College of Science and Mathematics Standing Committees

The following committees will constitute the standing committees of the College of Science and Mathematics: Curriculum Committee, Advisory Committee, Promotion and Tenure Committee.

The Curriculum Committee and the Promotion and Tenure Committee will be instituted in 2011, while the Advisory Committee will be instituted in 2012. Elections of standing committee members will be conducted in the Spring semester of each year, to fill vacancies for the following academic year. After the first year, all non-ex-officio members serve for two-year terms, with consecutive terms not allowed. In the first year only, half the non-ex-officio members will be assigned a two-year term and the other half a one-year term. Terms are staggered so that half of the members of each committee are elected each year. By the beginning of each academic year, the Dean shall work with the committees to schedule regular meeting times for that year.

College of Science and Mathematics Curriculum Committee

Purpose

The COSM Curriculum Committee will advise the Dean of the College on curricular issues, including:

- Proposals for course and program additions, modifications, and deletions.
- Program and curricular assessment.
- Distance education and instructional technology.
- Core curricula.

Composition & Selection

- The committee will consist of tenured and tenure-track faculty members of the College.
- Department chairs are not eligible for membership on the committee.
- Each Department will elect one representative from that department to serve on the committee.
- The Dean will appoint one non-voting ex-officio member. The departmental members serve for two-year terms, with consecutive terms not allowed. Terms are staggered so that half the members are elected each year.
- The committee has a chair and a secretary, elected annually by the committee membership.
- No member may serve on both the Advisory committee and the Curriculum committee.
College of Science and Mathematics Advisory Committee

Purpose

The COSM Advisory Committee will advise the Dean of the College on non-curricular issues, including:

- College policies, procedures, standards, and guidelines.
- Faculty concerns and morale.
- Budget, planning, facilities, research and opportunities for development.
- Nominations to and elections for College and University committees.
- Developing its strategic plan.

Composition & Selection

- The committee will consist of tenured and tenure-track faculty members of the College.
- Department chairs are not eligible for membership on the committee.
- Each Department will elect one representative from that department to serve on the committee.
- Two at-large members will be elected by a majority vote of the tenured and tenure-track faculty of the College. The at-large members cannot be from the same department.
- The departmental and at-large members serve for two year terms, with consecutive terms not allowed. Terms are staggered so that each year half of the departmental representative members and one at-large member is elected.
- The Dean will chair the committee, and a secretary will be elected annually by the committee membership.
- No member may serve on both the Advisory committee and the Curriculum committee.
COSM Promotion and Tenure Committee

A. Department Level

Composition of Departmental Promotion and Tenure Committees

1. Departmental committees on promotion to associate professor and/or tenure must include only tenured faculty members of the department that have attained the rank of Associate Professor.

2. Departmental committees on promotion to full professor must include only tenured faculty members of the department that have attained the rank of Professor.

3. The candidate under consideration for promotion and/or tenure may not serve on the committee.

When there are fewer than three eligible committee members from the department, additional members from COSM will be appointed by the Dean through consultation with the department's committee members and the Department Chair.

Function

The department’s committee on promotion and/or tenure shall review the candidate’s dossier and submit its evaluation to the Department Chair. The Department Chair will send forward his or her own personal recommendation on the tenure and/or promotion of the candidate, along with the recommendation of the Department Committee, to the College of Science and Mathematics Promotion and Tenure Committee.

Criterion for Promotion and Tenure

The decision for tenure or promotion will be based upon the evaluation of evidentiary sources submitted by the candidate. The evaluation process will be in accordance with the University Faculty Handbook.

B. College Level

Size and Composition

The College Promotion and Tenure Committee will consist of one representative from each department’s Promotion and Tenure Committee.

Selection of Members
All tenured and tenure-track members of a department will elect a faculty representative to serve a two-year term on the COSM Promotion and Tenure Committee. To be eligible, a faculty representative must have attained the rank of Associate Professor and be tenured. Department chairs are not eligible to serve.

If there exists a significant conflict of interest, no person with such a conflict may participate in promotion and/or tenure recommendations; advisement of candidates; and/or preparation of materials. All personal and professional conflicts of interest must be revealed and reviewed. Such conflicts of interest include, but are not limited to, personal and professional interactions and relationships that would preclude dispassionate and disinterested recommendations and correct, complete, and unbiased participation in these matters. Spouses, immediate family members, and colleagues with an intimate personal relationship with a candidate are explicitly prohibited from participation. (This paragraph also applies to any and all recommendations made during the probationary period. See Section 102.0201 of the Faculty Handbook.)

Officers of the Promotion and Tenure Committee

A Chair and Vice-Chair will be chosen by vote of the committee members during the first meeting of the year. The Chair must be a second-year member of the committee; an exception will necessarily be made during the committee’s first year.

Function

The Promotion and Tenure Committee receives the dossiers of candidates for promotion and tenure from the departments, reviews the evidentiary sources contained in the dossiers, and decides whether to recommend or decline recommendation for each candidate. The committee will adhere to the tenure and promotion policies described in the faculty handbook and the time lines established by the VPAA.

When a member of the Promotion and Tenure Committee and the candidate are from the same department, the committee member will serve as a resource person to the committee – through questions posed by the Chair - rather than as an advocate for or against promotion or tenure. That member, having a vote at the Department level, cannot vote at the College level, hence voting only one time. In the event that the Chair of the committee is from the same Department as the candidate, the committee vice-chair will act as Chair.

Candidates for tenure must either hold the rank of Associate Professor, or receive a concomitant recommendation for promotion to the rank of Associate Professor.

All voting will be carried out anonymously with a closed ballot. In accordance with Section 103.0201.B.5 of the faculty handbook, a positive recommendation for tenure or promotion requires a favorable vote by a 60% majority of the voting committee members (presently, with five voting members of the committee, a positive recommendation requires a minimum of three favorable votes). In addition, each member of the committee will rank a candidate for tenure and / or promotion with a numerical value from 3 to 10. An increasing value reflects a stronger recommendation. A positive recommendation
from a committee member requires a numerical ranking between 7 and 10. The individual rankings of each candidate will be collected, recorded and submitted to the Dean of the COSM.

The Committee will send its recommendations to the Dean, who will submit his or her own recommendation, along with that of the committee, to the Provost.

Criterion for Promotion and Tenure

The decision for tenure or promotion will be based upon the evaluation of evidentiary sources submitted by the candidate, and letters of recommendation provided by the candidate’s department and chair. The evaluation process will be in accordance with the University Faculty Handbook.