

## **Protocol 1038 Faculty Committees**

**Protocol Number: 1038**

**Effective Date: 01/14/21**

**Revised Date:**

### **Protocol**

The Faculty Governing Council has the following standing committees:

- Assessment and Academic Progression
- Admissions
- Curriculum
- Rotation

The Faculty Council may authorize additional standing or ad hoc committees.

All standing committees should review their functions yearly and present bylaw changes at the first Faculty Governance Council meeting of a calendar year for approval at the second Faculty Governance Council meeting of a calendar year (which is the Annual Meeting). All committees shall submit annual reports for the Annual Meeting to the Chairperson of the Faculty Governance Council (or their designee) for review and approval.

A quorum at a meeting of any of the following committees shall be one-half of the voting membership of the respective committee, unless otherwise stated in the committee bylaws.

The **Academic Progression and Assessment Committee** shall be comprised of:

1. At least three (3) faculty members as voting members.
2. One predoctoral researcher as a voting member.
3. The Director of Accreditation & Compliance as ex-officio non-voting member.

**The Assessment Functions of the Committee are to:**

1. Regularly evaluate and adjust learning goals as needed for the academic program based on regular program review.
  - a. Annually review learning goals of the academic program.
  - b. Analyze and make changes as appropriate.
2. Establish and maintain an assessment program.
3. Facilitate the ongoing assessment of predoctoral researcher learning.

**The Academic Progression Functions of the Committee are to:**

1. Evaluate criteria for progression and graduation.
2. Review academic conduct policy and procedures.
3. Consider grade appeals and conduct hearing for other academic issues according to approved policies and protocols. Determine appropriate course of action.

4. Review progression and matriculation data to identify trends for failure to matriculate and make recommendations to the Dean.
5. Develop, revise or evaluate academic policies and procedures related to predoctoral researcher progress or reinstatement.
6. Continue to monitor academic and professional standards issues within the program and make recommendations to the faculty and the Dean with respect to mechanisms to improve the development, monitoring, and enforcement of academic and professional standards within GSSIMR.
7. Make recommendations to faculty/administration about predoctoral researchers' progress when their performance issue warrants review, as determined when a predoctoral researcher:
  - a. Withdraws from a course with failing grade.
  - b. Fails a course or lab rotation.
  - c. Has an unsatisfactory term report.
  - d. Demonstrates progression issues, including poor performance in courses and lab rotations, as requested from the Dean, Associate Dean for Academic Affairs or faculty. (Poor performance includes repeated instances and more serious single events.)
  - e. Is placed on academic probation.
8. Evaluate predoctoral researchers with substandard academic, behavioral and/or professional performance as demonstrated by non-progression or non-passing grades, or by poor performance (including repeated instances and more serious single events) and recommend appropriate action to the Dean.

The **Admissions Committee** shall be comprised of:

1. At least four (4) faculty members as voting members.
2. Two predoctoral researchers as voting members.
3. The dean for academic affairs as an ex-officio non-voting member.

**The Functions of the Committee are to:**

1. Determine criteria for admission.
2. Determine which applicants will be interviewed.
3. Conduct admissions interviews.
4. Select the applicants to be offered admission.
5. Evaluate criteria and policies to be utilized in the admissions of predoctoral researchers while considering how to bridge the admissions process to evaluation.
6. Review progression and matriculation data to identify trends for failure to matriculate and make admissions change recommendations to the Dean.

The **Curriculum Committee** shall be comprised of:

1. At least three (3) faculty members as voting members.
2. Two predoctoral researchers as voting members.
3. The dean for academic affairs as an ex-officio non-voting member.

The functions of the committee are to:

1. Provide a forum for faculty and administrators to discuss and make decisions regarding the major goals, directions, and implementation of the curriculum content, design, and delivery.
2. Continuously review and evaluate the curriculum in order to consider alignment with the mission, content, deficiencies, unnecessary redundancies, course sequence (horizontally and vertically), methods of deliver, and predoctoral researcher workload.
3. Propose curriculum revisions based on ongoing predoctoral researcher learning assessment and program review. Assure consistency in the quality of instruction and expectations for predoctoral researchers.
4. Solicit and receive feedback from predoctoral researchers, faculty, and staff.
5. Evaluate the scope and content of the courses by critically reviewing course syllabi, faculty and predoctoral researchers' evaluations; discussing with faculty and predoctoral researchers; and considering other formal and informal forms of feedback.
6. Submit recommendations including, but not limited to, changes in course objectives, syllabi, topics covered, module course sequence, and evaluation revisions. Faculty personnel issues, appointments, and assignments are the responsibility of the Dean.
7. Submit recommendations and/or requests for additional information to one of the following:
  - a. Dean of GSSIMR
  - b. Affected faculty
8. Other responsibilities, in consultation with the Dean, include supervising the implementation of the curriculum, determining the educational policies regarding methods of teaching and evaluation, and offering development support for teaching faculty.

The **Rotation Committee** shall be comprised of:

1. At least three (3) faculty members as voting members.
2. The dean for administration as an ex-officio non-voting member.

The functions of the committee are to:

1. Monitor and evaluate the progress of first-year predoctoral researchers during their laboratory rotations in a fair and equitable manner.
2. Assess the predoctoral researchers' presentation skills during their laboratory rotations.
3. Provide evaluation to the Dean as part of the continuous assessment of the predoctoral researchers' progress.
4. Evaluate aggregate data annually to assess predoctoral researcher learning in laboratory rotations and rotation presentations.
5. Review the pre-rotation descriptions submitted by the predoctoral researchers. The descriptions include the outline of the project, goals and expectations to accomplish during the rotation.
6. Review the Rotation Lab Reports after each rotation. The Rotation Lab Reports consist of a summary from the predoctoral researcher of what he/she learned and accomplished in the rotation, and a written evaluation and grade from the rotation

advisor. Any questions or concerns regarding the predoctoral researcher's progress are communicated to the Dean and/or the Associate Dean for Academic Affairs.

7. Attend the presentations by each predoctoral researcher at the end of the second rotation and provide feedback to the predoctoral researchers on the clarity and overall quality of the presentation. With this feedback, the Committee will assign grades for the presentations and provide those to the predoctoral researchers and the Dean.

The procedures for election of members to standing committees shall be:

- a. Faculty self-nominate for open positions.
- b. The Dean's Council make recommendations to the Dean for appointments.
- c. The Dean appoints the chairs and members of the committees.