

## Policy 1-05: College Committees

With the exception of the College Policy Advisory Committee, which is elected as specified in this policy manual, all college committee members and chairs are determined by appointment of the dean. Appointments are usually made at the beginning of the academic year. The dean will coordinate committee assignments with department chairs so as not to overly burden any individual.

Committee chairs will be tenured faculty members or long-term career-line faculty members. Untenured tenure-line faculty members are not eligible to serve as chair of standing committees, but may chair ad hoc committees that are particularly apt to their capabilities.

### 1. Standing Committees

*Leadership Committee.* The Leadership Committee is chaired by the dean and consists of the associate deans, the Chair of the Department of City & Metropolitan Planning, the Chair of the School of Architecture, and Director of the Multi-Disciplinary Design program. Among other functions, the Leadership Committee serves as the College Curriculum Committee.

*Executive Committee.* The Executive Committee is chaired by the dean and its members are the members of the Leadership Committee, the college development director, the college manager of accounting and finance, the college PR specialist, the college IT network senior administrator, the dean's administrative manager, and the directors of college research centers. The dean may designate other members from time to time. The charge of the Executive Committee is to coordinate events, activities, budget actions, public relations, development and fund raising, and departmental and faculty activities such as scheduling, travel, FARs, and research. This committee generally does not take official action, but serves a coordinating and advising function for the operations of the College and the dean.

*College Policy Advisory Committee.* See Policy 1-06 for information about CPAC.

*Facilities and Technology Committee.* The Fac-Tech Committee members are faculty and staff, including the IT director and the shop manager. The Fac-Tech Committee makes recommendations to the dean regarding facilities, equipment, software, and purchases to serve the technology and facility needs of the college.

### 2. Ad Hoc Committees

From time to time, additional committees may be formed to deal with timely issues, such as a faculty search, or other ad hoc activities (specific events, space planning, e.g.). These committees are dissolved when their tasks are completed. Ad hoc committees may be formed by the dean or by a department chair, or may be formed at the request of CPAC.

### **3. Search Committees**

Search committees are a form of ad hoc committee appointed by the head of the unit responsible for the position being filled. To the degree possible, a search committee chair will be a member of unit in which the hire is being made. Other committee members will be selected from faculty, staff, and students within the college. In the case of faculty hires, at least one student from the department in which the hire is being made will be included on the committee. Faculty, staff, and students from outside the college may also serve, as deemed appropriate by the dean.

The search committee is charged with being familiar with all diversity requirements and hiring rules, writing the job notice, recruiting potential candidates, and reviewing all candidate applications. The search committee may conduct Skype or other distance interviews before determining a short list of candidates who the committee will recommend for on-campus interviews. This short list must be reviewed and approved by the head of the unit responsible for the position being filled. Campus visits will be hosted by the search committee members and involve all relevant parties, including faculty, students, staff, chairs, and the dean.

For non-faculty hires, the search committee will conclude its work by making a formal report to the head of the unit making the hire containing the committee's recommendations. In the case of faculty hires, the committee will make its report to the relevant department's appointment advisory committee, which will then make a recommendation to the department chair, pursuant to University Policy 6-302. The chair then makes a recommendation to the dean.

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