

Name Change Recommendation: Faculty Affairs and Resources

Composition

The committee shall be comprised of three faculty members with the minimum rank of Associate Professor from the Department with an additional voting *ex officio* position held by the department chair. In case of sensitive personnel matters that could harm the careers of faculty at the rank of Assistant and Associate Professor, the chair may replace a committee member with a Full Professor serving as a replacement committee member for that particular issue.

Charge

The committee shall:

- Develop and update the department RTP policy.
- Identify Department instructional and research needs in order to develop a hiring plan, to be approved by the Department that addresses current and anticipated departmental needs.
- Solicit, review, and evaluate applicants for the part-time teaching pool.
- Work in consultation with the chemistry and biochemistry department divisions to assign formal mentors to probationary and temporary faculty.
- initiate and recommend to the Chair policies, guidelines, and planning regarding fiscal and space matters, including maintenance.
- be consulted by the Chair and give advice and counsel regarding allocating resources, improving facilities, anticipating needs, developing new revenue streams, and ranking priorities for department expenditures and space utilization consistent with department priorities.
- present to the department periodic reports of its activities and the budgetary and fiscal condition of the department.