


**Date:** May 28, 2009

**To:** Department Faculty Members

**From:** Kenneth A. Feldmann  
Department Head 

**Subject:** Department Committee Assignments, 2009-2010

The following represents the composition of department committees for the 2009-2010 year (effective immediately-June 30, 2010). There should have been agreement with each of you as to the committee assignments. The normal term to be assigned to a committee is three years but there is great flexibility in the term length. I will work with you each year to assign committees, similar to the way it was done this year. I want to thank all of you for making this so easy. The major responsibilities of each committee are included with this memorandum. We have six faculty on sabbatical this academic year and they were not asked to serve on committees.

**I thank those of you who have served on past committees and appreciate your willingness to serve on the new committees.**

Curriculum/Teaching Committee

D. Ray (Chair)  
E. Davison (Undergraduate Coordinator)  
S. Kroken  
M. Pessaraki  
E. Pierson  
P. Rorabaugh  
G. Wright

Graduate Student Program Committee

D. Ray (Chair)  
A. Arnold  
B. Fane  
J. Fonseca  
D. Gang  
C. Kubota  
B. Pryor  
R. Palanivelu  
Z. Xiong

Academic Personnel Policies (P&T/C)

M. McClure (Chair)  
J. Brown  
D. Galbraith  
D. Kopec  
M. Matheron  
M. Olsen  
M. Orbach  
K. Schumaker

Peer Review Committee

B. Larkins (Chair)  
B. Fane  
M. Orbach  
D. Kopec  
M. Ottman  
K. Schumaker  
S. Wang  
R. Yadegari

Seminar Committee

R. Yadegari (Chair)  
D. Galbraith  
S. Kroken  
M. Ottman  
U. Schuch



## **Primary Areas of Responsibility for Departmental Committees**

### **Curriculum/Teaching Committee**

- Continuously review instructional needs within the department and make recommendation to the faculty and Head.
- Review and approve new courses and changes in existing courses.
- Provide assistance to the Undergraduate Coordinator in efforts to promote the undergraduate program and recruit majors.

### **Graduate Student Program Committee (GSP)**

- Administer graduate programs, ensuring timely application review and adherence to program requirements.
- Review and rank applications for graduate student funding including RAs, TAs, fellowships, and requests for graduate student travel to scientific meetings.
- Monitor graduate student progress.
- Continuously review the graduate programs and make recommendations for changes to the Curriculum/Teaching Committee.
- Review policies and procedures as originally developed by Plant Sciences and Plant Pathology for graduate programs and recommend changes needed for uniform treatment of students.

### **Academic Personnel Policies (P&T/C)**

- Review and evaluate all Tenure, Continuing and Promotion dossiers and make recommendation to the Department Head.
- Review all faculty appointments at Associate and Full levels with or without tenure/continuing status.
- Conduct review of progress towards tenure or continuing status and make retention/non-retention recommendation to the Department Head.
- Perform other responsibilities, if necessary, as described for the “Standing Committee” in the annual summaries from the Provost on the Promotion and Tenure Process and on the Continuing Status and Promotion Process.

### **Peer Review Committee**

- Evaluate the three-year faculty report for each member of the department and present a written summary representing the majority opinion to the Department Head.

### **Seminar Committee (Selected Annually)**

- Consult with faculty members, select, invite and host speakers for the departmental seminar program.