

## A. Major Committees

### 1. Academic Programs Committee

#### a) Functions

- (1) The Committee oversees the content of the following:
  - (a) the course offerings of the college
  - (b) the departmental and interdepartmental majors and minors
  - (c) the college's several degree programs
  - (d) off-campus programs
  - (e) combined degree programs and other programs of cooperation with other academic institutions
- (2) Consults with the Curriculum Oversight Committee on the overall academic program of the college.
- (3) Reviews all requests for additions and deletions of majors and minors.
- (4) Reviews all requests for course changes and changes in majors and minors except:
  - (a) changes in frequency of course offerings or additions, substitutions, and/or deletions of prerequisites within the Department or Program
  - (b) changes in only the course description or only the course title when such changes do not constitute a substantial change in the content of the course. If the latter, the course should be submitted as a new course proposal.
  - (c) changes in course numbers that do not result in changes in the level of the offerings.

#### b) Structure

- (1) The chair is elected by the faculty by secret ballot and majority vote to serve a three-year, non-renewable term. The chair must have three or more years of service as a full-time member of the faculty.
- (2) The three additional members are nominated by the Faculty Council Vice-Chair to one-year, renewable terms. Each member must have one or more years of service as a full-time member of the faculty and three of the four major divisions at the college should be represented (Fine Arts, Humanities, Social Sciences, Natural Sciences).
- (3) The Registrar and Dean of the College serve the committee as members *ex officio*.

The adoption of new courses and the deletion of existing courses, as well as any change in an existing major and minor, are not automatically brought before the faculty. The Programs Committee publishes approved adoptions and deletions of courses and changes in existing majors and minors and distributes them to the faculty. They will be considered in effect without faculty action unless one or more full-time members of the faculty request faculty consideration.

Such request must be in writing and must include an explanation of the request for the review. The request must be submitted to the Chair of the Programs Committee within five class days after notice has been distributed. Faculty members making requests for faculty consideration may choose to remain anonymous. The explanations for such requests will be shared prior to faculty consideration with the sponsors of the proposed changes. The Chair of the Programs Committee will summarize the explanations at the time of faculty consideration. Consideration of changes in courses, majors, and minors will be placed on the agenda of the faculty meeting without prior presentation.

The faculty as a whole must approve the adoption or deletion of all major and minor fields of study, including interdisciplinary majors and minors, if they are to appear on a student's official transcript. "Concentrations" or "Programs" are not majors but unofficial series of electives which may, however, be developed into "individualized majors" for the Bachelor of Arts or Bachelor of Special Studies, or "concentrations" in the Bachelor of Special Studies curriculum.

## 2. Academic Regulations Committee

### a) Functions

(1) Provides for a continuing evaluation of the academic regulations of the College. (As used here, the phrase "academic regulations" means those regulations which govern the administration of the college's academic program. The phrase does not encompass regulations which govern the content of that program.) Academic regulations include, but are not limited to, regulations governing:

- (a) academic credit
- (b) advanced placement and credit by examination
- (c) grades
- (d) auditing courses
- (e) student classification and class standing
- (f) admissions and withdrawal
- (g) academic report, probation, and suspension
- (h) commencement and departmental honors
- (i) faculty advisors
- (j) registration

- (k) dropping or adding courses
- (l) declarations of major
- (m) declarations of degree candidacy
- (n) calendar and catalog

(2) Makes reports and recommendations as appropriate to the Faculty Council.

b) Structure

- (1) The chair is elected by the faculty by secret ballot and majority vote to serve a three-year, non-renewable term. The chair must have three or more years of service as a full-time member of the faculty.
- (2) The two additional members are nominated by the Faculty Council Vice-Chair in consultation with the Divisional Council to two-year, renewable terms. Each member must have one or more years of service as a full-time member of the faculty.
- (3) The Registrar serves the committee as a member *ex officio*.

3. Academic Standing Committee

a) Functions

- (1) Determines the academic standing of students as well as that of Cornell students transferring as juniors or seniors from one degree program to another.
- (2) Reviews the academic achievement of all students at each grading period. The subcommittee is empowered to:
  - (a) Place students on academic report, academic probation, or probationary suspension and to remove students from report, probation, or probationary suspension.
  - (b) Suspend temporarily or dismiss permanently students for unsatisfactory academic progress towards a degree.
- (3) Passes judgment on:
  - (a) Requests for the transfer of credits, including summer school credits
  - (b) Applications for participation in off-campus programs and group projects
  - (c) Other petitions regarding academic regulations submitted by students
  - (d) Requests to be enrolled in courses already at their enrollment limit

- (4) Administers the selection and recognition of students earning commencement honors, the freshman, sophomore, and junior achievement awards, and certain other academic awards.
- (5) Makes reports and recommendations as appropriate to the Faculty Council. The Chair of Academic Standing may be invited as a consultant to the Faculty Council as needed.

b) Structure

- (1) The chair is appointed by the Faculty Council Vice-Chair in consultation with the Divisional Council to a three-year, non-renewable term. The chair must have three or more years of service as a full-time member of the faculty.
- (2) The three additional members are appointed by the Faculty Council Vice-Chair in consultation with the Divisional Council to two-year, renewable terms. Each must have one or more years of service as a full-time member of the faculty.
- (3) The Registrar serves the committee as a member *ex officio*. The Dean of Students or designate serves the committee as a consultant.

