

## Pamplin Standing Committees Definitions and Procedures

### Policy 495

Last Revised: June 27, 2022

This document describes the membership, scope and other aspects of standing Pamplin Committees. If a question arises about which committee should consider an issue, the dean will decide. The dean may appoint or create task forces as needed to consider new or shorter-term issues.

### Membership

Normally, each Pamplin standing committee will include one faculty member from each department. The dean's office will request one faculty nomination from each department head for open positions each year by the first week of August. Except where a particular committee restricts membership, any faculty member with the AACSB classification of participating may serve. Unless otherwise stated, departments will use their own procedures for nominating these faculty members. The dean will consider the diversity of the committee membership including characteristics such as gender, location, race, and identity. The dean may choose to change members or add members to increase committee diversity. Unless specified otherwise in a specific committee definition, when the dean adds members to achieve appropriate representation, these members will serve one-year terms.

Each standing committee will include at least one ex-officio member representing the dean's office. Certain committees include additional ex-officio members and student members. When applicable, the committee will nominate students to serve early in each academic year and the dean will make the final assignments of students to committees.

Faculty committee membership is normally for two years beginning in August. ACIS, BIT, and MGT will nominate members for service beginning in the fall of odd-numbered *calendar* years; FIN, HTM, and MKTG will nominate members for service beginning in the fall of even-numbered calendar years. The dean, in consultation with the department head, may appoint a faculty member to complete a term when necessary. Student committee membership is for one year unless specified otherwise in a specific committee definition. Committee members, other than ex-officio members, should seldom be asked to serve for more than two consecutive two-year terms. No department may have two voting members on any committee, unless approved by the Dean in order to assure effective representation. From time to time, a department's official representative to a committee may not be able to attend a meeting. With the approval of the department head and committee chair, voting rights can be transferred to the temporary representative. Non-committee members must receive prior approval from the committee chair to attend meetings and may be removed from meetings at the discretion of the committee chair.

The dean or committee chair may invite guests to any meeting for the purpose of presenting information or participating in discussion. Guests may not vote.

### Committee Chairs

The committee will elect a chair at its first meeting of each academic year.

### Meeting Schedule

The dean's office will schedule the first meeting of the academic year. Normally, the dean or a representative of the dean's office, will attend the first meeting to discuss the committee's charge in the context of current and expected opportunities and challenges.

**Voting**

Ex-officio committee members may participate in discussions but in most cases, may not vote—exceptions are noted. All other members (including student members) may vote. Committee votes are advisory to the dean who will normally review them after meeting minutes are prepared. In accepting committee minutes, the dean will indicate if there are any recommendations from the committee which he or she does not support.

Any member of the committee who has a conflict of interest with respect to a question before the committee should inform the committee chair and abstain from discussion and voting on that question. Certain committees have additional conflict of interest restrictions.

**Minutes**

Each committee will use its own process for keeping meeting minutes. After each meeting, the committee chair will submit minutes to the dean for review and approval. The dean will assure minutes are distributed to faculty and staff or posted electronically.

**Pamplin Standing Committees****The Academic Committee**

The Academic Committee is comprised of:

- the dean (*ex-officio*)
- associate and assistant deans (*ex-officio*, voting) and
- department heads (*ex-officio*, voting)
- directors of college centers responsible for academic degree programs (*ex-officio*, voting)

The dean chairs the Academic Committee. This committee makes recommendations in all areas affecting academic quality of Pamplin including but not limited to:

1. The development and implementation of strategic plans.
2. Development, revision and approval of college policies and procedures (except those specifically assigned to the Department Heads Committee).
3. Discussion of college budgeting and strategic investments within the college.
4. Review recommendations for the addition or removal of degree programs
5. Medium- and long-range plans for hiring faculty and staff.
6. Assist in the planning and development of reports for college and university reviews by accrediting agencies.

Issues discussed at the Academic Committee will often overlap with issues at other Pamplin committees. When that occurs, the Academic Committee will provide perspective and guidance, but the college will look to the committees specifically charged with an area for a final recommendation to the dean.

### **The Department Heads Committee**

The Department Heads Committee is comprised of:

- associate dean for research and faculty affairs (ex-officio)
- department heads (ex-officio, voting)

The associate dean for research and faculty affairs chairs the Department Heads Committee. This committee makes recommendations to the Dean in all areas affecting academic quality in the Pamplin College including but not limited to:

1. Recommend modifications and approval of college policies directly affecting faculty, including promotion and tenure; expectations for faculty; and definitions and policies classifying faculty for the purpose of accreditation (i.e., Policies 130, 131, 135, 415, 420, 421, 450, 480, 485).
2. Review and evaluation of procedures for faculty annual reviews and annual department summaries.
3. When requested by the dean, review recommendations for changes to the Pamplin Elite journal list (implementing Policy 131).
4. Discussion of college actions affecting the utilization of department faculty and/or staff.

