Committee of Department Heads

(a) Role and Responsibilities
   i.  To report to and advise Faculty Council on matters related to scholarship and discipline, teaching and programming, space and infrastructure, budgets and other administrative issues;
   ii. To discuss departmental matters related to scholarship and discipline, teaching and programming, space and infrastructure, budgets and other administrative issues;
   iii. To share strategies, knowledge and experience;
   iv. To mentor and support new Department Heads;
   v. To discuss college matters related to scholarship and discipline, teaching and programming, space and infrastructure, budgets and other administrative issues;
   vi. To engage in regular communication with the Dean, Vice-Deans, and Associate Deans concerning the same either by receiving reports from them or requesting consultation;
   vii. To bring recommendations and motions for consideration to Faculty Council;
   viii. To receive matters for its consideration from Faculty Council or any of the standing committees of council.

(b) Composition
   i.  Heads of all Departments in the College of Arts and Science, ex-officio or their designate
   ii. One (1) representative of Inter-disciplinary programs
   iii. College Secretary (non-voting)

(c) Procedures
   i.  The Chair shall be elected by members of the Committee under most circumstances in the preceding year.
   ii. The term of the Chair shall be one (1) year and may be renewed for up two (2) additional years.
   iii. The term of office of the Chair shall begin on July 1, except in the case of filling a vacancy.
   iv. All questions before the Committee shall be determined by a simple majority of votes of members present.
   v. The Chair shall not vote on a motion except in the case of a tie.
   vi. In matters requiring an urgent decision and a call of the Chair a motion may be put electronically.
   vii. Quorum shall be 50% of the voting Committee membership.
   viii. The Committee Chair or designate shall report to and represent the committee at Faculty Council.
   ix. The Committee shall meet at least three times a year.