

Policy on Committee Structure

A. Faculty Personnel Committee (FPC)

1. Goals of the Committee

The FPC evaluates tenure-track and tenured faculty members on their performance in three areas of faculty work: teaching, scholarship, and service. The committee also evaluates teaching-track faculty members on their performance in the areas of teaching and service.

2. Committee Membership

The FPC consists of up to five HSB tenured faculty members and one HSB teaching faculty member on a multi-year contract.

3. Committee Responsibilities

A. Annual activities

- a. To serve as the key faculty voice in evaluating faculty effectiveness in teaching, scholarship, and service;
- b. To make recommendations on behalf of the faculty to the Dean on tenure, promotion, and renewal of term contracts for tenure-track faculty;
- c. To make recommendations on behalf of the faculty to the Dean on triennial review of tenured faculty;
- d. To make recommendations on behalf of the faculty to the Dean on renewal of multi-year and term contracts and promotion of teaching-track faculty; and
- e. To review and make recommendations to the Dean on emeritus status for retiring HSB faculty members.

B. Periodic activities

- a. To review and make recommendations about the criteria for evaluation for tenure, promotion, triennial review, and renewal of term contracts for tenure-track and tenured faculty; and
- b. To review and make recommendations about the criteria for evaluation for multi-year contracts, renewal of term contracts, and promotion of teaching-track faculty.

B. Curriculum and Assessment Committees

1. Graduate Curriculum and Assessment Committees (GCAC)

a. Committee Membership

The GCAC shall consist of the directors of the graduate programs, the graduate representative to the Committee on Learning Outcomes (CLOA), and faculty

members whose teaching assignments are predominantly in the graduate programs.

b. Committee Chair

The chair of the GCAC shall be a two (2) year term and shall rotate among the program directors.

c. Annual Charge

The Associate Dean for Academic Affairs (ADAA), in consultation with the Dean and the program directors, shall set the annual charge for the GCAC.

The chair of the GCAC shall prepare an annual report that details progress on the yearly charge with proposed goals for the coming year and forward it to the ADAA.

2. Undergraduate Curriculum and Assessment Committee (UCAC)

a. Committee Membership

The UCAC shall consist of the Director of Undergraduate Programs, the HSB's representatives to the Undergraduate Curriculum Committee (UCC) and CLOA, and faculty members whose teaching assignments are predominantly in the undergraduate programs.

b. Committee Chair

The Director of Undergraduate Programs shall chair the UCAC.

c. Annual Charge

The ADAA, in consultation with the Dean and the program directors, shall set the annual charge for the UCAC

The chair of the UCAC shall prepare an annual report that details progress on the yearly charge with proposed goals for the coming year and forward it to the ADAA.

C. Other Committees/Task Forces/Ad Hoc Working Groups

As the need arises, the Dean may create such other committees/task forces/ad hoc working groups necessary for the operation or functioning of the School.

D. Committee Folders

Each committee will be responsible for the creation and maintenance of an electronic folder for that committee. The folder shall contain the calendars, templates, schedules, and forms

needed to accomplish its work as well as its reports. The committee chair is responsible for maintaining and updating the folder that shall be on the S-drive and accessible to all HSB faculty members.

Each committee may decide whether to use the S-drive or the Google-drive as the repository for working documents relating to the annual charge.