SCHOOL OF HUMANITIES, ARTS, AND SOCIAL SCIENCES
FACULTY COMMITTEE STRUCTURE

Adopted: August 15, 2019
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This document lists the standing faculty committees of the School of Humanities, Arts, and Social Sciences and describes their purpose, membership, and responsibilities.

1.0 EXECUTIVE COMMITTEE

1.1 Purpose:

The HASS Executive Committee (EC) was established to provide the HASS faculty with formal and consistent interaction between the HASS Dean and the academic departments and interdisciplinary programs comprising the School of Humanities, Arts, and Social Sciences. It meets regularly during the academic year to consider issues of significance to the HASS faculty and to HASS in relation to the university. The Executive Committee participates in and advises the Dean on the Annual Assessment of the Faculty. The Executive Committee serves as the School Committee on Promotion and Tenure (SCPT) as outlined in the Faculty Handbook.

1.2 Membership:

1.2.1   HASS Dean, Chair *(ex-officio)*
1.2.2   Associate Deans
1.2.3   Department Heads
1.2.4   School-wide Interdisciplinary Program Director(s)
1.2.5   Recording Secretary: Manager of Operations and Administrative Services *(ex-officio)*

1.3 Responsibilities:

1.3.1   Serve as School Committee on Promotion and Tenure (SCPT) as outlined in the Faculty Handbook
1.3.2   Review and formalize all ad-hoc committees of the faculty, including Faculty Search Committees
1.3.3   With input from Faculty Search Committees, review and recommend the finalists for all faculty positions
1.3.4   Advise the Dean on policy and resource allocation
1.3.5   Advise the Dean on Performance Planning
1.3.6   Advise the Dean on the Annual Assessment of the Faculty
1.3.7   Advise the Dean on the appointment of Visiting Scholars and Researchers
1.3.8   Circulate approved minutes to hass-all@lists.rpi.edu

1.4 References:

1.4.1   Associate Dean for Academic Affairs Position Description
1.4.2   Associate Dean for Graduate Studies and Research Position Description
1.4.3   Rensselaer Teaching-Track Faculty Classification Standards
1.4.4   Course Scheduling Guidelines

2.0 GRADUATE PROGRAM COMMITTEE

2.1. Purpose:

The Graduate Program Committee (GPC) provides formal and consistent faculty engagement and involvement with the development and maintenance of graduate programs through the school's five academic departments, as well as its school-wide interdisciplinary programs. The committee addresses issues relating to HASS curriculum, research support, the Rensselaer Graduate Tuition Student Support Policy (GTSSP), and the committee facilitates School appointment of Graduate Teaching Assistants, Research Assistants, and Fellowships.

2.2. Membership

2.2.1   Associate Dean for Graduate Studies and Research, Chair *(ex-officio)*

2.2.2   The Graduate Program Director (GPD) from each of the five departments and School-wide Interdisciplinary graduate program(s). The Graduate Program Director should be a member of the tenure/tenure-track faculty.

2.2.3   Recording Secretary: Senior Student Services Administrator *(ex-officio)*

2.3 Responsibilities:

2.3.1   Graduate Program reviews
2.3.2   Graduate Curriculum
2.3.3   Graduate Student Recruitment
2.3.4   Graduate Student Admissions
2.3.5   Graduate Student Success, Retention, and Timely Degree Completion
2.3.6   Graduate Tuition and Student Support Policy (GTSSP)
2.3.7   HAASS Graduate Fellowship Review
2.3.8   HASS Flash Grant Review
2.3.9   Circulate approved minutes to *hass-all@lists.rpi.edu*

2.4 References: References:

2.4.1   HASS Graduate Program Director (GPD) Position Description
2.4.2   Scheduling Deadlines
2.4.3   Graduate Student Professional Travel Policy
2.4.4   Graduate Tuition and Student Support Policy (GTSSP)

3.0 HASS CURRICULUM COMMITTEE

3.1 Purpose:
The HASS Curriculum Committee (HCC) was established to provide formal and consistent faculty engagement and involvement with the development and maintenance of curricula through the school's five academic departments, as well as its school-wide interdisciplinary programs. The HCC oversees the development and revision of the HASS curriculum, and safeguards academic freedom and standards.

3.2 Membership:
3.2.1   Associate Dean for Academic Affairs, Chair (ex-officio).

3.2.2   Representatives from each of the five HASS academic departments as well as school-wide interdisciplinary program(s). HASS Curriculum Committee representatives should be full-time faculty members.

3.2.3   Recording Secretary: HASS Manager of Student Services (ex-officio).

3.3 Responsibilities:
3.3.1   Review proposals for additions, changes, and deletions to the Institute catalog for undergraduate and graduate courses and programs.

3.3.2   Review HASS Core curriculum requirements.

3.3 3   Evaluate new program proposals, including minors, majors, dual majors with new curriculum, and courses cross-listed among departments and schools.

3.3.4   Ensure that curriculum development takes place within the rules and guidelines set forth by the Faculty Senate Curriculum Committee.

3.3.5   Circulate approved minutes to hass-all@lists.rpi.edu

3.4 References:
3.4.1   Course Scheduling Dates and Deadlines

3.4.2   Curriculum Committee Requirements and Forms for New Courses and Course Changes

3.4.3   New Course Form

3.4.4   Communication Intensive Guidelines and Review Process

3.4.5   HASS Inquiry Guidelines and Review Process

3.4.6   Provost's Memo on Academic Integrity

4.0   AD HOC COMMITTEES OF THE FACULTY

4.1 Purpose:

The faculty may create an ad hoc committee for a period of time to focus on a particular task or issue relevant to the functioning of the School. Any member of the Executive Committee may propose a slate of nominees with a specific charge for subsequent review and approval by the Executive Committee. All Ad Hoc Committees of the Faculty are dissolved upon completion of their charge or at the end of the academic year, whichever comes first.