By-laws for the Curriculum Committee of the 
School of Natural Sciences & Mathematics

Charge. The NS&M Curriculum Committee shall be responsible for receiving, reviewing, 
approving, and disapproving all matters regarding degrees, courses, programs, majors, minors, 
emphases, concentrations, and certificate, i.e., any and all curricular matters and catalog copy 
housed within the school. These decisions are forwarded to the Dean for final approval.

Membership. In addition to the Associate Dean of NS&M, who shall serve as an ex officio non-
voting member, membership shall be composed of one voting representative from each program 
(currently the programs are Biology, Chemistry, Computer Science, Geology, Mathematics, 
Nursing, and Physics). Annually, the committee will select a Chairperson from its members by a 
simple majority vote.

Selection of Members. Members shall be drawn from and elected by tenure-track faculty from 
the department being represented.

Terms of Service. Terms of service shall be two years; members shall serve staggered terms.

Elections. Elections shall be held in the spring of each academic year or as required to fill 
vacancies.

Meetings. The committee shall meet at least once per academic term during the regular 
academic year and more frequently as needed to act upon submissions and meet deadlines as 
outlined in the University Academic Planning Manual. The committee will have at least one 
week from the date of submission of anything sent to it before meeting and discussing that 
submission. Dates of scheduled meetings shall be announced to all NS&M faculty two weeks in 
advance.

Submissions. Submissions to the NS&M Curriculum Committee must be received no later than 
one week prior to an announced meeting in order to be considered at that meeting. Submissions 
must conform to the guidelines established by the committee.

Reporting. The committee shall provide a summary report of its activities at least once a year 
during the Spring Quarter to the Academic Affairs Committee of the Academic Senate.

Approval and Amendment. These By-laws shall be amended by a simple majority of the 
membership of the NS&M Curriculum Committee after ratification by the NS&M 
Administrative Council.