and departments (referred to below as “academic units”, with school directors and department chairs referenced as “unit leaders”) 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 may request nominations by unit leaders to appoint faculty or staff to *ad hoc* committees and will ensure an appropriate committee representation on the nature of the charge.

### Standing Committees

#### Norms and Guidelines

- Standing Committees are formed or eliminated following a majority vote by the Leadership Team and approval of the Dean.
- For committees with elected membership
  - Eligibility is outlined in the committee charge.
    - Full-time faculty, including Department Chairs and School Directors are eligible to serve on elected committees.
  - Elections will ensure equal representation of the Natural and Health Sciences faculty.
  - There will be no more than one representative from an academic unit on any standing committee
  - Faculty and staff elected positions are for staggered three-year terms. Student elected positions are for one-year terms.
  - All core members of committees are voting members.
  - Faculty, staff, and students can be nominated or may self-nominate for elected committee positions.
- Committees can create working groups as needed with membership from outside of the committee. Working groups will be created and disbanded as needed to address the initiatives of a committee; working group members will be solicited and/or invited and groups will meet once a month or as needed.

#### The Election Process

The Associate Dean is responsible for maintaining committee membership lists and initiating the process to fill vacant seats. The election process will take place in the Spring semester for Fall assignments with the exception of the first election which will take place early in the Fall 2021 semester. A fall semester election process will be initiated if mid-term vacancies occur.

#### *Nomination Process*

Faculty, staff, and students can be nominated or can self-nominate for committee assignments. Nomination will be through an online portal. Access links will be sent to faculty and staff via their UNC email and will be available on SharePoint. The Dean’s Office will coordinate with the NHS Student Senators and the Graduate Student Association to solicit student nominations. The

nomination period is one week.

### *Election Process*

Elections will be held through an online portal. Individual access links will be sent to faculty and staff via their UNC email. Faculty and staff can only vote once in each election. The Dean's Office will coordinate with the NHS Student Senators and the Graduate Student Association to run elections for student positions. The election period is one week. The results of the election will be counted by the Associate Deans and will be shared with college constituents via email and on SharePoint.

For the Fall 2021 election, elected faculty and staff committee members will be randomly selected for one-, two-, or three-year terms. In subsequent elections faculty and staff committee members will be elected to three-year terms. All students will be elected to one-year terms.

## **Committees**

### **College Awards Committee (CAC)**

**Purpose.** The committee will solicit and review nominations for faculty and staff awards and make recommendations to the Dean. As new awards are added, the committee will determine an appropriate process and criteria.

The awards overseen by the committee are:

#### **Faculty and Staff**

- Excellence Awards
  - Excellence in Teaching
  - Excellence in Scholarship
  - Excellence in Service
  - Excellence in Advising
  - The Ellen Meyer Gregg Excellence in Academic Leadership
  - Outstanding Staff
  - Excellence in Equity and Inclusion
  - Faculty Research Mentors of the Year—Undergraduate
  - Faculty Research Mentor of the Year—Graduate

#### **Students**

- NHS Student Research Fund and CAP Undergraduate Research Grants
  - NHS Graduate Student Research Grants
  - Phelps Family NHS Undergraduate CAP Research Grants

**Membership.** The chair of the committee will be either the Associate or Assistant Dean and will be appointed by the Dean. The chair is a voting member in the case of a tie. The elected core membership will include six faculty members, three from the natural sciences and three from the health sciences, and one staff member.

**Working Norms.** The committee will meet as needed to make award recommendations to the

Dean.

**Documentation.** Guidelines for each award will be maintained in the NHS SharePoint Site and available to community members. Awardees will be listed on the NHS website. Meeting notes will be taken by a committee member and will be made available to NHS faculty and staff through posting on the NHS SharePoint. Discussion details of specific applications will not be included in the notes. Descriptions of each award including eligibility and criteria will be available on the NHS SharePoint.

## College Curriculum Committee (CCC)

**Purpose.** As outlined in the Board Policy authorization (BP Article 1-1-304), 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. Curriculum sent to the CCC for review has, as outlined in BP Article 1-1-304, been approved by faculty in the academic units, and when associated with new academic programs, majors, minors, and certificates, the initiatives have level one new program approval. Committee members are unit-level resources for curriculum processes and procedures and advocates for unit curriculum changes.

