Core Committee Processes

I) Composition of Faculty Core Committees:
Current members should be rotated off of their committee positions after finishing their 2nd to 4th years (a third rotated off each year) so that staggered three-year terms can exist thereafter.

The Core Curriculum Implementation Team (CCIT) will determine which departments will be eligible to serve and, in some cases, which additional departments will be eligible to vote on a replacement for any Core Committee vacancy. This will allow the CCIT to maintain overall balance on the committees.

The selection of the replacement will occur as follows:

a) Only members of the selected departments who are Lecturers (with renewable terms), Senior Lecturers, Tenure-Track, or Tenured will be eligible to serve.

b) Those eligible to serve will receive a sample ballot with all of their names. Anyone can remove their name from consideration at this stage for any reason. In the unlikely event that everyone’s name is removed, the CCIT will appoint the replacement.

c) The remaining names will be sent in a final ballot to the faculty who are eligible to vote (specified in part d)). The replacement will be selected through approval voting. In the event of a tie, the CCIT will select among the tied candidates.

d) All faculty who are eligible to serve will be eligible to vote. In addition, all the Lecturers (with renewable terms), Senior Lecturers, Tenure-Track, and Tenured members of any additional departments the CCIT deems appropriate will also be eligible to vote.

e) Terms will be three years unless the election is for a mid-term replacement in which case the appointment will be for the remainder of the original term to maintain staggering.

II) Approval and Appeals Processes

Approval Process: The Office of Undergraduate Studies will forward the Cover Sheet, the Assessment Plan, and the Syllabus to the Faculty Core Committees. Faculty Core Committees a) may approve the syllabus for the Core Area; b) they may request revisions and offer recommendations; or c) they may determine that a syllabus does not meet the learning objectives of the Core Area. The chair of the Faculty Core Committee will notify the Core Curriculum Implementation Team of their decision. The Faculty Core Committee and/or the Implementation Team will inform the faculty members of the decision.
Appeals Process: Faculty wishing to appeal an FCC decision may contact the Core Curriculum Implementation Team (CCIT), which will seek a resolution. If the CCIT cannot broker a resolution, the faculty member may appeal to the Academic Affairs Committee (AAC).

When appeals are heard by either the CCIT or the AAC any members of either who have a conflict of interest, such as the faculty who submitted the syllabus or members on the Core Committee in question, will recuse themselves.¹

¹ Approved by Academic Affairs Committee May 12, 2008
Approved by University Coordinating Committee May 14, 2008
Approved by Faculty Senate Council May 14, 2008
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Approved by Faculty Senate Council January 14, 2009
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