

**Committees of the Faculty:  
Descriptions of Duties and Time Commitment  
July 2017**

This document is designed to give faculty and students a general idea of the membership and time commitment associated with the Committees of the Faculty.

For faculty serving on committees:

For Powers and Duties of each Committee, please refer to the Faculty Handbook.

For specific requirements concerning membership and terms of service, please refer to the Faculty Handbook.

For students serving on committees:

Common to all Committee assignments: Absolute confidentiality and respect for privacy of issues discussed and decisions made in every Committee. Students need to maintain the mental strength not to discuss *any* aspect of Committee work, at any time, outside of the Committee. Students need to be aware that on some Committees (Scholarship and Student Aid, Academic Affairs, others) student members will be voting on issues directly affecting individual members of the student body.

**Committee Descriptions**

**Committee on Academic Affairs:**

- Membership: Faculty are more senior. Members should be thoughtful and reflective College policies and student issues. Two undergraduate students: one voting, one non-voting.
- Time commitment: Heavy. Meets at least twice per month around the calendar and possibly more frequently at beginning and end of semester. Available over holidays and in the summer.

**Committee on Admissions:**

- Membership: Typically a mix of senior and junior members. Two undergraduate students: one voting, one non-voting.
- Time commitment: Light. Usually meets 2 times per academic year, rarely over holidays or in the summer.

**Committee on Scholarships and Student Aid:**

- Membership: Can be a mix of senior and junior members. Two undergraduate students: one voting, one non-voting.
- Time commitment: Light. Meets once in the fall term. Not likely to meet over holidays or in the summer. In the spring, student members participate in some activities such as judging summer grant applications of scholarship recipients.

**Committee on Curriculum:**

- Membership: Composed of all department chairs – more senior by nature.
- Time commitment: Heavy. Does not meet over holidays or in the summer.

**Committee on Academic Planning:**

- Membership: Faculty should be more senior in rank. Two undergraduate students: one voting, one non-voting.

- Time commitment: Heavy. Could be asked to meet over a holiday or in the summer.

**Committee on Athletics:**

- Membership: Mixture of senior and junior faculty members. Two undergraduate students: one voting, one non-voting.
- Time commitment: Light/Moderate. Usually meets each month during the academic year, but typically does not meet during holiday times or over the summer.

**Committee on Nominations:**

- Membership: More senior membership is typical.
- Time commitment: Light/Moderate at times. Work is episodic but intense especially in the early spring prior to faculty elections. Does not meet on holiday times or in the summer.

**Committee on First-Year Seminars:**

- Membership: More senior faculty, often those who have taught FYS.
- Time commitment: Moderate. Work is steady across the academic year. Can be called upon to read and make recommendations about proposed courses over the summer.

**Committee on Study Abroad:**

- Membership: Mixture of junior and senior members.
- Time commitment: Moderate. Meets monthly across the academic year. Not likely to meet over holiday times or in the summer

**Committee on Orientation and Lower Division Advising**

- Membership: Mixture of junior and senior faculty. Faculty should generally have significant knowledge of, or experience as, lower division advisers.
- Time commitment: Heavy. Meets monthly, including over summer.

**Committee on Online Education**

- Membership: Mixture of junior and senior faculty.
- Time commitment: Light. Meets roughly monthly, typically not over the summer.

**Committee on Publications:**

- Membership: Mixture of junior and senior faculty.
- Time commitment: Light. Meets once per year or infrequently. Does not meet over holiday periods or in the summer.

**Committee on Teacher Education:**

- Membership: Mixture of junior and senior faculty.
- Time commitment: Light. Meets twice per year. Does not meet over holidays or in the summer

**Committee for the ROTC:**

- Membership: Mixture of junior and senior faculty.
- Time Commitment: Light. Meets infrequently. Does not meet over holidays or in the summer

**Committee on Open Curriculum:**

- Membership: Mixture of junior and senior faculty.
- Time Commitment: Light. Meets infrequently. Does not meet over holidays or in the summer

**Judicial Council:**

- Membership: Mainly senior faculty should serve; persons need a sense of institutional history and a thoughtful sensitivity to student and University concerns.
- Time commitment: Heavy. Meets regularly around the calendar. Can meet over holidays and in the summer as necessary.

**Committee on Student Life:**

- Membership: Mixture of junior and senior members.
- Time commitment: Moderate. Meets every 2 weeks during the academic year. Could possibly meet over a holiday or summer time if an emergency presented itself.

**Capital Projects Advisory Committee:**

- Membership: Mixture of junior and senior faculty.
- Time commitment: Light. Not likely to meet over holidays or in the summer.

**Committee on Information Technology:**

- Membership: mixture of junior and senior faculty who have knowledge about and interest in the work of this committee. The undergraduate student is a non-voting member.
- Time commitment: Moderate. Could meet in the summer; not likely to meet over holidays.

**Committee on Library Planning:**

- Membership: mixture of junior and senior members. Students serve as non-voting members.
- Time commitment: Moderate. Not likely to meet over holidays or in the summer.

**Committee on the Teaching and Learning Center:**

- Membership: More senior than junior faculty.
- Time commitment: Moderate. Consistent time involvement over the academic year. May meet in the summer, but not likely to meet over a holiday.

**Honor and Ethics Council**

- Membership: More senior than junior faculty.
- Time commitment: Moderate/Heavy at times. Consistent time involvement over the academic year, including some longer late afternoon hearings, including towards the end of a semester. May meet in the summer; not likely to meet over a holiday time.

**Committee on Academic Freedom and Responsibility**

- Membership: Composed entirely of full professors from among all of the schools.
- Time commitment: Light in general/Heavy at times. Committee meets infrequently; when called upon to act, however, the task will be intense and could call for a lengthy time commitment. Could meet over holidays and in the summer

## **Summary of Time Commitments for Faculty Committees**

### Heavy Commitment:

- Committee on Academic Affairs
- Curriculum Committee
- Committee on Academic Planning
- Study Abroad
- Orientation and Lower Division Advising
- Judicial Council
- Information Technology

### Moderate Commitment:

- Committee on Athletics
- Committee on Nominations
- First Year Seminar Committee
- Student life Committee
- Library Planning committee
- Committee on the Teaching and Learning Center
- Honor and Ethics Council

### Light Commitment:

- Capital Projects Advisory Committee
- Committee on Admissions
- Committee on Scholarships and Student Aid
- Publications Committee
- Teacher Education Committee
- Committee on the ROTC
- Open Curriculum Committee
- Online Education Committee
- Committee on Academic Freedom and Responsibility