

Standing Committees of the Faculty Association (2019-2020)

Through established protocol, the Faculty Association recommends policies and procedures in all matters of an academic nature and in all matters affecting faculty welfare. According to protocol, faculty members participate in decisions concerning curriculum, as well as faculty appointments, reappointments, promotions, and tenure. The President of the Faculty Association, in consultation with the other Faculty Association officers, appoints the members of Faculty Association committees, including the chair of each committee.

The Curriculum Committee, the Resources Committee, and the Faculty Handbook Committee submit their committee-approved recommendations to the Faculty Association for consideration. The Faculty Association then submits recommendations approved by the Faculty Association directly to the Vice President for Academic Affairs for consideration.

This document provides a current list of the Standing Committees of the USAO Faculty Association, their membership, and the charge and responsibilities of each committee. Faculty members serve two-year staggered terms unless otherwise assigned. Representation from each division is expected on all committees.

Curriculum Development: This committee receives, reviews, and evaluates proposals for changes to academic courses or curricula. It initiates faculty discussion of proposed changes, then recommends those changes to the Faculty Association. Members include one representative from each academic division and one member at large. Members of this committee will have taught full time at USAO for at least three years.

Faculty Handbook: This committee studies, reviews, and updates policies and procedures pertaining to faculty. In cooperation with the Vice President for Academic Affairs, this committee edits and revises the Faculty Handbook. Members include one representative from each academic division and one member at large.

Resources: This committee reviews and recommends criteria for improving the instructional environment at USAO. Committee goals include, but are not limited to: 1) maintaining effective communication between faculty and administration concerning the learning environment; 2) researching and communicating prioritized requests and recommendations for additions, repairs, or renovations to facilities; 3) recommending training, supplies, and other support to maintain and enhance resources for effective and relevant teaching and learning; and 4) reviewing formal recommendations for improvements to faculty benefits to encourage the hiring and retention of high-quality faculty in all programs. Members include the current Faculty Association President, the immediate past President, the President-Elect/Treasurer, and one representative from each academic division.

Faculty Promotion and Tenure: This committee advises the Vice President for Academic Affairs in the Tenure, Promotion, and Post-Tenure Review process following the definitions, criteria, and procedures outlined in the Faculty Handbook. This committee conducts an independent and confidential review of each tenure and/or promotion dossier, evaluates recommendations from the Division and the Division Chair, and makes a formal recommendation for each candidate directly to the Vice President for Academic Affairs. Members include two tenured representatives from each academic division who hold the rank of Associate

Professor or Professor. Ideally, members should represent separate programs within each division. Division Chairs may not serve.

New Faculty Welcoming: This committee supports the successful transition of new hires as they integrate into the faculty. The committee creates and updates resources designed to acquaint new faculty with USAO and the surrounding community. Committee members serve as points of contact for new faculty to provide information as needed. Interested faculty members may request to join the committee. The committee chair should have served USAO as a faculty member for at least three years. Members from each academic division who have connections to resources on campus and in the community, and at least one recent hire, should be included when possible.

Student Showcase: This committee coordinates public events that feature USAO student research and creative work to the public. Members include the Director of Undergraduate Research and faculty representatives from each division. Representatives who have mentored successful student research and creative projects should be selected to serve. This committee collaborates with the Facilities Manager.