The Dean, as Chief Executive Officer of the College, is responsible, in conjunction with the College faculty for developing administrative policies and programs. The Dean or his representative is an ex-officio member of all standing College committees.

**Standing Committees**

All standing committees are expected to provide written minutes of all meetings. These minutes are to be distributed to all committee members and made available to the Dean if requested.

**Muma College Administrative Committee**

The Muma College Administrative Committee (MCAC) comprises the Dean, Associate Deans, department heads (chairs, director(s), Director of MBA Programs, Director of Undergraduate Studies, center directors, the college development officer and the Director of Communications and External Relations. The MCAC is responsible for the development of “action agendas” to implement strategies, policies, and procedures.

**Faculty Executive Committee**

As noted in the Faculty Charter, the Faculty Executive Committee (FEC) is the representative voice of the College faculty. Elected by and responsible to the College faculty, the FEC represents the faculty in appropriate matters of faculty jurisdiction and concern and facilitates communication between the College faculty and the Office of the Dean. The FEC comprises two elected members from each department or school. The terms of members are two years with one member from each department or school elected each April to take office the following August. A Chair is elected by majority vote of the FEC to serve a one year term.

The FEC meets at least once each semester during the regular academic year; additional meetings may be called by the Chair, upon request to the Chair of a Committee member, or by the Dean.

**Doctoral Programs Committee**

Curriculum planning, review, and revision are an ongoing process for the College’s doctoral programs. Curriculum planning is the responsibility of departmental program areas, the Doctorate in Business Administration directors and the Doctoral Program Committee. The Doctoral Program Committee comprises doctoral coordinators from each department; the Associate Dean serves as an ex-officio member of this committee and has oversight responsibility for planning and evaluation processes and budget. The chair is appointed by the Dean.

**Research and Scholarship Committee**

The Research and Scholarship Committee is responsible for advising the Dean on matters pertaining to policies and procedures to promote growth, excellence, and integrity in research and creative activity throughout the College. This committee comprises one research-active faculty member from each department/school within the College; the Chair is appointed by the Dean.
Graduate Policy Committee

The Graduate Policy Committee represents the College faculty in matters related to masters’ level curricula and programs. The main emphasis of the Graduate Policy Committee is the college’s Masters of Business Administration program. Master’s granting programs that are departmental based coordinate with the Graduate Policy Committee. Changes in the departmental based masters’ programs are submitted to the Graduate Policy Committee for review and approval.

All academic aspects of the MBA program, including admissions, course waivers, pre-admittance course requirements, student appeals and retention standards to the addition of new specializations/concentrations and courses, come under the purview of this committee. The committee reviews proposed course changes, specialization/concentration changes and administrative changes and recommends approval or disapproval of the proposed changes to the College faculty. The Graduate Policy Committee may, without a vote of the entire faculty, approve/disapprove such non-substantive academic course requirement changes as a:

- change in the name of a course
- change in prerequisites for a given course requested by a department when the change will not affect other departments
- change in courses in a MBA specialization requested by a department or the MBA committee

The Graduate Policy Committee must recommend approval/disapproval to the entire faculty when the proposed change is substantive and/or will impact more than one department. Permanent addition of courses and modification in the structure of the MBA program require full faculty approval.

In addition, the Graduate Policy Committee is responsible for periodic review of the entire MBA curriculum including changes in program learning objectives and the achievement of those objectives. This ensures that program meets the needs of the all constituencies served by the College and is applicable to the modern business environment.

The Graduate Policy Committee also reviews learning objectives for specialized masters’ level programs and reviews assessment of their achievement.

This committee comprises one tenured faculty member from each department/school within the College; the Chair is appointed by the Dean. It is recommended that faculty members serve a term not to exceed three years, and that departments coordinate the rotation of members on the committee. The Chair of the committee should have served for a least one year prior to appointment as chair.

Undergraduate Programs Committee

The Undergraduate Programs Committee (UPC) comprises one representative from each department/school within the College; the Associate Dean and Director of Undergraduate Programs both serve in an ex-officio capacity. Representatives are recommended by the departments/school and appointed by the Dean. A Chair is appointed by the Dean. The UPC represents the College faculty in matters related to undergraduate curriculum and programs.

All academic aspects of the undergraduate program, from admissions and retention standards to the addition of new undergraduate majors, come under the purview of this committee. The committee reviews proposed departmental and administrative changes and either approves or disapproves the proposed change or recommends approval or disapproval to the College faculty.
The UPC may, without a vote of the entire faculty, approve/disapprove such non-substantive changes as a:

- change in the name of a course
- change in prerequisites for a given course requested by a department when the change will not affect other departments
- change in required course sequence for a major requested by a department when the change will not affect other departments

The UPC must recommend approval/disapproval to the full faculty when the proposed change is substantive and/or will impact more than one department.

In addition, the UPC is responsible for periodic review of the undergraduate business core curriculum to ensure that it meets the needs of the constituencies served by the College to provide a strong foundation for the undergraduate majors. In that process, the UPC reviews and proposes changes to undergraduate program learning objectives, reviews their achievement, and makes recommendations for program changes.

**Tenure and Promotion Committee**

The Tenure and Promotion Committee (TPC) is responsible for reviewing all cases relative to tenure and promotion. As described in the Faculty Charter, the TPC comprises two tenured professors from each department/school elected by a vote of the members of that department/school. At least one of the two members must be a full professor.

Tenure and promotion reviews and progress toward tenure reviews are performed initially by the department/school, then by the TPC. Upon completing its review, the TPC is responsible for providing a report detailing the candidate’s strengths and weaknesses as well as the TPC’s vote to the Dean. Additionally, until the revised Tenure and Promotion policies are implemented in June 2018, the committee will provide its report on any Tenure or Promotions to the eligible College faculty sitting as a Committee of the Whole.

**Strategic Planning and Assessment Committee**

The Muma College of Strategic Planning and Business Assessment Committee provides guidance and oversight on matters related to assurance of learning and assessment. The committee is responsible for ensuring college policies and procedures on assurance of learning are implemented at the undergraduate, masters and doctoral program levels and for periodically assessing college policies and procedures for assessment and recommending changes. This committee comprises the chairs/directors from each department/school within the College; the Associate Deans and the Dean. At least annually the committee is expanded to include all members of the FEC, the Administrative Committee, and the chairs of other key standing committees. During the expanded meeting annual review and planning is conducted.

**Diversity Committee**

The Diversity Committee is responsible for developing the Muma College’s Diversity Plan; for setting goals, objectives, and improvement targets for climate, leadership, excellence, access, and representation; for developing resource requirements, timelines, and evaluation measures; and for gathering and analyzing statistical and attitudinal data. The Diversity Committee is comprised of one representative from each department/school; the chair is appointed by the Dean.
**Scholarship/Financial Aid Committee**

The Scholarship/Financial Aid Committee comprises one representative from each department/school; the chair is appointed by the Dean. This committee sets scholarship criteria, receives and reviews student applications and makes scholarship awards.

**MBA Committee**

The MBA Committee is responsible for admission and retention decisions and academic aspects of the MBA program. It proposes to the GPC any changes to the admissions criteria or curriculum for the MBA program. The MBA Committee is comprised of one representative from each department/school; the chair is appointed by the Dean.

**Special Committees**

**Grievance Committee**

Grievance committees are convened as necessary.

**Instructor Promotion Committee**

The committee is convened as necessary for the purpose of reviewing instructor promotion materials. Based on the review of materials the committee makes a recommendation to the Dean regarding the request for promotion.