

EXECUTIVE SUMMARY
THE COLLEGE OF EARTH AND MINERAL SCIENCES
ORGANIZATION STATEMENT FOR FACULTY,
TENURE TRACK, AND FIXED-TERM and RESEARCH FACULTY, STAFF,
AND STUDENTS

Goals: To **enhance** the College organizational structure and provide recognition, opportunities for communication and representation to all members of the College; to **improve** the process by which representation is achieved in the College; to **establish** College-wide elections for the positions of Chairperson of the Faculty Advisory Committee and the College Ombudsperson; and to **create** more inclusive representation and advice through the establishment of the College Council.

Rationale: The College constitution has not been substantially revised since August 1975. Many changes that have occurred in the College in the interim warrant timely constitutional revision to reflect the contemporary College and University contexts. The new organizational statement of the College of Earth and Mineral Sciences is predicated on the belief that all members of the College community, including faculty (tenure track, fixed-term, and research), staff, and students should have representation and participation in and opportunities for communication about the affairs of the College. This statement expresses the intent of the tenured faculty to form an organizational structure that allows for more inclusive representation of all members in advising the Dean on College governance.

As part of this revision, it is also recognized that the Faculty Advisory Committee Chairperson and the College Ombudsperson should be elected by the faculty at large rather than being appointed. Finally, the College Council will absorb the responsibilities of the Environment and Facilities Committees.

Actions include creating:

1. A new committee to provide representation to the fixed term and research faculty;
2. Procedures for the election of the Chairperson of the Faculty Advisory Committee and the College Ombudsperson; and
3. A College Council to facilitate communication and represent tenured and tenure track faculty, fixed-term and research faculty, staff, and students.

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ORGANIZATION STATEMENT FOR FACULTY,
TENURE TRACK, AND FIXED-TERM and RESEARCH FACULTY, STAFF,
AND STUDENTS**

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Preamble

The organization statement of the College of Earth and Mineral Sciences is predicated on the belief that all members of the College community, including faculty (tenure-track, fixed-term, and research), staff, and students, are entitled to representation in the affairs of the College. Each group receives the right of representation from the Faculty Senate, the tenure track faculty and the Dean of the College. This statement expresses the intent of the tenured faculty to form an organizational structure that allows for more inclusive representation of all members in advising the Dean on College governance. The statement addresses the four groups sequentially and references the authority from which their representation is derived.

The University Faculty Senate delegates the authority vested in this Organization Statement. The primary responsibility for the academic program, its quality and growth, rests with the faculty. The College of Earth and Mineral Sciences recognizes the intent of the Faculty Senate in specifying the possibilities for membership in the governance structure of University academic programs. Such an organization should:

- Provide avenues for the faculty to serve as a group in discharging the aims and objectives of the College, and to submit proposed actions through appropriate channels to the University Faculty Senate and to the University administration;
- Provide College support and guidance to ensure that the highest quality academic programs can be created and administered within the academic departments in service to students and the larger University community;
- Promote faculty unity and morale;
- Establish well-recognized and transparent guidelines for evaluation and professional development of individuals at all levels; and
- Create and maintain institutional support mechanisms for the timely resolution of conflicts.

An organizational diagram may be found in Appendix A.

CONSTITUTION

Article I: MEMBERSHIP

Section 1: Tenure-Track Faculty Membership¹

For the purpose of defining the faculty of the College of Earth and Mineral Sciences, the term “Tenure-Track Faculty” refers to all persons who hold full-time tenure-track academic appointments.

(A) Rights and Responsibilities of Tenure-Track Faculty Members

(1) Generally, the rights and responsibilities of the tenure-track faculty are those recognized by long tradition. These include academic freedom, participation in governance, pursuit of truth, objectivity toward the work of students and colleagues, and striving for effective teaching, service, and scholarship. Tenure-track faculty members have parliamentary rights, including that of voting.

(2) Specifically, the tenure-track faculty, acting through departments:

- (a) Establish admission standards to graduate programs; organize and present courses within the objectives of the College; initiate programs of study to meet the changing needs of society; and oversee the development and implementation of all academic programs, including distance and professional and post-professional education, all subject to the approval of the Faculty Senate;
- (b) Initiate and conduct scholarly research;
- (c) Participate in the governance of the College, Departments, and Institutes; and
- (d) Recommend to the Dean policies and procedures in the College through College-wide committees that are not specified by University policies and procedures.