### **Doctoral Program Committee**

The Doctoral Committee is comprised of:

- Department's Directors of Graduate (doctoral) Studies (ex-officio, voting)
- Director of the Executive PhD Program (ex-officio, voting)
- The Associate Dean for Research and Faculty Affairs (ex-officio)

If no member of the committee is also on the University Graduate Curriculum Committee then the Pamplin representative to the university committee will serve as an ex-officio member of the Pamplin Committee.

The Doctoral Program Committee makes recommendation regarding the doctoral program in Pamplin. Its roles include:

1. In collaboration with the Associate Dean for Research and Faculty Affairs, monitor progress in research productivity and placement of doctoral students relative to the college's strategic goals.
2. Develop and maintain an annual evaluation program for the doctoral program that:
  - a. Identifies the program outcomes and targets that should be achieved by doctoral students prior to graduation.
  - b. The adoption of, elimination of, and changes to goals that should be achieved by all doctoral students prior to graduation.
  - c. The process for testing doctoral students to determine the proportion who achieve the specified learning goals.
  - d. Standards or guidelines for when action should be considered to improve doctoral learning outcomes.

3. In collaboration with the departments, draft assessment of learning reports for the doctoral program for internal and external audiences and make recommendations for changes to the doctoral program based on information from the Assurance of Learning Programs.
  - a. The adoption of, elimination of, and changes to goals that should be achieved by all doctoral students prior to graduation.
  - b. The process for testing doctoral students to determine the proportion who achieve the specified learning goals.
  - c. Standards or guidelines for when action should be considered to improve doctoral learning outcomes.
4. Recommend changes to enhance doctoral program reputation, including the scholarly and professional development of doctoral students, doctoral student research capability and productivity and doctoral student placement.
5. Review course proposals and significant changes to graduate courses primarily taught for doctoral students. Inputs will likely come from the departments or from the dean's office. However, the committee may initiate changes to these programs to enhance their quality and relevance.
6. Review proposals to create, eliminate or change doctoral programs. Such proposals will likely be infrequent and could originate from the departments or the dean's office.

#### **Faculty Honorifics and Awards Committee**

The Faculty Honorifics and Awards Committee is comprised of:

- a tenured faculty member holding an endowed chair, professorship or senior faculty fellowship from each department
- the head of each department (ex-officio, voting)
- the Associate Dean for Research and Faculty Affairs (ex-officio)
- chair of the Committee on Teaching Awards (ex officio)

The committee makes recommendations to the dean about awarding endowed honorifics to faculty and will make recommendations for faculty awards.

1. The committee will make recommendations about the appropriateness of awarding fellowships, professorships and chairs to faculty members that are forwarded by the dean. The committee will also review and make recommendations about the renewal of certain honorifics when requested by the dean. The committee will use the "Appointment Process for Pamplin Chairs, Professorships and Fellowships in making these recommendations.
2. The committee will review candidates for each college-level teaching and outreach award and nominations for University teaching and outreach awards.
3. The committee will occasionally review the set of college-level faculty awards and the recognition awarded to recipients and recommend changes during periodic review.

To promote the recognition of Pamplin faculty at the University level, a Committee on Teaching Awards will be constituted including past winners of University teaching awards, appointed annually by the Dean. The committee will act as a sub-committee of the Faculty Honorifics and

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Awards Committee and the committee chair will serve as an ex officio member of the Faculty Honorifics and Awards Committee. Each year, the Committee on Teaching Awards will invite and seek out faculty nominees for University teaching awards including the Wine Award and the Alumni Award for Teaching Excellence. Nominations to the University require support from the Faculty Honorifics and Awards Committee. The Committee on Teaching Awards will assist the approved nominees to develop the required dossier. The Dean may appoint similar committees for other University awards, which will follow analogous procedures in nominating and promoting the cases of Pamplin faculty.

### **Graduate Studies and Policies Committee**

The Graduate Studies and Policies Committee is comprised of:

- faculty representatives from each department (voting)
- the Associate Dean for the Extended Campus (ex-officio)
- the Academic Director of the Center for Business Analytics (CBA) (ex-officio, voting)

If no member of the committee is also on the University Graduate Studies and Policies Commission then the Pamplin representative of that commission will serve as an ex-officio member of the Pamplin Committee. If no member of the committee is also on the University Graduate Curriculum Committee then the Pamplin representative to the university committee will serve as an ex-officio member of the Pamplin Committee.

