

Charter
Academic Affairs Committee
of the Board of Trustees
of
Claremont McKenna College

Mission and Purpose of the Academic Affairs Committee

The Academic Affairs Committee (the "Committee") is a committee of the Board of Trustees of Claremont McKenna College (the "Board").

Structure of the Academic Affairs Committee

- A. Membership on the Committee shall be comprised of Trustees only.
- B. Each member of the Committee shall be appointed annually by the Board of Trustees. The Committee shall consist of at least seven (7) Trustees.
- C. One or more members of the Committee shall be appointed by the Board to serve as Chair or Co-Chair of the Committee, as the case may be. A majority of the members serving on the Committee shall constitute a quorum for the transaction of business at any meeting of the Committee. Provided that a quorum is established, any matter for which a vote of the Committee is required shall be decided by a majority of the number of members participating in a meeting. The Committee shall generally meet in person on four occasions in each fiscal year, and may hold additional in-person or telephonic meetings when called by the Chair or any Co-Chair.
- D. Life Trustees, faculty representatives, student representatives, and such other staff and special guests as the Board determines is appropriate may also participate in the activities of the Committee; provided, however, that such individuals shall not be considered members of the Committee within the meaning of the California Nonprofit Public Benefit Corporation Law.
- E. The Vice President for Academic Affairs and Dean of the Faculty and any other appropriate employee of the College shall provide primary staff support for the Committee.
- F. The Committee may form advisory subcommittees for any purpose; provided, however, that such subcommittee shall be advisory only and shall not be a committee of the Board.

Responsibilities and authority of the Committee with respect academic matters, including: the curriculum, faculty recruitment and development, and information technology

- A. The Committee shall understand the College's academic policies and priorities. The Committee shall ensure that such academic policies and priorities are consistent with the College's mission and strategic plan. The Committee shall measure the College's success in carrying out such academic policies and priorities and, when appropriate, propose to the Board for approval changes in policies and priorities.
- B. The Committee shall understand the College's faculty personnel policies and the processes used to review and reward faculty performance. The Committee shall attempt to ensure that such policies and processes are consistent with the College's academic priorities and the College's mission.
- C. As part of its oversight of faculty personnel matters, the Committee shall normally review and recommend to the Board of Trustees for approval all faculty personnel actions related to the appointment, re-appointment, the granting of tenure, or the promotion of faculty; provided, however, in circumstances in which time is of the essence, the President may present a faculty personnel action directly to the Executive Committee for approval.
- D. The Committee shall attempt to ensure that the College's annual budget supports the College's academic policies and priorities.
- E. The Committee shall oversee the periodic review and assessment of the effectiveness of academic departments and programs, including external departmental reviews and faculty development plans.
- F. The Committee shall oversee the periodic review of the College's curriculum requirements. The Committee shall attempt to ensure compatibility with the College's academic priorities, mission and student needs.
- G. The Committee shall oversee the periodic review of the College's advising system. The Committee shall attempt to ensure compatibility with the College's academic priorities, mission and student needs.
- H. The Committee shall oversee the collection and analysis of data concerning student learning outcomes, especially related to career choices, graduate degrees pursued and the long term effectiveness of an education at the College.
- I. The Committee shall attempt to ensure that the College makes appropriate use of consortium resources in delivering its academic programs.
- J. The Committee shall understand and evaluate how information technology is applied to academic programs.

Responsibilities and authority of the Committee with respect to research and research institutes

- A. The Committee shall review proposals for and oversee the creation of new research institutes, keeping in mind their compatibility with CMC's academic priorities, mission, student needs, and financial situation.
- B. The Committee shall oversee the periodic review of CMC's research institutes (including the potential need to dissolve a research institute), keeping in mind their compatibility with CMC's academic priorities, mission, donor's requirements, and students' needs.
- C. The Committee will monitor the work of institute directors in implementing assessment criteria for institute performance.
- D. The Committee shall seek to sustain high quality in institute research.
- E. The Committee shall seek to sustain high quality in student involvement with the institutes.
- F. The Committee shall work with the advancement department to build internal and external visibility and support for the institutes consistent with the mission of the College.
- G. The Committee shall work with the advancement department and other relevant Board committees to monitor and encourage financial support for the institutes.
- H. The Committee shall work with the Dean of the Faculty to monitor and encourage faculty research.

Other provisions

- A. The Chair or any Co-Chair of the Committee shall report regularly to the Board on any significant matters arising from the Committee's work.
- B. The Committee shall review this Charter periodically and, if appropriate, recommend proposed changes to the Board for approval. In addition, the Committee shall assess periodically the Committee's performance in view of this Charter and the Committee's annual goals and objectives.