

Standing Committees

A. Curriculum Committee

Charge: To review undergraduate programs, policies and curriculum, and make recommendations to the faculty regarding undergraduate student issues, advising, revisions of old courses and implementation of new courses. The committee will also aid in preparing course action forms for departmental University Studies proposals.

All program and course changes go through this committee for action that will further the department's mission, goals and priorities within the parameters of the university's academic mission. New catalog copy should be submitted by February 15 for ample consideration, and no later than September 1 for consideration in following year's catalogue. Changes approved by the committee will then be considered and voted on by the full faculty before the end of the spring semester.

B. Policy Committee

Charge: To review, revise, and propose policies within the faculty and student handbooks that affect faculty and student responsibilities within, and as representatives of, the Department of Music, as well as to present recommendations and proposals to the chair and the department as a whole, for discussion and approval. These recommendations and proposals are principally embodied in the department's faculty and student handbooks, which are revised on an ongoing basis.

C. Recruitment Committee

Charge: To design, produce and distribute recruitment materials (posters, brochures, etc.), coordinate recruitment events (such as Seahawk Saturday and Freshman Orientations), identify important recruitment opportunities or possibilities, and develop a recruiting events calendar. The committee will encourage all faculty members to actively recruit for their area (and beyond) and will assist in efforts of individual faculty members, but should not be considered as replacement for individual recruiting.

D. Scholarship Committee

Charge: To devise a strategy to best use the department's scholarship resources to not only help support the programs, and increase the level/quality of the student talent within the department, but also to help further the department's mission, goals, and priorities for its continued growth and development.

Ad Hoc Committees

A. Assessment Committee

Charge: To collect, review, revise and create departmental assessment tools (such as the performance rubric); lead faculty analysis and discussion of assessment data and help to create the annual assessment report due October 1 of each year. Committee members will keep up to date on current and on-going assessment needs for NASM accreditation or SACS evaluation and will insure that the department stays abreast of university assessment requirements. The chair will play an active role in the work of the assessment committee

since the responsibility for submitting the annual assessment report lies with the Chair.

B. Peer Teaching Observation Committee

Charge: To observe and evaluate part-time, as well as non-tenure full-time faculty, as described below.

Teaching observation shall be defined to include peer observation of lectures, labs, seminars, applied lessons, ensemble rehearsals, or any other form of instruction that involves interaction of student(s) and teacher in a learning situation. A committee composed of two faculty within the department shall observe all untentured faculty two times during each calendar year. Tenured faculty may avail themselves of direct classroom observation on a voluntary basis with a view to enhancing their teaching effectiveness, or to add to the body of evaluation materials in preparation for promotion. A full-time faculty member, as appointed by the chair, shall observe all part-time faculty once during each calendar year.

C. Chair's Advisory Council

Charge: To advise the chair on departmental planning, policy, space, and equipment purchases and other matters of departmental concern.

The chair's advisory council is an opportunity to provide a sounding board of issues and concerns from the chair's perspective to the faculty, as well as the faculty's perspective to the chair. The advisory council is also a venue for faculty representatives, and the chair, to brainstorm ideas, both new and old, for the good and benefit of the department, especially with regard to the department's mission, goals, and priorities for its development. While decisions will not be made by the council, the by-product of discussions are meant to shape and guide the decision making process for the chair, as well as the faculty as a whole.

D. Guest Artist Funding Committee

Charge: To review guest artist events and performance proposals for the department, not including those presented by large ensembles, unless seeking additional funding, and award funding accordingly based upon the budget allocated by the chair. Decisions for funding will be driven by the department's mission, goals, and priorities for the department's development as an academic unit, as well as its mission as a cultural arts leader within the community.

Approved, as amended, August 30, 2012