

College Committee Guidelines
for
The College of Arts and Sciences
August 1, 2010 (Last Revised)
July 1, 2008 (First Issued)

A. Membership

College-wide committees will engage all academic departments in the College of Arts and Sciences. The standard operating procedure is for each Department to have one representative on each committee.

B. Selection

The Department Chair will recommend to the CAS Dean their department's representative for each committee.

C. Terms

Each appointment is for one academic year, although members are strongly encouraged to remain on a committee longer to maintain continuity. When possible, the members will be determined before the end of the Spring Semester of the year preceding their appointment.

D. First Meeting

The Dean will designate one member of the committee to convene the first meeting before the end of September. The Dean should be invited to come to the first meeting to officially charge the committee. The written charges for each committee are at the end of this document.

E. Committee Chairs

The committee will elect a committee chair at the first meeting. Once elected the committee chair should send the Dean their name, the name of the committee, the names of the members on their committee, and the committee's meeting schedule for the semester or year. The committee chair will be responsible for convening meetings, assigning tasks, and communicating with the Dean on relevant issues. The committee chair will also be responsible for making sure minutes are kept and that reports on their activities are submitted to the Dean. Attendance sheets for each meeting are required.

F. Reporting

The Chair should submit a mid-year and end-of-year report to the Dean on the committee's activities. These are to be working committees, so the number and size of the committees are kept to a minimum to facilitate their success and accountability.

List of CAS Committees

1. **Newsletter Committee**
To produce a College of Arts and Sciences newsletter to highlight accomplishments within CAS including faculty, staff, students, alumni and community partners. To produce an electronic CAS newsletter in December and a possibly a hardcopy version in May.
2. **Academic Affairs**
To review and make recommendations about all proposals pertaining to academic affairs in the College of Arts and Sciences, including the additions, revision, or deletion of courses or programs
3. **Honors and Awards Committee**
To develop and implement procedures for the recognition of accomplishments by faculty, staff and students in the College of Arts and Sciences. To review nominations and make recommendations to the Dean for all College Awards at the appropriately scheduled dates. To plan, coordinate, publicize, and implement the CAS Honors and Awards celebration in early April of each year.
4. **Website Committee**
To maintain, coordinate, and regularly update the website for the College of Arts and Sciences and its Departments/Units to ensure continuity, accuracy, consistency, access, maneuverability, and aesthetics. To identify challenges and make recommendations for improvements to the websites. To work with ITTS to have all our websites in compliance with FSU policy. To utilize the websites to highlight the accomplishments and activities within the College of Arts and Sciences. The **Department's webmaster** should be assigned to serve on this committee. The College webmaster will serve as the Committee Chair.
5. **Faculty Scholarship Committee**
To encourage and support scholarship among the faculty of the College of Arts and Sciences (i.e., research, publications, creative activities, grant writing). To identify challenges related to scholarship with the College and make recommendations for improvement.
6. **Assessment Committee**
To develop and implement a comprehensive assessment plan for the College of Arts and Sciences as guided by the Provost's Office. To plan for the review by the Southern Association of Colleges and Schools. **Assistant Chairs** will represent their respective departments on this committee.

7. **Marshalls Committee**
To provide marshalling service to the various university and college events. To meet, coordinate, and prepare plans for how to best ensure the smooth operation of these events.
8. **CAS College Tenured Faculty Committee (CTFC)**
To develop procedures, consistent with Fayetteville State University's policies on tenure, promotion, and reappointment, for reviewing and evaluating all faculty requests for tenure, promotion and reappointment, which are received from the academic departments. To make recommendations to the Dean for supporting or denying faculty requests for tenure, promotion and reappointment. Appointments to this committee will be made consistent with the university's TPR policy. Each member is elected to serve 3-year terms.
9. **CAS Global Scholar Committee**
To develop and implement strategies to encourage CAS faculty and staff to donate funds to the CAS Global Scholar program. Each committee member will serve as the Team Captain for the Global Scholar program within their respective departments.