College of Sciences Governance


Related Policies:
NCSU POL05.20.01 - Appointment, Reappointment, Promotion and Permanent Tenure
NCSU REG05.20.27 - Statements of Mutual Expectations
NCSU REG05.20.34 - Non-Tenure Track Faculty Ranks and Appointments

Additional References:
Office of the Provost RPT Website
NC State General Faculty Bylaws

Contact Info: Dean of the College of Sciences, (919-515-7277)

1. MISSION AND VISION OF THE COLLEGE OF SCIENCES

The College of Sciences is an innovative research and education enterprise that solves important problems, guides student learning and prepares the next generation of scientists and leaders for tomorrow’s world.

The College of Sciences makes NC State the university of choice for diverse, high-performing science students, faculty and staff from around the world. We are at the forefront of innovation in science education and scientific discovery, finding interdisciplinary solutions to the great societal problems, answering the deepest intellectual questions and providing reliable scientific information to the public and policy makers. Our extensive partnerships with business, industry and government fuel a culture of entrepreneurship that creates economic, societal and intellectual prosperity.

2. PRINCIPLES GOVERNING THE COLLEGE

All benefit eligible (>0.75 FTE) faculty and staff should be involved in decision-making processes affecting their instructional, research and outreach functions. Lines of communication between faculty and staff and College administration (i.e. Dean, Associate Deans, Assistant Deans, Directors, and Department Heads/Chairs) must be kept open, and there should be maximum feasible participation of the faculty and staff in College affairs. The faculty should be the primary motivators in design and approval of curricula and in selection and evaluation of College programs and administrative officers.

Whereas the nature and extent of faculty participation in departmental affairs will vary from one department to another, it should extend at least to the following areas:

- hiring new faculty, including the choice of Department Head or Chair
- department curricula and degree requirements, and
- faculty reappointment, tenure, promotion and post-tenure review
To the maximum extent feasible, all faculty and staff should have a voice in determining departmental appointments to College standing committees except those cases where College or University regulations dictate procedures.

Since departments differ in size, organization, tradition, and mission, each department should develop a set of written rules for making decisions affecting curricula, degree requirements, hiring new faculty, promotion of faculty and granting of tenure and post-tenure review. Such procedures should be consistent with the spirit of faculty and staff participation in departmental governance as well as with general College and University policies and regulations.

3. SCIENCES FACULTY OFFICERS AND SENATORS

The University’s General Faculty Bylaws Section 9 stipulates that each college shall determine independently a procedure for the election of faculty representatives to the Faculty Senate. These procedures must be approved by the Faculty Senate.

The same election shall be used to nominate and elect the next academic year’s Secretary of the Sciences faculty. The current Secretary shall assume the Chair.

3.1 Election Committee

Election to the Faculty Senate from the College shall be conducted, upon notification by NC State’s Chair of the Faculty, by an election committee constituted as follows:

3.1.1. The member or members of the Faculty Senate not standing for election shall constitute the election committee. NC State’s Chair of the Faculty, in consultation with the Chair of the Sciences Faculty, shall designate the chair of this committee.

3.1.2. If only one qualified Senator is available to serve as an election committee, the Chair of the Sciences Faculty shall enlarge the committee to at least two by appointing a member or members from the faculty.

3.1.3. If there is no Senator qualified to serve on the election committee, NC State’s Chair of the Faculty, in consultation with the Chair of the Sciences Faculty, shall appoint a committee of at least two from the faculty of the College and designate the chair of this committee.

3.1.4. If any member of the election committee becomes a candidate for election, the Chair of the Sciences Faculty shall appoint a replacement. If the Chair of the Sciences Faculty becomes a candidate for election, the Secretary of the Sciences Faculty shall appoint a replacement.

3.2. Nominations

3.2.1. Voting faculty members of Sciences shall be requested to nominate candidates. A nomination will be made public only with that candidate’s consent.

