



School of Plant Sciences  
College of Agriculture and  
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**Date:** June 7, 2011

**To:** School of Plant Sciences Faculty Members

**From:** Brian A. Larkins  
Director  
Regents Professor & Porterfield Chair

**Subject:** Department Committee Assignments, 2011-2012

The following represents the composition of department committees for the 2011-2012 year (effective immediately). 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 past year. I want to thank all of you for making this so easy. The major responsibilities of each committee are included with this memorandum.

Curriculum/Teaching  
Committee

K. Schumaker (Chair)  
C. Kubota  
R. Mosher  
M. McMahon  
M. Ottman  
X. Wang "Bryan"  
R. Yadegari  
A.E. Arnold "Betsy"  
S. Smith  
D.T. Ray

Undergraduate Recruitment &  
Outreach Committee

T. Quist (Chair)  
E. Lyons  
M. McMahon  
A. E. Arnold "Betsy"  
D. Rhoads  
R. Palanivelu

Graduate Student Program  
Committee

R. Yadegari (Chair)  
A.E. Arnold "Betsy"  
D. Baltrus  
R. Palanivelu  
M. Ottman

Graduate Student Program  
Committee (Cont.)

B. Pryor  
K. Schumaker  
R. Mosher

Academic Personnel Policies  
(P&T/C)

K. Schumaker (Chair)  
M. Orbach  
D.T. Ray  
C. Kubota  
M. Ottman  
R. Yadegari  
H. VanEtten

Peer Review Committee

M. Ottman (Chair)  
K. Schumaker  
D. Galbraith  
D. Baltrus  
M. McMahon  
U. Schuch  
H. VanEtten  
K. Feldmann

Seminar Committee

R. Yadegari (Chair)  
D. Galbraith  
B. Pryor

Seminar Committee (Cont.)

C. Kubota  
D. Baltrus  
M. Beilstein  
R. Mosher  
X. Wang "Bryan"

Awards Committee

D. T. Ray (Chair)  
M. Orbach  
L. deSteiguer  
U. Schuch  
G. Wright  
K. Feldmann

Web Design Committee

D. Galbraith (Chair)  
M. Marquez  
R. Palanivelu  
T. Quist  
W. McCloskey  
M. McMahon  
G. Rodriguez

Director's Advisory Committee

A.E. Arnold "Betsy"  
C. Kubota  
W. McCloskey  
R. Yadegari

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

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

### **Curriculum/Teaching Committee**

- Continuously review instructional needs within the department and make recommendation to the faculty and Director.
- 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.

### **Undergraduate Recruitment and Outreach**

- Provide leadership in undergraduate recruitment activities.
- Create database of career opportunities for plant science majors
- Outreach to former undergraduate and graduate students

### **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 Director.
- 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 Director.
- 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 Director.

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

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

### **Awards Committee**

- Make recommendations pertaining to faculty and staff awards and work with other committee members to prepare nomination packages.

### **Web Design Committee**

- This committee is responsible for the design, content and implementation of the School’s website.

