Curriculum Committee Charter
Updated 1.10.23

Members:
Curriculum Chair
Writing Program Chair
Interdisciplinary Arts Program Chair
MA Program Director
Three additional full-time faculty members
Associate Dean of Faculty
Director, Faculty Affairs (ex officio)

The Gallatin Curriculum Committee is tasked with planning and putting in place the Schools’ curriculum. The committee meets bi-weekly in the fall and spring semesters to plan upcoming semesters, review new course proposals, implement new curricular initiatives, and discuss and resolve curricular issues. The Chair is elected by the Gallatin full time faculty and serves a two year term.

Committee Responsibilities

- The Committee’s main task is to plan and ensure the School’s curriculum for each of the four University semesters (Fall and Spring) and the two intersessions (J-Term and Summer). This is accomplished via:
  - The review of all new course proposals in each of Gallatin’s curricular areas. Proposals are initially reviewed and approved by the Chairs of each individual program. The committee must ensure that the course fills curricular need, that the course description is clear and meets Gallatin’s guidelines. This is inclusive of travel courses and Gallatin courses offered at the NYU Global sites.
  - Determining if a new course fulfills the Gallatin degree requirement noted by the instructor and is also responsible for ensuring there are sufficient and appropriate numbers of courses across all School degree requirements
  - Reviewing faculty teaching preferences and planning for a sufficient number of sections in all areas of the curriculum.

- The Committee is responsible for determining whether courses offered in other NYU schools and departments fulfill Gallatin degree requirements. The Committee is responsible for the implementation of new Gallatin degree requirements; creating guidelines for requirements and ensuring sufficient courses in those areas.

- The Committee determines areas of need in the curriculum. The Committee considers and recommends hires to fill part-time and Visiting Assistant Professor positions. When the University implements changes to existing curricular policies and/or processes (i.e. course evaluations, etc), the Committee is responsible for directing how Gallatin moves forward.
Curriculum Chair Responsibilities

- The Curriculum Chair works closely with the Chairs of the Program Committees, implements the curricular policies established by the Curriculum Committee, chairs Curriculum Committee meetings, prepares agendas, makes recommendations to the deans regarding part-time faculty, and assumes primary responsibility determining teaching assignments for each semester.
- The Curriculum Chair leads the Curriculum Committee sets the Committee's charge for the academic year, determines the agenda for each meeting, and directs plan for new curricular initiatives, degree requirements, University and School curricular initiatives, and new part time hires. In regard to curriculum planning, the chair also:
  - Helps new and experienced faculty to develop new courses;
  - Assists the various program chairs in developing new courses and aides in determining curricular need within each program.
  - Reviews and and decides all petitions by students for a non-Gallatin course to count for Gallatin degree requirements
  - proposes Curriculum Committee recommendations for VAP positions and part time hires and drafs advertisements;
  - review of unsolicited CVs with the committee, and any follow-up to that process;
  - liaises with the Gallatin Global Office regarding new Gallatin courses at NYU study away sites and with Gallatin travel courses;
  - manages curricular issues; course cancellations, replacing instructors who are unable to teach, etc.
- The Chair runs new faculty orientation (with Associate Dean of Faculty)
- With the Associate Dean of Faculty, the Chair assigns faculty peer observations for all eligible faculty
- The Chair reviews classroom observation reports along with course evaluations and with Program Chairs, determines reappointment of part time faculty.
- Navigates and triages faculty concerns regarding the curriculum
- Sit on ad hoc School committees or recurrent meetings/School scheduled meetings or events regarding new programs and policies surrounding the curriculum.
- Report on Committee happenings to full faculty throughout the academic year and create and present curricular reports to School leadership.
- Handle any other ad hoc curricular issues that arise during the academic year.

Link to Curriculum Committee Documents

Committee Lists:

22-23