3.3. Voting
3.3.1. Regardless of the total number of candidates, one may vote for any number of candidates not exceeding the number of vacancies. Write-in ballots shall be permitted.

3.3.2. The candidates receiving the most votes shall be elected. If ties occur, the election committee shall determine the winner(s) by drawing lots. When the election involves different terms of office, candidates with the largest number of votes shall be assigned the longest terms: the election committee shall break ties by drawing lots to allocate terms.

3.4. Ballots

3.4.1. All elections shall be by electronic system or paper ballot, and it shall be the responsibility of the elections committee to take all reasonable measures to assure that all eligible voters receive a ballot and duplicate votes are not possible.

3.4.2. Ballots shall be distributed not later than five weeks before the last day of classes in the spring semester.

3.5. Notification of Election Results

The election committee shall notify the winning candidates and shall forward their names to NC State’s Chair of the Faculty and the Chair of the Sciences Faculty on or before the date of the last Faculty Senate meeting in the spring semester. The election committee will work with the Dean’s Office to announce the new college senators to Sciences.

3.6 Senatorial Vacancies During a Term

The process to fill senatorial vacancies that occur during a term shall be handled the same as regular elections.

4. GOVERNANCE PROCEDURES

By this rule, the faculty and staff of the College of Sciences evidences its commitment to responsible participation in governance of the College. The following governance procedures are designed to provide order and continuity in faculty and staff efforts to express and accomplish its goals and aspirations.

This rule may be revised at any faculty meeting by a two-thirds vote of the voting faculty present at the meeting provided that a quorum is present (see 4.3.4) and that notice has been sent to every voting faculty member at least two weeks prior to the meeting. Said notice shall contain a copy of the proposed revisions and shall state the time and place of the meeting.

4.1 Voting Faculty

The voting faculty of the College shall consist of personnel who qualify for membership in the General Faculty of North Carolina State University under Article II of the General Faculty Bylaws and who hold an appointment in a College of Sciences department. The senior senator of the
College will be responsible for facilitating access to the Sciences voting roster maintained by the University Faculty Senate.

4.2 College Administrators

Administrators of the college include the Dean and all administrative persons appointed by the Dean including, but not limited to, Assistant or Associate Deans, Directors, and Department Heads/Chairs. Good judgment as to appropriateness of participation in college or departmental affairs is expected from all college administrators and those at the campus-level who also hold faculty appointments in Sciences. The college’s Rule 05.67.706 Section 6 explicitly describes how they may participate in the reappointment, promotion and tenure process. Campus-level administrators (e.g. Chancellor, Vice Chancellors, Graduate Dean) who hold faculty rank and tenure outside of Sciences are considered *ex officio* members at Faculty meetings.

4.3 College Faculty Meetings

4.3.1. **Frequency.** College faculty meetings shall take place at least once per semester (fall and spring) at times to be announced by the Dean. A minimum of ten calendar days advance notice is required. Additional meetings may be called by the Dean, by petition of 10 percent of the eligible voting faculty, or by resolution of any standing committee of the College. Such petition or resolution shall be submitted to the Dean or, in his/her absence, to an Associate Dean.

4.3.2. The Chair of the College of Sciences Faculty is the meeting **Presider.** In his/her absence the Secretary of the Faculty will preside.

4.3.3. The **agenda** for a college faculty meeting must be distributed at least five calendar days preceding the meeting. Items requiring faculty action or approval may be placed on the agenda by the Dean, by resolution of any College standing committee, faculty action at the previous faculty meeting, or upon petition signed by 10 percent of the eligible voting faculty. Items not included on the announced agenda may not receive final action at a faculty meeting except when this requirement is waived by a two-thirds vote of the faculty present and constituting a quorum.

4.3.4. A **quorum** for college faculty meetings shall consist of 15 percent of the eligible voting faculty. Votes taken at a college faculty meeting are not binding unless a quorum is present.