Graduate Studies and Policies must solicit input from graduate students as part of its work. The committee may wish to invite students to be guests at certain meetings since it has no student members.

This Graduate Studies and Policies Committee makes recommendations to the dean concerning graduate programs that are not primarily research-based including all formats of the MBA, MSBA and the MACIS. The committee is not involved in doctoral programs or the Virginia Tech Masters of Information Technology (MIT) programs.

Recommendations may be in the following areas:

1. Review course proposals and significant changes to graduate courses primarily taught for graduate students. Inputs will typically come from the departments or from the dean's office.
2. Review proposals to create, eliminate or change graduate programs for which the committee has oversight. Such proposals are likely to be infrequent and could originate from the departments or the dean's office.
3. Review candidates for each college-level award designed to recognize academic performance, teaching or service performed by a graduate student in a program for which the committee has oversight. Recommend one student to receive each award.
4. Occasionally review the set of college-level faculty designed to recognize teaching or service performed by graduate students in programs for which the committee has oversight and recommend changes when appropriate.
5. Make recommendations for learning goals and other aspects of assurance of learning for graduate programs within its charge. Review and analyze the results of assurance of learning data and make recommendations for improvement.
6. Review indications of the quality of teaching and courses and make

recommendations when appropriate.

### **Internal Events Committee**

The internal events Committee is comprised of

- Faculty or staff representatives from each department (voting)
- One student representative (voting)
- Assistant Director for Special Events (ex-officio, voting)
- Alumni Coordinator (ex-officio, voting)
- Representative selected by Pamplin Advancement (ex-officio, voting)
- Representative selected by Undergraduate Programs (ex-officio, voting)
- Representative selected by the Dean's Office (ex-officio, voting)

The Internal Events Committee makes recommendations relating to:

1. College events and the promotion of the Combined Virginia Campaign.
2. Events focused on increased Pamplin community primarily among faculty and staff.

Students and alumni may be included in these events but are not the focus of the events.

In addition to advising the dean on Pamplin events, the committee will help organize and promote the events.

### **International Programs Committee**

The International Programs Committee is comprised of:

- faculty representatives (voting)
- one Pamplin undergraduate student (voting)
- one Pamplin graduate student (voting)
- Pamplin Director of International Programs (ex-officio)
- University Director of Global Education (ex-officio) and
- the Chair of the Department of Modern and Classical Languages and Literatures (ex-officio)

If no member of the committee is also on the University Commission on Outreach and International Affairs then the Pamplin representative to the university commission will serve as an ex-officio member of the Pamplin Committee. The committee makes recommendations in the following areas:

1. Study abroad programs offered by Pamplin faculty.
2. Exchange programs developed for Pamplin students.
3. Extracurricular activities sponsored by Pamplin focused on learning about culture and business outside of the US.
4. Relationships which Pamplin maintains with universities and other institutions outside the US.

5. Policies and procedures for interacting with universities and other institutions outside the US.
6. Strategic initiatives and directions for Pamplin to consider to advance the internationalization of the college and its faculty and students.

In addition, the committee will assist the college in expanding programs available as well as faculty and student participation.

**Pamplin Community Committee for Diversity, Inclusion and Equity**

The Pamplin Community Committee for Diversity, Inclusion and Equity (PCC) consists of:

- Faculty representatives from each department (voting) The committee elects a chair from among the faculty representatives
- Representative of the Pamplin AP faculty or staff nominated by the committee and forwarded to the dean for approval) (voting)
- Pamplin Assistant Dean for Diversity, Equity, Inclusion and Belonging (Ex-officio, non-voting)
- Pamplin Director for Student Success (ex-officio, non-voting)
- Pamplin Assistant Director for Outreach, Recruitment and Pre-collegiate Programs (ex-officio, non-voting)
- Pamplin Special Projects Manager—Communications & Events (ex-officio, non-voting)
- Two student representatives (voting). Voting student members are nominated by the committee and forwarded to the dean for approval. Typically one student will be nominated each spring to serve a two-year term beginning the following fall.
- Student representatives (at least five) from diversity oriented Pamplin student organizations including, but not limited to PMDC, NABA, Alpha, POWER, CWIB, and Finance for Female are nominated by their organizations each fall to serve one year appointments. These nominations are forwarded to the dean for approval (ex-officio; non-voting).