Section 2: Fixed-Term and Research Faculty

The term “Fixed-Term and Research Faculty” refers to all persons who hold full-time appointments and who fall into one of the following categories: those holding professorial or research appointments (excluding non-continuing research appointees) and those who are full-time instructors, senior lecturers, and lecturers.

¹ In the event of the selection of a new Dean, a special meeting of the tenure-track, fixed-term and research faculty, and staff is convened to establish the procedures to develop a list of nominees to be forwarded to the President’s Search Committee.

(A) Representation by Fixed-Term and Research Faculty

(1) The tenure-track-faculty recognizes that the College consists of groups of individuals, including fixed-term and research faculty. To ensure representation of all members of the EMS community, the following statement recognizes and describes the role of fixed-term and research faculty members of the College and outlines their participation in the College Council.

(2) The representation vested in this Organization Statement for Fixed-Term and Research Faculty has been delegated by the Dean of the College of Earth and Mineral Sciences and approved by the tenure-track faculty. Such representation should provide avenues for the fixed-term and research faculty to serve as a group in discharging the aims and objectives of the College, as well as to submit proposed actions through appropriate channels to the College and University administration. Such avenues include the establishment of committees and other organizational groups to assist in the governance of the College.

(B) Rights and Responsibilities of Fixed-Term and Research Faculty

(1) Generally, the rights and responsibilities of the fixed-term and research faculty are those recognized as part of their appointment contract within the organization to which they are affiliated.

(2) Specifically, the fixed-term and research faculty, acting through institutes and departments:

- (a) Initiates and conducts scholarly research with the approval of the tenure track faculty. (Fixed-term and other non-regular faculty/staff may serve as PIs on an exceptional basis. In such instances, University policy requires that: (1) the individual must be qualified for and willing to carry out the duties of principal investigator; (2) this appointee be familiar with these duties and has been given a statement of them; and (3) a faculty member on a standing (continuing) appointment is qualified to assume responsibility for this project and will do so in the event that the fixed-term faculty member is unable to complete the work called for in the proposal);
- (b) Engage in the teaching mission of the College in accordance with the approval and oversight of the tenure-track faculty; and
- (c) Participate in procedures for the identification of candidates for Institute Directors and those of Decanal rank.

Section 3: Staff of the College

The staff of the College includes all persons occupying a staff position within a department or other unit within the College.

(A) Rights and Responsibilities of Staff of the College

Generally, the rights and responsibilities of the staff are those recognized in and as part of their appointment contract within the unit with which they are affiliated.

Section 4: Students of the College

(A) Rights and Responsibilities of Students of the College

All rights and responsibilities of this group are those so defined in the charter of the graduate and undergraduate student organizations. All bylaws apply.

BY-LAWS

Article I: ELECTIONS

Section 1: Election of Senators to the University Faculty Senate

In accordance with the Constitution of the Senate of The Pennsylvania State University, representatives of the College of Earth and Mineral Sciences are elected by ballot by the faculty of the EMS voting unit for a period of four years. The total number of senators from the College is determined by the current number of faculty members (as defined in the Senate Constitution), and as nearly as possible one-fourth of the total number of Senators is elected each year. The Faculty Advisory Committee and the Fixed-Term and Research Faculty Advisory committee solicit a minimum of two candidates for each position. The Chairs of the Faculty Advisory Committee and the Fixed-Term and Research Faculty Advisory Committee will conduct the election in the spring, and the results are reported to the faculty at large.

Section 2: Election of Councilors to the Graduate Council

In accordance with the Graduate Council By-Laws, Article 1 – Council Membership, council members from the College of Earth and Mineral Sciences graduate faculty are elected by ballot by the graduate faculty of the EMS voting unit. The Faculty Advisory Committee and the Fixed-Term and Research Faculty Advisory Committee identify via solicitation a minimum of two candidates for each position. The Chairs of the Faculty Advisory Committee and the Fixed-Term and Research Faculty Advisory Committee will conduct the election in the spring, and the results will be reported to the faculty at large.