4.3.5. At college faculty meetings **voting** shall be by voice vote, standing vote, or secret ballot. Voice or standing vote may be used at the discretion of the Sciences Faculty Chair in all matters unless a request is made for secret ballot. Use of the secret ballot shall require approval by a simple majority of eligible voting members present at the meeting. A tally of all votes shall be distributed to the faculty electronically.

4.3.6. **Minutes** of college faculty meetings shall be recorded by a designee of the Dean’s Office. The designee will distribute the minutes to Department Heads and Chair and to the dean’s office.

4.4. The Dean shall meet at least once a year with each of the departments in their departmental faculty meeting.
5. STANDING COLLEGE COMMITTEES

There shall be twelve standing committees with unique responsibilities. Creation, dissolution, change in composition, or charge modification of a standing committee may only be done by revision of this rule (see Section 4).

5.1 Faculty Advisory Council

5.1.1. Purpose. Advise the Dean on issues of concern of the faculty and the administration. A primary communication link between faculty and Dean, the Council shall consult with the Dean on a wide range of matters of general interest to faculty. The Council is established in the belief that early recognition and discussion of matters of concern to the faculty serve to defuse problems that could otherwise grow to major proportion. The Dean and the Council must exercise caution not to consider issues that fall clearly within the purview of other standing committees.

The appropriate Associate Dean or the Teaching Awards Selection Committee (Section 5.7) manages the process for most awards, however, for other awards such as the Garrett Briggs Service Award and Outstanding Extension Service Award, the Dean may ask the Advisory Council to be the selection committee.

5.1.2. The nine members will consist of (1) Chair of the Sciences Faculty who will only vote in case of ties, (2) Secretary of the Sciences Faculty, (3-8) one from each Sciences department, and (9) an ex officio member elected by and from the College’s Faculty Senate members for a one-year term. The department representatives are to be selected by the departmental faculty and must be benefits eligible (>0.75 FTE) tenured/tenure-track faculty.

5.1.3. The Chair of the Sciences Faculty will serve as chair. In his/her absence, the Secretary shall preside at meetings. If the position of Chair becomes vacant before the end of a term, the Secretary shall assume the Chair for the remainder of that year and will continue to serve the scheduled term as Chair the next year. If the position of Secretary becomes vacant before the end of a term, the Council shall elect an Interim Secretary from among its members to fulfill the duties of secretary for the remainder of the term. The interim Secretary does not automatically become Chair. If both positions become vacant before the end of a term, the faculty of the College, at the time of the next Faculty Senate election, shall elect a Chair as well as a Secretary for the next academic year.

5.1.4. The Secretary will record and distribute minutes of all meetings.

5.1.5. The six department selected members’ terms shall be three years. Appointments are to be staggered so that each year two members complete their three-year terms and are replaced by new members whose terms commence on July 1. Members are not allowed to serve successive terms. If a member relinquishes his or her position before the three-year term expires, a replacement shall be appointed by their department to serve out the remainder of the unexpired term.
5.1.6. The Council shall meet at least once each semester (fall and spring). Meetings may be called by the Dean or the Chair.

5.1.7. The Council may establish *ad hoc* subcommittees whenever additional expertise or assistance is needed on specific issues.

5.1.8. An annual report (not to exceed three pages) summarizing the committee’s activities during the academic year is to be submitted to the Dean by May 31.

**5.2 Staff Advisory Council**

5.2.1. Purpose. Advise the Dean on issues of concern of the college’s staff. A primary communication link between staff and Dean, the Council shall consult with the Dean on a wide range of matters of general interest to staff.

5.2.2. The nine members will consist of (1) Senior Staff Senator who will only vote in case of ties, (2-7) one from each Sciences department, (8) one member elected by and from staff in the Dean’s office (includes Machine Shop, Biological Resources Facility, college research office, college academic affairs office, college development office, and WISE), and (9) one member elected by and from staff in Center for Research in Scientific Computation, Center for Quantitative Sciences in Biomedicine, Bioinformatics Research Center, Center for High Performance Simulation, Climate Center, Science House, and State Climate Office. This election shall be run by the Senior Staff Senator. The department representatives are to be elected by the departmental staff. All members must be benefits eligible (≥0.75 FTE) EPA non-faculty or SPA employees, and must have supervisor approval to be nominated. Graduate Students and Post-Docs are not eligible.