It is especially important that the membership of the PCC be diverse and represent the Pamplin community. The dean will appoint additional members if needed. If none of the department faculty are located on the Washington DC area then the dean will appoint an additional voting faculty member from that location.

The mission of the Pamplin Community Committee for Diversity, Inclusion and Equity is to be strategic and intentional about diversity, inclusion, and equity in the Pamplin College of Business. Serving as a source of thought leadership, advocacy, advice, and resources, PCC will work to assess college climate and foster meaningful opportunities across populations that encourage and enhance understanding of diversity, inclusion, and equity as critical to business and community transformation and sustainability. Success will be measured based on the following goals and objectives:

- Reinforce Virginia Tech Principles of Community at all levels of Pamplin
- Identify and advise the Dean and senior leadership on opportunities and challenges related to diversity, inclusion, and equity
- Support efforts to attract, retain and aid the success of diverse faculty, staff, and students
- Drive and advance education/awareness of diverse, inclusive, and equitable practices at all levels of Pamplin
- Provide internal support for cultivating and sustaining a diverse, inclusive, and equitable academic and workplace culture

- Recommend faculty, staff and students recipients of Pamplin Diversity Excellence Awards
- Assess and evaluate current diverse, inclusive, and equitable practices with AACSB Best Practices, Virginia Tech and Pamplin strategic plans and other resources.

The committee will make recommendations to the Dean for changes in policies or new courses of action that Pamplin can adopt to help achieve these objectives.

The committee will also take actions to assist Pamplin in achieving the goals listed above. Members will actively participate in multicultural/diversity events sponsored by Pamplin. The committee will make recommendations of college-level awards for faculty and staff related to diversity.

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### Promotion and Tenure Committee

The Promotion and Tenure Committee consists of:

- Faculty representatives who are qualified for the AACSB status “Scholarly Academic” (voting)
- Department heads (ex-officio, voting)
- Associate Dean for Research and Faculty Affairs (ex-officio)

Department faculty representatives must be full professors unless there are no full professors available to serve. If there are no tenured full professors available to serve then the department will be represented by a full-professor from another Pamplin department.

The Pamplin representative to the University Promotion and Tenure Committee will be invited as a guest. His or her participation should be limited as required by university policy.

The committee is concerned with promotions of tenured, tenure-track and non-tenure-track faculty. The operations of the committee are governed by the Virginia Tech Faculty Handbook, the Pamplin Expectations for Promotion and Tenure Policy, and the Pamplin Procedure for Appointment or Promotion of Full-time Non-tenure Track Faculty. According to the Faculty Handbook, this committee, “makes a recommendation on each candidate to the dean and prepares a letter summarizing its evaluation to forward with the dossier. A record of the committee’s vote is documented and forwarded to the dean”.

The dean’s office will provide a timeline for committee actions early in the fall semester which is consistent with the university’s timeline.

### Research Committee

The Research Committee is comprised of:

- faculty representatives from each department (voting)
- the Associate Dean for Research and Faculty Affairs (ex-officio)
- the Chair of the Doctoral Program Committee (ex-officio)

If no member of the committee is also a member of the University Commission on Research then Pamplin’s representative to that commission will serve as an ex-officio member of the Pamplin Committee.

The Research Committee makes recommendations to the college in the following areas:

1. Criteria for college research awards and competitive research support programs, review nominations for them, and using the established criteria, recommend recipients of the awards and research support.
2. New and existing programs to promote and support faculty and doctoral student scholarly research.
3. In collaboration with the Associate Dean for Research and Faculty Affairs, monitor progress in research productivity relative to the college's strategic goals and recommend changes to enhance the college's research productivity and reputation.
4. Review candidates for each college-level award designed to recognize research, teaching or service performed by a student in a research-based program. Recommend one student to receive each award.
5. Occasionally review the set of college-level faculty awards designed to recognize research, teaching or service performed by a student in a research-based program and recommend changes when appropriate.
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#### **Undergraduate Assurance of Learning Committee**

The Undergraduate Assurance of Learning Committee is comprised of:

- faculty representatives from each department (voting)
- Undergraduate advisor responsible for assurance coordination (ex-officio)
- one Pamplin undergraduate student (voting)
- the Associate Dean for Undergraduate Programs (ex-officio)

The Undergraduate Assurance of Learning Committee makes recommendations to the college in one area:

1. The process for testing Pamplin undergraduates to determine the proportion who achieve the specified learning goals.

The committee helps assure that Pamplin meets the expectations for AACSB specified in its accreditation standards. The committee interfaces closely with the Pamplin Undergraduate Studies and Policies Committee and may recommend changes to the business core or requirements to the Undergraduate Studies and Policy Committee. The committee also interfaces closely with the academic departments and may recommend that changes be considered in courses that they offer.

