

**Special Senate Committee on Diversity's
SURVEY ON SERVICE
Deans, Dept. Chairs and Program Directors
2008-2009**

SCHOOL OF THE ARTS

Acting Dean Alan Terricciano, aterricc@uci.edu

Dance - Chair Lisa Naugle, lnaugle@uci.edu

1. Please provide a list of committees in your dept. and include information on search committee efforts.

We establish search committees on an as-needed basis. In other words, once we receive approval to go ahead with a search, we follow the diversity guidelines and work with the equity advisor for pre-approvals prior to inviting candidates to visit and interview. Being on a search committee is service that is shared among the faculty members.

The Dance Department has an executive committee that meets weekly during file reviews in fall and winter and bi-weekly in spring qtr. The work-load is divided and shared when committees are needed.

2. How often does each committee meet? During a search the committee reviews the material separately and then meets between 3 and 5 times to determine final candidates and who will interview. For other committees, such as ballet faculty, scheduling, catalog, etc., the meeting times vary depending on deadlines.

3. How does your dept. meet the challenge of encouraging faculty members to serve? The work-load is divided based on interest and if no one volunteers then the Chair encourages faculty to serve on various committees and explains the workload such as graduate student advisor, teaching assistant supervisor, artistic director of concerts, mentoring students, etc.

4. Does your department have a written policy regarding service on department committees? Dance has a written policy on faculty workload which includes consideration of committee service. In addition, the department discusses service during file reviews and at other times during the year when the campus recruits members to elected committees. The faculty are aware of the need to participate in committee work. One faculty member is chairing a systemwide committee and another is chairing a campus committee. Several members of the faculty serve as members of campus committees. Junior faculty are mentored on committee service in relation to their time toward tenure.

-Lisa Naugle

Drama - Chair Eli Simon, esimon@uci.edu

Here are committees and estimated hours of service within our department and school:

Search committees for new faculty. 60 - 70 per search

Tech Team Committee ?

Drama Scholarship Committee 20 hours per year.
Mentor for ArtsBridge 40 hours per assignment.
Theatre Guild Board 25 hours per year.
CTSOTA Building Committee 80 hours per year.
Arts Research Committee 20 hours per year.
Drama Representative to the Education Abroad Program 20 hours per year.
Curriculum Committee 30 hours per year.
Drama Fundraiser Committee 50 hours per year.
Arts Executive Committee 20 hours per year.

Music - Chair David Brodbeck, dbrod@uci.edu

1. Please provide a list of the committees in your school/department and include information on search committee efforts.

From Bylaws: ARTICLE 3. STANDING COMMITTEES¹ - See Bylaws for more detail

Performance Council, Graduate Committee, Undergraduate Committee, and Rawlins Scholarship Committee

2. How often does each committee meet?

As needed; generally at least once each month.

3. How does your school/department meet the challenge of encouraging faculty members to serve?

The Chair discusses this matter with all new faculty members when they are hired. In general, we aim to minimize the service commitments expected of junior colleagues and expect a somewhat higher degree of service from those with tenure.

4. Does your school/department have a written policy requiring service on departmental committees? If yes, may we have a copy?

No, there is no written policy.

Studio Art - Chair Bruce Yonemoto, yonemoto@uci.edu

1. Please provide a list of the committees in your school/department and include information on search committee efforts.

The Department of Studio follows the UC requirements for addressing diversity in our search process (both students and faculty).

Studio Art does not have a committee(s) that specifically addresses diversity.

2. How often does each committee meet? - N/A

3. How does your school/department meet the challenge of encouraging faculty members to serve?

The Merit/Promotion process has a specific section in the AP-10 that addresses

¹ Standing committees focus their attention on specific aspects of the departmental mission and bring to the Senate Faculty recommendations that emerge from their deliberations. Recommendations from a standing committee have the power of a motion that has been put forth and seconded. When a standing committee reports such a recommendation to the Senate Faculty, therefore, discussion can begin immediately and a vote can follow.

All standing committees allow for membership by graduate students, as selected by the Graduate Student Organization. Although graduate-student members take part in policy discussions, they do not vote, and they do not participate in discussion about other students.

diversity.

