By-laws for the Curriculum Committee of the School of Natural Sciences, Mathematics, and Engineering

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Charge. The NSME 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 NSME, 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 and Biochemistry, Computer and Electrical Engineering and Computer Science, Geological Sciences, Mathematics, Nursing, and Physics and Engineering). 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 NSME faculty two weeks in advance.

Submissions. Submissions to the NSME 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 Semester 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 NSME Curriculum Committee after ratification by the NSME Administrative Council.

Revised December 12, 2018