Faculty Committees 2013-14

Academic Procedures Committee
The Academic Procedures Committee is a standing committee of the faculty composed of three faculty members, one from each Division; the Registrar; a faculty member of the Dean of Students' staff; and two students chosen by the student government. Responsibilities include: a) evaluating academic regulations of the College and recommending changes to the faculty; b) recommending commencement honors to the faculty; c) ruling on student petitions for exceptions to the rules in effect; and d) ruling on student petitions to enroll for more than eight semesters. An extensive description of this committee's functions appears in Chapter III, Section B, under "Academic Regulations" (adopted by the faculty 3/1/1985).

2012-13: Allen, Caron (chair), Hurley
2013-14: Allen, Caron (chair), Liu

Academic Discipline Board:
Students or instructors may refer issues pertaining to academic honesty to the Academic Discipline Board. The Board consists of eight faculty members, including the three members of the Academic Procedures Committee and the five members of the Faculty Grievance Committee, and seven students. Four faculty members and three student members of the Board are chosen randomly to constitute a panel for each hearing. This selection is made by the Board chair, who is the chair of the Academic Standards Committee; the chair must be a tenured member of the faculty. Each instance of plagiarism or cheating must be reported to the Dean of Students since a student's second offense, in whatever class it occurs, is automatically referred to the Academic Discipline Board. A full description of this Board's function appears in Chapter III, Section B, under "Academic Regulations."


Academic Standards Committee:
The Academic Standards Committee consists of the three faculty members of the Academic Procedures Committee, the Dean of Students, the Associate Dean of Students, the Registrar, the Director of the Asian American Resource Center, and the Student Deans from the Office of Black Student Affairs and the Chicano/Latino Student Affairs Center. The chair of the Academic Standards Committee must be a tenured member of the faculty. The committee meets at least once a semester to act on the academic standing of students, including placing those in low academic standing on probation, suspending, or recommending or requiring their withdrawal from the College. A full description of this committee appears in Chapter III, Section B, under "Academic Regulations."

2012-13: Allen, Caron (chair), Hurley
2013-14: Allen, Caron (chair), Liu
Admissions/Financial Aid Committee:
This committee is composed of five faculty representatives, at least one from each division, one of whom acts as Chair; the Dean of Admissions; and two students. The Director of Financial Aid is also a member of this committee and votes in case of ties on decisions dealing with Financial Aid. A representative from the Office of the Dean of Students and the professional Admissions staff sit on the committee as non-voting members. The committee assists the Dean of Admissions in selecting entering students and in overseeing general and specific guidelines for admissions. The committee also serves in an advisory capacity to the Director of Financial Aid. On questions of policy, the committee may make recommendations to the faculty, but its chief business is to establish priorities if scholarship funds are insufficient to meet the computed needs of all students and to make allowance for particular cases of need.

2012-13: Di Grazia, Elderkin (fall), Kwok (spring), Pericolosi, Reed (chair), Reinen
2013-14: Di Grazia (chair), Cowan, Eisenstadt, Kwok, Sher

Alumni Association Board:
Members of this committee include faculty, students, and trustees, as well as alumni. This committee is the planning and executing arm of the Alumni Association. Acting through subcommittees, it is responsible for such events as Alumni Weekend, educational offerings for alumni, and student/alumni interactive events.

2012-13: Dettmar
2013-14: Dettmar

Asian American Resource Center (AARC) Advisory Committee:
This committee serves in an advisory capacity to the Asian American Resource Center (AARC). The function of the committee is to advise the AARC Director on the AARC and Asian Pacific Islander American (APIA) campus- and community-related issues; advise the Director on the intellectual, academic, and personal development of APIA students and on outreach to the community; promote interaction between the AARC and the APIA community, administration, students, and faculty; and participate in periodic reviews of the AARC programming. The committee is composed of faculty, the Director of the AARC, and a student representative. At the beginning of every fall semester the committee will convene to set up a preliminary agenda for the year. Meetings will be held at least twice a semester, and issues of significance will be reported to the faculty.

2012-13: Hou (chair), Kurita
2013-14: A. Chin, Kurita

Athletics Committee:
This committee provides faculty support for the athletic program, ensures that the athletic program furthers the larger goals of the College, and represents the College at meetings of the Southern California Intercollegiate Athletic Conference (SCIAC). The committee consists of the Director of Athletics, all other administrative faculty in the Physical Education Department, and a faculty member who serves as chair of the Athletic Committee and as Faculty Athletic Representative to the SCIAC.