Studio Art is constantly striving to expand the exposure our students get to diversity in art.

4. Does your school/department have a written policy requiring service on departmental committees? If yes, may we have a copy?

No written policy. The various various obligations/duties are distributed by Chair assignment, by skill-set, and by volunteering.

SCHOOL OF BIOLOGICAL SCIENCES

Dean Albert Bennett, abennett@uci.edu

Developmental & Cell Biology - Chair Ken Cho, kwcho@uci.edu

Senior Faculty Advisory Committee

- meets as needed

7 members

Faculty Mentoring Committee

- meets 4-5 times in the summer months & several times with Faculty in mentoring sessions throughout the year (varies depending on # of candidates up for review)

2 members

Faculty Search Committees

- Meet mid summer to propose an ad for recruitment needs; meet twice in the fall quarter to review candidate files and decide who to invite; present findings at two faculty meetings in the fall quarter.

3 members

Equipment Committee

- Meet as needed (approx. 1-2 times a year)

2 members

Graduate Student Advisor

- meets with the Chair 5-7 times a year; holds monthly research in progress talks with the students; meets with students individually, on a monthly basis

1 Director

Undergraduate Curriculum Advisory Committee

- at least once a month (2-3) they meet to address ad hoc issues

2 members

Honors Selection Committee - plans to meet approx 2 times a year

TBA

Genetics Major Advisory committee

- meets in the winter quarter 2-3 times, in conjunction with the seminar course

2 members

Developmental Biology Major Advisory Committee

- meets in the spring quarter 2-3 times, in conjunction with the seminar course

2 members

MCB admission committee

- meets 3-4 times in the year

2 members

2. How often does each committee meet? - written next to each committee title
3. How does your school/department meet the challenge of encouraging faculty members to serve? We emphasize the importance of the committees themselves, and encourage faculty to participate.
4. Does your school/department have a written policy requiring service on departmental committees? If yes, may we have a copy? No, we do not have a written policy.
We are always hopeful, faculty will see the importance of such roles and step in when asked to serve. No, we do not have a written policy.

Ecology & Evolutionary Biology - Chair Brandon Gaut, bgaut@uci.edu

1. Please provide a list of the committees in your school/department and include information on search committee efforts.

Please go to <http://ecoevo.bio.uci.edu/admin/committees.html>

2. How often does each committee meet?
It depends on the committee and the time of year. All the Commencement committee has to do is go to commencement. The grad recruiting committee takes quite a bit of time for an intense period of about 6 weeks. Etc.
3. How does your school/department meet the challenge of encouraging faculty members to serve?
Peer pressure. Most folks are happy to serve, frankly. There are only the few outlier.
4. Does your school/department have a written policy requiring service on departmental committees? If yes, may we have a copy?
No.

SCHOOL OF HUMANITIES

Dean Vicki Ruiz - vruiz@uci.edu

Art History - Chair Cecile Whiting, cwhiting@uci.edu

1. Please provide a list of the committees in your department and include information on search committee efforts.

The administrative positions in the Art History Department are as follows: Chair, Graduate Director, Undergraduate Advisors.

We have no committees besides the occasional search committee. The Chair of the department generally serves as Chair of the search committee, and the committee includes all members of the faculty.

2. How often does each committee meet?
The search committee meets once to make a short list of candidates to be interviewed at our national convention. Typically, all those faculty attending the national convention participate in the interviews at the convention. The entire search committee meets with each candidate who comes to campus. Finally, the committee meets to select the person to whom it offers the job.
3. How does your school/department meet the challenge of encouraging faculty members to

serve?

The department has always included all members of the faculty at all ranks in searches.

4. Does your school/department have a written policy requiring service on departmental committees? If yes, may we have a copy?

No response here.

Fr: Cécile Whiting, Chair, Department of Art History, School of Humanities

English - Chair Brook Thomas, bthomas@uci.edu

1. Please provide a list of the committees in your school/department and include information on search committee efforts.

Executive Committee (elected). The rest are appointed.

