Handbook on Standing Committees of Academic Council

Compiled by the Agenda Committee
Updated Spring 2013

Table of Contents

Introduction

<u>This Handbook</u>
We have compiled this handbook to provide answers to some frequently asked questions about service on standing committees of Academic Council and to provide some basic information about each Council committee. We hope that faculty members will find this handbook to be a useful reference, particularly as they think about what committees they might like to serve on now and in the future.

<u>Faculty Governance at the College</u>
Faculty, staff, and students play an important role in the governance of the College. Faculty governance occurs primarily through Academic Council and its numerous standing committees. Each committee has a specific area of responsibility, such as admissions, budget, curriculum, or faculty appointments. While faculty generally constitute the majority of members on each committee, most committees also include one or more senior administrators, such as the President or Provost and Dean of the College, and some committees include other relevant administrators and student members as well. All tenured or tenure-track faculty members are eligible to serve on a committee of Academic Council, except those who are in their first year of service at the College or on leave. FIP faculty (faculty on term appointment, ISLs, and PERA faculty) also are eligible once they have a multiyear contract. The vast majority of eligible tenured or tenure track faculty members do serve on a committee on a regular basis, as do a substantial number of FIP faculty.

<u>Committee Appointment Procedures</u>
Members of standing committees of Academic Council are either elected or appointed, as specified in College legislation (Book I, Article V). With the assistance of the Dean's Office, the Agenda Committee runs elections each spring to fill any coming vacancies on those Council committees whose members are elected. After elections are concluded, the Agenda Committee appoints faculty members to the rest of the committees.

Each spring, the Agenda Committee circulates a committee preference form to all faculty members, in order to allow faculty members to express their preferences to serve or not serve on particular committees. The Agenda Committee attempts to honor these preferences in making appointments, not placing faculty members on those committees for which they have expressed a dispreference and striving to fill committee vacancies with faculty members who have expressed a preference for that particular committee when possible. College legislation often specifies aspects of the committee's membership, such as the number of tenured vs. untenured members or the number of representatives of each divisional group (Group A, B, and C), and the Agenda Committee is also mindful of bringing balance to each committee's membership along a number of other dimensions.

Faculty members are generally appointed to three-year terms on Council committees, although faculty members are also appointed to one-year terms in order to replace faculty members going on leave. Faculty members are not eligible to serve on Council committees if they will be on leave in either semester of the next academic year. For any members whose service on a

committee is interrupted by a leave, the standard practice is to end the faculty member's service on the committee early if he or she has already served two years of a three-year term and to extend the faculty member's term if he or she has only served one year of the term (so the faculty member will return for two more years of service following the leave).

Given the current size of the faculty and the number of positions for faculty members on Council committees (as specified in legislation), there are not enough positions for every eligible member of the faculty to serve on a Council committee every year. In making appointments, the Agenda Committee has traditionally followed a "junior-first" policy, making it a priority to place all eligible tenure-track faculty members on committees. The purpose of the policy is to provide tenure-track members with an opportunity to become more integrated into the wider College community early in their career and to have a proven record of service to the College at the time when they are evaluated for reappointment and promotion. Other faculty members should not interpret a brief interruption in their service on Council committees as representing any lack of confidence among the members of the Agenda Committee in their ability to serve the College with distinction. In fact, in spring 2011 the Agenda Committee, after consultation with Academic Council, adopted a goal of not appointing faculty to committees the year following a full term on an Academic Council committee. This will be interpreted flexibly, depending on the needs of particular committees.

The committee membership listed on the following pages does not include the Black Task Force representative. The Black Task Force may add one position to each of the standing committees of Council. See Articles of Government (Book I, Article V, Section 1M) for further details.

If you have any other questions about service on committees of Academic Council, we encourage you to direct them to the Chair of the Agenda Committee.

The standing committees of Academic Council make many important contributions to the life of the College. We thank you in advance for your important work on these committees.