2012-13: Cowan, Yamashita
Cabinet Agenda Committee:
This committee assists in planning regular Cabinet meetings, requests additional meetings as needed, and recommends two additional members for each Faculty Personnel Committee subcommittee reviewing faculty members for promotion to full professor.


Charitable Giving Campaign representative:

2012-13: Gravendyk
2013-14: Shahriari

Curriculum Committee:
The Curriculum Committee's members include the Dean of the College; an Associate Dean of the College; the Registrar; six faculty members, two from each division; and three students, chosen by the ASPC. At least one member from each division must be tenured and no more than one member of any particular department shall serve on the Committee at the same time. The Committee chooses its own chair.

While the curriculum of the College is the responsibility of the faculty, as a whole, the faculty delegates the following responsibilities to the committee: a) general oversight of academic policy and long-range planning; and b) general responsibility for evaluating new course proposals and other curricular changes and making recommendations thereon to the faculty (adopted by the faculty 3/1/85). A subcommittee of the Curriculum Committee forms the Special Majors Committee, which is charged with supervising all special (individualized) majors at the College. It must approve individual independent study exceeding one course per semester for first-years and sophomores or two courses per semester for juniors and seniors. It also appoints committees for supervision of substantial projects that students may propose in the junior and senior years.

2012-13: Cramer, Grosfils, Johal, Mann (spring), Mayes, Rosenfeld (fall), Swartz

2013-14: Cramer, Grosfils, Levin, Mayes, Regaignon, Steinberger

Draper Advisory Board
The Draper Center Advisory Board meets two to three times per academic year. The Board advises and guides the Draper Center with regard to strategic and operational directions. Faculty membership includes the Draper Center Faculty Coordinator and two other faculty appointed by the President. Additional faculty may join the Advisory Board as volunteer members, according to their interest. Other members include Ranney Draper '60 or his designee, the Vice President for Student Affairs, the Dean of the College, the Draper Center director, and community members including alumni.

2012-13: Radunskaya, Summers Sandoval (coordinator), D. Tanenbaum, J. Taylor
**Emeriti Committee:**
Any member of the faculty or any administrator with faculty status may be granted the title of emeritus or emerita, providing that he or she retires while holding faculty standing at the College. Established in 1980, the committee is composed solely of retired faculty members who serve as an advisory body to the faculty and administration on matters concerning retired faculty.

2012-13: Anne Bages, Alvin Beilby, Toni Clark, Marjorie (Cricket) Harth, Robert Herman, Karl Kohn, Lee McDonald, Hans Palmer, Edwin Phillips, Jack Quinlan

2013-14: Anne Bages, Alvin Beilby, Toni Clark, Marjorie (Cricket) Harth, Robert Herman, Karl Kohn, Lee McDonald, Hans Palmer, Jack Quinlan

**Executive Committee:**
Established in 1984 as the principal faculty committee, the Executive Committee is responsible for the work of all faculty committees except the Faculty Personnel Committee, for the policies governing committees and for coordinating reports from all faculty committees to the faculty. The committee, together with the President, appoints the membership of all committees of the faculty except those that have elected memberships. The Executive Committee, in its own work, pays special attention to the broader policies, especially institutional policies, that are of interest and concern to all of the faculty, bringing proposed changes (and new policies) to the full faculty for approval. The Executive Committee also assesses faculty budget priorities and appoints faculty on the following committees of the Board of Trustees: Academic Affairs, Facilities and Environment, Advancement, Honorary Degrees, and Student Affairs. The chair of the Executive Committee normally serves as a member of the Intercollegiate Faculty Council.

By action of the faculty (5/10/07), the Executive Committee consists of six faculty with the rank of assistant professor or above. Each division elects its chair, who serves a two-year term as one of the division’s representatives on the Executive Committee, the second division representative being elected in accordance with the procedure in the Faculty Handbook. The committee selects its own chair. Elected to two-year staggered terms, the members of the committee are nominated by the divisions and elected by the faculty as a whole; for each office each division will choose at least two nominees. No more than one member of any particular department shall serve on the Executive Committee at the same time. The election is held at the March meeting of the faculty.

Executive Committee members who take leave for one semester must be replaced for the semester by the nominee receiving the second largest number of votes in the original election. Members who take leave for a full year must resign from the committee; their unexpired terms must be filled by special election from a slate of at least two nominees from the division in question.

