

Jackson School of Geosciences Faculty College/School Governance

Major standing Jackson School faculty governance units

The Jackson School has one department, the Department of Geological Sciences; all faculty are members of the department.

The Faculty as a whole sets general academic policies including undergraduate curriculum requirements, as well as makes recommendations to the Budget Council on hiring of faculty. The Undergraduate Committee, which consists of a representative group of faculty selected by the department chair, is chaired by the Undergraduate Faculty Advisor and makes recommendations to the Faculty on undergraduate academic policies, including admission policies. Ad hoc committees, chaired by appropriate members of the Undergraduate Committee, are periodically set up to review specific undergraduate degree options and make recommendations to the Faculty for changes prior to a new undergraduate catalogue.

The Budget Council, which consists of all full professors, makes recommendations to the Dean on raises, hiring of new faculty, promotion and tenure decisions, etc. Votes on promotion and faculty hires are done by secret ballot.

The Graduate Studies Committee (GSC) consists of all Faculty and some research scientists from the two ORUs (Institute for Geophysics and Bureau of Economic Geology) that are vetted by the JSG Appointment Committee and elected by the GSC. The GSC sets academic policies for graduate students, including curriculum and admission requirements, approves advancement to candidacy, etc. The chair of the GSC is elected by the GSC and usually also serves as the graduate advisor.

The JSG Appointments Committee forms the Jackson School's promotion and tenure committee and makes recommendations to the Dean regarding hiring of tenured faculty, as well as promotion and hiring of research scientists. This committee consists of eight members, two from each of the units and two faculty members at the rank of Full Professor from outside the Jackson School. For purposes of promotion and tenure considerations, the committee is augmented by two additional faculty members at the rank of Full Professor from outside the Jackson School.

General Faculty Meetings

The faculty of the Department of Geological Sciences are encouraged to actively participate in faculty governance and decisions through departmental and school-wide committee service and faculty meetings. The department has a minimum of two faculty meetings per semester, but usually at least three. Action items include academic policies, hiring of new faculty, undergraduate curriculum and programmatic issues, etc. The meetings are chaired by the department Chair, who calls the meeting whenever there are issues requiring faculty attention, which can be more than one a month if required. Any

faculty member or departmental committee can request from the Chair that a meeting be held. Notice of a meeting goes out at least a week in advance with a tentative agenda and a request for other agenda items. Any faculty member can speak and all faculty members regardless of rank can vote. The administrative manager or a designee keeps minutes of the meeting which are kept on a secure SharePoint site accessible to the faculty. A majority of the faculty (>50%) constitutes a quorum. Proxy votes are allowed for faculty meetings; a proxy can be given in writing to another faculty member or the Chair and must be provided to the Chair at the time of the vote. In the budget council, proxy votes are not allowed on promotion and tenure decisions if the faculty member is not present for the budget council discussion.

Procedures for considering general academic policies

General academic policies are usually considered by standing or ad hoc committees depending on whether the policy fits into the purview of an established committee. Recommendations are brought to the entire faculty for discussion and approval. The Undergraduate Committee, which consists of a representative group of faculty selected by the department chair, is chaired by the Undergraduate Faculty Advisor and makes recommendations to the Faculty on undergraduate academic policies. The Graduate Studies Committee (GSC), which consists of all faculty and some research scientists from the two ORUs (Institute for Geophysics and Bureau of Economic Geology) sets academic policies for graduate students. Ad hoc committees are appointed by the department chair to address other academic issues; volunteers for committee are requested of the faculty at large.

For proposed undergraduate curricular changes, ad hoc committees chaired by appropriate members of the Undergraduate Committee make recommendations to the faculty for changes to existing degrees or proposals for new degrees or degree options. Faculty are sent the proposed changes in writing in advance of the faculty meeting where the changes are discussed. Each proposed change is outlined in detail and information on how the changes will affect the existing programs and potential impacts on course offerings, class size, and overall enrollment are provided. For minor changes decisions are made at a single meeting. For major changes, such as adding a new degree or degree option or for changes that will impact the overall program, course offerings or class sizes, the changes may be proposed and discussed at one meeting and voted on at a later meeting. Any faculty member may request that a second meeting be held for such a vote.

The Chair of the department or appropriate committee chair will present the recommendation and whatever information is pertinent to a decision being made. After additional comments from committee members, if any, an open faculty discussion will follow with all opinions and views being given equal opportunity for expression. A full faculty vote on the legislation is taken. If the faculty does not approve the proposed change, the dean can overrule the faculty, but he/she is unlikely to do so without further discussion with the faculty. The preferred procedure is for the dean to ask the Chair to call another faculty meeting where he/she explains the reasons for disagreement and asks the faculty for direct feedback and a full discussion of the issue. If the dean subsequently

decides to overrule the faculty, both the faculty vote and dean's decision will be conveyed to the Office of the General Faculty and the Faculty Council.

Notice of Jackson School Procedures

Jackson School policies and procedures are posted on a protected SharePoint site where the faculty have access. Procedures and policies specific to faculty only, are in the Faculty portion of the JSG SharePoint site. A review of posted policies is underway to ensure that all are up to date.

Approval of Jackson School Faculty Governance Procedures

Most of the departmental procedures have been in place for over 30 years or over a decade. New procedures specific to the Jackson School were voted on by the members of the school when the school was formed in 2005.