5.2.3. The Senior Staff Senator will serve as chair. In his/her absence, the Secretary, elected by the committee each year, shall preside at meetings. If the position of Secretary becomes vacant before the end of a term, the Council shall elect an Interim Secretary from among its members to fulfill the duties of secretary for the remainder of the term.

5.2.4. The Secretary will record and distribute minutes of all meetings.

5.2.5. All members other than the Senior Staff Senator shall serve a term of three years. Appointments are to be staggered so that for two consecutive years three members and then every third year two members complete their three-year terms and are replaced by new members whose terms commence on July 1. Members are not allowed to serve successive terms. If a member relinquishes his or her position before the three-year term expires, a replacement shall be appointed by their department or by the Senior Staff Senator if the member is from outside a department to serve the remainder of the unexpired term.

5.2.6. The Council shall meet at least once each semester (fall and spring). Meetings may be called by the Dean or the Chair.

5.2.7. The Council may establish *ad hoc* subcommittees whenever additional expertise or assistance is needed on specific issues.
5.2.8. An annual report (not to exceed three pages) summarizing the committee’s activities during the academic year is to be submitted to the Dean by May 31.

5.3 Committee on Faculty and Staff Diversity

5.3.1. Purpose. The Committee on Faculty and Staff Diversity shall advise the Dean on all matters concerning the establishment of a welcoming environment within the College and the recruitment and retention of a diverse faculty and staff.

5.3.2. The sixteen members will consist of one faculty member and one staff member from each Sciences department, one staff member from the Dean’s Office (elected in same manner as done for the Staff Advisory Council), Chair of the Sciences Faculty Advisory Council, Chair of the Sciences Staff Advisory Council, and the Associate Dean for Academic Affairs (non-voting). The department representatives are to be selected by the departmental faculty and staff and must be benefits eligible (>0.75 FTE).

5.3.3. The Chair will be elected by and from the members.

5.3.4. Members’ terms shall be three years. Four members are replaced each year. If a member relinquishes his/her position before the three-year term expires, the relevant department general faculty and staff shall select a replacement to serve out the remainder of the unexpired term. Members selected to fill unexpired terms are eligible to serve a subsequent full term.

5.3.5. The Committee shall meet at least once each semester (fall and spring). Meetings may be called by the Dean or the Chair.

5.3.6. The Committee may establish ad hoc subcommittees whenever additional expertise or assistance is needed on specific issues.

5.3.7. An annual report (not to exceed three pages) summarizing the committee’s activities during the academic year is to be submitted to the Dean by May 31.

5.4 Committee on Student Diversity

5.4.1. Purpose. The Committee on Student Diversity shall advise the Dean on all matters concerning the establishment of a welcoming environment within the College and the recruitment and retention of a diverse student body.

5.4.2. Seven members will consist of one faculty member or staff member from each Sciences department and the Sciences Assistant Dean for Diversity and Student Services. The department representatives are to be selected by the departmental faculty and staff and must be benefits eligible (>0.75 FTE). The President of the Sciences Student Council and the President of the Sciences Society of Multicultural Scientists will also be members for a total of nine.
5.4.3. The Assistant Dean for Diversity and Student Services shall serve as Chair of the Committee.

5.4.4. Faculty and staff members’ terms shall be three years. Two members are replaced each year. If a member relinquishes his/her position before the three-year term expires, the relevant department faculty and staff shall select a replacement to serve out the remainder of the unexpired term. Members selected to fill unexpired terms are eligible to serve a subsequent full term. Student member terms coincide with the position terms.

5.4.5. The Committee shall meet at least once each semester (fall and spring). Meetings may be called by the Associate Dean for Academic Affairs or the Chair.