2012-13: Cavalcanti (fall, 2013), Dwyer (2014), Flapan (spring only), Lindholm (D1 Chair, 2013), Lozano (DIII Chair, 2014), McWilliams (2013), Sood (DII Chair, 2014)


**Faculty Grievance Committee:**
To provide by a process of peer review the full opportunity for just settlement of faculty grievances concerning complaints of infringement of academic freedom or complaints of denial of full and fair consideration in decisions on reappointment, promotion, tenure and dismissal, this committee was established in 2000. This committee consists of five faculty members with tenure or on five- or eight-year rolling contract, two of whom should be at the rank of associate professor and at least one of whom has received tenure within the last three years. They shall be elected for staggered two-year terms by the faculty as a whole. No more than one member of any particular department shall serve on the Faculty Grievance Committee at the same time. Any person serving on the Faculty Personnel Committee must leave that committee for a full academic year prior to serving on the Faculty Grievance Committee. A full description of this committee's function appears in the Pomona College Faculty Grievance Policy (Chapter IV).


Faculty Personnel Committee:
This advisory committee to the President gives counsel on recommendations which the President may make to the Cabinet on original appointments, reappointments, promotions, and tenure of faculty members. It provides the President with counsel on any other questions raised by the President, members of the committee, officers of the College, or by faculty actions. Its weekly meetings are confidential; no minutes are kept. Written ballots are taken on major personnel questions and the results are reported to the Cabinet.

The President is Chair of the committee, the Dean of the College is Vice Chair and Secretary, and the Dean of Students is a non-voting permanent member. Faculty membership is nine. The Associate Dean of the College who serves as Diversity Officer and the Associate Dean for Academic Affairs are non-voting, staff members of the Committee. Three members from each division are chosen from among faculty members at the rank of associate professor or above, at least one of whom is a full professor. All members are elected to two-year staggered terms. Committee members are nominated by the divisions and elected by the faculty as a whole at the March meeting of the faculty; for each office there must be at least two nominees, one of whom is not a department chair. No more than one member of any particular department shall serve on the Faculty Personnel Committee at the same time. The three members from each division form a subcommittee that investigates departmental recommendations on reappointment, promotion, and tenure, and reports to the Faculty Personnel Committee as a whole.

Elected members of the Faculty Personnel Committee who take leave for one semester while serving are replaced for the semester by the nominee receiving the second largest number of votes in the original election. Members who take leave for a full year must resign from the committee; their unexpired term must be filled by special election from a slate of at least two nominees from the division in question. A faculty member shall be excused from service on the Faculty Personnel Committee during a year of contract review, tenure decision, or consideration for promotion for that faculty member; the faculty member is replaced by the nominee receiving the second largest number of votes in the original election.


Faculty Position Advisory Committee:
This committee advises the Dean of the College and the President on requests for 1) permanent faculty positions, 2) coterminous administrative-faculty positions, 3) the transfer of an existing faculty member from one department or program to another, and 4) conversions of Pomona College programs into departments. Its members include six faculty members with tenure or on five- or eight-year rolling contracts, two from each division; three non-voting students, one from each division, chosen by the ASPC; and the Dean of the College, who is a non-voting member. The faculty members are nominated by the divisions and elected by the faculty as a whole to two-year staggered terms. For each position on the FPAC, the appropriate division will choose at least two nominees. No more than one member of any particular department shall serve on the FPAC at the same time. The division of the student members is determined by their majors (interdisciplinary majors are judgment calls). The student members serve one-year terms. The committee chooses its own chair. A full description of this committee’s procedures and guidelines appears in Chapter IV.

Elected Faculty Position Advisory Committee members who take leave for one semester must be replaced for the semester by the nominee receiving the second largest number of votes in the original election. Members who take leave for a full year must resign from the committee; their unexpired terms must be filled by special election from a slate of at least two nominees from the division in question.


Harassment and Discrimination Grievance Committee:

2012-13: Bernhard (fall, 2013), Boston (2014), Davis (2013), Grieman (spring only), Hoopes (fall only), Lemelle (chair, 2013), Ng (spring only), Peterson (2013)

2013-14: Cheney, Foster, Grieman, Ng

Health Sciences Committee:
Besides exercising general supervision over the academic program for students preparing to enter the medical field and other health-care professions, the Health Sciences Committee's more specific business is to interview such students and prepare letters of recommendation for them. Members share responsibility for interviewing rising applicants and drafting a committee cover letter that accompanies all individual letters of recommendation. In addition, the committee meets at the end of the spring semester in order to discuss and evaluate each applicant. The most intensive period of the committee’s work takes place from March through the end of the academic year. Faculty representatives, an Associate Dean of Students, and the Director of the Health Sciences Office make up the committee, which is chaired by the general pre-medical advisor.