Academic Review Board (ARB)

Voting members	6 faculty 2 each from Groups A, B, & C - Dean of Students - Class Deans - Dean of Continuing Education 4 students
Non-voting members/ support staff	- Registrar - Assoc. Dean of the College (non-legislated)
Chair	Dean of Students
Faculty elected or appointed	Appointed
Main functions	- Review and approve individual students' requests regarding exceptions to academic policy - Review and approve faculty requests for grade changes - Review and approve requests for individual majors - Review of students' academic standing - Recommendations to CCI for changes to policy
Subcommittees?	No
Workload	- Monthly meetings during the semester - End of semester meetings in January and June - Occasional email correspondence
You may like this committee if…	You are interested in knowing more about the way that individual students experience the academic program and helping them better manage their experiences.

Advisory Committee for Budgetary Affairs (BDGT)

Voting members	5 faculty - At least 1 must be non-tenured - President (or designee) - Vice President for Finance and Treasurer 1 member of Administrative Council 2 students
Non-voting members/ support staff	1 member of Administrative Council 2 students
Chair	Tenured faculty member, elected by Committee
Faculty elected or appointed	Appointed
Main functions	- Discuss issues of College policy that have substantive budgetary impacts (e.g., should the College adopt a no-loan financial aid policy?) - Address routine matters of College business that have substantive budgetary impact (e.g., make recommendations regarding the comprehensive fee for the following year).
Subcommittees?	None
Workload	Usually biweekly meetings, but weekly meetings during periods of particularly heavy activity (usually in the early spring as the budget for the following year needs to be completed)
You may like this committee if…	You enjoy high-level policy discussions related to budgetary issues that affect the College.

Advisory Committee on Environmental Sustainability (SUST)

Voting members	• 6 faculty (2 from each of groups A, B, C), at least 2 tenured, 2 non-tenured. • President (or designee) • Vice President for Finance and Treasurer • Dean of Students (or designee) • Chief Information Officer (or designee) • Director of Sustainability • 2 Union representatives • 2 students (selected for staggered terms, including one from any student committee constituted by Senate and devoted to environmental sustainability issues, if such a committee exists) • 1 member of Administrative Council
Non-voting members/ support staff	As needed
Chair	Tenured faculty member, elected by Committee
Faculty elected or appointed	Appointed
Main functions	• Advise the President on policies, priorities, and significant issues relating to environmental sustainability at the College. • Develop policies and priorities regarding how environmental sustainability should be factored into College operations and decisions. • Gather opinions from the College community on issues related to environmental sustainability, including conducting surveys as needed. • Serve as a consultative body regarding relevant college initiatives. • Work in conjunction with ERD and CCAP in supporting educational and curricular initiatives and share data regarding environment sustainability with the college community. • Make recommendations to Academic Council about policies relating to environmental sustainability.
Subcommittees?	None
Workload	Currently unknown
You may like this committee if…	You are interested in addressing or would like to learn more about issues of environmental sustainability as they relate to various aspects of the College community.

Advisory Committee for Library and Technology Policy (LTP)

Voting members	6 faculty - At least 2 must be non-tenured and 2 tenured 2 each from groups A, B, C - Chief Information Officer - appointee of Chief Information Officer - Provost or designee - Vice President for Finance and Treasurer or designee - Dean of Students or designee 1 member of Administrative Council 2 students
Non-voting members/ support staff	As needed
Chair	Tenured faculty member, elected by Committee
Faculty elected or appointed	Appointed
Main functions	• Give advice on policies and priorities and significant issues relating to the use of Information Services • Give advice regarding the need for, selection of, and implementation of any major new instructional or communications technology. • Make recommendations about policies relating to the libraries and academic uses of technology.
Subcommittees?	As needed
Workload	The committee normally meets biweekly, and online consultations occur in between meetings. Occasionally, additional meetings are scheduled if the need arises.
You may like this committee if…	You have a particular interest in the library and/or technology, and enjoy being involved in discussions of related issues.

