

Subject: Committees
Policy Number: C90
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POLICY:

The Director of the School of Journalism and Mass Communications will appoint, ideally by the beginning of the Fall term, faculty to serve on standing committees. Elected committees, including the Policies and Procedures Committee and the Select Committee on Tenure and Promotion, shall be chosen by the faculty before the end of the Spring term.

Unless otherwise provided in the School's Policies and Procedures Manual, membership of standing committees (including, but not limited to, Graduate Council, Curriculum Committee, Tenure and Promotion committee) will be determined by the Director of the School, based on indications of interest in service by the School's faculty members.

Chairs of all faculty committees in the School shall be selected by the members of the committee. Normally, assistant professors on the tenure track should not be selected as committee chairs.

Chairs of ad-hoc faculty committees (including search committees) shall be selected by the Director.

Policies and Procedures for each committee shall be specified in the Policies and Procedures Manual. In addition, the Director shall charge each committee with the committee's responsibilities and duties at the first regularly scheduled meeting of the committee.

Chairs of all committees shall be responsible for publicizing an agenda at least 24 hours prior to all regularly scheduled and special meetings.