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| Committee Governance |
| Revised: July 10, 2019 |



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# **Committee Structure\***

Undergraduate Core Curriculum Committee

Research & Scholarship Committee

Strategic Planning Committee

Undergraduate Assessment Committee

International Program Committee

Business Honors Committee

\*Committees are organized under administrative position or governing body responsible for organizing and ensuring that committees are fulfilling their responsibilities as described in this document.

PhD

Masters

EMBA

MBA

Graduate Program Committees

Undergraduate Programs Committee

Faculty Awards & Honors Committee

Building Committee

Committee on Committees

Promotion & Tenure Committee

Diversity & Inclusion Council

Ethics Advisory Committee

Leadership Council

Dean

FEB

Staff Forum

AD

Research

AD Undergrad & International

AD

Faculty & Operations

FEB

**Dean Committees**

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| **Committee** | **Scope** | **Meeting Frequency** | **Committee Composition (i.e., faculty, staff, students)** | **Who****Appoints Members** | **Membership Term** | **Committee Chair** |
| **Leadership Council** | Advise the Dean on matters pertaining to strategy, policy & administrationServe as a channel for communication among the academic departments, other College departments, and the Dean’s office | Twice per semester: mid-Sept mid-Nov mid-Feb mid-Apr | DeanAssociate DeansDept HeadsFEB ChairStaff Forum ChairDir of TechnologyDir of Corp & Alumni RelationsDir of Mkt & CommSenior Dir of DevelopmentDir of Diversity & Inclusion Initiatives | Members by position | Members are by position | Dean |
| **Strategic Planning Committee** | Review progress toward meeting goals of College strategic planPropose changes to strategic plan, including development of new annual action plans | Twice per semester: mid-Sept mid-Nov mid-Feb mid-AprOther meetings may be called as needed | One faculty representative from each academic departmentTwo studentsTwo staff membersTwo external membersDean (ex-officio) | Members are appointed by Dean in consultation with dept heads | Two-year staggered terms; members may be reappointed to a second two-year term | Chair is elected by committee members and serves in chair role for two-year term |

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| **Committee** | **Scope** | **Meeting Frequency** | **Committee Composition (i.e., faculty, staff, students)** | **Who****Appoints Members** | **Membership Term** | **Committee Chair** |
| **Ethics Advisory Committee** | Develop & oversee Culverhouse ethics programs and promote ethics and character development in students by:1. Seeking innovative and proactive methods for promoting ethics and character development
2. Implementing and supporting existing ethics initiatives
3. Developing and implementing new ethics initiatives
 | Twice per semester: mid-Sept mid-Nov mid-Feb mid-AprOther meetings may be called as needed | One faculty representative from each academic departmentTwo at-large members from facultyEndowed ethics chairholdersChief justice, Academic Honor CouncilDean (ex-officio) | Members are appointed by Dean in consultation with department heads and committee chair | Two-year staggered terms; members may be reappointed to a second two-year term | Chair is elected by committee members and serves in chair role for two-year term |

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| **Committee** | **Scope** | **Meeting Frequency** | **Committee Composition (i.e., faculty, staff, students)** | **Who****Appoints Members** | **Membership Term** | **Committee Chair** |
| **Diversity & Inclusion Council** | Support the College in its efforts to enhance diversity, promote inclusiveness, and develop leadership as the College cultivates an inclusive community by:1. Increasing faculty, staff, and student engagement in diverse, inclusive, and equitable practices
2. Enhancing recruitment and retention of diverse faculty, students, and staff
 | Monthly | One representative from each academic departmentTwo-three students (a mix of undergraduate and graduate)Three-four staff membersDirector of Diversity & Inclusion Initiatives (ex-officio)Dean (ex-officio)\*\*Other interested individuals may join | Members are appointed by Dean | Two-year staggered terms; members may be reappointed to a second two-year term | Chair is elected by committee members and serves in chair role for two-year term |

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| **Committee** | **Scope** | **Meeting Frequency** | **Committee Composition (i.e., faculty, staff, students)** | **Who****Appoints Members** | **Membership Term** | **Committee Chair** |
| **Promotion & Tenure Committee** | Review faculty dossiers for 4th year review, promotion, and tenureProvide recommendation to Dean consistent with UA policies | Committee sets its own meeting schedule after initial meeting called by DeanNov-Jan timeframe | Two qualified, tenured faculty members from each departmentTwo at-large members | Members are appointed by Dean in consultation with department heads | Two-year staggered terms | Appointed by the Dean |
| **Committee on Committees** | Examine committee structure and make recommendations for improvement | Monthly | One faculty representative from each academic departmentDean (ex-officio) | Members are appointed by Dean | Two-year staggered terms; members may be reappointed to a second two-year term | Chair is elected by committee members |
| **Building Committee** | Inform the planning process for both the new building and renovations of current buildings | Ad hoc | Appointees representing all areas of the College | Members are appointed by Dean | Ad hoc | Dean |