Advisory Committee on Merit (MERIT)

Voting members	- Dean of the College - Associate Dean of the College 11 faculty - Tenured full professors 2 at-large, elected by all tenured full professors 2 each from Groups A, B, & C, elected by tenured full professors in each group 3 members nominated by Agenda Committee
Non-voting members/ support staff	- President - Faculty Appointments Coordinator (support staff)
Chair	Dean of the College
Faculty elected or appointed	Elected and appointed
Main functions	Advise the President on merit increases for full-professors and associate professors beyond the 8th year in rank
Subcommittees?	None
Workload	Heavy for a concentrated period at the end of the academic year
You may like this committee if…	You are interested in evaluating and appreciating the work done by your faculty colleagues.

Advisory Committee on Minority Recruitment, Hiring and Retention (MINO)

Voting members	8 faculty - at least 1 each from Groups A, B, and C - at least 4 representatives of minority communities - President (or designee) - Dean of the College (or designee) - Director of the Office of Human Resources (or designee) 1 student
Non-voting members/ support staff	Additional member of Human Resources (non-legislated)
Chair	Elected
Faculty elected or appointed	Appointed
Main functions	Support diversity liaisons during the hiring process, collect data about hiring, collaborate with other diversity-related committees on campus for diversity initiatives.
Subcommittees?	None
Workload	4 meetings per semester, interviews with diversity liaisons
You may like this committee if…	This committee is suitable for individuals who are vested in the diversification of our faculty population, who are motivated to attend workshops or meetings about diversity in the broader community, and who have good ideas about changes in institutional climate.

Advisory Committee to the Committee on Faculty Appointments-TT (ACCFA-TT)

Voting members	3 faculty - Non-tenured (tenure-track) faculty 1 each from Groups A, B, & C
Non-voting members/ support staff	None
Chair	Member ordinarily in second year of term, or rotating, as appropriate
Faculty elected or appointed	Elected
Main functions	- Communicate concerns/issues from junior faculty to the Committee on Faculty Appointments (CFA) in written form - Meet with the CFA twice a year (once each semester) - Communicate conversation from CFA meeting to junior faculty - Organize events with the goal of educating junior faculty about reappointment/tenure process, and distribute relevant materials - Organize one social event per year, at the end of the school year - Survey junior faculty, as needed
Subcommittees?	None
Workload	2-3 meetings per semester - Occasional emails to deal with urgent matters, plan future events, or give feedback on memos to CFA
You may like this committee if…	You enjoy working with your junior faculty colleagues, and want to help the administration and the CFA recognize junior faculty issues

Advisory Committee to the Committee on Faculty Appointments-FIP (ACCFA-FIP)

Voting members	5 faculty 1 each from Groups A, B, & C from Faculty on Term Appointments 1 Instructor of Science Laboratory 1 PERA faculty
Non-voting members/ support staff	FIP representative to the Agenda Committee also sets on ACCFA-FIP
Chair	Member ordinarily in second year of term, or rotating, as appropriate
Faculty elected or appointed	Elected
Main functions	- Communicate concerns/issues from FIP faculty to the Committee on Faculty Appointments (CFA) in written form - Meet with the CFA once or twice a year. - Communicate conversation from CFA meeting to FIP faculty - Work with CFA to organize a meeting between CFA and FIP faculty once a year - Organize events with the goal of educating FIP faculty about reappointment process, and distribute relevant materials - Organize one social event per year, at the end of the school year - Survey FIP faculty, as needed
Subcommittees?	None
Workload	2-3 meetings per semester - Occasional emails to deal with urgent matters, plan future events, or give feedback on memos to CFA
You may like this committee if…	You enjoy working with your FIP faculty colleagues, and want to help the administration and the CFA recognize FIP faculty issues

Agenda Committee (AGEN)

Voting members	6 faculty 2 each from Groups A, B, and C (1 tenured and 1 non-tenured from each group) - President - Dean of the College
Non-voting members/ support staff	Parliamentarian (five-year term)
Chair	Faculty member elected by the Committee
Faculty elected or appointed	Elected
Main functions	- Set agenda for Academic Council meetings - Work with committees of Council to draft changes to Articles of Government as needed - Appoint faculty members to committees of Council - Periodically review the structure of committees of Council to ensure that committee service is meaningful and effective
Subcommittees?	Created occasionally to take a more in-depth look at particular issues
Workload	4-6 meetings per semester - Occasional emails to deal with urgent matters or obtain feedback on memos or other written materials - Committee members also attend Academic Council regularly
You may like this committee if…	You would enjoy the opportunity to be part of discussions about important issues facing the College and helping to shape the process by which the College moves forward on these issues.

