APPENDIX D

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 June 1 through May 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
   - Serves as the Chair of the Academic Programs Review Committee [APRC]
   
   TIME REQUIRED: 6-12 hours per month

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 Advisory Committee of the Graduate Council, Athletic Advisory committee, Campus Planning Committee, and Graduate Council
● 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. **TIME REQUIRED: 2-4 hours per month**

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 Reviewed: May 2012** – now includes that the Chair of Curriculum Committee is concurrently the Chair of the UAB Academic Programs Review Committee.