2012-13: Andrabi (spring), Becker (spring), Flueckiger, Hardin, Jones, Perini, Sarkis, Sazinsky (chair), Wall

2013-14: Andrabi, Becker (spring), Jones, Lewis (chair), Perini, Sarkis, Sazinsky, Wall
**ID-1 Steering Committee**

The committee oversees the policies of the Critical Inquiry Program, sets standards and assesses outcomes, plans the annual workshop, and works with the Dean’s office to recruit ID-1 instructors. Committee members include the Director of College Writing, an Associate Dean, and two additional faculty members (one of whom chairs the committee) with substantial, and preferably current, experience teaching ID-1.

2012-13: Hollis-Brusky, Kung (chair, fall)

2013-14: Kung (chair), Shay

**Institutional Review Board: Human Research Protection Committee**

This committee reviews research proposals to ensure compliance with federal and state regulations concerning use of humans as research subjects. Committee members include an Associate Dean of the College and faculty members as well as the Director of the Student Health Service and a community representative.

2012-13: Divita, Kuehlwein, Smiley (chair)
2013-14: Borelli (spring), Harris, Rumbos (fall), Summers Sandoval (chair)

**Orientation Book Committee**

This committee solicits book nominations and makes a selection, mainly during the winter break and early spring semester, for the orientation program each fall. It arranges faculty discussion leaders and recommends the distinguished faculty lecturer or outside speaker related to the orientation reading. The committee also contributes and discusses programmatic ideas for more general aspects of first-year student orientation. It is composed of three faculty members (one of whom chairs the committee), five to ten students, and the Dean of Students. The faculty members are appointed by the President to two-year staggered terms.

2012-13: Rapaport, Rockwell, Zook (chair)
2013-14: Rapaport, Rockwell, Zook (chair)

**PAYS Advisory Board**

The PAYS Advisory Committee meets 6-8 times per year in late fall and through May. Two faculty members are appointed to the committee by the President. Committee members assist with the direction of and admissions decisions for the Pomona College Academy for Youth Success, a program of the Draper Center for Community Partnerships.

2012-13: Horowitz, Lu

2013-14: Crane, Negritto

**President’s Advisory Committee on Diversity:**

This committee replaces the Affirmative Action Committee. The scope of this committee includes all functions of the Affirmative Action Committee plus a broader charge of monitoring all aspects of institutional diversity pertaining to faculty, students, and staff. It reports directly to the President, who gives the committee its charge. That charge includes, at a minimum, providing the community with reports on the status of diversity and advising the President on strategies to enhance diversity at the College. It is composed of three tenured faculty members, appointed by the Executive Committee for
two-year terms; the Associate Dean of the College who serves as Diversity Officer; two staff members, appointed by the Staff Council; two students, appointed by the ASPC; an Associate Dean or Director from Student Affairs; an Associate Dean or Director from Admissions; the Director of Institutional Research; a Director or Associate Director of Alumni Relations; and the Assistant Vice President and Senior Director of Human Resources.


President’s Advisory Committee on Sustainability:
The committee will review and monitor (in quantitative terms) the operations of the campus that directly affect the College’s use of resources. The Committee will also develop new approaches and ideas designed to improve sustainable use of resources. It is expected that the Committee will focus on one or two major efforts each year, understanding that some projects may be multi-year in nature. At the end of each year, the Committee will prepare a report for the President and the Board of Trustees’ Buildings and Grounds Committee. In addition, the Committee will make its annual report available to the full College community.

The committee is composed of three members of the faculty, appointed by the President to two-year terms (renewable); a tenured faculty member shall be appointed chair. Additional members include an Associate or Assistant Dean of the College, the Director of the Environmental Analysis Program, four students appointed to one-year terms (renewable), the Director of Facilities and Campus Services, and other staff.

2012-13: A. Chin, C. Chinn, von Schwerin-High (chair)

2013-14: C. Chinn (chair), Davis, Moore

Radiation Safety:

2013-14: Mawhorter

Research Committee:
This committee promotes the cause of faculty research through the following activities: advising the College on the overall financial need for research support; advising the Dean’s Office on recipients of grants from the General Research Fund and other internal research funds; advising on the College’s nominees for national and regional fellowship competitions; evaluating sabbatical leave proposals; advising faculty applying for research support from outside agencies; and evaluating faculty-student summer research proposals. The committee consists of one faculty member from each division, one of whom is chair, and an Associate Dean of the College.