Section 3: Election to Other University Governing Organizations

The selection of representatives from the College of Earth and Mineral Sciences to all other agencies is at the discretion of the Dean of the College.

Section 4: General Procedures for Election to Committee Membership

Elected positions for Committee membership are filled via secret ballot by those candidates receiving the highest total number of votes. Other candidates receiving votes are designated as *elected alternates*. An un-expired term is filled by the elected alternate who received the greatest

number of votes cast in the most recent election for that position. Any subsequent vacancies are to be similarly filled by taking elected alternates in descending order of the number of votes received. Tied votes will be resolved by a random drawing conducted by the Chairs of the Faculty Advisory Committee and the Fixed-Term and Research Faculty Advisory Committee.

Section 5: Election to Permanent Committees

Annual elections are held for the purpose of rotating members to the College's four permanent committees: Faculty Advisory Committee, Fixed-Term and Research Faculty Advisory Committee, Staff Advisory Committee, and Student Council, as specified by each body's bylaws. The term of service for College committee appointments shall be from July 1 to June 30.

(A) Executive Council

All members are *ex officio*; their membership is by virtue of position or by election as Chair of the Faculty Advisory Committee.

(B) College Council

All members are *ex officio*; their membership is by virtue of position or by election.

(C) Faculty Advisory Committee

The Chair of the Faculty Advisory Committee, the administrative member, the Ombudsperson, and the departmental representatives are elected in the spring for staggered terms to ensure Faculty Advisory Committee continuity.

Every three years, during the spring semester, departments elect representatives and report the name of the representatives to the Chair of the Faculty Advisory Committee.

Every three years, a College-wide election is held for Chair of the Faculty Advisory Committee; every three years, the administrative representative to the FAC is elected in a College-wide election.

The Chairs of the Faculty Advisory Committee and the Fixed-Term and Research Faculty Advisory Committee conduct the election for Chair of the Faculty Advisory Committee and the administrative representative. A slate of at least two nominees for each position is identified.

(D) Ombudsperson

The faculty at large elects the Ombudsperson for a three-year term. Candidates are identified by the Faculty Advisory Committee in consultation with the Dean. Members may also self nominate for election to the position. The Chairs of the Faculty Advisory Committee and the Fixed-Term and Research Faculty Committee conduct the election. The Ombudsperson can succeed himself or herself.

(E) Fixed-Term and Research Faculty Advisory Committee

The Fixed-Term and Research Faculty Advisory Committee department and institute representatives will be elected in the spring for staggered three-year terms to ensure institutional continuity. The name of the representative will be reported to the Chair of the Fixed-Term and Research Faculty Advisory Committee. In addition, this body will also provide representation to the College for post-doctoral scholars. This will be achieved through the addition of two post-doctoral scholars elected annually in the spring. The post-doctoral scholars will collectively represent the post-doctoral scholars from the institutes and departments respectively and serve for a term of one year. The Chair will be elected on an annual basis at the first committee meeting.

(F) Staff Advisory Committee

Election of a Chair, Vice-Chair, and Secretary of the Staff Advisory Committee occurs at the September monthly meeting. Nominations are made verbally; the nominee accepts or declines; and a vote occurs. In the event that the Chairperson cannot attend a meeting, the Vice-Chairperson serves in his or her place. The term of office is one year, with no limit on re-election.

Committee members select a Chair, Vice-Chair, and Secretary at the September meeting to serve one-year terms each.

(G) Other Standing or Ad Hoc Committees.

Other committees, standing or *ad hoc*, are appointed by the Dean after consultation with the Executive and College Councils.

Article II: MEETINGS

Section 1: Meetings of the Tenure-Track Faculty

A minimum of two general faculty meetings are held each calendar year, with the provision for additional meetings as needed. The Faculty Advisory Committee sets the agenda and calls faculty meetings. The Dean conducts faculty meetings; the Chair of the Faculty Advisory Committee serves as Faculty Secretary. Minutes of the faculty meeting are written and posted as appropriate. Attendance at College faculty meetings is open to all members of the College community. Only tenure-track faculty members may vote.

Section 2: Meetings of the Fixed-Term and Research Faculty

Meetings of Fixed-Term and Research Faculty are called at the request of the Executive Committee of the Fixed-Term and Research Faculty Advisory Committee.