Grad

MA Exam Committee

Undergrad

Rhetoric and Comp

Lectures and Awards

We also have committees to run our separate degree programs: MFA; Lit Journalism

Search committees for us are very time-consuming. We have had junior searches with 500 applications. Senior searches require committee members to read numerous publications, some candidates have written over 9 books.

2. How often does each committee meet?

Ex Com frequently, esp in the fall, since it makes recommendations on all personnel actions.

Others meet at least once a quarter, often 2 or 3 times.

3. How does your school/department meet the challenge of encouraging faculty members to serve?

All faculty are appointed to a committee. If a faculty member is on a time-consuming Senate Committee, he or she will normally be excused from departmental work for that year. We try to protect untenured faculty, giving them easier assignments, although each one at some time serves on the time-consuming Ex Com.

4. Does your school/department have a written policy requiring service on departmental committees? If yes, may we have a copy?

We have no written policy. See # 3 for our practice.

Film & Media Studies - Chair Mark Poster, poster@uci.edu

I will answer this as Director of Undergraduate Studies for Film and Media Studies, and as the faculty member with the longest service in FMS.

Four Committees: VS Committee, Search Committee, AP Committees, Tonelli Prize Committee

I came to the faculty in 1998, when there were only two other faculty members, and we were a program. Currently we are at 12.25, we are a Department, and we are the third largest major in the School of Humanities.

1. This year and last year were the first year that we did not have a search. But for 98-99, 99-00, 00-01, 01-02, 02-03, 03-04, 04-05, 05-06, 06-07, 07-08 we conducted at least one, often two searches. With only two or three full-time faculty, this meant that we served (including assistant professors) on every search. I was Chair of two searches.

Search committees met regularly at least once a month and during the searches often twice a week. There was no challenge to get faculty members to serve as it was not an option to not serve!

2. In fact the VS faculty as a whole used to meet and even do admissions. Since 2005 we have VS committees. Two from each Department. These were usually assigned by the Chair after consulting with the pertinent faculty members. These often included assistant professors (I was one). They usually meet at least once a month and work on admissions, curriculum, events, etc.

3. For promotions, ie AP work, we usually have a committee of two Senate faculty, usually one Senior Professor who primarily works on the research part of the file, and a Junior Professor who works on service and teaching. They collaborate together on the final report. These are usually assigned by the Chair.

We are now in a position to begin thinking about forming committees for future searches. Obviously when we were a program of three Senate faculty everyone served on the Search Committee. Now we are in a position to form committees, especially search committees.

4. For the Tonelli Prize Committee it is usually the Director Of Undergraduate Studies, and one other professor, who reads the essays that are submitted, and ranks them, for our annual prize. The other professor is usually appointed by the Director of Undergraduate Studies. They usually only meet once.

Last year as Chair for Fall Quarter I had ad hoc committees, and I imagine this will need to be done in the future. If you need further information, please do not hesitate to contact me. I am copying Vicky Johnson, who will be the new Chair.

SCHOOL OF PHYSICAL SCIENCES

Dean John C. Hemminger, jchemmin@uci.edu

Mathematics - Chair John S. Lowengrub, jlowengr@uci.edu

1. Please provide a list of the committees in your school/department and include information on search committee efforts.

- Colloquium Committee
- Web Development Committee
- Chair's Advisory Committee / Recruitment Committee

