Policy and Procedures for the
The Department of Accounting,
McCoy College of Business Administration, Texas State University

PPS 1: Organization and Stakeholders

PPS 1.03 Membership on Standing Committees

PURPOSE
The purpose of this document is to establish policies and procedures governing standing committees within the Accounting Department of the College of Business Administration. The department follows college policies but differs in required committees and composition.

COMMITTEES

Governance Committee
The committee coordinates the evaluation and revision of Accounting Department PPSs, reviews the mission statement at least every two years to ensure it reflects our unique mission and coordinates with the college and university’s mission statements. It also considers suggestions for change of the mission and/or PPS from any faculty member or other stakeholder, including students, provides counsel to the chair and the department on policy issues and coordinates votes of the faculty on any major revision of the mission or policy issues. The Faculty Senator or Liaison will chair the committee consisting of four faculty representing lecturers, tenured and untenured faculty. The chair of this committee is responsible for the oversight of all departmental voting.

Curriculum Committee
All faculty act on undergraduate policies and curriculum issues. Faculty teaching graduate classes act on graduate policies and curriculum issues. See College PPS for criteria necessary to be considered a graduate faculty member.

Graduate Admissions Committee
Appointed by the chair, tenured and tenure-track graduate faculty are eligible to serve on the graduate admissions committee. See Departmental PPS 2.04.02, student selection.

Research Program Committee
The Departmental Research Enhancement Program Committee reviews the journal quality list annually. Two tenured and one tenure-track member, all academically qualified as defined by AACSB, will typically serve on this committee. The chair will select the committee chair and two members.

Personnel Committee
The committee monitors progress on lecturers and untenured faculty, reviews the documentation of candidates for promotion and/or tenure, discusses each candidate and votes by voice or paper
ballot to approve or disapprove each candidate. The committee is composed of tenured faculty. The Department chair is a non-voting member, but will cast a deciding vote to break any ties.

**Scholarship Committee**
Coordinating with the college scholarship committee, the departmental undergraduate scholarship committee evaluates applications and awards department-level scholarships. The scholarship committee chair serves on the college scholarship committee. The committee will separately award any departmental undergraduate and graduate scholarships according to individual scholarship guidelines. The committee consists of the committee chair and one representative from each of the tenured, tenure-track and lecturer faculty.

**Assessment Committee**
The committee selects and implements assessment methods. It coordinates the assessment of the quality of all undergraduate and graduate educational programs, works with the college undergraduate curriculum committee and the college graduate policies committee to evaluate approaches to assessing student learning outcomes. It collects and reports results of course embedded assessments of learning goals. It develops, distributes and tabulates surveys designed to collect assessment data from stakeholders. These include current and graduating students, alumni, employers, faculty and others, as necessary. Results and recommendations are reported to the college undergraduate curriculum and graduate policies committees and CBAC when requested.

**Strategic Planning Committee**
Consisting of at least one representative from each category of faculty (full, associate, assistant professors, and lecturers) this committee develops and reviews departmental strategic goals ensuring that departmental goals compliment those of the college and the university.