

Responsibilities of Members of the Administrative Boards of the General College and the College of Arts and Sciences

According to the *Faculty Code of University Government*, The College of Arts and Sciences and the General College each has an administrative board appointed by the chancellor upon recommendation of the dean. All members hold tenure in the College and serve three-year terms that are staggered so that approximately the same number of terms expires each year; a member who has served two consecutive terms is not eligible for immediate reappointment. Each Board includes representation from other Schools with undergraduate degree programs. The Director of Undergraduate Admissions and the University Registrar may attend the meetings of the administrative boards, in an *ex officio*, non-voting capacity.

The Administrative Board of the General College and the Administrative Board of the College of Arts and Sciences work in concert. Their duties include (per the *Faculty Code*):

1. To formulate, together with the dean, educational policies;
2. To advise the dean in handling administrative matters;
3. To review and approve new programs and curricula;
4. To examine and pass finally on all new course proposed to the particular school or college; and
5. To perform such other duties as may be delegated to them.

Two subcommittees of the Administrative Boards deal with specific cases bearing on these responsibilities. The Subcommittee on Curriculum assesses and recommends to the entire Boards whether or not courses satisfy particular requirements within the General Education Curriculum (e.g., Foundations, Approaches, Connections, and Supplemental Education requirements) as well as reviews requests for changes in the structure of the curriculum, revisions to majors and minors, and new degree program requirements. The Subcommittee on Curriculum meets monthly to review proposed course additions, revisions, or deletions, and curriculum requests.

The Subcommittees on Appeals are called upon to make decisions about students' eligibility to continue at the University. Faculty from the Administrative Boards of the General College and the College of Arts and Sciences and deans serve as members on the Subcommittees for Appeals. Deans assist faculty members in understanding academic policies and procedures. They provide information, define alternatives, and assist faculty members on the subcommittees in understanding the implications of appeals decisions. Faculty members on the Subcommittees for Appeals are expected to serve a minimum of three times per academic year.

Petitions are prepared by students and are submitted to the Subcommittees on Appeals in writing. The assembled members of the Subcommittees on Appeals then review each petition. The Associate Dean for Advising in the College of Arts and Sciences carries out decisions made by the Subcommittees.

It is possible for a student to submit a second petition to the Subcommittees on Appeals if the student has new information, can present additional documentation, or can provide a new perspective on information previously presented. Decisions made by the Subcommittees on Appeals are final.