

Departmental Committees 2009-2011

Departmental Committee Assignments

Philosophy: Committee assignments will rotate among the faculty to avoid overburdening individual faculty and to inject new ideas into the actions of these committees. Ideally, a committee chair will serve no more than two years, and be succeeded by the chair-elect. Committee Chairs will report to the department faculty meetings at least one time per year. A chair-elect for all committees will be elected during the first meeting in the Fall.

1. Promotion and Tenure Committee

The Promotion and Tenure Committee is the most important committee of the department. The role of the committee is to assess progress of each faculty member toward tenure, promotion, or both. The promotion and tenure committee consists of all full professors in the department without exception. The chair of the committee shall serve for no more than three years in succession. Chairing for more than one year may be especially important when a faculty is approaching the final decision for tenure. The Promotion and Tenure Committee will assign a senior faculty as mentor to all untenured professors. Assistant Professors will submit a P&T document annually for recommendations concerning the renewal of annual contracts. Associate Professors are encouraged to continue to the mentoring program to facilitate promotion to Professor. The mentor will serve as advocate during these deliberations. Decisions of this committee are made in compliance with College and University guidelines and policy.

2008-2009 Committee:

Champa Sengupta-Gopalan, Chair
Paul Bosland
Steve Guldan
John Harrington
Bill Lindemann
John Mexal
Curtis Monger
Mary O'Connell
Ian Ray
Ted Sammis
Geno Picchioni
Rolston St. Hilaire
Chris Cramer

2009-2012 Committee:

Bill Lindemann, Chair
Paul Bosland
Chris Cramer
Champa Sengupta-Gopalan, Past Chair
Steve Guldan
Curtis Monger
Mary O'Connell
Ian Ray
Ted Sammis
Geno Picchioni
Rolston St. Hilaire
April Ulery
John Mexal¹

Deliverables:

Meet in Fall and Spring semester to evaluate PES faculty and EPS faculty with joint CES/AES appointments.

Present comments regarding progress toward tenure or promotion to Department Head after Spring meeting. Deliberate promotion and tenure decision in Fall meeting.

Faculty mentor serves as advocate for faculty in Department P&T Committee deliberations and will report annually to the Department P&T committee and Department Head on mentoring activities.

Chair of committee serves as advocate for faculty to College P&T Committee.

2. Curriculum Committee

¹ John Mexal is excused from the P&T Committee for the 2009-2010 academic year.

The Curriculum Committee reviews and makes recommendations to the department on course and curriculum proposals and revisions in the major and minor academic programs in the department. The Curriculum Committee can appoint subcommittees to discuss Agronomy, Genetics, Horticulture, Soil, Turf, and Environmental Science programs. The chair of the committee serves on the College Curriculum Committee. All new courses, course changes (description, credit, prerequisite, etc.), and course deletions are approved by the Curriculum Committee and then the Associate Dean's Academic Council, prior to being placed in the catalog or in the Schedule of Classes. Where appropriate the committee chairs should interact with college and university committees that have similar charges. This committee will also assume the duties of the Outcomes Assessment Committee.

2008-2009 Committee:

Ian Ray, Chair
William Lindemann
Geno Picchioni
Jinfa Zhang
Manoj Shukla
Chris Cramer

2009-2011 Committee:

Geno Picchioni, Chair
Ian Ray, Past Chair
Adrian Unc
Ryan Goss
Manoj Shukla
Mark Uchanski
Kuhlbuschen Grover
Jinfa Zhang

Deliverables:

Oversee preparation of class schedules.
Approve course changes submitted by faculty.
Coordinate cross-listing of appropriate courses with other departments.
Update Undergraduate Student Handbook.
Organize subcommittees and elect chairs of individual teaching units (ES/Soil, Hort/Agro/Gene, Gene).
Encourage periodic teaching unit (ES/Soil, Hort/Agro/Gene, Gene) curriculum meetings.
Determine if additional data is needed for the 2009 evaluation instruments
Develop a new instrument to be implemented in 2010 or 2011 focusing the assessment on results and feedback from the 2009 instrument.