Board of Admissions (ADSN)

Voting members	• 12 faculty
	  • 4 each from Groups A, B, & C
	  • 3 must have experience abroad for Subcommittee on International Student Admissions
	  • one-year vacancies preferably filled with people with previous ADSN experience
	• President (or designee)
	• Dean of the College (or designee)
	• Dean of Admission
	• Dean of entering class
	• 1 other Dean
	• Registrar (for transfer applications)
	• Director of International Studies (for international applicants)
	• 12 students (8 plus 3 for international applicants and 1 for Davis scholars)

Non-voting members/ support staff	None
Chair	Faculty member, ordinarily in third year of term, chosen by all members of Board
Faculty elected or appointed	Appointed
Main functions	Read and assess applications; participate in acceptance decisions
Subcommittees?	None
Workload	Varies: short window of work during Fall; 4-6 weeks during Spring.
You may like this committee if…	Reading applications and participating in the admissions process provides an illuminating view of the in-coming student population as well as of the College's thinking in shaping an image of itself in deciding the composition and character of its student body. Equally important is the responsibility of assuring that excellent and interesting students populate our class-rooms.

Board of Appeals (APLS)

Voting members	5 faculty - at Wellesley for at least three years 1 tenured elected from each Group A, B and C 1 tenured elected at large 1 non-tenured elected at large
Non-voting members/ support staff	None
Chair	Elected yearly from among the four tenured members
Faculty elected or appointed	Elected
Main functions	- Receive appeals from members of the faculty regarding faculty reappointment, tenure and promotion decisions. Make impartial investigations of appeals with a view to determining the facts in each case and clarifying and rectifying grievances. - Investigate Academic Council legislation, College bylaws, academic or administrative policies and procedures which appear to be unjust or ineffectual and make recommendations to Council on these matters.
Subcommittees?	None
Workload	Variable, depending on the number of appeals in a given year.
You may like this committee if…	You have an interest in ensuring that the College has dealt with faculty members justly in making appointment decisions.

Committee on Admission and Financial Aid (ADMFA)

Voting members	• 6 Faculty (2 from each of the three groups of departments) (Ordinarily, the Agenda Committee will appoint 2 members who have served previously on the Board of Admission) • 2 Students appointed by the SOAC • Financial Aid Officer • Dean of Admission and Financial Aid • Dean of Students • Class Dean • Director of Admission • Director of Student Financial Services
Non-voting members/ support staff	None
Chair	Faculty member elected by committee
Faculty elected or appointed	Appointed
Main functions	• Make recommendations to Academic Council on matters of admission and financial aid policy related to academic standards and educational principles. • Advise the President and the Dean of Admission and Financial Aid on policies related to admission and financial aid that are not connected to academic standards and educational principles.
Subcommittees?	None
Workload	• 5-7 meetings/year
You may like this committee if…	You are interested in the way that financial aid is used to support the College's commitment to being affordable for all students and the way in which admission and financial aid policy and outreach it connect to the academic mission.

Committee on Curriculum and Academic Policy (CCAP)

Voting members	8 faculty
	   • 3 tenured members, one elected from each of Groups A, B, & C
	   • 5 other faculty, at least one from each of Groups A, B, & C, appointed by Agenda Committee
	   • Committee should have maximum diversity in representation (large/small departments; senior/junior faculty; structured/unstructured disciplines)
	• President (or designee – usually Dean of the College)
	• Dean of the College (or designee – usually Dean of Academic Affairs)
	• 2 students

