

**Policies and Procedures for School Curriculum Committees**

**School of Business Curriculum Committee**

1. Structure of the Committee

NUMBER	STATUS	REPRESENTING
1	voting	Dept. of Accounting and Legal Studies
1	voting	Dept. of Information and Decision Science
1	voting	Dept. of Management and Marketing
1	voting	Dept. of Economics and Finance
1	voting/ ex. officio	Director of Undergraduate Studies
1	voting/ ex. officio	Perdue School representative from the University Curriculum Committee
1	non voting/ ex. officio	Dean
1	non voting/ ex. officio	Rep. from Registrar's Office
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2. Policies and Procedures:

- a. Faculty members representing the academic departments are nominated and elected by the members of their respective departments.
- b. Department chairs are not eligible to serve on the school committee.
- c. Curriculum proposals are initiated by faculty members, then forwarded to the department chair, the Perdue School Curriculum Committee, the dean, and finally to the University Curriculum Committee. The lack of approval at any level does not stop a proposal from progressing to the next level.
- d. Faculty representatives serve for a three-year term. Initial terms range from one to three years to provide for staggered elections in the future.

- e. It will be the responsibility of the committee to keep the faculty of the Perdue School informed as to its activities and hold open hearings when appropriate. The chair of the committee will be elected by the committee.

## School of Education and Professional Studies

### 1. Structure of the Committee

NUMBER	STATUS	REPRESENTING
2	voting	Department of Education
1	voting	Department of Social Work
1	voting	Department of Physical Education
1	voting/ ex. officio	SEPS representative from the University Committee
Curriculum		
1	non voting/ ex. officio	Dean
1	non voting/ ex. officio	Rep. from Registrar's Office

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### 2. Policies and Procedures

- a. Faculty members representing the academic departments are nominated and elected by the members of their respective departments.
- b. Curriculum proposals are initiated by faculty members, then forwarded to the department chairs, the School Curriculum Committee, the dean, and finally to the University Curriculum Committee. The lack of approval at any level does not stop a proposal from progressing to the next level.
- c. Faculty representatives serve for a three-year term. Initial terms range from one to three years to provide for staggered elections in the future.
- d. It will be the responsibility of the committee to keep the faculty of the School of Education and Professional Studies informed as to its activities and hold open hearings when appropriate. The chairman of the committee will be elected by the committee.

## School of Liberal Arts Curriculum Committee

### 1. Structure of the Committee

NUMBER	STATUS	REPRESENTING
1	voting	Art and Music
2	voting	Communication Arts, Political Science, Psychology, Sociology, Anthropology
2	voting	English, History, Modern Foreign Languages, Philosophy
1	voting/ ex-officio	Fulton School representative from University Curriculum Committee
1	non-voting/ ex officio	Dean
1	non-voting/ ex officio	Representative, Registrar's Office

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### 2. Policies and Procedures

- a. Full-time, tenure-track faculty members representing the three categories of academic departments are nominated in advance of a School meeting and elected by all full-time, tenure track faculty. Nominations are also accepted from the floor.
- b. In order to assure that all departments are periodically represented on the Fulton School Curriculum Committee, members of a department already represented on the School Committee are not eligible to be nominated.
- c. Faculty serve for two-year terms. They may be re-elected once, for a total term of four years. Initial terms are staggered to provide continuity within the committee. When a vacancy occurs due to sabbatical, illness, or inability to continue service, the dean will appoint a replacement from the appropriate category. A representative who has been appointed is eligible for election to two terms in addition to the appointed term.
- d. Curriculum proposals are initiated by faculty members, then forwarded to the department chair, the Fulton School Curriculum Committee, the dean, and finally to the University Curriculum Committee and/or the Graduate Council. The lack of approval at any level does not stop a proposal from progressing to the next level.

- e. It will be the responsibility of the committee to keep the faculty of the Fulton informed as to its activities and to hold School meetings when appropriate. All committee meetings are open to School members; faculty and/or department chairs may be invited to give expert information to the committee.
- f. The chair of the committee will be elected by the committee.

## School of Science and Technology Curriculum Committee

### 1. Structure of the Committee

The membership of the School Curriculum Committee shall consist of the following members:

NUMBER	STATUS	REPRESENTING
1	voting	Faculty - Department of Biology
1	voting	Faculty - Department of Chemistry
1	voting	Faculty - Department of Geography
1	voting	Faculty - Department of Health Sciences
1	voting	Faculty - Department of
Mathematics/Computer Sciences		
1	voting	Faculty - Department of Nursing
1	voting	Faculty - Department of Physics
1	voting	SOS&T Representative to UCC
1	non voting/ ex. officio	Representative Office of the Registrar
1	non voting/ ex. officio	Dean of the SOS&T

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### 2. Policies and Procedures

- a. Departmental representatives will be selected by their departments.
- b. Representatives serve for a three-year term. Individual terms may range from one to three years to provide for staggered terms in the future.
- c. Each term will end on June 30 with departmental elections scheduled in May every third year, as appropriate.
- d. The Curriculum Committee will elect a chair and secretary each year.
- e. Representatives are responsible for keeping their respective departments informed as to activities of the Henson School Curriculum Committee.
- f. Committee vacancies of less than one year due to illness, sabbaticals, etc. will be filled by replacements appointed by the chair of the affected department. Vacancies of one year or more will be filled by departmental elections.