- VAP Selection Committee
 - Computer Committee
 - Math Counts Committee
 - Lecturer Evaluation Committee
 - TA Training Committee
 - VIGRE Committee
 - Undergraduate Studies Committee
 - Chair Selection Committee
 - Distinguished Visitor Committee
 - Graduate Admissions and Advisory Committee
 - Graduate Studies Committee
 - Awards Committee
 - Library Committee (one person committee)
 - Public Relations Committee (one person committee)
 - School Steering Committee (one representative for the department)
2. How often does each committee meet?
- **Colloquium Committee:** Informal meeting schedule. Meetings were when members happened to see each other. Email used for more urgent matters.
 - **Web Development Committee:** Met a few times. Most issues were discussed and handled via email.
 - **Chair's Advisory Committee / Recruitment Committee:** Met about 8 times per year.
 - **VAP Selection Committee:** No meetings. All discussion was by email.
 - **Computer Committee:** Met about 6-7 times.
 - **Math Counts Committee:** No meetings. All discussion was by email.
 - **Lecturer Evaluation Committee:** No meetings. All discussion was by email.
 - **TA Training Committee:** Met with students several times a year. Discussions also conducted by email.
 - **VIGRE Committee:** Met once.
 - **Undergraduate Studies Committee:** Met about 9 times.
 - **Chair Selection Committee:** Met 2 times.
 - **Distinguished Visitor Committee:** Met once. Discussions also conducted by email.
 - **Graduate Admissions and Advisory Committee:** Met once. Committee Members reviewed admission files on their own, not as a group.
 - **Graduate Studies Committee:** Met 3 times.
 - **Awards Committee:** This committee met infrequently. Email discussions were held when needed.
 - **Library Committee:** (one person committee)
 - **Public Relations Committee:** (one person committee) Met with Physical Sciences Communication Taskforce.
 - **School Steering Committee:** (one representative for the department)
3. How does your school/department meet the challenge of encouraging faculty members to serve? **Committee assignments are made by the Department Chair. Faculty rarely decline to serve on a committee. Department service is considered in faculty merit and promotion cases.**

4. Does your school/department have a written policy requiring service on departmental committees? If yes, may we have a copy? **The Department does not have a written policy requiring service on departmental committees.**

SCHOOL OF SOCIAL ECOLOGY

Dean C. Ronald Huff, rhuff@uci.edu

In response to your request, here is a list of School committees in the School of Social Ecology and the frequency with which they meet. Membership is generally determined by positions held within the School, as you can see. In a few cases, we ask dept. chairs to appoint someone to represent their dept. as well.

Our dept. chairs will respond directly to you with their own committee information, per your request. Thanks. - Ron Huff

Dean's Advisory Committee

members, Dean, Associate Deans, Assistant Dean, Personnel Manager, Chairs, Equity Advisor, Faculty Senate Chair - meets monthly

Grad Advisors Committee

members: Associate Dean, Department Graduate Advisors - meets quarterly

Admissions Committee

members Associate Dean, Department Graduate Advisors, Faculty Senate Chair, Director of Student Services, Director of Graduate Services - meets once a year and by email

Web Committee

members: Associate Dean, School Web Developer, Coordinator/Communications, one faculty member from each department - meets monthly as needed and by email

Curriculum Committee

members: Associate Dean, Department Vice Chairs, Faculty Senate Chair, Director of Student Services - meets as needed, most business done by email

Computing Committee

members: Associate Dean, one faculty member from each department, Director of Computing Services - meets as needed

Dean's Building Advisory Committee (this will be dissolved in August when our new (shared with Social Sciences) Social and Behavioral Sciences building opens)

members: Dean, Associate Dean, Assistant Dean - meets quarterly and as needed

Student Awards Committee

members: Associate Dean, one faculty member from each department, Director of Student Services - meets once per academic year.

Criminology, Law & Society - Chair Simon Cole <scole@uci.edu>

1. Please provide a list of the committees in your school/department and include information on search committee efforts.

Graduate Admissions
Comprehensive Examination Coordinator
Graduate Recruitment Coordinator
Awards Committee
School Executive Committee Representative
School Computer Policy & Web Committee
Undergraduate Curriculum Committee
Graduate Curriculum Reform Committee
Master's Program Oversight Committee
School Curriculum Committee
Dean's Advisory Committee
Search Committees as appropriate
Ad Hoc Merit & Promotion Committees

2. How often does each committee meet?

Graduate Admissions - 3X/yr
Comprehensive Examination Coordinator - N/A
Graduate Recruitment Coordinator - N/A
Awards Committee - 3X/yr.
School Executive Committee Representative - 3-6X/yr.
School Computer Policy & Web Committee - as needed
Undergraduate Curriculum Committee - as needed
Graduate Curriculum Reform Committee - as needed
Master's Program Oversight Committee - 3X/yr.
School Curriculum Committee - as needed
Dean's Advisory Committee - 9x/yr.
Search Committees as appropriate - as needed
Ad Hoc Merit & Promotion Committees - once

3. How does your school/department meet the challenge of encouraging faculty members to serve?

Simply asking people. We are working on greater transparency to show that the distribution of work is equitable in order to encourage people to do their share. We are also working on compiling information about service, so that the Chair can ensure that service work is distributed equitably.