#### **Undergraduate Awards Committee**

The Undergraduate Awards Committee is comprised of:

- faculty representatives from each department (voting)
- The Associate Dean for Undergraduate Programs (Ex-officio)

The Awards Committee makes recommendations to the college in three areas:

1. The committee will review candidates for each undergraduate college-level award and scholarship and using established criteria, recommend one student for each. In making these recommendations, the committee will ensure compliance with donor

agreements and the university policy regarding scholarships.

2. The committee will occasionally review the processes for selecting undergraduates for awards and scholarships and recommend changes when appropriate.
3. The committee will review college-level ceremonies and similar events (other than commencement) where undergraduates are recognized for achievements.

#### **Undergraduate Studies and Policies Committee**

The Undergraduate Studies and Policies Committee is comprised of:

- faculty representatives from each department (voting)
- one Pamplin undergraduate student (voting)
- the Associate Dean for Undergraduate Programs (ex-officio)

If no member of the committee is also on the University Undergraduate Studies and Policies Commission then the Pamplin representative of that commission will serve as an ex-officio member of the Pamplin committee. If no member of the committee is also on the University Undergraduate Curriculum Committee then the Pamplin representative to the university committee will serve as an ex-officio member of the Pamplin committee.

This Undergraduate Studies and Policies Committee makes recommendations to the dean concerning undergraduate programs including majors, minors and certificates. Note that course and program proposals should be reviewed by the Office of Undergraduate Programs for completeness and accuracy prior to discussion at the University Studies and Policies Committee. Recommendations may be in the following areas:

1. The adoption of, elimination of, and changes to goals that should be achieved by all undergraduates prior to graduation in any degree program accredited by AACSB.
2. Standards or guidelines for when action should be considered to improve undergraduate learning outcomes.
3. Review course proposals and significant changes to courses primarily taught for undergraduate students. Inputs are likely to come from the departments or from the dean's office.
4. Review proposals to create, eliminate or change undergraduate programs. Such proposals could originate from the departments or the dean's office.
5. Review indications of the quality of teaching and courses and make recommendations when appropriate.

The committee helps assure that Pamplin meets the expectations for AACSB specified in its accreditation standards. The committee interfaces closely with the Pamplin Undergraduate Assurance of Learning Committee. The committee also interfaces closely with the academic departments and may recommend that changes be considered in courses that they offer.

#### **College Center Steering Committees**

##### **Center for Business Analytics Steering Committee**

The Center for Business Intelligence and Analytics Steering Committee is comprised of:

- faculty representatives
- the Center for Business Analytics Executive Director (ex-officio, voting)
- the Center for Business Analytics Academic Director (ex-officio, voting)
- the Associate Dean for Research and Faculty Affairs (ex-officio)
- the Associate Dean for Administration (ex-officio)
- other members appointed by the Dean (voting)

The CBA Steering Committee makes recommendations to the college in three areas:

1. Ongoing oversight of the organization and activities of Center for Business Analytics.
2. Monitoring the progress of Center for Business Analytics with respect to the Center's strategic goals.
3. Review and approval of strategic initiatives proposed by the Center Executive and Academic Directors.

The committee helps assure that CBIA pursues activities that are consistent with its charter and advances the interests of the College. The faculty members on the committee play an important role in insuring that the departments are aware of and committed to supporting CBIA programs.

#### **Apex Systems Center for Entrepreneurship**

The Apex Systems Center for Innovation and Entrepreneurship Steering Committee is comprised of:

- faculty representatives
- the Apex Center for Entrepreneurs Executive Director (ex-officio, voting)
- the Apex Center for Entrepreneurs Academic Director (ex-officio, voting)
- the Associate Dean for Research and Faculty Affairs (ex-officio)
- the Associate Dean for Administration (ex-officio)
- other members appointed by the Dean (voting)

The Apex Center for Entrepreneurs Steering Committee makes recommendations to the college in three areas:

1. Ongoing oversight of the organization and activities of the Apex Center for Entrepreneurs.
2. Monitoring the progress of the Apex Center for Entrepreneurs with respect to the Center's strategic goals.
3. Review and approval of strategic initiatives proposed by the Apex Center for Entrepreneurs Executive and Academic Directors.

The committee helps assure that the Apex Systems Center pursues activities that are consistent with its charter and advances the interests of the College. The faculty members on the committee play an important role in insuring that the departments are aware of and committed to supporting Apex Systems Center programs.

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