**Associate Dean for Faculty & Operations Committees**

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| **Committee** | **Scope** | **Meeting Frequency** | **Committee Composition (i.e., faculty, staff, students)** | **Who****Appoints Members** | **Membership Term** | **Committee Chair** |
| **Faculty Executive Board** | Be responsible for development of degree requirements and curricula (programs and courses) and transmittal of these matters to the Dean for implementationShare authority and responsibility for: objectives and philosophy of education, admission standards, research and service programs, program realignment and organization, faculty appointments, promotion and tenure, and other matters of vital concern to the Faculty and to the Administration | Monthly, August through April | One FT tenured, tenure-track, or clinical instructor member for each fifteen (15) voting members or fraction thereof at the time of election per academic dept, with a minimum of two reps per deptDepts also elect alternate membersFaculty members holding administrative appts of 50% or greater are ineligibleAssociate Dean for Faculty & Operations (ex-officio) | The elected members must receive a majority of the votes cast in the departmentThe faculty of a department may elect its representatives at large or by faculty sub-groups | The election of each member and alternate shall be held each year no later than April 15Members shall be elected for two-year terms but may be re-electedTerms shall be staggered such that each department has at least one FEB representative continuing on FEB for the next academic year | A chair and vice-chair is elected by the membership prior to the completion of spring semester |

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| **Committee** | **Scope** | **Meeting Frequency** | **Committee Composition (i.e., faculty, staff, students)** | **Who****Appoints Members** | **Membership Term** | **Committee Chair** |
| **Staff Forum** | Represent and be a voice for staff interests in College matters | Monthly throughout the year | Nine staff members with equal representation between departments, programs, and centersAssociate Dean for Faculty & Operations (ex-officio) | Members are appointed by Dean | Two-year staggered terms; members may be reappointed to a second two-year term | Chair is elected by committee members and serves in chair role for two-year term |

**Associate Dean for Undergraduate and International Programs Committees**

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| **Committee** | **Scope** | **Meeting Frequency** | **Committee Composition (i.e., faculty, staff, students)** | **Who****Appoints Members** | **Membership Term** | **Committee Chair** |
| **Undergraduate Core Curriculum Committee** | Ongoing review and discussion of desired student competenciesOngoing review and assessment of:1. undergraduate core curriculum (generally) and in delivering on key competencies
2. learning objectives (course and AoL)

Competency mapping within and across courses in core curriculumCoordinate all AACSB AoL efforts for the ug degree and serve a liaison role with the broader College Assessment CommitteeCreate course/core curriculum designation, improvement, and implementation proposals | Monthly | All undergraduate core course coordinatorsDirector of Assurance of Learning (ex-officio)Chair of the Undergraduate Program Committee (ex-officio)Associate Dean for UG Programs (ex-officio) | Members are appointed by department head recommendation with Dean approval | Three-year staggered terms; members may be reappointed to a second 3-year term | Associate Dean for UG Programs |

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| **Committee** | **Scope** | **Meeting Frequency** | **Committee Composition (i.e., faculty, staff, students)** | **Who****Appoints Members** | **Membership Term** | **Committee Chair** |
| **Undergraduate Assessment Committee** | Coordinate undergraduate assessment efforts related to assurance of learning (AoL) to ensure completeness and qualityCommittee reps serve as liaisons with dept faculty colleagues | Monthly | Assessment coordinators from each deptDir Assurance of Learning (ex-officio)Assoc Dean for UG Programs (ex-officio) | Members are by position | Membership term lasts as long as member is in assessment role | Director of Assurance of Learning |
| **International Programs Committee** | Creating or enhancing int’l initiativesSub-committees relating to key international issues:* Student mobility
* Faculty research & activities
* Collaborations & partnerships
* (Co) Curriculum
 | Twice per semester | Two faculty/deptOne UG staffOne Grad staffOne IB Minor  studentStudy abroad coordinatorEx-officio: Director UG Prog  AD Research  AD Int’l Programs  | Faculty & staff appointed by department and unit heads with Dean approvalStudent appointed by IB program faculty | Faculty & staff: Three year staggered terms; members may be reappointed to a second three-year termStudent: 1-2 year term | Appointed by Associate Dean for Int’l Programs for three-year term |

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| **Committee** | **Scope** | **Meeting Frequency** | **Committee Composition (i.e., faculty, staff, students)** | **Who****Appoints Members** | **Membership Term** | **Committee Chair** |
| **Business Honors Committee** | Develop & implement impactful honors program for selective group of distinguished business students | Twice per semesterMore meetings as needed | Director of Business Honors ProgramAD of Student ServicesAD of UG ProgramsHonors College repFaculty members may be added as needed | Dean | Indefinite | Selected by Dean |