**Membership.** One committee member is appointed by the unit leader of each academic unit. Members will serve staggered three-terms and may be reappointed. By agreement, small academic units (less than 6 full-time faculty) and free-standing programs may choose to share a representative member with other small academic units. The Dean shall appoint the chair. The chair receives a three-credit reassignment each fall semester. The Director of the Advising Center (or their nominee) will be an *ex officio* member.

**Working Norms.** The committee will publish its meeting schedule for the academic year early in the fall semester. The schedule of meetings will be accompanied by deadlines for submitting the curriculum to be discussed at each meeting. A representative from a unit requesting a significant curriculum change will be invited to be present when their materials are being discussed. Academic units are encouraged to discuss the curriculum with their unit representatives.

**Documentation.** The committee will utilize the university's standard forms for all requests. Meeting notes will be taken by a committee member and will be made available to NHS faculty and staff through posting on the NHS SharePoint.

## College Leadership Team (LT)

**Purpose.** The committee acts as an advisory body for the Dean and is charged with providing leadership and administration for the college.

**Membership.** This committee consists of the Dean, school directors, and department chairs. Coordinators of free-standing programs are not members of the Leadership Team. Other Dean's office personnel and leadership of NHS Centers can be appointed by the Dean and will be *ex officio* members. The Dean will chair the committee.

**Working Norms.** The committee will meet every two weeks.

**Documentation.** Meeting notes will be taken and approved by the leadership team. Meeting notes and agendas will be available to the Leadership Team members on SharePoint.

## **Equity and Inclusion Committee (EIC)**

Established: August 2021

Approved: LT, April 22, 2021

**Purpose.** This committee is charged with supporting NHS in creating a diverse, equitable, and inclusive environment for all members of the college community so that diversity and equitable and inclusive practices permeate every aspect of NHS (curriculum, pedagogy, assessment; policies, professional behaviors, etc.). The EIC will bring a DEI perspective to the standing committees in NHS with core members of the EIC committee serving as *ex officio* members on other standing committees to bring attention to DEI issues across the college. The committee will coordinate with other College EI committees, the Office of Equity and Inclusion and with EI initiatives across campus. The EIC will bring recommendations to the Dean and the Leadership Team for further action and approval. The core committee members will, in consultation with the Dean and the NHS Leadership Team, identify the initiatives the committee will take on each academic year.

**Note:** The committee is not charged with solving acute DEI concerns. If a concern is brought directly to the committee, the committee will hear the concern and then will reach out to the appropriate people to identify the next steps.

**Membership.** The chair of the committee will be either the Associate or Assistant Dean and will be appointed by the Dean. The chair is a voting member in case of a tie. The elected core membership will include one graduate student, one undergraduate student, six faculty members (three from the natural sciences and three from the health sciences) and one staff member. The Director of the STEM Inclusive Excellence Collective and a representative from the NHS Advising Center (appointed by the Director of the NHS Advising Center) will be voting members of the committee.

**Working Norms.** The core members of the committee will meet monthly. The committee meetings are open to the college community and meeting dates will be posted to the NHS SharePoint. Each core committee member will serve on a working group and will be the liaisons to the working group they represent.

**Documentation.** Meeting notes will be taken by a member of the committee. The annual committee charge and meeting notes will be made available to NHS faculty and staff through posting on the NHS SharePoint. The committee will also write a yearly report.

## Policies and Procedures Committee (PPC)

**Purpose.** The committee acts as a representation committee of the NHS faculty to interpret, update, approve, and recommend policy and/or procedural changes in the established college processes. Recommendations are to the Dean and leadership team. The core committee members will, in consultation with the Dean and the NHS Leadership Team, identify the work the committee will take on each academic year.

**Membership.** The chair of the committee will be either the Associate or Assistant Dean and will be appointed by the Dean. The chair is a voting member in the case of a tie. The elected core membership will include six faculty members, three from the natural sciences and three from the health sciences.

**Working Norms.** Meetings will be held as needed or requested by the Dean. Any recommendations for NHS policy or procedure change will be submitted to the NHS Dean. Upon review and in consultation with the Leadership Team, the NHS Dean will designate if the recommendation warrants review. If review is warranted, the Dean will designate the recommendation as a major change (developing new policy and procedures such as workload, faculty evaluation; substantial adjustment to existing policies and procedures) or a minor change (alignment of university and college timelines; review of existing documents). Upon designation, the following will be implemented by the PPC.

