

Tropical Plant and Soil Sciences Department Instruction Committee Policy

Approved by the Faculty of TPSS at a faculty meeting on May 29, 2014.

The Tropical Plant and Soil Sciences (TPSS) Department Instruction Committee is a standing committee responsible for providing direct faculty oversight and input regarding matters related to individual course issues, curriculum content and structure of existing programs, new curriculum development, course scheduling, and new program development.

Charge

Serves as an advisory group to the Department Chair and individual course coordinators on curricular matters. Recommendations from the Instruction Committee, which may be formal or informal, solicited or unsolicited, will be sent to the recipient in writing with copies provided to the Department Chair. The scope of the recommendations can be broad: course scheduling sequence, review and approve new course proposals, review and approve program catalog descriptions and marketing materials, etc.

Scope of Authority

The scope of the Instruction Committee's authority includes all certificate, undergraduate, and graduate programs administered by the TPSS Department.

Membership

The Instruction Committee shall consist of five (5) voting members of the TPSS faculty. The Graduate Program Chair and the Undergraduate Program Chair, both appointed by the Department Chair, are standing members of the Committee. Three (3) members will be elected by the TPSS faculty at an election conducted by the Department Chair. No more than one member may be untenured. Elected members will serve three (3)-year staggered terms with one term expiring each year. Appointments may be renewed indefinitely.

Committee Chair

The Instruction Committee will elect the Committee Chair from among the Committee members. The Chair's term will be three (3) years and is renewable annually as decided by the Committee. The Instruction Committee Chair must be tenured.

Meetings

The Curriculum Committee shall meet on an as-needed basis with the Committee Chair making arrangements and an agenda for the meeting. Student input will be solicited on pertinent issues.