

# APPLICATION FOR ACADEMIC SENATE COMMITTEE MEMBERSHIP

At Queens College, the Academic Senate is responsible for much of the institutional governance, and much of the work of the Senate is done through its standing committees. Membership on committees of the Academic Senate is open to all faculty, and to all students who hold a GPA of 2.0 or above. You may not serve on more than one of the standing committees at a time, but you may serve on other committees in addition to a standing committee.

Seats on Senate committees are for two years, normally commencing upon election at the first meeting of the Academic Senate in December. Elections to fill open seats are held as needed. Brief descriptions of the committees can be found on the reverse of this page. Fuller descriptions and names of current committee members are available on the Academic Senate web site, <http://www.qc.edu/AcademicSenate/>. Additional information can be found by contacting the Senate office (Kiely 810; 718-997-5880; email: marjorie\_epp@qc.edu).

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Major or Dept.: \_\_\_\_\_

<b>STUDENTS</b>	ID# _____
<i>Circle one:</i>	
Graduate	Undergraduate
Expected date of graduation _____	

**I am willing to serve on only the standing committees indicated, ranked in my order of preference:**

## STANDING COMMITTEES:

Admissions & Re-Entry Standards _____	Graduate Curriculum _____	Policy Board On Administration _____
Campus Affairs _____	Graduate Scholastic Standards _____	Teaching Excellence & Evaluation _____
Campus Environment _____	International Student Affairs _____	Undergraduate Curriculum _____
Elections _____	Nominating _____	Undergraduate Scholastic Standards _____

**I am willing to serve on the following non-standing committees, as checked below:**

## SPECIAL COMMITTEE:

Special Committee on Governance \_\_\_\_\_  
Special Committee on Technology and Library \_\_\_\_\_

## COLLEGE COMMITTEES:

Committee on Athletic Policy (CAP) \_\_\_\_\_  
Committee on Honors & Awards \_\_\_\_\_

**Below, or on a separate sheet, write a brief statement indicating your qualifications for serving on a committee and the reasons for choosing the committee(s) that you are interested in.**

*Note: All applications, including those for re-election, must include a statement.*

**PLEASE RETURN THIS FORM TO:** *Nominating Committee of the Academic Senate, Kiely Hall Room 810*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## **Academic Senate of Queens College of The City University of New York Committee Responsibilities**

Fuller descriptions and names of current committee members are available on the Academic Senate web site, <http://www.qc.edu/AcademicSenate/>; additional information can be found by contacting the Senate office (Kiely 810; 718-997-5880; email: marjorie\_epp@qc.edu).

### **Admissions and Re-entry Standards:**

To review and recommend college policies for undergraduate admissions procedures and requirements, matriculation of nondegree students, and acceptance of external course work; to hear and act on appeals from students concerning the college policies and from students who have not passed the CUNY Assessment Tests within 60 credits of college work.

### **Campus Affairs:**

To develop policies related to noninstructional matters of campus life, propose academic year calendars, and to foster and stimulate interactions with the community at large.

### **Campus Environment:**

To review, suggest, and make recommendations on any aspect concerning campus grounds; to review and recommend naming of buildings and the creation of memorials.

### **Elections:**

To establish procedures and supervise the election of the Academic Senate and the Faculty Student Disciplinary Committee, Academic Senate referenda, and, upon request, the elections and referenda of the student governments.

### **Executive Committee:**

To propose the agenda for all Academic Senate meetings, to act for the Senate between meetings, to review all committee reports and recommendations, and to make such recommendations as it deems necessary.

### **Graduate Curriculum:**

To make recommendations to the Academic Senate in all matters of graduate curriculum.

### **Graduate Scholastic Standards:**

To review policies and procedures of graduate programs; to receive and act upon student appeals from decisions related to academic matters.

### **International Student Affairs:**

To review and recommend policies pertaining to foreign students in all areas of academic life; to advise the administration in matters pertaining to international students.

### **Nominating Committee:**

To submit nominations for committee membership to the Academic Senate.

### **Policy Board on Administration:**

To advise on all major policy decisions, monitor performance, and hear complaints in the areas of Business Office, Buildings and Grounds, Data Processing, Records Management, Registrar, Security, Parking, Central Mail Services, Telephone, Office and Reprographic Services, Campus Planning, Space Management, Management Information Services, and selection and allocation of office machines.

### **Teaching Excellence and Evaluation:**

To review or construct a College-wide course and faculty evaluation questionnaire, to propose the format and manner of tabulation, to work with the office of the Provost in the schedule of administration, and to submit to the Academic Senate recommendations that promote excellence in teaching.

### **Undergraduate Curriculum:**

To make recommendations to the Academic Senate in all matters of undergraduate curriculum.

### **Undergraduate Scholastic Standards:**

To review and make recommendations on policies and procedures concerning undergraduate scholastic standards including grades and grading policies; to apply the academic standards of the College to individual students from admission until the granting of a degree; and to receive and act upon student appeals regarding academic matters.

### **Special Committee on Governance:**

To review and recommend all material pertaining to the Charter, Bylaws, and Standing Rules of the Academic Senate.

### **Special Committee on Technology and Library:**

To review the policies of the Queens College Library and Office of Information Technology and make recommendations concerning these policies to the Academic Senate; to advise appropriate college officers in matters concerning the Library and instructional technology resources; to encourage and support the coordinated development of the Library and College's technological resources for instruction and research.

### **College Committee on Honors and Awards:**

To select recipients for existing College-wide honors and awards, to recommend criteria for College-wide honors, to evaluate and recommend the establishment of College-wide honors, and to stimulate recognition and appreciation of high academic achievement.

### **Search/Review Committees:**

To review the Deans, Provost, and Chief Librarian every five years; to search for replacements for the Deans as needed.