

AD HOC COMMITTEES

(All Ad Hoc Committees will be appointed by the Chairperson unless otherwise indicated and will be chaired by a senior faculty)

Department Committees were replaced in 1985 by individual faculty assignments (described below) due to the small size of the department faculty and the disproportionate number of split administrative appointments. Issues that need the input of the entire faculty are discussed at working faculty meetings. The following special committees, however, will convene as directed:

SALARY ADVISORY COMMITTEE. Three faculty members (one per rank - one appointed and two elected) will advise the Chairperson on the distribution of faculty merit raises using guidelines outlined in the "Salary Policy" (11.1 - 11.12) section of the handbook. This committee will also evaluate the Chairperson.

SEARCH COMMITTEE FOR CHAIRPERSON. A committee of three faculty will conduct the search for the Chairperson following the procedures outlined in the section "Selection of Chairperson." The committee will consist of one junior and one senior level faculty and one from either rank. The current Chairperson will appoint the first two faculty members, and the faculty will elect the third member

SEARCH COMMITTEE FOR FACULTY. Two faculty members whose disciplines are related to the area of prospective faculty will constitute this committee. Responsibilities include drafting job descriptions, qualifications, and letters; soliciting names of potential candidates; advertising position in appropriate sources; organizing materials received and establishing procedures for faculty review; arranging for interviews; planning receptions, etc. The Administrative Services Coordinator will assist the committee. Sample search materials are on file in the department, See 10.1 - 10.2 for further details.

JUNIOR FACULTY THREE-YEAR REVIEW COMMITTEE. A committee appointed by the Chairperson will review the work of assistant professors during their third year of appointment. This committee will consist of faculty members whose disciplines or areas of expertise are the same or related to that of the faculty under review. The committee will use the guidelines outlined in the section "Criteria and Procedures for Faculty Appointment, Reappointment, Tenure, and/or Promotion" as the basis for evaluation. See Section 10 for further details.

TENURE AND PROMOTION REVIEW COMMITTEE. A committee of two to three faculty members will be appointed by the chairperson to oversee this process. The discipline of at least one member must be related to that of the candidate. This committee will solicit necessary materials (evaluative letters, etc.); identify, with faculty, at least four external referees to respond to candidate's work (the four names are in addition to the eight

supplied by the candidate); organize the review process and draft the narrative to accompany the faculty's vote. The Chairperson will write the evaluative narrative about the candidate's work. The Chairperson may request the assistance of senior faculty in related disciplines of candidate. See 10.5 — 10.8 for further details.

CURRICULUM REVIEW COMMITTEE. A committee comprised of one member from each of the department's three areas of concentration (Arts; Literature; History, Culture, and Social Issues) will review the curriculum of the department every three years to keep it updated and supportive of the department's objectives and of the philosophy and goals of the College of Arts and Sciences. The committee's major aims and functions are:

1. To serve in an advisory capacity to the Department Chairperson and the Directors of Undergraduate and Graduate Studies in determining and resolving curriculum problems;
2. To review, in collaboration with the Chairperson, new undergraduate and graduate course requests and modifications submitted by individual faculty members in the department;
3. To advise faculty (if needed) in the preparation of curriculum request forms (new and changes);
4. To review, with the Chairperson, information received from COAS regarding curriculum changes, regulations, and requests and to process this information in collaboration with the Chairperson and department faculty.

PROCEDURES

1. Committee will be named at beginning of designated academic year by Department Chairperson.
2. Committee meets with Chairperson to review procedures and forms required by COAS for curriculum changes.
3. Committee establishes and disseminates deadlines for submission of course requests to appropriate office.
4. Committee reviews requests as received and makes recommendations to Chairperson.
5. The Chairperson will review and approve completed forms and submit them to appropriate office.
6. During the year in which entire department curriculum is to be reviewed, the committee, in collaboration with the Department Chairperson, sets up and disseminates procedures for this activity at the beginning of the academic year and follows through on the predetermined schedule.