



COLLEGE OF LIBERAL ARTS  
THE UNIVERSITY OF TEXAS AT AUSTIN

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September 19, 2014

Dean P. Neikirk, *Secretary to the General Faculty*  
Office of the General Faculty and Faculty Council  
The University of Texas at Austin

Dear Dean,

Information concerning faculty governance in the College of Liberal Arts follows. A previous version of this information was submitted June 14, 2012.

### **General Faculty Meetings**

Each year the Dean holds either an open forum related to specific issues or provides another opportunity open to all faculty members to engage in discussion on topics related to the college. These are scheduled on an as-needed basis.

### **Faculty Committees for Academic and Educational Policy**

#### Policy and Curriculum Committee (PCC)

Reviews policy and curricular changes, assesses college academic objectives, and makes recommendations on academic policies. The committee consists of TNTT faculty, and is chaired by the Senior Associate Dean for Academic Affairs who serves as a non-voting member. Committee members are appointed by the Dean.

#### Language Policy Advisory Committee (LPAC)

Advises the College on issues related to language policy and pedagogy. The committee consists of faculty representatives from each language unit, and is chaired by the Senior Associate Dean for Academic Affairs who serves as a non-voting member. Committee members are appointed by their Department Chairs as requested by the Dean.

College of Liberal Arts faculty committee information is available on our website:  
<https://www.utexas.edu/cola/academic-affairs/faculty-affairs/faculty-committees.php>

### **Procedures for Considering Academic and Educational Policy**

The College has two bodies that evaluate and recommend changes regarding academic policy. The first is the *Policy and Curriculum Committee* (PCC). This committee reviews all catalog changes and curricular policy and makes a recommendation to the dean. The second is the *Language Policy Advisory*

*Committee* (LPAC) that reviews issues and recommends policy related to second language acquisition. Recommendations involving catalog changes are referred to the PCC and follow our curriculum and catalog procedures. All other policy recommendations are submitted to the dean for consideration.

Procedures for curriculum and catalog changes are the following:

- Department Chairs and Center Directors are sent an official memorandum/letter in March of a "catalog year," asking them to review their curriculum and major/honors programs with their faculty. The memo provides the departments with deadlines for submitting changes and instructions on how to submit their changes to the college.
- The Policy and Curriculum Committee (PCC) reviews catalog changes. The committee approves some changes as routine; others are sent back to the department/center with feedback and resubmitted. The committee may meet with the chair and other faculty when further clarification is required. Once reviewed by the PCC, recommendations are made to the Dean. Upon approval by the Committee, they are posted to the website: <https://www.utexas.edu/cola/academic-affairs/>. This constitutes a proposal's "College Approval Date."
- An email is sent to a list serve of all college-voting faculty to view the proposed changes. Here are the instructions posted there:

*"The College of Liberal Arts will post proposed curriculum changes for online review for ten business days, notifying faculty via email and inviting them to submit a rationale for any objections they might have to [jes@austin.utexas.edu](mailto:jes@austin.utexas.edu). The faculty Policy and Curriculum Committee will review all objections, making recommendations to the Dean concerning both how to address them and in what forum. The Dean will make final decisions on proposed curriculum changes and forward the recommendation to the Office of the General Faculty."*

The end of this period for objection, and/or the resolution of those objections by the Dean, constitutes "Dean's Approval Date."

Procedures are available on our website:

<http://www.utexas.edu/cola/academic-affairs/curriculum-admin/undergraduate-catalog/Proposed-2014-2016-Catalog-Changes.php>

### **Academic and Educational Policy Procedures Approval Date**

April 26, 2012

Please let me know if I can provide any additional information.

Sincerely,



Richard R. Flores

Senior Associate Dean for Academic Affairs and Professor  
C. B. Smith, Sr. Centennial Professor in US-Mexico Relations