

**STANDING COMMITTEES OF  
MASSACHUSETTS COLLEGE OF LIBERAL ARTS**

**Faculty Association Awards Committee** shall solicit nominations and presents the 3 faculty awards at the Tri-Union luncheon at the end of the Spring semester.

*Meets a few times at the end of the Spring semester*

**The All-College Committee** shall monitor the proceedings of the standing committees constituted pursuant to the provisions of this Article. All recommendations and reports from any standing or ad hoc committee shall, without exception, be made to the All-College Committee in accordance with the provisions of this Agreement. The All-College Committee may take up and act upon any recommendation, report or other matter submitted to it by any standing or ad hoc committee, provided only that a majority of its members shall have voted to do so.

*Meets most Thursdays at 3:30*

**Committee on Promotions** shall consider the recommendations and all related materials that pertain to each member of the bargaining unit who is a candidate for promotion and shall thereafter make in writing to the Vice President its recommendation either supporting or declining to support such promotion.

COP is a working committee. Review of all candidate files and the writing of at least one letter of recommendation is required of each COP member.

Dependent upon the number of candidates and because of the CBA deadline to submit letters of recommendation to the VP, the committee usually is convened in mid-fall so that review of files can begin when the files become complete in December, the committee begins its working meetings before classes begin in January, and one or more meetings a week are held until all candidate letters are finalized. Eligible Faculty members who can commit to this brief but intense schedule should run for membership

**Committee on Tenure** shall consider the recommendations and all related materials that pertain to the member of the bargaining unit who is a candidate for tenure.

Review of all candidate files and the writing of at least one letter of recommendation is required of each COT member. Dependent upon the number of candidates and because of the CBA deadline to submit letters of recommendation to the VP, the committee usually is convened in mid-fall so that review of files can begin when the files become complete in December, the committee begins its working meetings before classes begin in January, and one or more meetings a week are held until all candidate letters are finalized. Eligible Faculty members who can commit to this brief but intense schedule should run for membership

**Curriculum Committee**

After receiving from the All-College Committee any recommendation submitted by any Department Chair or by any member of the College community, the Curriculum Committee shall

from time to time prepare and transmit to the Vice President reports and recommendations with respect to the general coordination and improvement of the College's academic program. In carrying out this charge, the committee shall evaluate and make recommendations concerning the following:

- (A) all deletions from, additions to, or changes in the College inventory of courses;
- (B) major and general educational requirements and proposed changes therein; and
- (C) proposals for new major programs of study.

*Meets on many Wednesdays at 3:30*

**Academic Policies Committee** shall from time to time prepare and transmit to the Vice President reports and recommendations with respect to the following:

- (A) the academic calendar;
- (B) academic standards;
- (C) standards for admission to the College;
- (D) policies governing selective retention;
- (E) educational services that the College should render to the local community; and
- (F) library services.

*Meets most Wednesdays at noon*

**Student Affairs Committee** shall from time to time prepare and transmit to the Vice President, Student Services, reports and recommendations with respect to the following:

- (A) needs of the student population to be served;
- (B) student activities, including, at the Massachusetts Maritime Academy, activities of the Regiment of Cadets; and
- (C) student participation in the cultural and social activities of the College.

The Committee shall make studies of the practices, policies and trends related to student life at other institutions of higher education in the Commonwealth and in the nation.

*Meets alternating Friday mornings at 9am*

**Graduate Education Council** shall address

- (A) the changing of course requirements within the existing graduate curricula;
- (B) the addition of new courses and the deletion of existing courses within such curricula;  
and
- (C) the criteria to be applied in designating as such members of the graduate faculty.

The council shall receive and may solicit from the academic departments of the College recommendations pertaining to the preceding item (iii).

The council shall also hear appeals from graduate students to the College's graduate program.

*Meets three times per semester*