3. Graduate Studies Committee

The Graduate Studies Committee is responsible for recruitment of graduate students, awarding teaching assistantships (TA) and assignment of TAs to labs, establishment and periodic review of the Department's graduate admission policies and procedures. It is also responsible for recommending procedures to encourage normal progress of graduate students. Normal progress refers to timely completion of graduate exams and submission and completion of programs of study. It also helps to ensure consistency of procedure/policy/standards across doctoral committees, especially with regard to the conduct of Comprehensive Examinations. It reviews annual submissions to the Graduate Catalogue and, when needed, recommends graduate curriculum revisions. This committee may be called upon to review requests for reassignment of graduate advisors submitted by either faculty or graduate students, and to base its recommendations to the Department Head on pre-established policy. The committee chairman will send out an email on Oct 1 and April 1 to ask the faculty for the needs for a TA to be assigned to help teach their class. Where appropriate the committee chairs should interact with college and university committees that have similar charges.

2008-2009 Committee:

Rolston St. Hilaire, Chair
April Ulery
Curtis Monger
Ian Ray
Manoj Shukla
Ted Sammis

2009-2011 Committee:

Paul Bosland, Chair
Rolston St. Hilaire, Past Chair
Adrian Unc
Ian Ray
Manoj Shukla
Kevin Lombard
Sangu Angadi

Deliverables:

Award TAs as needed, providing for needs of AGRO, HORT, SOIL, ES, and GENE courses.
Assign TAs to courses no later than August 1 and January 3 of each year.
Develop and implement policy for review and performance requirements for Graduate Faculty by Fall 2009.
Develop and implement policy for review and performance requirements for Adjunct Graduate Faculty by Fall 2009.
Develop and implement policy for review and performance toward degree for graduate students by Fall 2009.
Develop and implement Conflict of Interest policy for graduate students' committee makeup by Fall 2009.
Annually review the Graduate Student Handbook and update.

4. Undergraduate Student Recruitment and Retention Committee

This body makes recommendations to the department on recruiting activities, including dissemination of information to prospective students. It also recommends means of promoting academic progress. Members of this body are called upon to participate in New Student Orientations, host public school counselors, or serve as departmental coordinator for the College Mentor-Mentee Program.

2008-2009 Committee:

Bill Lindemann–Chair
Rolston St. Hilaire
April Ulery
Ryan Goss
Mark Uchanski
Jinfa Zhang

2009-2011 Committee:

Curtis Monger –Chair
Mark Uchanski
Steve Guldán (north central)
Mick O’Neill (northwest)
Francisco Contreras (east)
Ryan Goss
April Ulery
Jinfa Zhang

Deliverables:

Revise departmental brochures and web sites to encourage enrollment
Develop and implement recruitment program for 2010 thru 2012.
Evaluate need for retention program for majors.
Devise equitable rotation scheme for new student orientation programs during summers.

5. Scholarship Committee

The Department Scholarship Committee awards numerous departmental scholarships, as well as college scholarships, to students each year. Committee awards scholarships to students based upon the selection criteria established for each scholarship. It also coordinates the scholarship application

process and works with the Associate Dean of Academic Programs to ensure that students have fair access to College and University scholarship programs. Normally, the scholarship committee will change membership only when a standing member request to be removed because this committee consists of faculty that work closely with students and are the best qualified to evaluate scholarship applications.

2008-2009 Committee:

Chris Cramer, Chair
Rolston St. Hilaire
Bill Lindemann
Ian Ray
Ryan Goss

2009-2011 Committee:

Ian Ray, Chair
Chris Cramer, Past Chair
Bill Lindemann
Rolston St. Hilaire
Ryan Goss

Deliverables:

Develop and implement policy for selection of Outstanding PES Student for fall and spring semesters.

Award PES scholarships to suitable candidates

Solicit proposals for Cotter endowment

Coordinate student application for regional and national scholarships (SWTGA, Garden Club, etc.)

Assure Lowenstein Fellowship is awarded to suitable candidate in ornamental horticulture.

Ensure PES students receive an equitable share of C-ACES scholarships.

Nominate students for appropriate recognition (Who's Who, Outstanding Hort Students, Outstanding Graduate Students, ES awards).