2012-13: Lackey, Paster, Seery (chair)

2013-14: Lackey, Paster, Seery (chair)
**Social Responsibility Committee:** Created in 1986 in response to social concerns about investments in apartheid South Africa, the Committee on Social Responsibility now advises the President on the voting of proxies of companies in the College’s investment portfolio related to environmental concerns, international law and fair labor practices. The Treasurer and her assistant staff the committee, which meets weekly for six weeks each spring. Members include a non-voting faculty convener, three other faculty or emeriti faculty members, three students, and two staff.

2012-13: Ferguson, Johnson, Moore (convener), Rankine

2013-14: Beck, Ferguson (convener), Johnson, Rankine

**Student Affairs Committee:**
This committee is charged with the legislative and judicial functions in the area of student affairs. The committee is chaired by one of the faculty members and normally is composed of the following voting members: the three Faculty Residents, a member of the Office of the Dean of Students (currently the Vice President and Dean of Students), and five student representatives from the ASPC Senate (adopted May 9, 1988).

2012-13: Bashaw, Lozano, O’Malley (chair), Teixido (spring)

2013-14: Bashaw, Lozano, Mayes

**Study Abroad Committee:**
The committee administers and screens applicants to Pomona College's study abroad programs. The committee consists of the Director of Study Abroad, the Dean of Students or an Associate Dean of Students, the Director of Oldenborg Center, the Registrar, and faculty members and two students with experience abroad.

2012-13: Bashaw, Bruce, Diercks, Khazeni, Pohl (chair), Pouzet-Duzer
2013-14: Bashaw, Bruce (fall), Chu, DePace, Gaines (spring), O’Malley, Pouzet-Duzer

**Teaching and Learning Committee:**
The Teaching and Learning Committee (TLC) promotes student learning and achievement by sustaining faculty in their development as teachers. The TLC encourages critical reflection, pedagogical experimentation, and innovation in teaching. It fosters an informed and collaborative dialogue among faculty on matters relating to teaching, learning, and assessment. The TLC includes six faculty members, two from each division (at least one of whom is tenured), appointed to two-year staggered terms. It also includes the Director of Institutional Research, the Director of Instructional Services, the Director of College Writing, and the Associate Dean as ex-officio members.


**Work-Family Committee**
This committee was originally established as The Commission on the Education of Women (Women’s Commission) in 1972 by President David Alexander to make recommendations that would lead to an increase in women in all ranks of the faculty, and broaden the study and discussion of women’s issues on a curricular and non-curricular basis. In 2012, the Faculty, recognizing the changes in gender roles, family
structures, and careers over the previous 40 years, changed the name and the charge of the committee to more accurately represent its current and future role in the College. In addition to its historic responsibilities, the committee also examines issues regarding the balance of work and family obligations among College faculty.

2012-13: Burke (chair), Green, Mahdavi (fall)

2013-14: Burke (fall), Green, Mahdavi

Advisors

Beinecke: Friedlander
British: Yamashita
Carnegie: Bromley
Ford Diversity: Cartagena
Fulbright: Abecassis, Emerick (fall), Goto, Kates (fall), Tompkins
Goldwater: Johal
Madison: Silverman
NCAA: Connell
Wilson-Rockefeller: Buriel
Truman: Worthington
Udall: Hazlett (fall), Miller (spring)
Watson: Coffey (fall), Horowitz

Chemical Engineering: Kwok
Ed/PST: Silverman
Engineering: Zook
Health Sciences: Lewis
Pre-Business: Likens

Representatives on Claremont Colleges Committees

Advisory Board for Library Planning:
   Kates (fall)/Keim (spring)
Benefits Selection:
   Keim
Bernard Field Station Advisory Board
   Hanzawa
Intercollegiate Faculty Council
   D. Smith (fall), Dwyer (spring)
Religious Activities:
   Grabiner
Trustee Committee Representatives

Academic Affairs: Smiley
Facilities and Environment: Gorse
Finance: Lozano
Advancement: Boston
Honorary Degrees: Lozano, Penprase (fall), Sood (spring), Teixido
Student Affairs: Penprase (fall), Sood (spring)

Ad Hoc Committees

Arts and Humanities: Philip Choi (fall), Kevin Dettmar, Amanda Hollis-Brusky, Nina Karnovsky (spring), Eric Lindholm

COACHE Survey: Auerbach, Lemelle, C. Taylor

Online Education: Penprase, Raff, Zemel