Non-voting members/ support staff	• Registrar • Dean of Faculty Affairs • Dean of Students (or designee- usually Class Dean) • Library representative (non-legislated) • Assistant Registrar for Curriculum (support staff)
Chair	Dean of the College (or designee - usually Dean of Academic Affairs)
Faculty elected or appointed	5 Appointed, 3 elected
Main Functions	• Examine questions of long-range educational policy and make recommendations to Academic Council • Review the entire curriculum each year, providing an overview of the entire curriculum and ensuring equally high standards for all departments and programs • Review and evaluate majors on a regular basis and assess proposals for new majors. • Oversee the Honors Program.
Subcommittees?	• Individual majors • Schiff Fellowships (when available) • Ad hoc as needed
Workload	Weekly meetings of 1.5-2 hours. Significant workload in the spring when each member is assigned as liaison to a group of departments.
You may like this committee if…	… you care deeply about the academic program and want to be involved at both the policy and nitty-gritty levels. …you like to work in multi-constituency committees.

Committee on Educational Research and Development (ERD)

Voting members	6 faculty - Faculty Director of the Pforzheimer Learning & Teaching Center 5 appointed by Agenda Committee 1 each from Groups A, B, & C 2 additional faculty - Committee should have maximum diversity in representation (large/small; senior/junior faculty; structured/unstructured disciplines) - Dean of the College (or designee) 3 students
Non-voting members/ support staff	1 person from the Office of the Provost
Chair	Faculty member elected by the Committee
Faculty elected or appointed	Appointed
Main functions	Awards grants to support course development, travel to pedagogy-related conferences and participation in workshops/classes related to subjects one teaches.
Subcommittees?	None
Workload	Each year, there are 4 grant deadlines and 4-5 meetings, each about 1.5 hours in length. All applications (around 10 for each deadline) are posted to the Committee conference before each meeting. The Committee is also responsible for creating/editing website documentation and for selecting the recipient of the Apgar prize for teaching excellence.
You may like this committee if…	You are interested in knowing more about the various pedagogical projects your colleagues are involved in.

Committee on Extramural Graduate Fellowships and Scholarships (EMGF)

Voting members	15 faculty 11 appointed by Agenda Committee, one of whom will serve as the Watson liaison - at least 3 each from Groups A, B, and C 4 appointed by Dean of the College - Dean of the College (or designee) - Senior Class Dean - Director of the Center for Work and Service (or designee)
Non-voting members/ support staff	Director of Fellowship Programs (non-legislated)
Chair	Member ordinarily in third year of term
Faculty elected or appointed	Appointed
Main functions	Select and support college nominees for Rhodes, Marshall, Mitchell, Churchill, Cooke and Watson Fellowships. Select recipients of Knafel Fellowships and Wellesley College graduate fellowships.
Subcommittees?	Labor is divided among the different fellowships
Workload	Reading files, interviewing candidates, selecting candidates, and writing letters for candidates. Approximately 6-8 hours of total meeting and interviewing time each semester.
You may like this committee if…	You want to meet some of Wellesley's most accomplished seniors, across all departments.

Committee on Faculty Appointments (CFA)

Voting members	- President - Dean of the College 5 faculty - Tenured members in the second or later year of service with tenure 1 each from Groups A, B, & C 2 elected at-large
Non-voting members/ support staff	- Associate Dean of the College (for Faculty Appointments) - Clerk of the CFA (support staff)
Chair	Dean of the College
Faculty elected or appointed	Elected
Main functions	Make recommendations to the Board of Trustees re: reappointments, tenure decisions, promotions; approve sabbatical leaves; approve reappointments of FTAs, PERA faculty, ISLs; oversee policies relating to faculty appointments
Subcommittees?	None
Workload	Heavy
You may like this committee if…	You are willing to take responsibility for hard and complex decisions with consequences for the College and for the careers of individual colleagues.

Committee on Faculty Awards (FA)

Voting members	5 faculty - At least 1 from each professorial rank - At least 1 each from Groups A, B, & C - President (or designee) - Dean of the College (or designee)
Non-voting members/ support staff	2 people from the Office of the Provost
Chair	Faculty member ordinarily in third year of term
Faculty elected or appointed	Appointed
Main functions	Vet applications for faculty awards, remind faculty of opportunities for internal funding, set policy relating to faculty awards.
Subcommittees?	No
Workload	- Generally 3 Meetings per academic year - Read 8-10 applications for those meetings - Discuss and resolve faculty award policies - Chair responds to faculty inquiries, provides advice to applicants
You may like this committee if…	You would like to know more about the faculty research across the College.