**Associate Dean for Research Committee**

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| **Committee** | **Scope** | **Meeting Frequency** | **Committee Composition (i.e., faculty, staff, students)** | **Who****Appoints Members** | **Membership Term** | **Committee Chair** |
| **Research & Scholarship Committee** | Provide oversight & guidance and propose mechanisms to improve the research activities and reputation of the CollegeProvide oversight for dept journal lists, including review and approving updates | Monthly | One tenured/tenure-track faculty representative from each academic department | Members are appointed by Dean | Two-year staggered terms; members may be reappointed to second two-year term | Elected by committee members |

**Faculty Executive Board Committees**

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| **Committee** | **Scope** | **Meeting Frequency** | **Committee Composition (i.e., faculty, staff, students)** | **Who****Appoints Members** | **Membership Term** | **Committee Chair** |
| Faculty Awards & Honors Committee | Evaluate candidates & select recipients for faculty awards and honors, including but not limited to College-wide fellowships, professorships, and chairs, and members of the Faculty Hall of FameReview reappointment recommendations for fellowships, professorships, and chairs to ensure recommendations are consistent with published expectations for these positions and to monitor consistency across departmentsReview and provide recommendations regarding summer research program applications from faculty | Organizing meeting early fall semesterAd hoc meeting schedule; typically late fall to early spring | At least one tenured faculty member from each departmentAssociate Dean for Faculty & Operations (ex-officio) | Recommendations by dept heads approved by FEB | Two-year staggered terms; members may be reappointed to a second two-year term | Elected by committee members |

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| **Committee** | **Scope** | **Meeting Frequency** | **Committee Composition (i.e., faculty, staff, students)** | **Who****Appoints Members** | **Membership Term** | **Committee Chair** |
| **Undergraduate Programs Committee** | Analyze and evaluate the College’s undergraduate curricula, programs, goals, and coursesInitiate studies, respond to requests for study, and make recommendations regarding undergraduate curricula and programs | Monthly meetings scheduled the week after FEB meets | At least one tenure-track or clinical representative from each departmentAssociate Dean for UG Programs (ex-officio) | Selected by FEB | Two-year staggered terms; members may be reappointed to second two-year term | Elected by committee members |
| **MBA Program Committee** | Evaluate the effectiveness of the MBA program and curricula with a view towards keeping the program and curricula in tune with the needs of students and employersReview MBA admissions process and recommend changes as needed Coordinate assessment efforts for MBA program to ensure completeness and quality; liaison with dept colleagues for AoL efforts | Monthly meetings scheduled the week after FEB meets | At least one tenure-track or clinical representative from each departmentAD for Graduate Programs(ex-officio) | Nominated by dept heads with input from graduate associate dean and approved by FEB | Two-year staggered terms; members may be reappointed to a second two-year term | Chair elected by committee members |

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| **Committee** | **Scope** | **Meeting Frequency** | **Committee Composition (i.e., faculty, staff, students)** | **Who****Appoints Members** | **Membership Term** | **Committee Chair** |
| **EMBA Program Committee** | Evaluate effectiveness of the EMBA program and curricula with a view towards keeping the program and curricula in tune with the needs of students and employersReview EMBA admissions process and recommend changes as needed Coordinate assessment efforts for EMBA program to ensure completeness and quality; liaison with dept colleagues for AoL effortsCommittee reps serve as liaisons with dept faculty colleagues | Monthly meetings scheduled the week after FEB meets | At least one tenure-track or clinical faculty representative from each departmentAD for Graduate Programs (ex-officio) | Nominated by dept heads with input from graduate associate dean and approved by FEB | Two-year staggered terms; members may be reappointed to a second two-year term | Chair elected by committee members |
| **Masters Program Committee** | Analyze and evaluate curricula, programs, goals, and courses of the specialty masters programsInitiate studies, respond to requests for study, and make recommendations regarding specialty masters curricula and programs | Monthly meetings scheduled the week after FEB meets | At least one tenure-track or clinical faculty representative from each department\*AD for Graduate Programs(ex-officio)\*Typically members are coordinators of specialty masters programs | Masters Program Coordinators, approved by FEB | Program coordinators remain members as long as in that role | Chair elected by committee members |

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| **Committee** | **Scope** | **Meeting Frequency** | **Committee Composition (i.e., faculty, staff, students)** | **Who****Appoints Members** | **Membership Term** | **Committee Chair** |
| **PhD Program Committee** | Analyze and evaluate the curricula, programs, goals, and courses of the PhD programsInitiate studies, respond to request for study, and make recommendations regarding curricula and programs of the PhD programEvaluate candidates and select recipients for PhD student honors and awards, including but not limited to Outstanding Dissertation and Outstanding GRA/GTA awards | Monthly meetings schedule the week after FEB meets | At least one tenure-track or clinical faculty representative from each department\*AD for Graduate Programs (ex-officio)\*Typically members are coordinators of PhD programs | PhD Program Coordinators, approved by FEB |  PhD coordinators remain members as long as in that role | Chair elected by committee members |