- Major policy and procedure changes: The Dean will provide the PPC with a written charge. Upon fulfillment of the charge the PPC will recommend a college-wide review procedure to the Dean.
- Minor policy and procedure changes: Any minor policy will be forwarded by the Dean to the PPC for review. Any recommended modification will be forwarded to the Dean and Leadership Team.

After completion of the appropriate review process (major or minor) and prior to being implemented as college policy, the PPC and NHS Leadership Team will review all final policies and procedures documents and separately provide the Dean with a formal recommendation regarding implementation. A majority recommendation must be reached by both the PPC and Leadership Team. Upon receiving and reviewing the PPC and NHS Leadership Team recommendations the Dean will make a final decision on implementation. If contradictory recommendations are made by the PPC and the Leadership Team then an appropriate review process will be determined.

**Documentation.** A current copy of the established college processes will be maintained in the Dean's office and the NHS SharePoint. Meeting notes will be taken by a committee member and will be made available to NHS faculty and staff through posting on the NHS SharePoint.

## Research, Scholarly Activity, and Creative Works (RSCW) Advisory Board

Established: August 2021

Approved: LT, July 15, 2021

**Purpose.** The committee is an advisory body for the Dean and Leadership Team for research, scholarly activities and creative works and provides recommendations of policy changes and other actions. The core committee members will, in consultation with the Dean and the NHS Leadership Team, identify the initiatives the committee will take on each academic year.

The awards overseen by the committee are:

### Students

- NHS Student Research Fund
- NHS CAP Undergraduate Research Grants
- NHS Student Research Celebration student speakers
- NHS Student Research Contribute, Achieve, Pay-It-Forward (CAP) Undergraduate Awards

### Faculty

- Grant Writing Incentive Program

**Membership.** The chair of the committee will be the Associate Dean for Research and Faculty Affairs. The chair is a voting member in the case of a tie. The elected core membership will include two graduate students and six faculty members: three from natural science and three from health sciences.

**Working Norms.** The core members of the committee will meet twice a month or as needed. The committee meetings are open to the college community and meeting dates will be posted to the NHS SharePoint.

**Documentation.** Meeting notes will be taken by a committee member. The annual committee charge and meeting notes will be made available to NHS faculty and staff through posting on the NHS SharePoint. The committee will write a yearly report submitted to the Dean.

## Science Education Coordinating Committee (SCED)

**Purpose.** Assist in the oversight of the Graduate Interdisciplinary Degree Program MA in Science Education and the interdisciplinary elementary and secondary science education courses. Oversight will include, but not be limited to review of program and curriculum, coordination of courses, collaboration with elementary and secondary teacher education programs, recommendations for hiring science education faculty, review/implementation of state standards in science education courses, and review/recommendation of research-based teacher preparation reforms and teacher education accreditation. Science education programs housed entirely within a specific academic unit such as the Biological Education PhD and the Chemical Education PhD are not under the purview of this committee.

**Membership.** Membership includes Academic Unit Leaders or their designees (Biology, Chemistry, Earth Sciences, and Physics) and one elected teacher education faculty member from secondary science teacher education program areas (Biology, Chemistry, Earth Sciences, and Physics), and one elected elementary science education faculty by the science education faculty. The committee will be chaired by the Director of Science Education who may appoint one additional member to the committee. All members have voting privileges.

**Working Norms.** The committee will meet once a semester. Additional meetings may be scheduled as needed based on specific agenda items.

**Documentation.** Meeting notes will be taken by a committee member and will be made available to NHS faculty and staff through posting on the NHS SharePoint.

## **Undergraduate Student Success Committee (USSC)**

### **Approved LT Vote 2019**

**Purpose.** This committee is charged with supporting student success. The committee will explore opportunities to support student success and solicit proposals for student success initiatives. The core committee members will, in consultation with the Dean and the Leadership Team, identify the initiatives the committee will take on each academic year.

**Membership.** The chair of the committee will be either the Associate Dean, the Assistant Dean, or a member of the LT Committee. The chair will be appointed by the Dean and is a voting member in case of a tie. The elected core membership will include six faculty members, three from the natural sciences and three from the health sciences. The Director of the Advising Center (or their nominee) will be an *ex officio* member.

**Working Norms.** The core members of the committee will meet monthly. Core committee members will serve on working groups and will be the liaisons to the working group they represent.

**Documentation.** Meeting notes will be taken by a committee member and will be made available to NHS faculty and staff through posting on the NHS SharePoint. The committee will also write a yearly report submitted to the Dean.