

# POLICIES AND PROCEDURES<sup>1</sup>

College of Sciences<sup>2</sup>

San Diego State University<sup>3</sup>

Effective Date: September 1, 2007

## 1.0 Academic class schedule coordination

- 1.1 An Associate Dean of the College shall be responsible for coordination of academic class schedules.
- 1.2 Department Chairs as a Council and as individuals shall provide assistance to the Associate Dean as requested.
- 1.3 Responsibilities and Procedures
  - 1.31 Review all college and department class schedules in light of university enrollments.
  - 1.32 Determine anticipated seat demands for science classes at undergraduate and graduate levels based on latest university enrollment data.
  - 1.33 Balance class offerings within and across departmental lines using any or all of the following methods:
    - a. Work with Enrollment Services to change class room assignments to match anticipated class sizes
    - b. Add or delete class sections
    - c. Provide additional instructor positions (TA and Lecturer) as required to staff new class sections, ordinarily on a semester to semester basis
    - d. Negotiate with department chair, with support from the Dean, an adjustment of the ratio of teaching to released time as needed.

## 2.0 New Programs and Curriculum

- 2.1 An Associate Dean of the College shall chair a committee to review and make recommendations to the Dean of the College concerning Curriculum and New Programs, including General Education courses/programs.
  - 2.11 The committee shall consist of at least 5 members representing behavioral, life and physical sciences and mathematics.

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<sup>1</sup> Also see documents on RTP, and Research and Professional Growth

<sup>2</sup> Referred to as the College or COS in this document.

<sup>3</sup> Referred to as the University in this document.

- 2.12 Members shall be elected by their departments or appointed by department chairs as determined by department policies. Committee members should have expertise in departmental curriculum matters.
- 2.13 Committee members shall serve one year terms without limit to the number of consecutive terms served.

## 2.2 Responsibilities

- 2.21 Adhere to and follow the University Curriculum Guide.
- 2.22 Review on-going curricula within and across departmental lines.
- 2.23 Review proposals to delete courses and programs.
- 2.24 Initiate deletion of courses and programs when required by University Policy.
- 2.25 Review and make recommendations regarding new programs:
  - a. Subject Matter Emphases
  - b. Minors
  - c. Master's Degrees
  - d. Joint Doctorates
  - e. Interdisciplinary Programs

## 3.0 Scholarships and Awards

### 3.1 ARCS (Achievement Rewards for College Scientists)

- 3.11 ARCS award procedures shall be the responsibility of a committee of three, chaired by an Associate Dean of the College (or an Assistant Dean who reports to the Associate Dean).
- 3.12 Two committee members shall be appointed by the Associate Dean with consent of the Dean. Committee members serve one year terms without limit to number of consecutive terms served.
- 3.13 University Advancement and the University Scholarship Office will interact with the San Diego County ARCS Committee to determine the amount of money earmarked for SDSU and the type of student they wish to fund.
- 3.14 University Scholarship Office forwards ARCS applications to the college committee for review and prioritization.

- 3.15 College committee selects applicants who will be scheduled (by the Scholarship Office) for interview by the committee. Ordinarily twice the number of applicants will be interviewed than the number of scholarships available.
  - 3.16 College committee shall select scholarship recipients and notify the University Scholarship Office. The Scholarship Office completes the paper work. The Dean will be copied when students are notified.
- 3.2 Other Scholarships
- 3.21 An Associate or Assistant Dean shall provide data and other assistance when requested by University Advancement's Scholarship Office with regard to finding students who may be eligible for unused financial aid.
  - 3.22 The Assistant Dean of the college shall assist deserving students obtain financial aid through the Campanile Foundation and the Associate Director of Scholarships under University Advancement.
- 4.0 Faculty and Alumni Awards. COS Nominees for the following awards will be selected by an Associate Dean with the assistance of the Council of Department Chairs.
- 4.1 Monty Awards for both Outstanding Faculty Contribution and Alumni of Distinction
  - 4.2 Northrop-Gruman Excellency in Teaching Award
  - 4.3 CSU Wang Family Excellence Award. Nominees are recommended under specific categories for the natural sciences to the University Wang Committee.
  - 4.4 Presidential Top 25 award. Faculty, Staff, and Members of the Community are eligible. Ordinarily 5 nominations are forwarded from the COS to the President's office.
- 5.0 Review of Directors of COS Programs and Centers. A list of COS Programs and Centers may be found in the General Catalog of the University, and the College website.
- 5.1 Directors of Programs and Centers specific to single academic departments will be reviewed by a departmental committee.
  - 5.11 The review shall occur every five years but may occur more frequently if called by the department.
  - 5.12 The department shall be responsible for establishing the review committee except members of the center/program shall not serve on the committee.

- 5.13 The review shall be based on effectiveness of leadership:
  - a. maintaining the function of center/program as indicated in the goals and objectives of the center/program.
  - b. coordinating duties and activities of center/program members and staff.
  - c. exhibiting creativity in administering the center/program.
- 5.14 A report of the findings of the review committee shall be submitted to the Chair of the participating Academic Department with a copy to the COS Dean within 30 days of completion of the review.
- 5.2 Directors of Programs and Centers that include faculty from several academic departments shall be reviewed by a committee appointed by the Dean.
  - 5.21 The review shall occur every five years but may occur more frequently if called by any participating academic department or the Dean.
  - 5.22 The committee shall have no more than two members from each participating academic department. Members of the center/program shall not serve on the committee.
  - 5.23 Chair of the committee shall be appointed by the Dean.
  - 5.24 The review shall be based on effectiveness of leadership:
    - a. maintaining the function of center/program as indicated in the goals and objectives of the center/program.
    - b. coordinating duties and activities of center/program members and staff.
    - c. exhibiting creativity in administering the center/program
  - 5.25 A report of the findings of the review committee shall be submitted to the Chairs of the participating Academic Departments with a copy to the COS Dean within 30 days of completion of the review.
- 5.3 Directors of Joint Doctoral Programs.
  - 5.31 The review shall occur every five years but may occur more frequently if called by the department.
  - 5.32 A review committee shall be established by the Dean in consultation with the department. Members of the program shall not serve on the committee.
  - 5.33 The review shall be based on effectiveness of leadership:
    - a. maintaining the function of the JDP as indicated in the goals and objectives upon which it was established.

- b. coordinating duties and activities of JDP members and staff.
  - c. exhibiting creativity in administering the program
  - d. maintaining effective interactions with the partner university
- 5.34 A report of the findings of the review committee shall be submitted to the Dean of the College of Sciences with a copy to the Chair of the participating Academic Department within 30 days of completion of the review.

Submitted July 23, 2007