

CLAS Manual of Procedure 2015

ARTICLE VIII

THE APPOINTED STANDING COMMITTEES

Section 28. The General Education Curriculum Committee.

The General Education Curriculum Committee recommends to the Undergraduate Educational Policy & Curriculum Committee approval or rejection of courses submitted for General Education, performs periodic review of courses approved for General Education, and performs other activities as requested by the Undergraduate Educational Policy & Curriculum Committee or the Dean. General Education Curriculum Committee members are appointed by the Undergraduate Educational Policy & Curriculum Committee with the advice of the Dean and serve in an advisory capacity to that committee and the Dean.

The committee shall include six faculty members who equitably represent the various disciplinary areas of the College. The term of appointment is for three years and these terms are adjusted so that two faculty members are newly appointed every year. The committee shall include a student member who has completed his/her General Education Program requirements. The term of the student member shall be one year.

The General Education Curriculum Committee has as its principal duties the following:

- a. To review requests from departments or programs for approval of courses for General Education credit.
- b. To review periodically each course approved for General Education credit.
- c. To make recommendations to the Undergraduate Educational Policy & Curriculum Committee of courses that should be approved for General Education credit, following review of newly proposed courses and of previously approved courses.
- d. To encourage instructors of each course approved for General Education credit to give special attention to the development of students' oral and written language skills.
- e. To develop, review periodically, and when necessary suggest modification in the criteria statements and the guidelines that define the standards for courses to be approved in each area of General Education.
- f. To develop, review periodically, and when necessary suggest modification of the procedures for approval and review of courses.
- g. To undertake special review tasks as requested by the Undergraduate Educational Policy & Curriculum Committee.

- h. To advise the Undergraduate Educational Policy & Curriculum Committee on possible improvements to the General Education Program and to prepare an annual report on its work for the Undergraduate Educational Policy & Curriculum Committee.

Section 29. The Collegiate Committee on Faculty Promotion and Tenure.

The duty of this committee shall be to review departmental recommendations for tenure and for promotion to the ranks of associate professor and professor, departmental recommendations for appointment with tenure, and departmental recommendations or decisions to deny tenure or promotion. The Dean shall consult the committee on every departmental recommendation before making a recommendation to the Provost. The procedures to be followed by the committee shall be determined by the Dean in consultation with the Executive Committee and shall accord with University policy.

Section 30. Named and Distinguished Professors Committee.

The duty of this committee shall be to review nominations for Collegiate Fellow and for appointments to named chairs and professorships. The Dean shall consult the committee on all candidates for named faculty appointments before making a recommendation to the Provost. The members of the committees shall be selected by the Dean, in consultation with the Executive Committee. The procedures to be followed by the committee shall be determined by the Dean in consultation with the Named and Distinguished Professors Committee and shall accord with University policy.

Section 31. The Information Technologies Committee.

The committee shall include six faculty members appointed by the Dean as provided under section 6 who equitably represent the various disciplinary areas of the College. The Dean or an associate dean designated by the Dean shall chair the committee and shall serve as an ex-officio non-voting member. The College staff member responsible for technology support services shall serve as an ex-officio non-voting member. Faculty members shall be appointed for three-year terms. A member may be reappointed only after being off the committee for at least two years. Each year, the appointed members will select at least one graduate student and one undergraduate student to serve as voting members.

The duties of this committee shall be as follows:

- a. To advise the Dean on collegiate planning for the introduction, support, and renewal of technologies for teaching, research, and administration.
- b. To advise the Dean and the College's elected committees on the development of policy related to technologies for teaching, research, and administration.
- c. To make recommendations to the Dean on the award of any competitively allocated funds for technology innovation and support.
- d. To pursue partnerships with other technology groups at the University level and to ensure that the College has appropriate input on critical decisions.

Section 32. The Student Academic Standards Committee.

This committee shall be chaired by the Dean or an associate dean designated by the Dean and shall include four faculty members who equitably represent the various disciplinary areas of the College. The University Registrar shall serve as an ex officio member with voting privileges. The Dean or the associate dean who chairs the committee shall appoint the faculty members of the committee as provided under section 6. The faculty members shall serve three-year terms.