4. Admissions Committee

a) Functions

- (1) Provides for a continuing evaluation of admissions policy and recruitment efforts.
- (2) Passes judgment on applications for admission to the college.

b) Structure

- (1) Three members elected by the faculty by secret ballot and majority vote to three-year, nonrenewable terms, the terms to be staggered so that one member is elected each year. Each member must have one or more years of service as a full-time member of the faculty.
- (2) The chair is that elected member of the committee in the third year of a term. If no member is so qualified, the Faculty Council Vice-Chair will designate one of the elected members as chair. The chair serves as a member of the Faculty Council.
- (3) The Vice President of Enrollment and Dean of Admissions is a member *ex officio*.

## 5. Compensation Committee

### a) Functions

- (1) Provides for a continuing evaluation of the level, nature, and distribution of faculty compensation.
- (2) Makes recommendations to the Dean of the College and the President on faculty compensation, including the annual determination of individual faculty salaries.
- (3) Makes other reports and recommendations to the Faculty Council as appropriate.
- (4) Serves in an advisory capacity to the Vice President for Business Affairs and Treasurer as members of the Benefits Committee. (This duty may involve an understanding of fiduciary responsibilities.)
- (5) Serves as a communication liaison between faculty and the administration with regards to compensation and other issues of college finances.
- (6) Makes recommendations to the Budget Committee as appropriate.

### b) Structure

Three members elected by the faculty by secret ballot and majority vote to three-year, non-renewable terms, the terms to be staggered so that one member is elected each year. Each member must have one or more years of service as a full-time member of the teaching faculty. No more than two persons of any one academic rank may serve concurrently on the committee, except where the promotion of a person already on the subcommittee results in three members having the same rank.

There must be at least one untenured member of the committee except in the case where a member elected as an untenured member on the committee is granted tenure during his/her term of service.

The chair is that elected member of the committee in the third year of a term. If no member is so qualified, the Faculty Council Vice-Chair will designate one of the elected members as chair. The chair serves as a member of the Faculty Council.

## 6. Curriculum Oversight Committee

### a) Functions

- (1) Provides for a continuing evaluation of the overall educational program of the college in any or all of its aspects.
- (2) Submits proposals and recommendations for the improvement of the college's educational programs to the faculty or to those committees, administrative offices, departments, or programs which have the authority and responsibility for implementing such proposals or recommendations.
- (3) Consults with the chairs of Programs, Regulations, and/or Standing as appropriate.
  - (a) The Curriculum Oversight Committee may invite these chairs to its meetings to advise on the educational program.
- (4) In collaboration with the Office of Institutional Research, assesses on a regular cycle the college educational program, including specific programs (general education), requirements (the Writing requirement), and the Educational Priorities and Outcomes.
- (5) Assists the Office of Institutional Research in fulfilling its mission of collecting, analyzing, and interpreting institutional data for purposes of curricular enhancement, strategic planning and decision-making, policy development, and institutional development.

b) Structure

- (1) The chair is elected by the faculty by secret ballot and majority vote to serve a three-year, non-renewable term. The chair must have three or more years of service as a full-time member of the faculty.
- (2) Two additional members of the faculty representing different divisions
- (3) The Dean of the college, *ex officio*
- (4) There will be one student representative appointed by the student government.
- (5) The Registrar and Director of Institutional Research serve the committee as consultants.