5.4.6. The Committee may establish ad hoc subcommittees whenever additional expertise or assistance is needed on specific issues.

5.4.7. An annual report (not to exceed three pages) summarizing the committee’s activities during the academic year is to be submitted to the Dean by May 31.

5.5 College Reappointment, Promotion and Tenure Committee

Refer to RULE 05.67.706 Section 5 and REG 05.20.05.

5.6 Research Advisory Committee

5.6.1. Purpose. The Research Advisory Committee (RAC) shall advise the Dean on all matters concerning research in the College of Sciences. It is principally through the RAC that the Dean's Office will be kept aware of the needs and concerns of faculty engaged in research. The Committee may be called upon to advise the Dean on matters of development, acquisition and allocation of research resources (including IT resources and F&A funds), evaluation of faculty proposals for College or University research support, NC State Faculty Research and Professional Development awards, and in formulating College long-range research plans.

5.6.2. Six members will consist of one from each Sciences department. The department representatives are to be selected by the departmental faculty and must be benefits eligible (≥0.75 FTE) tenured/tenure-track faculty. The Associate Dean for Research and the Sciences representative to the University Research Committee, if not already a member of this Sciences Committee, shall serve as ex officio members bringing total membership to seven or eight.

5.6.3. The Chair will be elected by and from the members. Ex officio members are not eligible to be Chair.

5.6.4. Membership terms shall be three years. Two members are replaced each year. If a member relinquishes his/her position before the three-year term expires, the relevant department faculty shall select a replacement to serve out the remainder of the unexpired term.

5.6.5. The Committee shall meet at least once each semester (fall and spring). Meetings may be called by the Associate Dean for Research or the Chair.
5.6.6. The Committee may establish *ad hoc* subcommittees whenever additional expertise or assistance is needed on specific issues.

5.6.7. An annual report (not to exceed three pages) summarizing the committee’s activities during the academic year is to be submitted to the Dean by May 31.

### 5.7 Teaching Advisory Committee

5.7.1 Purpose. The Teaching Advisory Committee shall advise the Dean on matters concerning instruction in the College of Sciences. It is principally through this committee that the Dean's Office will be kept aware of the needs and concerns of faculty engaged in teaching. The Committee will also be called upon to advise the Dean on matters of development, acquisition and allocation of teaching space, use of College IT resources, and allocation of ETF funds.

5.7.2. Six of the members will consist of one from each Sciences department. The department representatives are to be selected by the departmental faculty and must be benefits eligible (>0.75 FTE) non-tenure track teaching faculty or tenured/tenure track faculty at the rank of assistant professor or higher. The Assistant and Associate Deans for Academic Affairs and the Sciences representative to the University Evaluation of Teaching Committee, if not already members of this Sciences Committee, shall serve as *ex officio* non-voting members bringing total membership to eight or nine.

5.7.3. The Chair will be elected by and from the members. Ex officio members are not eligible to be Chair. A Chair may serve at most 2 years.

5.7.4. The six department selected members’ terms shall be three years. Two members are replaced each year. If a member relinquishes his/her position before the three-year term expires, the relevant department general faculty shall select a replacement to serve out the remainder of the unexpired term.

5.7.5. The Committee shall meet at least once each semester (fall and spring). Meetings may be called by the Associate Dean for Academic Affairs or the Chair.

5.7.6. The Committee may establish *ad hoc* subcommittees whenever additional expertise or assistance is needed on specific issues.

5.7.7. An annual report (not to exceed three pages) summarizing the committee’s activities during the academic year is to be submitted to the Dean by May 31.

### 5.8 Teaching Awards Selection Committee

5.8.1 Purpose. The Teaching Awards Selection Committee shall select the Sciences nominees for the Outstanding Teacher Award, the Alumni Distinguished Undergraduate Professor Award, and the UNC Board of Governors’ Award for Teaching Excellence, as well as other awards as appropriate.
5.8.2. Six of the members will consist of one representative from each Sciences department. The department representatives are to be selected by the departmental faculty and must be benefits eligible (≥0.75 FTE) non-tenure track teaching faculty or tenured/tenure track faculty at the rank of assistant professor or higher. The Assistant and Associate Deans for Academic Affairs shall serve as *ex officio* non-voting members.

