

UNIVERSITY OF OKLAHOMA
SCHOOL OF SOCIAL WORK

COMMITTEE A COMPOSITION AND FUNCTIONS

I. COMPOSITION AND TERMS

Committee A is sanctioned by the University (Section 2.8.2, Item a, Paragraph 2 of the **Faculty Handbook** – approved by the Board of Regents on July 28, 1993). In the School of Social Work, Committee A is composed of the Director as Chair and two tenured faculty members of the School serving staggered, two-year terms. Tenured faculty members of the School are eligible to serve on Committee A. It is the policy of the School that each elected member of Committee A shall serve for a term of two years. Committee A members may be re-elected for one successive term. A newly elected Committee A member assumes Committee A duties at the beginning of the fall semester.

II. FUNCTIONS:

The functions of Committee A are described in Section 2.8.2 of the **Faculty Handbook** and are described as providing “advice and consultation” to the Chair in:

1. Determining teaching assignments and class schedules for the school;
2. Preparing annual faculty evaluations; and
3. Making recommendations to the Dean concerning:
 - a. budget requests/allocations,
 - b. increases in salaries for faculty,
 - c. faculty awards (unless donors have specified that the decision be made by another person or through another process)
 - d. hiring of new faculty,
 - e. tenure, promotion, and
 - f. annual reviews of progress of tenure-track faculty in their efforts to obtain tenure.

As Chairperson of Committee A, the Director will have a full and equal vote as a member of the committee except in those instances where he/she makes a separate recommendation as the Director, i.e., tenure and promotion recommendations.

Committee A shall meet during summer months as the occasion arises.

III. ELECTIONS

Elections for the new committee A members shall be in April. All Regular faculty members will be eligible to vote for elected Committee A members. Election to committee A shall be held according to the following procedures:

1. Preceding or following the March faculty meeting, faculty members eligible to serve and vote in Committee A elections will meet to discuss views or issues regarding to Committee A matters.
2. Nominations for election to Committee A must be submitted in writing to the Director no later than the last working day in March. Permission should be obtained from nominees before submitting names.
3. On the first Monday (workday) in April, the Director's office will send ballots to the faculty for electing the Committee A member. Absentee ballots will be honored. The ballot shall list only names of tenured faculty members nominated for the committee. The marked ballots for nominees shall be enclosed and sealed in an inner plain envelope and returned to Committee A in an outer envelope signed by the faculty member. Ballots shall be returned by a specified date (within approximately one week).

In the event no candidate receives a majority of votes for Committee A, a second ballot containing the names of the two persons receiving the highest number of votes shall be sent to the faculty. Marked ballots shall be returned to Committee A in the same manner as described above.

Results of the election shall be announced by memorandum to the faculty.

Approved by Faculty on November 19, 2004

Approved by the Senior Vice President and Provost on April 28, 2005

From: Mergler, Nancy L.
Sent: Thursday, April 28, 2005 10:00 AM
To: Bell, Paul B. Jr; Wright, Roosevelt

April 28, 2005

Roosevelt and Paul,

I have reviewed your memos of April 19 and April 25; and approve your changes in the School of Social Work Committee A composition and functions. Please send to me a revised copy of your policy, indicating the faculty approval of revisions on the specific date in April 2005 of your vote and also indicate Provost approval, dated April 28, 2005. Please review the language below that I will put into the master document in the Provost's Office regarding Committee As across the University; and verify that this reflects your intended changes.

COMPOSITION & ELIGIBILITY

The Director is a member of the 3 member Committee A. All tenured faculty within the school are eligible to be elected to Committee A. All regular faculty are eligible to vote for nominated Committee A members.

TERMS & ELECTIONS

Faculty are elected to 2 year terms. **Elections are held during the first full week of April.** The term for the new member begins at the beginning of the fall semester. Election must be by majority vote of faculty.

ROLE OF COMMITTEE A

Committee A "prepares and transmits to the Chair formal recommendations".

Please thank your faculty for their time taken to review and amend this important document.

Nancy M