6. Safety Committee

The role of this committee is to strongly promote safe working environments for employees and students. All laboratory space under department management must have representation on this committee. Committee meetings are held periodically to review safety standards and procedures established by governmental agencies and the University Safety Officer. This committee encourages safety compliance by information sharing, by calling attention to items of potential risk, and by recommending procedures to reduce or eliminate risk. A departmental faculty member serving as laboratory Safety Liaison meets with the Committee and reports its progress and concerns to departmental faculty. The Chair meets with the Department Head to discuss Committee progress and administrative assistance that may be needed to address items of concern.

The Department of Fire and Emergency Services has the authority in matters related to fire safety and emergencies such as fire, medical, hazardous material, confined space rescue including providing emergency medical services at special events.

Committee:

Lab Safety Liaison – Adrian Unc

Committee Chair – Barbara Hunter

Committee members: – Lab representatives from Skeen Hall and Gerald Thomas Hall.

Deliverables:

Provide annual refresher in lab safety and HazCom for departmental personnel

Meet to discuss safety needs of department as needed or once per year

Within each lab area the representatives will provide site specific safety training as needed for students, staff, and faculty

Develop policy and procedure to ensure Separation Checklist is used prior to faculty resigning or retiring. See [http://www.nmsu.edu/~audit/SeparationChklst%20Dec02%20\(2\).pdf](http://www.nmsu.edu/~audit/SeparationChklst%20Dec02%20(2).pdf).
Develop Continuity of Operations Plan (COOP) for department.

7. Awards Committee

The Awards Committee is tasked with developing the nominating packets for the departmental Faculty and Staff awards, and awards outside the department. These include but are not limited to: the CAHE awards, University teaching, research, and service awards (Ft. Bliss, Burlington Northern, Chrismore, Westhaver), NACTA Teaching, STAR awards, and Fellows in the professional societies. The department head, as an ad hoc member of the committee, will provide information and write supporting letter(s) of recommendation. The Faculty/Staff award consists of a plaque recognizing extraordinary effort in a particular area, and a \$250 gift certificate (Walmart). Faculty awards are made twice a year, and Staff is made once a year. Faculty and staff are encouraged to support efforts by nominating worthy candidates. This committee is comprised of previous award recipients, and other interested faculty. The awards committee chair will rotate after the committee has successfully nominated a faculty member for a college, university, or national award.

2008-2009 Committee:

April Ulery, Chair
Curtis Monger
Paul Bosland
John Harrington
Bill Lindemann
Mary O'Connell
Rolston St. Hilaire
Ted Sammis

2009-2010 Committee:

Manoj Shukla, Chair
Rolston St. Hilaire
Paul Bosland
John Harrington
Bill Lindemann
April Ulery, Past Chair

Deliverables:

Nominate faculty and staff members for awards each semester or as needed.
Develop criteria and nominate candidate for Department Distinguished Alumni Award (by August 28, 2009 for this year).

SPECIAL ASSIGNMENTS

Subject to change on an annual basis per faculty request and needs of the department. Requests for reassignment should be submitted in a timely fashion to allow time to select a suitable replacement.

- Student Clubs
 - Environmental Science Student Organization (ESSO)– Advisor, Bill Lindemann
 - HortForum Student Organization: Advisors – Geno Picchioni and Rolston St. Hilaire
 - Floral Judging Team – Advisor, Geno Picchioni
 - PLANET Team – Advisor, Rolston St. Hilaire
 - NMSU Turf Club – Advisor, Ryan Goss
 - Graduate Student Organization(GSO) – Advisor, Chris Cramer
 - OASIS – Advisor, Mark Uchanski
- University
 - Faculty Senate – Rolston St. Hilaire, College Representative
 - Molecular Biology Curriculum Committee – Champa Sengupta-Gopalan, Chair
 - Molecular Biology Space Use Committee – Champa Sengupta-Gopalan, Chair

- Teaching Workload Committee
- College/Department
 - Executive Advisory Committee for LPSRC & FGSC—Paul Bosland, Chris Cramer
 - ULWCCC—Kevin Lombard
 - Plant and Environmental Sciences Endowments – John Mexal
 - NM Chile Conference – Paul Bosland, Chair
 - GMO & Genetic Engineering Committee – Paul Bosland
 - Greenhouse Committee – Geno Picchioni (Chair), Ryan Goss, Mark Uchanski
 - Variety Release Committee—Paul Bosland, Ian Ray, Chris Cramer, Jinfa Zhang
 - Fabian Garcia Gardens Director—Rolston St. Hilaire