7. Diversity Committee  
(All-College Committee)

a) Purpose

The creation of a diverse campus that is welcoming to all persons requires

intentional efforts. Although all members of the campus community must be involved in the creation of a diverse institution characterized by inclusivity and understanding, the Cornell College Diversity Committee, an All-College Committee, serves a coordinating role in achieving these aims. It thus assists in the college's efforts to promote and support diversity based on but not limited to religion, national origin, race, ethnicity, age, ability, socioeconomic status, sex, sexual orientation, gender identity and gender expression and to educate students, faculty, and staff about diversity in those areas. The Committee will work cooperatively with, and make recommendations to, as it deems necessary and appropriate, the President, Vice Presidents, Deans of the College, any college committees, the College Chaplain, and other relevant offices.

b) Functions

- (1) Provides for periodic evaluation of the college's statements related to diversity. In fulfilling this responsibility, the Committee may:
  - (a) Consult with the Vice President for Enrollment and Dean of Admission, the Vice President for Student Affairs, the Director of Human Resources, and others as appropriate.
  - (b) Gather information about the policies and practices of other comparable institutions.
  - (c) Be guided by the best available information about Cornell faculty, staff, and students, with assistance from the Office of Institutional Research and Assessment and other offices as appropriate.
- (2) Periodically examines the following areas and makes recommendations and proposals to the relevant administrator or committee of the faculty or college, and other offices as appropriate:
  - (a) Policies and practices related to the recruitment and retention of a diverse faculty, staff, and student body, and Cornell's commitment to affirmative action
  - (b) Curricular and co-curricular opportunities for learning about diversity
  - (c) Campus climate for students from diverse backgrounds and the services available to meet the needs of these students
  - (d) The incorporation of diversity education "for all members of the Cornell community, including" new members of the campus community or current members of the community who have new responsibilities.

(e) These programs include, but are not limited to, orientation for new members of the faculty and staff, new student orientation, and Resident Assistant and Peer Advocate training.

(3) The Cornell College Diversity Committee may, as the committee deems appropriate, cooperate with organizations interested in diversity to sponsor meetings open to all members of the campus community that provide a forum for exploring campus diversity issues. These meetings will serve as a means for the Diversity Committee to get input from the wider community and also to inform the wider community of its work.

When there are incidents on campus involving perceived harassment of individuals and groups or intolerance more generally, the committee may, at the committee's discretion and in consultation with appropriate offices and divisions of the College, provide a campus-wide forum for discussion of the incidents and relevant campus policies and practices.

(4) Makes an annual report to the campus community on its agenda and activities. The co-chairs of the Diversity Committee meets regularly with the President of the College.

(5) The Director of Human Resources reports to the committee at least once a year about progress toward meeting institutional goals relevant to diversity.

c) Structure

The Diversity Committee is composed of:

(1) A faculty co-chair elected by the faculty by secret ballot and majority vote to serve a three-year, non-renewable term. The chair must be a tenured member of the faculty with three or more years of service.

(2) Two additional faculty members, appointed by the President of the College with the advice and consent of the Faculty Council Vice-Chair in consultation with the Divisional Council, to one-year, renewable terms. Each must have one or more years of service as a full-time member of the faculty.

(3) Three staff members, one selected by the Dean of Students to represent the division of Student Affairs, one chosen by the Vice President for Enrollment and Dean of Admission to represent Admissions, and one representative from the Office of International and Off-Campus Study.

(4) Five students: the Chair of the Student Senate Student Life Committee or a student appointed by the Student Senate, and four students to be selected by the Diversity Committee from a pool of applicants in the spring for one-year, renewable terms. The students will elect one of their members to serve as

student co-chair of the committee. In the absence of the faculty co-chair, another faculty member or staff member will chair meetings.

(5) The Director of Intercultural Life serve *ex officio*.

## 8. Reappointment, Tenure, and Promotion (RTP) Committee

### a) Functions

- (1) Provides for a continuing evaluation of the college's reappointment, tenure, and promotion policies.
- (2) Conducts a review culminating in a recommendation, transmitted by the Dean of the College, to the President of the College in all cases involving reappointment, tenure, promotion, or post-promotion. For each review, the Dean and three elected members serve as the review subcommittee. Faculty mentors must not serve on their mentees' review committees (see "Procedures: Faculty Reviews" in Part III. Personnel Policies).
- (3) Serves as the faculty's committee on professional ethics (see "Professional Ethics" in Part III. Personnel Policies).
- (4) Serves as the faculty's pre-hearing committee in cases involving termination of appointment for cause (see "Procedures: Termination of Appointments" in Part III. Personnel Policies).
- (5) Conducts reviews of librarians with faculty status in all cases of reappointment, continuing appointment, promotion, or post-promotion according to the procedures outlined in the Librarian's Handbook.
- (6) For each review, the Dean and three elected members serve as the review committee. Faculty mentors must not serve on their mentees' review committees (see "Procedures: Faculty Reviews" in Part III. Personnel Policies).
- (7) Makes other reports and recommendations to the Faculty Council as appropriate.

### b) Structure

- (1) Four members elected by the faculty by secret ballot and majority vote to a two-year, non-renewable term, the terms to be staggered so that two members are elected each year. Each member must be a tenured member of the full-time teaching faculty. For any individual faculty review, three elected members participate as described elsewhere; when the subcommittee is conducting other business all four elected members participate. No more than

one member from each division may serve on the subcommittee at any given time. For the purpose of this rule the divisions are Fine Arts, Humanities, Social Sciences, and Sciences.

