

COMMITTEE TERMS OF REFERENCE TEACHING ASSIGNMENT COMMITTEE

A. Purpose	The purpose of the Teaching Assignment Committee is to provide the highest possible caliber of teaching within programs, to ensure that approved courses have assigned instructors, and that teaching responsibilities are distributed among faculty in an equitable manner.
B. Reporting	The Teaching Assignment Committee reports to the School Director through the Senior Executive Committee.
C. Mandate and Duties	<ol style="list-style-type: none"> 1. The Teaching Assignment Committee has the authority to establish Sub-Committees and ad hoc Task Forces as it deems necessary 2. The Teaching Assignment Committee has the responsibility to: <ol style="list-style-type: none"> a. Collect and review data regarding teaching quality, expertise, preferences, capacity, and workload for SPPH; b. Address instructional needs of Programs in support of Program Directors; c. Ensure that approved courses have assigned instructors and are being offered annually or biannually; d. Ensure that teaching responsibilities are distributed equitably among faculty members in SPPH; e. Work with other SPPH committees, for example, the Curriculum Committee, to ensure that teaching assignments and resources are matched to curriculum changes and academic degree requirements.
D. Membership	<p>Membership of the Teaching Assignment Committee shall include:</p> <ol style="list-style-type: none"> 1. The Program Directors of each of the School's graduate degree programs 2. SPPH faculty members from each academic rank (Instructor, Senior Instructor, Assistant Professor, Associate Professor, Professor) 3. SPPH Associate Director

	<ol style="list-style-type: none"> 4. SPPH Senior Administrator 5. Other faculty members as needed to ensure that each theme is represented.
E. Leadership	The Chair of the Committee shall be the SPPH Associate Director
F. Operations	<ol style="list-style-type: none"> 1. The Committee's activities will be conducted according to Robert's Rules of Order, 10th Edition. 2. The Committee will meet at least twice annually and at the call of the chair. 3. Meetings will normally be no longer than two hours in duration, unless otherwise agreed by the members. <p>A majority of voting members (50% plus one) will constitute a quorum for the Committee.</p>
G. Evaluation	A full review of the Terms of Reference, deliberations and effectiveness of the Teaching Assignment Committee will be conducted on an annual basis by the Committee or its designated representatives, with the results of that review to be presented to the Committee and to the School Executive Committee for discussion and action.
H. Recording	<ol style="list-style-type: none"> 1. Minutes will be recorded by the Assistant to the Director of the School. 2. Approved minutes will serve as the official record of the Committee's deliberations. 3. Draft minutes for each meeting will be presented at the next subsequent meeting for approval of the Committee. <p>Following approval, minutes will be circulated to the Executive Committee for their information.</p>
I. Document Control	Date approved by Full Faculty: December 14, 2012