5.8.3. The Chair will be elected by and from the members. Ex officio members are not eligible to be Chair.

5.8.3.1. The Chair will appoint a student Co-chair bringing the total membership to nine.

5.8.4. The six department selected members’ terms shall be three years. Two members are replaced each year. If a member relinquishes his/her position before the three-year term expires, the relevant department general faculty shall select a replacement to serve out the remainder of the unexpired term.

5.8.5. Meetings may be called by the Associate Dean for Academic Affairs or the Chair.

5.9 Information Technology Advisory Committee

5.9.1. Purpose. The Information Technology (IT) Advisory Committee shall advise the Dean on all matters concerning academic and research IT in the College of Sciences. It is principally through this committee that the Dean's Office will be kept aware of the needs and concerns of faculty who make use of IT in their research and/or teaching. The Committee will also be called upon to advise the Dean on matters of development, acquisition and allocation of IT resources, and of formulating College long-range plans for information technology.

Because of overlap in jurisdiction, the Committee should coordinate its activities with those of the Sciences Research Advisory Committee and the Sciences Teaching Advisory Committee.

5.9.2. Six of the members will consist of one from each Sciences department. The department representatives are to be selected by the departmental faculty and must be benefits eligible (≥0.75 FTE) tenured/tenure-track faculty. The Senior Associate Dean for Administration, the Sciences Director of IT, and the Sciences representative to the University Information Technology Committee, if not already a member of this committee, shall serve as *ex officio* members bringing total membership to eight or nine.

5.9.3. The Chair will be elected by and from the members. Ex officio members are not eligible to be Chair. A Chair may serve at most 2 years.

5.9.4. Membership terms shall be three years. Two members are replaced each year. If a member relinquishes his/her position before the three-year term expires, the relevant department general faculty shall select a replacement to serve out the remainder of the unexpired term.

5.9.5. The committee shall meet at least once each semester (fall and spring). Meetings may be called by the Senior Associate Dean for Administration or the Chair.
5.9.6. The committee may establish *ad hoc* subcommittees whenever additional expertise or assistance is needed on specific issues.

5.9.7. An annual report (not to exceed three pages) summarizing the committee’s activities during the academic year is to be submitted to the Dean by May 31.

### 5.10 Honors Programs Committee

5.10.1. Purpose. The Honors Committee shall work with all honors programs in the College and coordinate the activities of those programs. The Committee shall serve in an advisory capacity to the Dean on all matters concerning honors programs. The Committee shall coordinate Sciences involvement in the University Honors Program.

5.10.2. Members will consist of the Honors Coordinator for each Sciences Honors Program. The Assistant and Associate Deans for Academic Affairs will be *ex officio* non-voting members.

5.10.3. The Chair will be elected by and from the members. Ex officio members are not eligible to be Chair. A Chair may serve at most 2 years.

5.10.4. Membership shall continue as long as the person remains Honors Coordinator.

5.10.5. The Committee shall meet at least once each semester (fall and spring). Meetings may be called by the Associate Dean for Academic Affairs or the Chair.

5.10.6. The Committee may establish *ad hoc* subcommittees whenever additional expertise or assistance is needed on specific issues.

5.10.7. An annual report (not to exceed three pages) summarizing the committee’s activities during the academic year is to be submitted to the Dean by May 31.

### 5.11 Undergraduate Academic Advisory Committee

5.11.1. Purpose. The Undergraduate Academic Advisory Committee shall advise the Dean on all matters concerning the undergraduate academic programs in the College including review and approval of all proposed course or curricular modifications recommended by the departments. The committee shall also provide leadership in reviewing and up-dating undergraduate curricula.