- (2) The Dean of the College, *ex officio*, who serves as chair. The Dean does not vote during individual faculty reviews, but may vote if necessary (i.e., as any other committee chair does) when the subcommittee is performing other functions.
- (3) The vice-chair, who presides in the absence of the Dean, is that elected member of the subcommittee serving the second year of a term who was designated as vice-chair-elect at the time of their election. In cases where the vice-chair is not one of the members on an individual faculty review, the vice-chair will select an acting vice-chair for that specific review.
- (4) The untenured faculty representative to Faculty Council will be invited as a nonvoting member to attend when reappointment, pre-tenure, tenure, and promotion processes and expectations are being discussed and can be invited to other meetings of RTP at the discretion of the Vice-Chair. In no case will the untenured faculty representative participate in RTP reviews of faculty.

#### 9. Student Success Committee

The general function of the committee is to provide for collaboration and consultation between Academic and Student Affairs to enhance the student experience at the college. The committee drafts legislation and submits recommendations to the faculty or to student, administrative, or all-college bodies.

a) Functions of the committee include, but are not limited to:

- (1) Collaborates with Student Affairs staff to consider the effectiveness of student conduct policies and student governance, and, when appropriate, recommends changes to the faculty or to those administrative bodies that have authority and responsibility for implementing such changes.
- (2) Announces proposed, substantive changes to policies in the Compass after consideration by the committee for faculty questions and comments. Changes announced by the committee will be considered finalized unless one or more voting members of the faculty request faculty consideration. Such requests must be in writing and must be given to the Chair of the Student Success Committee within five class days after the proposed changes have been distributed to the faculty.
- (3) Studies methods to enhance student engagement and retention at the college, and when appropriate, makes recommendations to the faculty or to those administrative bodies that have the authority and responsibility for

implementing such proposals or recommendations.

(4) Consults with College Chaplain on religious activities within the college.

b) Structure

The Student Success committee has one standing sub-committee: The First-Year Experience Committee. The chair of the First-Year Experience Committee is also a member of the Student Success Committee.

(1) The chair of Student Success is elected by the faculty by secret ballot and majority vote to serve a three-year, non-renewable term. The chair must have three or more years of service as a full-time member of the faculty.

(2) Three additional members of the faculty to serve three-year terms

(3) The four members (not including the chair of the First-year Experience Committee) will also be trained and serve as members of Conduct and Appeals Boards.

(4) Dean of Students, *ex officio*

(5) There will be one student representative appointed by the student government.

c) First-Year Experience Committee

The First-Year Experience Committee is a standing subcommittee of the Student Success Committee that guides the development and implementation of a coherent, innovative, and high quality first year program that supports the intellectual, personal, and interpersonal development of first-year students to be engaged members of the Cornell community.

(1) Functions

(a) Fosters collaboration and integration between Student and Academic Affairs to develop the first-year experience program (including New Student Orientation, First-Year Seminar, and First-Year Writing Seminar) at Cornell from admission through the sophomore year.

(b) Collects, synthesizes, and reports on the coordination and assessment of programs identified as part of the first-year experience and monitors first-to-second-year retention (the FYE sub-committee may collaborate with the Curriculum Oversight Committee and Institutional Research on the assessment of first-year programs and collection of data).

(c) Reviews outcomes related to the first-year experience and first-year

students.

- (d) Recommends changes to existing programs, reviews and provides feedback on new initiatives, and develops new initiatives based on assessment evidence and literature regarding the first-year experience.
- (e) Presents the New Student Orientation schedule to the faculty for questions and comments no later than the first faculty meeting in Block 7, and publishes the final schedule prior to the first faculty meeting of Block 8.

(2) Structure

- (a) The chair of the First-Year Experience Committee is nominated by the Faculty Council Vice-Chair for a two-year, non-renewable term, staggered with the term of the Chair of the Student Success Committee. The chair must have three or more years of service as a full-time member of the faculty.
- (b) Two additional faculty members, one of whom is a librarian, are nominated by the Faculty Council Vice-Chair for two-year, renewable terms, staggered with the subcommittee chair's term.
- (c) The Associate Dean of Academic Affairs and the Assistant Dean of Students/Director of Student Life serve *ex officio*.
- (d) The first-year Class President or other student representative designated by Student Senate and one student NSO team member appointed by the Vice-President for Student Affairs serve on the committee.
- (e) The Coordinator of Academic Support and Advising and the Writing and Teaching Specialist serve as consultants.