

University Curriculum Committee (For Procedures and Policies, see II-12; for a list of current members, see Web Resources Standing Committees in the Table of Contents)

a. Membership (14 members)

- 1.) Provost/Vice President for Academic Affairs, or designee
- 2.) Dean and University Librarian, without vote
- 3.) Registrar, without vote
- 4.) Director of General Studies
- 5.) Three elected teaching faculty members serving 3-year terms, representing the College of Arts and Sciences, one each from the fine arts and humanities, math and natural sciences, and social sciences.
- 6.) Four elected teaching faculty members serving 3-year terms, representing the following schools, one each from the Love School of Business, the School of Communications, the School of Education, and the School of Health Sciences.
- 7.) Two at-large teaching faculty members from the College of Arts & Sciences and one university wide at-large faculty member serving 3-year terms, elected by the teaching faculty members
- 8.) At least seven of the ten elected teaching faculty members must have achieved the rank of Senior Lecturer, Associate Professor, or Professor.
- 9.) Elections to the curriculum committee occur on a 3-year cycle. In the first year of the cycle representatives from the College of Arts and Sciences shall be elected. In the second year of the cycle, representatives from the schools shall be elected. In the final year of the cycle, at-large representatives shall be elected. One of these elected representatives shall be elected by the committee each May as chair and one as vice-chair. These members must have achieved the rank of Senior Lecturer, Associate Professor, or Professor.

(07/12)

b. Duties

- 1.) To study and make decisions, Subject to Article V, Section 2 of the Faculty Bylaws, in regard to all areas of the instructional program of Elon University, including the content, methods, and objectives of all courses and major fields of study. Proposals for new graduate programs are subject to the provisions of Section II-15 of the *Faculty Handbook*.
- 2.) To evaluate proposed additions to or deletions from the curriculum and to approve curricular changes
- 3.) To be responsible for periodic studies of the curriculum in order to provide an instructional program which is consistent with the aims and objectives of Elon University and which will meet the needs of the students who are currently enrolled

- 4.) To review and make recommendations on major changes in curriculum in early planning stages
- 5.) To review and make recommendations on all major grant proposals with curriculum implications
- 6.) To review and approve independent major proposals submitted to the director of general studies
- 7.) To serve as the coordinating committee of the elected standing committees that deal directly with the curriculum (the Study Abroad Committee, the General Studies Council, and the Graduate Council).
- 8.) Upon receipt by the Chair of Academic Council of a written request, decisions made by the University Curriculum Committee shall be subject to discussion and vote at the next scheduled faculty meeting. The request for a faculty vote must be signed by at least 15% of the fulltime teaching faculty and must be received by the Chair of Academic Council at least one week prior to the next scheduled meeting of the full faculty. In that event, the decision made at the faculty meeting shall take precedence.
- 9.) None of the above duties of the committee shall apply to the curriculum of the law school, nor shall the law school faculty participate in the decisions of this committee.

(6/10)

School- and Division-Based Curriculum Committees (For Procedures and Policies, see II-12; for a list of current members, see Web Resources Standing Committees in the Table of Contents)

a. Defining the Curriculum Committees

- 1.) School-based curriculum committees shall be created for each of the schools (the Love School of Business, the School of Communications, the School of Education, and the School of Health Sciences).
- 2.) Three division-based curriculum committees shall be created in the College of Arts and Sciences, one each for fine arts and humanities, math and natural sciences, and social sciences.

(07/12)

b. Membership of Curriculum Committees

Membership of each committee shall be determined by the school or division in question. In doing so, these guiding principles shall be followed:

- 1.) The committee shall include the Academic Dean or his/her designee.
- 2.) At least five teaching faculty members shall be elected.
- 3.) The committee shall be chaired by one of the elected representatives.

**c. Duties**

- 1.) To evaluate proposed additions to or deletions from the curriculum in departments or majors located in their school or division, and to report to the University Curriculum Committee recommendations for curricular changes
- 2.) To study and make decisions regarding minor changes (those designated as reportable items) to the curriculum in departments or majors located in their school or division
- 3.) Upon the request of any member of the University Curriculum Committee, any decision made by a school- or division-based curriculum committee shall be subject to discussion and vote at the next scheduled University Curriculum Committee meeting. In that event, the decision made by the University Curriculum Committee shall take precedence.
- 4.) To ensure that proper consultation with the appropriate deans, department chairs, and curriculum committee chairs has occurred on any and all grant proposals that have implications for other divisions, schools, or colleges.
- 5.) To ensure that proper consultation with the appropriate deans, department chairs, and curriculum committee chairs has occurred on any and all curriculum proposals that have implications for other divisions, schools, or colleges.

(6/10)

Section 11. Faculty Research and Development Committee (For Procedures and Policies, see II-12; for a list of current members, see Web Resources Standing Committees in the Table of Contents)

**a. Membership**

- 1.) Teaching faculty members elected for 2-year terms. In odd numbered years one member shall be elected from each of the divisions and schools, except the law school. Four at-large members shall be elected in even numbered years. The committee shall elect annually in May a chair from among these teaching faculty members.
- 2.) Provost/Vice President for Academic Affairs, or his/her designee
- 3.) Director of Sponsored Programs, without vote
- 4.) Faculty of the law school are excluded from service on this committee

**b. Duties**

- 1.) To develop and recommend to the president policy regarding faculty development
- 2.) To help monitor the effectiveness of such policies