Committee on Faculty Benefits (FB)

Voting members	• 5 faculty
	   • at least 2 tenured and 2 non-tenured
	   • at least 1 living in and 1 not living in faculty housing
	• President (or designee)
	• Vice President for Administration and Planning

Non-voting members/ support staff	Benefits Administrator
Chair	Faculty member elected annually by voting members
Faculty elected or appointed	Appointed

Main functions	• Advise the President concerning:
	   • Insurance plans for faculty
	   • Pension plans for faculty
	   • Financial assistance plans for faculty children
	   • Other fringe benefits
	   • Rents for college housing and services provided tenants
	   • Adequacy of supply of college housing
	   • Policy on college assistance to faculty for home purchase
	• Determine policy and basis of priorities annually for college personnel who apply for college housing

Subcommittees?	Sub-committees created when needed
Workload	• 4-6 meetings a semester • Email used for editing documents and communication • Workload can vary when urgent issues occur such as changes in health policy or housing
You may like this committee if…	You are willing to be involved in major issues that affect the life of the faculty outside the classroom. It is a chance to do planning and lobbying with those who make policy for all of us.

Diversity Coalition (DVRS)

Voting members	2 faculty 1 appointed to serve as Chair 1 representative from MINO - President (or designee) - Dean of the College (or designee) 2 Administrative Council representatives 2 Union representatives 2 students
Non-voting members/ support staff	None
Chair	Appointed by the Agenda Committee
Faculty elected or appointed	Chair appointed by Agenda Committee for a 3-year term; representative sent from MRHR for a one-year term.
Main functions	- To foster a more effective collaboration among the committees and groups on campus working on diversity issues, and to target areas that need attention. - To conduct annual reviews of the College's progress towards diversity related goals including, but not limited to, reviewing initiatives and programs of divisions, departments and relevant groups on campus. - Members of the coalition will serve as a conduit of information to/from their respective constituencies. - Diversity Coalition also selects annual winner of Multicultural Award
Subcommittees?	Depending upon issues, agenda set by Diversity Coalition for the year
Workload	4 meetings per semester - Occasional emails to deal with urgent matters or obtain feedback on memos or other written materials
You may like this committee if…	You are committed to supporting the climate of diversity, multiculturalism, and equity at the college and if you would like the opportunity to exercise leadership across these area.

Faculty Athletic Representative (FAR)

Voting members	• 1 tenured faculty member (three-year term, eligible for reappointment for an additional three-year term)
Non-voting members/ support staff	None
Chair	N/A
Faculty elected or appointed	Appointed
Main functions	• Advise the athletics program on issues relating to the academic integrity of the program and the welfare of the student-athlete. • Act as a liaison between the athletics program and faculty. • Represent the college in NCAA affairs, as necessary. • Chair nomination process for NCAA postgraduate scholarships and assist in the selection of annual scholar-athlete awards. • Serve as senior faculty advisor on athletics to the president. • Meet with the Student-Athlete Advisory Committee at least once each year.
Subcommittees?	None
Workload	Currently unknown
You may like this committee if…	You are interested in contributing to the athletic community on campus and in the impact of co-curricular activities and physical wellness on academic and campus life.

Honor Code Council (HCC)

Voting members	9 faculty - Appointed with staggered terms - Dean of Students (or designee) - Provost - Honor Code Administrative Coordinator 13 students
Non-voting members/ support staff	Staff who are eligible to be Dean of Students' designees
Chair	Chief Justice
Faculty elected or appointed	Appointed
Main functions	- Educate the community regarding the Honor Code - Adjudicate violations of the Honor Code - Create, review, and amend the processes and procedures for adjudicating violations of the Honor Code
Subcommittees?	Sexual Misconduct Hearing Board
Workload	- Participation on hearing panel 3 or 4 times per semester 3-4 meetings per semester
You may like this committee if…	You are interested in helping to maintain a core component of student life related to honesty, integrity and respect both inside and outside of the classroom.

