

BB Committee Organization and Charges - February 2016

Undergraduate Programs (>4 faculty + students as committee decides)

This committee is charged with policy development related to undergraduate education activities as well as the proactive oversight, planning, and managing of those activities and resources. Types of areas included are the undergraduate curriculum, program assessment, the awarding of undergraduate scholarships and undergraduate research funding, recruiting and advising, the BB Club, Peer Mentoring and Major Groove programs as well as teaching infrastructure.

Graduate Programs (≥ 4 academic or affiliate faculty + students as committee decides)

This committee is charged with policy development related to graduate education activities as well as the proactive oversight, planning, and managing of those activities and resources. Types of areas included are the graduate curriculum and program assessment, graduate recruiting and admissions, internal scholarships and nominee selections, procedures for graduate student reviews, guiding the BB graduate student association, as well as handling questions related to research space and infrastructure. One member of the committee will be the *Graduate Advisor*, appointed by the Chair to a three-year term. The Graduate Advisor who is the first line of advising for BB graduate students and monitors their academic progress ensuring that each student fulfills the Department and University degree requirements and obligations.

Promotion and Tenure Executive Committee (≥ 3 tenured faculty)

This committee assists the Department Chair and represents the faculty in the policy development and management of P&T and faculty mentoring processes. Responsibilities include:

- Departmental policy development in the areas of P&T and faculty mentoring activities
- Oversight of the compilation of midterm review and promotion and tenure dossiers for review and evaluation by the P&T Committee and external reviewers;
- Completion of the midterm reviews for tenure-track faculty;
- Oversight of the departmental evaluation of and voting on P&T cases;
- Appointment of Mentoring Teams and Faculty Peer Teaching Review Teams.

Alumni relations (≥ 2 faculty + students and alumni as committee decides)

This committee guides and supports departmental efforts to maintain relationships with our alumni and friends and work with the OSU Foundation in fundraising activities. Key areas of focus include developing departmental newsletters and possible other ways of connecting with alumni and friends, and involving them in our ongoing activities, as well as guiding the planning of special events that in which they can participate, such as our upcoming 50th anniversary.

Executive (1 biophysicist and 1 biochemist; elected)

The Executive Committee will serve as acting Chair in the Chair's absence and assist the Chair in reaching decisions on matters that are not appropriate or necessary for consideration by the entire faculty. These include annual reviews of faculty and retreat planning. They will also oversee any departmental reviews of the Chair.

Seminar Committee (≥ 1 faculty + students as committee decides)

This committee is responsible for organizing BB seminar series including both regular and special seminars as well as mentoring of graduate students regarding the seminars they host.

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Committee Appointments as of Spring 2016

Undergraduate Programs (>4 faculty + students as committee decides)

Phil McFadden (Interim Chair)
Afua Nyarko
Indira Rajagopal
Kari van Zee
(+Kevin Ahern (Chair) returning Fall 2016)

Graduate Programs (≥ 4 academic or affiliate faculty + students as committee decides)

Michael Freitag (Chair)
Colin Johnson
David Hendrix
Viviana Perez
Tory Hagen

Promotion and Tenure Executive Committee (≥ 3 tenured faculty)

Elisar Barbar (Chair)
Joe Beckman
Ryan Mehl
(adding Gary Merrill in fall 2016)

Seminar Committee (≥ 1 faculty + students as committee decides)

Fritz Gombart
(Ryan Mehl finishing out AY16)

Alumni relations (≥ 3 faculty + students and alumni as committee decides)

Victor Hsu (Chair)
Adrian Gombart
Kevin Ahern (on sabbatical, but participating)
(Emeritus consultant: Chris Mathews)

Executive (1 biophysicist and 1 biochemist; elected)

Michael Freitag (thru 2017)
Elisar Barbar (thru 2017)