Section 3: Meetings of the Staff of the College

The staff of the College is represented by the Staff Advisory Committee, which holds monthly meetings or as often as necessary and practical to address issues and concerns as expressed by the EMS staff and to further the goals of the College.

Section 4: Meetings of the Students of the College

The students of the College are represented by the Student Council (undergraduates), which meets according to its by-laws, and by graduate student representatives for each department.

Article III: RULES OF PROCEDURE

The rules of procedure in the meetings of the College faculty are *Robert's Rules of Order* and the Standing Rules of the University Faculty Senate.

STANDING RULES COMMITTEES OF THE COLLEGE OF EARTH AND MINERAL SCIENCES

Article I: COMMITTEE STRUCTURE

The College maintains two levels of representation: councils, designed to provide representation for all members of the College community, as well as all College administrative leaders, and committees, both permanent and *ad hoc*, that serve to advance specific functions and activities of the College.

Section 1: Councils

(A) The College Council

The College Council is the chief instrumentalities for discussion and debate of College-wide issues by members of the College and in which constituent groups can be represented.

(1) *Eligibility.* Members of the College Council are defined by virtue of their positions as chairs of the permanent committees or as elected representatives of the College. The College Council consists of the Dean, the chairpersons of the permanent committees (Faculty Advisory Committee, Fixed-Term and Research Faculty Advisory Committee, Staff Advisory Committee, Graduate Student Council, and Student Council), the College Ombudsman, a College representative to Senate Council, a College Graduate Council representative, the College Diversity Officer, and one administrative member of the Executive Council. The Chair of the College Council is the Dean. Representatives of the Faculty Senate, Graduate Council, Dean's Office and Executive Council serve *ex officio*.

(2) *Term.* The term of appointment to the College Council accords with the practices of the permanent committees. In general, members of the College Council serve a term of three years.

(3) *Mode of Operation.* For the effective performance of its duties, the College Council establishes, as appropriate, subcommittees in specific areas related to its mission. The membership of such subcommittees is at the discretion of the parent committee, but each subcommittee includes at least one regular member of the parent committee. The chair of each subcommittee is free to nominate individuals reflecting the expertise and experience of the College community. In selecting the members of the parent committees and subcommittees, consideration is given to ensuring balance rank and to maintaining an adequate balance of opinion from across the College community.

(4) *Procedures.* The College Council meets on a regular basis during the academic year. The permanent and other standing or *ad hoc* committees assist in the identification of College-wide

concern. The Council deliberates about such issues and makes recommendations to the Dean. The College Council conducts elections of the permanent committees, as required.

(B) Executive Council

The Executive Council is the body in which the administrative members of the College discuss and debate College-wide issues.

(1) *Eligibility.* Members of the Executive Council are those at Decanal ranks, the Department Heads, the Directors of Institutes and Alliances, the College Diversity Officer, and the Chair of the Faculty Advisory Committee.

(2) *Term.* Appointment to the Executive Council is by virtue of administrative or elected position.

(3) *Mode of Operation.* The primary duty of the Executive Council is to advise the Dean when so requested to consider matters of College policy that require administrative, as well as faculty, approval. The Executive Council also is a mechanism for the dissemination of administrative information and decisions to the faculty, coordinates activities among departments, institutes, and alliances and provides for the flow of information to and from department heads.

(4) *Procedures.* The Executive Council meets on a regular basis, by request of the Dean. The Council deliberates about various issues and makes recommendations to the Dean regarding administrative matters of concern to the College as a whole. Agendas for faculty review are distributed prior to Executive Council meetings, and minutes are posted in a timely fashion.

C) Ombudsperson

The Ombudsperson serves as a mediator and liaison for matters of dispute involving faculty members, as well as other members and representatives of the College.

(1) *Duties.* The College Ombudsperson advises faculty and administrators as to appropriate courses of action; assists in the informal resolution of differences; assures that appropriate department, College and/or campus procedures are exhausted before referring a case to those at higher levels in the institutional structure; and informs the Office of the President and appropriate College or campus officials if a matter cannot be resolved at a lower level and the case is to be referred to the Committee on Faculty Rights and Responsibilities.