5.11.2. Members will include the Undergraduate Director for each Sciences undergraduate program, and the Director of the Life Sciences First Year Program. The Assistant Dean for Diversity and Student Services, the Director of Undergraduate Enrollment, the Director of Advising, the Assistant and Associate Deans for Academic Affairs, and the Sciences representatives to the University Courses and Curriculum Committee and the Council on Undergraduate Education, if not already members of this Sciences Committee, shall serve as *ex officio* non-voting members.
5.11.3. The Chair will be elected by and from the members for a one year term. Ex officio members are not eligible to be Chair. A Chair may serve at most two consecutive terms.

5.11.4. Membership shall continue as long as the person remains Undergraduate Program Director or Director of the Life Sciences First Year Program.

5.11.5. The Committee shall meet at least once each semester (fall and spring). Meetings may be called by the Associate Dean for Academic Affairs or the Chair.

5.11.6. The Committee may establish ad hoc subcommittees whenever additional expertise or assistance is needed on specific issues.

5.11.7. An annual report (not to exceed three pages) summarizing the committee’s activities during the academic year is to be submitted to the Dean by May 31.

5.12 Graduate Academic Advisory Committee

5.12.1. Purpose. The Graduate Academic Advisory Committee shall advise the Dean on all matters concerning the graduate academic programs in the College, including review and approval of all proposed curricular or course modifications recommended by the departments, and review of graduate student recruiting practices, admissions criteria and procedures, etc.

5.12.2. Members will consist of the Graduate Director from each graduate program housed within a Sciences department and from each interdisciplinary/interdepartmental graduate program in which the Graduate Director is a Sciences faculty member. The Assistant and Associate Deans for Academic Affairs and the Sciences representatives to the Graduate Administrative Board, if not already members of this Sciences Committee, shall serve as ex officio non-voting members.

5.12.3. The Chair will be elected by and from the members for a one year term. Ex officio members are not eligible to be Chair. A Chair may serve at most 2 consecutive terms.

5.12.4. Membership shall continue as long as the person remains departmental Graduate Director.

5.12.5. The Committee shall meet at least once each semester (fall and spring). Meetings may be called by the Associate Dean for Academic Affairs or the Chair.

5.12.6. The Committee may establish ad hoc subcommittees whenever additional expertise or assistance is needed on specific issues.

5.12.7. An annual report (not to exceed three pages) summarizing the committee’s activities during the academic year is to be submitted to the Dean by May 31.

5.13 Committee on International Programs
5.13.1. Purpose. The Committee on International Programs shall advise the Dean on all matters concerning international initiatives including student participation in study abroad and other international programs.

5.13.2. Members will include one faculty member from each Sciences department, the Sciences representative to the International Operations Council, the Sciences representative to the Committee on International Programs, the Associate Dean for Research, and the Assistant and Associate Deans for Academic Affairs. The department representatives are to be selected by the departmental faculty and must be benefits eligible (≥0.75 FTE). The Sciences Student Council will appoint a student representative.

5.13.3. The six department selected members’ terms shall be three years. Two members are replaced each year. If a member relinquishes his/her position before the three-year term expires, the relevant department general faculty shall select a replacement to serve out the remainder of the unexpired term.

5.13.4. The Associate Dean for Research and the Assistant and Associate Deans for Academic Affairs shall be non-voting ex officio members.

5.13.5. The Sciences representative to the International Operations Council shall serve as Chair and the Sciences representative to the Committee on International Programs shall serve as Co-chair.

5.13.6. The Committee shall meet at least once each semester (fall and spring). Meetings may be called by the Associate Dean for Research, the Associate Dean for Academic Affairs, the Chair or Co-chair.

5.13.7. The Committee will work with NC State’s Office of International Affairs to help Sciences faculty and staff in coordinating international activities as needed.

5.13.8. The Committee may establish ad hoc subcommittees whenever additional expertise or assistance is needed on specific issues.

5.13.9. An annual report (not to exceed three pages) summarizing the committee’s activities and the international activities of the departments during the academic year is to be submitted to the Dean by May 31.