



RESPONSIBILITIES OF COLLEGE COMMITTEES

College of Business
La Tech University

STANDING COMMITTEES

College of Business Council

Administrative coordinating body for the College.

Responsibilities:

1. Provide leadership in developing high quality programs in undergraduate and graduate instruction, research, and service.
2. Advise the Dean concerning College of Business and unit needs/concerns.
3. Coordinate activities of the College.
4. Set academic standards for the College.
5. Facilitate planning, evaluation, and program review for the College.
6. Promote student, faculty, and staff development.
7. Develop, communicate, and facilitate College policies, as appropriate.
8. Develop strategies to promote the College, its programs, and activities.
9. Promote and support College of Business, interdepartmental, and interdisciplinary activities.
10. Serve as liaison between College administration and faculty.
11. Facilitate external communication/public relations for College of Business.

Membership: Academic unit heads, Associate Deans, and the Dean. Dean chairs. Administrative Secretary records minutes.

College of Business Staff Council

Provide clerical staff input in the decision making processes of the College of Business.

Responsibilities:

1. Apprise and advise the Dean in relation to staff needs and concerns.
2. Make recommendations with regard to relevant policies and programs.
3. Develop strategies to improve the College of Business.
4. Plan staff development activities.

Membership: All clerical staff and dean.

Faculty Advisory Council to the Dean

Provide faculty input in the decision making process of the College.

Responsibilities:

1. Advise the Dean in relation to faculty needs/concerns.
2. Make recommendations in regard to policy/programs.

Responsibilities of College Committees

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3. Develop procedure to follow for identifying faculty nominees for selected University-level awards and administer program to select the recipients.
4. Develop College of Business faculty and staff awards program and administer selection.
5. Communicate any action to the faculty in the respective academic units.

Membership: One elected member from each academic unit with staggered membership and dean. Chair (rotation by department assuring that chair is in second year of term).

Graduate Policies and Assessment Committee

Promote excellence in graduate programs through policy development, program assessment, and evaluation for the College of Business.

Responsibilities:

1. Recommend policies and procedures for the graduate program related to admission, programs of study, core courses, faculty.
2. Ensure needs of graduate students are met.
3. Promote recruitment, retention, and completion of graduate students.
4. Develop and evaluate graduate assessment policies and procedures.
5. Foster interdisciplinary cooperation.

Membership: Associate Dean for Graduate Studies (chair), appointed doctoral faculty member from each academic area with staggered terms, two students (one DBA and one master's level), elected member of Graduate Council.

Information Technology Committee

Recommend policies and procedures related to information technology resources.

Responsibilities:

1. Develop policies and procedures for relevant information technology areas.
2. Recommend priorities for expenditure of dedicated information technology resources.

Membership: IT Specialist, IT Officer, appointed representative from each academic unit.

Scholarship and Outstanding Senior Awards

Committee Recognize students who excel in scholarly endeavors.

Responsibilities:

1. Develop and initiate application process for college-level scholarships.
2. Select scholarship recipients.
3. Develop and update, as needed, Outstanding Senior Awards criteria and process.
4. Coordinate selection process for Outstanding Senior Award recipients.

Membership: At least one appointed faculty member from each academic unit.

Strategic Planning Committee

Assure that mission and planning processes of the College remain current.

Responsibilities

1. Develop and finalize College of Business Strategic Charter and Plan.
2. Develop and finalize College of Business Strategic Action Plan.
3. Identify policies and procedures for evaluation and update of Strategic Charter, Plan, and Action Plan.

Membership: At least one appointed member from each department and dean from College of Business, Business Students Association President, university representatives external to College of Business, and community representatives.

Tenure and Promotion Committee

Review tenure and promotion packets according to established university/college schedule.

Responsibilities:

1. Establish and promulgate College time line for review of tenure and promotion packets.
2. Review tenure and promotion packets.
3. Assess credentials of faculty for tenure and promotion based upon College of Business guidelines and University guidelines.
4. Make recommendations for tenure and promotion to the Dean.

Membership: At least one appointed member from each department in College of Business.

Undergraduate Policy and Assessment Committee

Promote excellence in undergraduate education in the College.

Responsibilities:

1. Coordinate core course selection, evaluation, and assessment.
2. Recommend course additions/deletions to the Dean.
3. Evaluate curricular changes and make recommendations to the Dean.
4. Promote interdisciplinary cooperation.
5. Review advising guidelines for College.
6. Identify critical needs in undergraduate education in the College.
7. Respond to grade appeals brought by undergraduate students.
8. Develop and evaluate undergraduate assessment policies and procedures.
9. Promote recruitment, retention, and completion of undergraduate students

Membership: Appointed with staggered terms. One representative from each of the academic disciplines, Associate Dean for Undergraduate Studies (chair), two undergraduate students.

AD HOC COMMITTEES

Human Resource Management Committee (ad hoc)

Assure faculty policies and procedures support the mission of College of Business.

Responsibilities:

1. Develop and finalize human resource management policies and procedures for College of Business including:
Promotion and Tenure Policy/Procedures
Annual Performance Planning/Appraisal System
Workload Policy
Graduate Faculty Criteria
Summer Research Support System
Endowed Professorship Recognition System

Membership: Appointed.