Honor Code Hearing Review Panel (HCHRP)

Voting members	• 1 faculty (two-year term) • Dean of the College (or designee) • 1 student
Non-voting members/ support staff	None
Chair	Dean of College
Faculty elected or appointed	Appointed
Main functions	Review appeal cases sent from General Judiciary Attend Honor Code Council meetings
Subcommittees?	No
Workload	Variable, depending on number of appeals.
You may like this committee if…	You are interested in helping to maintain a core component of student life related to honesty, integrity and respect both inside and outside of the classroom.

International Study Committee (INTLS)

Voting members	- 6 faculty
	  • at least 1 each from Groups A, B & C
	  • at least 1 from a modern language department
	- Provost of the College (or designee)
	- Class Dean
	- Director of International Studies

Chair	Elected by the committee
Faculty elected or appointed	Appointed
Main functions	- Read and approve or deny petitions for study abroad - Review study abroad programs - Interface with academic departments, campus committees and task forces as needed - Communicate information on study abroad opportunities with departments
Subcommittees	None currently; occasionally for program review by discipline or region
Workload	- 5-6 meetings per semester - Preparation for meetings includes advance review of program materials or petitions - Occasional emails to deal with matters that come up between meetings
You may like this committee if…	You are interested in international study and research and (ideally) also familiar with or willing to familiarize yourself with study abroad programs. There are occasional opportunities to travel to review programs on behalf of the College.

Martin Luther King Jr. Memorial Committee (KING)

Voting members	2 faculty 1 appointed by the Africana Studies Department 1 appointed by the Agenda Committee (two-year term) - Director of Harambee House 4 students
Non-voting members/ support staff	Secretary of Africana Studies Department (support staff)
Chair	Elected by committee
Faculty elected or appointed	Appointed
Main functions	Plan the annual Martin Luther King Jr. lecture
Subcommittees?	None
Workload	Not very demanding
You may like this committee if…	You like to plan ahead and manage a small budget.

Medical Professions Advisory Committee (MPAC)

Voting members	- Normally 10 faculty 3 appointed by Agenda Committee (1 each from Groups A, B, & C) - others selected by the Dean of the College in consultation with the Chair - Director of Medical Professions Advising - Representative of the Center for Work and Service - Dean of Junior Class (legislated, no longer attending) - Director of Equal Opportunity and Affirmative Action (legislated, position no longer exists)
Non-voting members/ support staff	Coordinator of the Medical Professions Advising Office (support staff)
Chair	Director of Medical Professions Advising
Faculty elected or appointed	Appointed
Main functions	Support applicants to medical, dental, and veterinary school
Subcommittees?	None
Workload	- No knowledge of application process or medical professions necessary - Meet with and interview advisees - Review personal statements - Write 3-5 committee letters in late spring or summer - Attend 1 meeting per year
You may like this committee if…	You enjoy student interaction and welcome the opportunity to support the College by helping our students fulfill their potential and achieve their goals as future medical professionals, and you prefer flexibility in your schedule.

Policy Committee for Lectures & Cultural Events (LECT)

Voting members	5 faculty - at least 1 each from Groups A, B, & C - Administrative Director of the Committee on Lectures and Cultural Events - Representative from Student Services - Representative from the Cultural Advising Network - Designee from the President's Office 3 students
Non-voting members/ support staff	None
Chair	Faculty member ordinarily in third year of term
Faculty elected or appointed	Appointed
Main functions	- To make policies regarding lectures and cultural events at the College; - To initiate and coordinate major lectures and cultural events at the college, including choosing an annual theme around which a part of the College's intellectual and cultural life will revolve; - To act upon routine requests from faculty or students for classroom or departmental lecturers; - To allocate funds to support cultural events on campus. The Committee may grant privileged status to events that are part of a theme it has chosen for the year.
Subcommittees?	None, at present, but both an "annual theme" sub-committee and a group to oversee the Wellesley Wednesday Lecture series may be created in the future.
Workload	5 meetings per academic year. In addition, some e-conferencing is necessary.
You may like this committee if…	You have an interest in promoting and monitoring cultural and intellectual life on campus and/or in actively promoting the theme chosen for a given year.