Section 2: Permanent and Other Standing or Ad Hoc Committees

Permanent committees include the Faculty Advisory Committee, Fixed-Term and Research Faculty Advisory Committee, Academic Integrity Committee, Staff Advisory Committee, Graduate Student Council, and Student Council. Each committee has the responsibility for developing proposals and recommendations not only involving currently pressing issues but also ones of importance to the future of the College. The nonpermanent nature of the parent

committees' subcommittees and their membership helps ensure a dynamic process. All EMS members, as previously defined, are eligible for membership on College permanent committees consistent with the terms of their appointments.

(A) Faculty Advisory Committee

(1) *Duties.* The Faculty Advisory Committee serves as the primary tenure-track faculty liaison to the Dean. Faculty concerns and issues and requests for the Committee to address specific issues can be raised either through contact with the membership or the Chair. The Faculty Advisory Committee establishes and maintains equitable procedures for nominating or otherwise selecting qualified persons to serve in various functions or positions on faculty groups and committees, and if appropriate, staff and administrative positions. The committees for which members are nominated include those created by the Dean to affect the business of the College.

As required by College policy, on a bi-annual basis, the Faculty Advisory Committee conducts an internal administrative review of the Assistant/Associate Decanal ranks, Department Heads, and Institute Directors and Alliances. Conduct of the review includes the collection of survey and interview data from appropriate faculty and staff. The results of the review are submitted to and maintained in the Dean's office. The Dean disseminates the results of the reviews in an appropriate manner.

The Faculty Advisory Committee convenes the faculty at two annual meetings, establishes the agenda, and keeps the faculty organization documents and procedures current. The Chair of the Faculty Advisory Committee serves as the College Advocate. The duties of the Advocate include representing issues and collective concerns of the faculty that are of a College-wide nature to the Dean. The College Advocate regularly issues reports concerning his or her work and practices.

The Faculty Advisory Committee holds elections to select the College Ombudsperson.

The Faculty Advisory Committee maintains a written record of all actions and meetings of the University committee in support of the Ombudsperson and Advocate positions. The Faculty Advisory Committee advises the Dean regarding matters of concern of the faculty.

(2) *Membership.* The Faculty Advisory Committee consists of non-administrative faculty members who represent individual departments; departmental members are elected via written secret ballot by their peers; one faculty member is elected at large and serve as the Committee Chair; one is elected at large from the administrative ranks of the College; the Ombudsman serves *ex officio*; and one member represents the Dean's office in an *ex officio* capacity.

(3) *Term.* Members of the Faculty Advisory Committee are eligible to succeed themselves. All members serve for three years. In the nomination stage, due consideration is given to providing a balanced representation of ranks in the College. Alternates complete unexpired terms when vacancies arise.

(4) *Organization.* Within two weeks following the beginning of the fall semester, the Chair convenes the Committee to plan the first faculty meeting of the academic year. If the Chair is not available, the Dean's representative convenes the Committee. The Chair acts as Faculty Secretary and is a member of the College Executive Council.

(5) *Subcommittees.* Subcommittees may be established with responsibilities, rules and procedures, nomination, support on administrative and academic issues, and related activities as specified by the parent committee.

(B) Fixed-Term and Research Faculty Advisory Committee

The Fixed-Term and Research Faculty constitutes a representative group with membership on the Fixed-Term and Research Faculty Advisory Committee. The committee advises the Dean regarding matters of concern to this segment of the College community.

(1) *Duties.* The Fixed-Term and Research Faculty Advisory Committee serves as the primary fixed-term and research faculty liaison to the Dean. The College Council oversees College-wide elections for the Chairperson and administrative member of the committee.

(2) *Membership.* The committee consists of a representative from each academic department and from each College institute and alliance. Two post-doctoral scholars will be elected annually in the spring.

(3) *Term.* Members of the Fixed-Term and Research Faculty Advisory Committee are eligible to succeed themselves. Members serve for three years. In the nomination stage, due consideration is given to providing a balanced representation of ranks in the College. Alternates complete any unexpired terms when vacancies arise.