4. Does your school/department have a written policy requiring service on departmental committees? If yes, may we have a copy?

No.

Psychology & Social Behavior - Chair David Dooley, cddooley@uci.edu

In response to your request, here is a list of committees in my department.

As chair, I prefer mission-specific, time-limited committees to standing committees. Thus most of our work is done on that basis with the primary work in the following types:

Merits & Promotions (2 or 3 people per case), meeting several times in the fall

Search (3 or 4 people per search), meeting several times to review files and individually to host candidates during late fall and early winter

Graduate admissions (4 or 5 people, each representing a subarea), meeting intensively in early winter quarter to admit students

Space/building committee (currently 6 members plus the chair) to recommend research office assignments, meeting intensively in the run up to occupation of our new building

We do have two standing committees currently:

The Curriculum Committee deals with curriculum planning, teaching workload policy, and graduate student comps exams. This committee has the Graduate Advisor, the Vice-Chair, and several other members and meets approximately every month or two.

The Awards Committee deals with choosing our PSB Excellence in Research Program winner as well as various other undergraduate and graduate honors. Consisting of four persons, this committee meets several times each spring in the run up to the awards programs.

Our department does not have a written policy requiring service on departmental committees. In over three years as chair, I have not had any difficulty getting my faculty to accept committee service assignments. I simply ask and take care to distribute the work in an equitable way.

- David Dooley

Planning, Policy & Design - Chair David Feldman, feldmand@uci.edu

This past year we had one search committee comprised of four faculty and one graduate student. the graduate student was appointed by me, at the recommendation of the faculty on the committee. We have started a practice of appointing a graduate student to search committees.

1. Our only standing committees are:

PhD admissions (2 members)

MURP admissions (3 members)

We have one special ad hoc committee for 2008-09: a "PhD Program Streamlining committee" comprised of 7 faculty. We, of course, appoint ad hoc faculty committees -
- annually -- for M&P cases. This is done by the chair.

2. Committees meet as scheduled -- there are no set numbers of meetings, or times for meetings of committees. The most frequent number of meetings this year was for our faculty search committee. Meeting schedules for committees are coordinated by office staff who determine when faculty are able to meet. Staff also find meeting rooms.

3. There is a widely-shared view in the department that departmental service is essential to effective collective governance. As a result, it has not been difficult, traditionally, to recruit faculty to committee service. The practice is that the chair extends the invitation to faculty to serve on committees; and also, that the chair appoints heads of committees. Virtually every faculty member in the department serves on one or another type of committee in any given year. The only extenuating circumstance for not being able to serve is being on sabbatical.

4. We have no written by-laws on committees or their structure.

SCHOOL OF SOCIAL SCIENCES

Dean Barbara Doshier, bdoshier@uci.edu

Anthropology - Chair William Maurer, wmmaurer@uci.edu

1. Please provide a list of the committees in your school/department and include information on search committee efforts.

Regular committees (constituted every year; faculty usually serve for a 3-year term; membership selected by the Chair in consultation with the faculty):

Graduate committee (one Grad Director plus 3 members)

Undergraduate committee (one Undergrad Program Director, one regular member, two "interns-in-training")

Presidents Postdoc committee (2 members; reviews the Presidents Postdocs systemwide to determine if any might be worth recruiting into the Department)

Colloquium committee (1 or 2 members)

Ad hoc merit and promotions committees (2 members each)

Special committees (constituted as needed)

Recruitment committees (3-4 members)

Graduate program review committee (3-4 members, constituted every third year)

Medical anthropology/Science studies committee (4-5 members, constituted this year for program development)

Other committees (School-wide or campus-wide committees with Anthro representation)

Masters in Public Policy committee (1 member from Anthropology)

International Studies committee (1 member from Anthropology)

Science and Technology Studies committee (1 member from Anthro)

Linguistics committee (1 member from Anthro)

2. How often does each committee meet?

Varies. Grad Committee and Undergrad Committee have the most meetings per quarter, on average at least 3 formal meetings per quarter.