The duties of this committee shall be as follows:

- a. To review petitions from undergraduate students for exceptions to the academic policies and requirements of the College and to recommend appropriate action to the Dean or associate dean.
- b. To review petitions from undergraduate students that their dismissal from the College for unsatisfactory academic progress be revoked and to recommend appropriate action to the Dean or associate dean.
- c. To form a subcommittee when necessary to review student grievances and recommend appropriate action to the Dean. When an undergraduate student has a complaint concerning grading or has been charged with academic misconduct and the issue has not been resolved by the department or the College to the student's satisfaction, two faculty members of the Student Academic Standards Committee will form a subcommittee to review the grievance. Neither of the faculty members may hold an appointment in the department in which the student complaint originated. In complaints that involve alleged student academic misconduct, the subcommittee shall also include an undergraduate student appointed by the Dean or an associate dean.

Section 33. The Scholarship Committee.

This committee shall be chaired by the Dean or an associate dean designated by the Dean and shall include at least four faculty members appointed by the Dean as provided under section 6 who equitably represent the various disciplinary areas of the College. The faculty members shall serve three-year terms.

The duties of this committee shall be as follows:

- a. To make recommendations to the Dean for the use of scholarships, loans, and awards that are supported by private gifts to the College.
- b. To make recommendations to the Dean for naming and allocating scholarships supported by the General Scholarship Fund.
- c. To review applications from continuing students for scholarships and to make recommendations to the Dean regarding the award of those scholarships.
- d. To participate in efforts to increase the number of outstanding students who enroll at The University of Iowa.

Section 34. The Teaching Awards Committee.

The committee shall include six faculty members appointed by the Dean as provided under section 6 who equitably represent the various disciplinary areas of the College. The executive associate dean and the associate dean for undergraduate programs and curriculum shall serve as ex officio non-voting members. Faculty members shall be appointed for three- year terms. A member may be reappointed only after being off the committee for at least two years.

The associate dean for undergraduate programs and curriculum will chair the committee. Each year, the appointed members will select at least one undergraduate student and will select at least one graduate student who has recently received a Teaching Assistant Award to serve as voting members in judging nominations. No member of the committee shall vote on a nomination from his or her department or on a nomination on which s/he has advised (see below, part b).

The duties of this committee shall be as follows:

- a. To work with the associate deans and departmental executive officers to broaden the pool of candidates for various teaching awards.
- b. To strengthen the quality of the nominations for teaching awards by advising nominators during the preparation of the nomination forms.
- c. To review nominations for the College's teaching awards and to vote on the awardees.
- d. To recommend to the Dean the development of new categories for teaching awards based in the College.

Section 35. The Faculty Advisory Committee for Interdepartmental Studies.

The committee shall include at least three CLAS faculty members, representing the various disciplinary areas of the College, who shall be appointed by the Dean or the associate dean designated by the Dean as provided under section 6. Representatives from the Tippie College of Business, the College of Education, and the College of Nursing, which support the pre- approved plans of study for this major, shall also be invited to serve on the Committee. Faculty members shall serve three-year terms.

The duties of this committee shall be as follows:

- a. To oversee the requirements, pre- approved study plans, policies, and outcomes assessments for the major in interdepartmental studies.
- b. To review the qualifications of and approve the appointment of adjunct faculty to teach courses for the interdepartmental studies major.
- c. To review the proposals submitted by students seeking approval for an individualized plan of study within the interdepartmental studies major.

Section 36. Committee on Diversity.

The committee shall include thirteen voting members: five members of the Faculty Assembly Diversity Committee, one faculty member with rank of Lecturer or Senior Lecturer, one staff member, one undergraduate student representative, one graduate student representative, and four additional members appointed by the Dean's Office. The Dean or an associate dean designated by the Dean who acts as the College's Director of Diversity shall chair the committee and serve as an ex-officio non-

voting member. The committee shall meet on a monthly basis during the academic year and, once a year, it should provide a clear report to the Dean and the Faculty Assembly about the state of diversity in the College. This report should engage the recruitment and retention of faculty, staff and students, make curriculum recommendations with regard to diversity, and explain the purpose of the College's diversity efforts in relation with the Chief Diversity Office. As it operates, the Committee on Diversity should be both diagnostic and visionary. It should examine the College's diversity structure, and at the same time, it should identify leading edge initiatives that could benefit CLAS and the University of Iowa.