(4) *Organization.* Within two weeks following the beginning of the fall semester, the Chair convenes the committee to discuss issues of concern of the Fixed-Term and Research Faculty and to work with the Faculty Advisory Committee in planning the first faculty meeting of the academic year. If the Chair is not available, the Dean's representative convenes the committee. The Chair acts as Faculty Secretary and is a member of the College Executive Council.

(5) *Subcommittees.* Subcommittees may be established with the following responsibilities: rules and procedures, nomination, support on administrative and academic issues, and related activities.

(C) Staff Advisory Committee

The Staff Advisory Committee constitutes a representative group of the College staff. The committee advises the Dean regarding matters of concern to the staff.

(1) *Duties.* The Staff Advisory Committee acts in the capacity of liaison between staff and the Dean and serves as a bridge for communication concerning all issues dealing with staff policy, welfare, and goals. Initiatives developed by the Staff Advisory Committee at the request of the Dean or the staff members are implemented by the Dean, provided that they carry the Dean's approval. In every deliberation of the Staff Advisory Committee, primary consideration is given to proper methods of communication and implementation strategies that benefit both the staff and administration.

(2) *Membership.* The Staff Advisory Committee composition is in accordance with the following general guidelines and service terms of the committee members:

(a) One member each represents all major departments. The department Head recommends the member to the Dean, who makes the appointment.

(b) All institutes and alliances – Energy, e-Education, Earth and Environmental Systems, and the Alliance for Earth Science, Engineering and Development in Africa – are represented by one member each. The Director recommends the member.

(c) The Dean appoints two members from those in the offices of the Associate Dean for Research and Graduate Education (Research Office, Finance Office, and Shop), the Associate Dean for Undergraduate Education, and the Dean. The Director of Business Management of the College serves as an *ex officio* member.

(d) Items (a) and (b) provide a mechanism for balancing the committee composition to assure representation of all groups and to reflect proportionalities the staff classifications in the College. The number involved in this representation changes to reflect adjustments in staff groups. Consideration is given to ensuring diversity in the selection of committee members.

(3) *Terms of Office.* Committee members serve one year with four of the total number of terms expiring each year. There is no limit on the number of terms a member may serve. Should a member resign from the committee, a new representative is recommended to the Dean for appointment by the appropriate area. The appointments of the members representing the major academic departments are staggered such that each year two of the departments make recommendations for committee membership.

(4) *Meetings.* The committee meets monthly or as often as necessary and practical to address issues and concerns of the EMS staff and to further the goals of the College.

(D) Student Council and Graduate Student Council

Rights, responsibilities, and practices are defined in the charter statement of the organization.

(E) Academic Integrity Committee

(1) *Duties.* The Academic Integrity Committee promotes high expectations for academic integrity within the EMS community, and has the task of reviewing and settling all contested cases in which academic sanctions are at issue. The committee also reinforces a College climate that promotes high ethical standards and fosters academic integrity at all levels.

(2) *Membership.* The Academic Integrity Committee consists of three faculty members, one of whom serves as Chair, and one department head. These members are appointed by the Dean. The committee also has one undergraduate student from the College elected by the Student Council and one graduate student nominated by department heads and then appointed by the Dean.

(3) *Term.* The Chair has a term of one year. Faculty appointments are for a term of two years. Student members have a term of one year.

(4) *Meetings.* The committee meets as often as necessary to address issues relating to academic integrity within the EMS community.

(F) Other Standing and Ad Hoc Committees

Standing and *ad hoc* committees can be established to provide advice and recommendations to the Dean in specific areas of College function or planning (e.g., Museum Revitalization Committee, and the Task Force on Improving Undergraduate Education).

(1) *Duties.* Standing and *ad hoc* committees are established to address issues as formulated in a statement of task developed by the Dean in consultation with the Executive and College Councils.

(2) *Membership.* Other standing and *ad hoc* committees comprise a representative group appropriate to the statement of task; membership can include: tenure or tenure-track faculty, fixed-term or research faculty, staff, and students. Membership will be representative of academic departments, College institutes, and alliances, as appropriate to the tasks to be performed.

(3) *Term.* Members of standing and *ad hoc* committees will have a term as defined by the statement of task.

Appendices

Appendix A
Organization Diagram
College of Earth and Mineral Sciences

Proposed Structure