3. How does your school/department meet the challenge of encouraging faculty members to serve?

The Department offers one course reduction for the Graduate Director and the Undergrad Program Director. The Chair cajoles or shames faculty into service for the other committees. There is a significant feeling of buy-in for service on the Grad Committee, Colloquium Committee and some of the School- and campuswide committees.

4. Does your school/department have a written policy requiring service on departmental committees? If yes, may we have a copy?

We do not have a written policy.

Political Science - Chair Mark Petracca, mppetrac@uci.edu

1. Please provide a list of the committees in your school/department and include information on search committee efforts.

THE TWO DEPARTMENT HAS TWO STANDING FACULTY COMMITTEE. THE GRADUATE COMMITTEE AND THE UNDERGRADUATE STUDIES COMMITTEE. THIS WE HAD ONE SEARCH COMMITTEE (FOR A SEARCH WHICH WAS POSTPONED FOR BUDGETARY REASONS). THE MEMBERS OF THAT SEARCH COMMITTEE WERE DEBBIE AVANT (CHAIR), ALISON BRYSK, AND PAT MORGAN. THE DEPARTMENT WAS ALSO INVOLVED IN AN INTERDISCIPLINARY SEARCH FOR A POSITION IN MIGRATION STUDIES. THAT COMMITTEE WAS COMPRISED OF FIVE FACULTY DRAWN FROM VARIOUS DEPARTMENTS IN THE SCHOOL. THE CHAIR OF THE COMMITTEE WAS FRANK BEAN (SOCIOLOGY) AND THE POLITICAL SCIENCE REPRESENTATIVE ON THE COMMITTEE WAS LOUIS DESIPIO. ALL OF OUR SEARCH COMMITTEES ARE AD HOC. IF THE FTE BELONGS TO THE DEPARTMENT, THE CHAIR APPOINTS THE MEMBERS, IF IT'S A SCHOOL-WIDE COMPETITIVE SEARCH THE MEMBERS ARE APPOINTED BY THE DEAN IN CONSULTATION WITH PARTICIPATING DEPARTMENTS.

THE DEPARTMENT ALSO HAS A COMMITTEE OF GRADUATE STUDENTS WHO REGULARLY CONSULT WITH THE CHAIR AND GRAD DIRECTOR ABOUT A VARIETY OF MATTERS AND WE HAVE AN UNDERGRADUATE ADVISORY COMMITTEE (WHICH MEETS 2-3 TIMES PER YEAR) OF ABOUT 12 UNDERGRAD MAJORS WHO MEET WITH THE CHAIR AND UNDERGRAD DIRECTOR.

2. How often does each committee meet?

THE UNDERGRAD COMMITTEE, ONCE PER QUARTER; THE GRAD COMMITTEE MAYBE 4-5 TIMES PER YEAR.

3. How does your school/department meet the challenge of encouraging faculty members to serve?

I WOULD SAY WITH CONSIDERABLE DIFFICULTY SINCE THERE ARE NO EXPLICIT REWARDS, PER SE, FOR COMMITTEE SERVICE. SEARCH COMMITTEES CAN BE PARTICULARLY TIME CONSUMING, DEPENDING ON THE FIELD. SERVICE IS INDUCED BY THE PERSUASION OF THE CHAIR IN CONCERT, I SUPPOSE, WITH THE FULFILLMENT OF SOME SENSE OF DUTY BY THE FACULTY (THOUGH, LET'S IN HONEST AND TRUTH HERE, THAT SENSE OF DUTY VARIES GREATLY FROM FACULTY MEMBER TO FACULTY MEMBER).

4. Does your school/department have a written policy requiring service on departmental committees? If yes, may we have a copy?

NO WRITTEN POLICY

Sociology - Chair Feng Wang, fwang@uci.edu

Chicano/Latino Studies - Chair Louis DeSipio, ldesipio@uci.edu

1. Please provide a list of the committees in your school/department and include information on search committee efforts.