Review Committee for the Problem Referral Procedure for Faculty (PROB)

Voting members	• 1 tenured faculty member • Dean of the College (or designee) • One faculty, staff, or student member designated by the President to review a specific complaint
Non-voting members/ support staff	None
Chair	The elected faculty member
Faculty elected or appointed	Elected
Main functions	Hear complaints arising within the College community and involving faculty, as described in the Problem Referral Procedure for Faculty.
Subcommittees?	None
Workload	Variable, dependent on complaints received.
You may like this committee if…	You have an interest in ensuring that grievances involving faculty members are settled in a just and timely way.

Seven-College Conference (SEVEN)

Voting members	• 1 faculty (any professorial rank) (two-year term) • President • 1 appointed by the President, at will
Non-voting members/ support staff	None
Chair	No chair
Faculty elected or appointed	Appointed
Main functions	Attend the 2-day Seven-College Conference (usually held Monday and Tuesday after Thanksgiving Break(+). Participates in small group faculty discussions and all plenary sessions. Topic of conference differs from year to year, but all points of view are welcome.
Subcommittees?	None
Workload	Intense commitment over a 2-day period. No specific expertise needed. Must read materials in advance on fairly short notice.
You may like this committee if…	You like to discuss issues of general importance to liberal arts colleges with colleagues from other institutions and are willing to make a 2-day commitment late in the semester.

Wellesley Centers for Women Board (WCW)

Voting members	• Dean of the College • 2 faculty
Non-voting members/ support staff	
Chair	Dean of the College
Faculty elected or appointed	Appointed
Main functions	Advise Executive Director of Wellesley Centers for Women
Subcommittees?	Outreach, Budget
Workload	Minimal. Two all-day board meetings a year. Occasional conference calls.
You may like this committee if…	You are interested in the work of the fellows at the Center and in the way this thriving Center operates.

Trustee Committees

The following committees of the Board of Trustees include faculty members. Below is the description of each committee as it appears in Articles of Government (Book I, Article VI).

Committee on Landscape and Buildings
The Committee on Landscape and Buildings shall advise the Trustees in the future planning and care of the buildings and grounds of the College. It shall see that the buildings and grounds are maintained in good condition and shall make recommendations to the Trustees with respect to major questions relating to landscaping and new buildings. The Committee shall also have the responsibility, which may be delegated, of approving works of art and other gifts of tangible personal property offered to the College, and shall consider such matters as the placing of tablets to commemorate donors.

Finance Committee
The Finance Committee shall advise the Trustees with respect to financial matters, including appropriations, endowment spending policies, compensation, pensions and insurance, and all other financial affairs except those assigned to others by the College bylaws or the Trustees, shall make recommendations to the Trustees with respect to the annual and capital budgets and major changes in salary and wages and compensation policies.

Investment Committee
Subject to the control and direction of the Trustees, the Investment Committee, with the assistance of the Vice President for Finance and Treasurer and the Chief Investment Officer, shall be responsible for the investment of the endowment, trust funds and other assets and investments of the College, and for monitoring and recommending to the Trustees the level and issuance of debt to support capital projects. Some subcommittees of the Investment Committee (such as the Proxy Voting Subcommittee) also have faculty and student members.

Committee on Student Life
The Committee on Student Life shall monitor and make recommendations to the Trustees regarding the quality of student life on the Wellesley College campus.

Trustee-Faculty Committee on Academic Affairs
The Trustee-Faculty Committee on Academic Affairs shall focus on general issues of academic policy, including curriculum and faculty personnel matters.

Committee on Admissions and Financial Aid
The Committee on Admissions and Financial Aid focuses on strategic planning issues regarding admissions and financial aid. Ordinarily, the faculty member is the Chair of the Board of Admission.

Wellesley Development and Outreach Council
The Wellesley Development and Outreach Council is an advisory council to the Board of Trustees, the President and the office for Resources and Public Affairs. The Council works to ensure effective fund-raising and outreach to alumnae, parents, friends of the College, and to the public.