

APPENDIX D.2

Chair of the Curriculum Committee for the UAB Faculty Senate Job Description

1. Serves as Chair of the Curriculum Committee for the UAB Faculty Senate from September 1 through August 31[1 year term]
2. Performs the duties assigned to the Faculty Senate Standing Committee Chairs ([general duties](#))
3. Represents the Faculty Senate on appropriate committees
4. Interacts with Faculty Senate Chair to assure appointment of Senate Representative to the Graduate School ADCOM.
5. Receives, reviews, and prepares documents related to the Standing Committee
 - Reviews matters and recommends policy pertaining to the curriculum and to the environment for learning and the dissemination of knowledge
 - Receives reports from the UAB President and Provost regarding impending decisions pertaining to the curriculum and the environment for learning and the dissemination of knowledge

Reviews the activities of university committees such as the Committee of Academic Advisors, Advisory Committee of the Graduate Council (ADCOM), QEP Advisory Council, Retention and Graduation Committee, Classroom Enhancement Council, Academic Council on International Student Success, and Bookstore Advisory Committee

 - Receives, reviews, and prepares reports for the Faculty Senate Executive Committee and the Faculty Senate related to concerns within the interests of the Standing Committee

Curriculum Committee Chair Duties first approved by the Executive Committee on May 25, 2011 in compliance with amendments to Senate Constitution and Bylaws to form separate Curriculum Committee.

Last Revised: July 2019