Budget Committee

Departmental representatives to the College of Medicine's PRIME-LC program

Ad hoc committees for merit reviews/promotions and new faculty hires

2. How often does each committee meet?

Budget committee meets at the beginning of the academic year and then as needed (some years the first meeting is the only meeting; in more difficult budget times, it meets more frequently)

The PRIME-LC committee meets several times a year

The ad-hoc committees on merit and promotion reviews generally meet twice, with additional consultation as needed

The ad-hoc committees on new faculty hires meet several times, first to define the scope of the search, then to review applications as needed (this can be multiple meetings), then to interview candidates, and finally to make a recommendation to the Department. We also hire candidates through the hiring initiative for holders of UC President's Post-doctoral Fellowship program. Hiring committees reviewing these candidates generally meet less frequently.

3. How does your school/department meet the challenge of encouraging faculty members to serve?

The Departmental norm is that each faculty member will serve on one Departmental committee each year and faculty are generally willing. We do our best to limit the service of junior faculty. Consequently, in years with a high number of merit/promotion reviews, we tap senior faculty to serve on two or three committees.

So far, at least, the faculty have been very supportive of Departmental needs.

4. Does your school/department have a written policy requiring service on departmental committees? If yes, may we have a copy?

– No written policy

Please do not hesitate to contact me if you have any additional questions.

- Louis DeSipio

EDUCATION

Chair Deborah Vandell, dvandell@uci.edu

1. & 2. Please provide a list of the committees in your school/department and include information on search committee efforts.

Department Committees

Academic Program Review Committee

Department Steering Committee (Monthly)

Executive Committee

Graduate Studies Committee (Monthly)

Merit and Promotion Ad hoc Committees (As needed)

Program Directors Group (Monthly)
Research Committee (Twice a year)
Technology Committee (Quarterly)
Visiting Scholars Committee (As needed)
Workload/Course Staffing Committee (Five times per year)

Program Committees

Master of Arts in Teaching/Teacher Credential
Admissions Committee (Quarterly)
Review Committee for M.A.T. Program (Quarterly)
Review Committee for Teacher Credential Program (Quarterly)
Steering Committee (As needed)
Doctoral Committees
Ad hoc committee on Ph.D. students serving as supervisors in the teacher education program (As needed)
Admissions Committees, Ph.D. (Weekly from late January through late April)
Ph.D. Program Development Committee (As needed)
Ph.D. Recruitment Weekend Committee (Two months prior to event as needed)
Ph.D. Steering Committee (Monthly)

Representative for each area:

Educational Policy and Social Context (As needed)
Learning, Cognition and Development (As needed)
Language, Literacy and Technology (As needed)
Supervising Student Research Committee (As needed)
Undergraduate Program Committees
Certificate in After-school Education Program (Quarterly)
Undergraduate Programs Advisory Committee (Quarterly)
UTeach/SMI Committee (Monthly)

Search Committees

Educational Policy and Social Context Search Committee (As needed)
Language, Literacy, and Technology Search Committee (As needed)
Math/ Science Search Committee (As needed)
Senior Faculty Recruitment Committee (As needed during recruitment process)
Senior Staff Search Committee (As needed)
UC President's Postdoc Faculty Recruitment Committee (As needed)

Search Committee Efforts

The Search Committees for faculty recruitment in the Department of Education place advertisements in publications that reach a broad and diverse range of scholars including the OEOD suggested websites. Advertisements are not only placed in Education arenas such as the American Educational Research Association but are also placed in general publications (Chronicle of Higher Education and Faculty for the Future) as well as in specialty journals (i.e., child development, math, science, sociology, psychology). Committee members contact recognized leaders in the field by email and phone calls as well as at conferences and meetings for recommendations of outstanding scholars.

3. How does your school/department meet the challenge of encouraging faculty members to serve?

Most committee assignments are voluntary in the Department of Education. Education Faculty know that part of their workload is service. All efforts are taken to see that no one person is overloaded. The Chair of the Department consciously assigns ad hoc members to committees so that service is evenly distributed.

4. Does your school/department have a written policy requiring service on department committees?

The Department does not have a written policy requiring service on departmental committees.
- - - Deborah Lowe Vandell, Professor and Chair