
Chapter VII – Faculty and College Committees and the Provost’s Office

This chapter describes: 1) committees advisory to the Provost, 2) committees whose members are appointed by the Provost or their delegate from the faculty, 3) committees convened by the Associate Deans, and 4) the process by which the Department Chairs and Program Directors are appointed by the Provost.

Ad-hoc committees may be appointed from time to time by the President and/or the Provost and Dean of the Faculty.

A. Committees Advisory to the Provost

1. The Committee of Division Chairs

The Faculty Chair and the three Division Chairs sit with the Provost and Deans of the Faculty and the Associate Deans to form the Committee of Division Chairs (CDC), with the Provost and Dean of the Faculty acting as Chair of the Committee. The Committee of Division Chairs is responsible for advising the President and the Provost and Dean of the Faculty on administrative policy of an academic nature, budgets and staffing matters affecting the Division, long-range academic planning, and any other matters referred to it by the President or the Provost and Dean of the Faculty.

2. Department Chairs and Program Directors Meeting

The monthly meeting of department chairs and program directors is convened by the Provost for the purposes of seeking advice from the chairs and directors, as well as providing information to them. The non-tenure-track faculty representative and the library director are also included in these meetings. Chairs and directors earn a stipend for their administrative work; the NTT faculty earns the same stipend. This meeting is also meant to provide opportunities for chairs and directors to consult with each other. The Provost invites agenda items from the chairs and directors before each meeting.

3. Advising Committee

The Advising Committee provides guidance and recommendations to the Provost on matters related to academic advising. The membership of the committee includes the Chair of the Faculty, the Director of the First Year

Seminar Program, the senior member of the Student Life Committee, the Chair of the Admissions and Financial Aid Committee, and the two Associate Deans.

B. Committees Whose Members are Appointed by the Provost or their Delegate

1. The Institutional Review Board

All research conducted by Whitman College faculty or students involving human participants, regardless of its funding source, must be submitted to Whitman's [Institutional Review Board \(IRB\)](#) for review. Details of Whitman's IRB process, including instructions for submissions, can be found at: [Institutional Review Board \(IRB\)](#). Details of federal guidelines for this review process can be found at: <https://www.hhs.gov/ohrp/register-irbs-and-obtain-fwais/irb-registration/index.html>.

2. The Institutional Animal Care and Use Committee

All research proposals involving vertebrate animals must have their research protocol approved by the [Whitman Institutional Animal Care and Use Committee \(IACUC\)](#). Whitman's IACUC is approved by the federal Office of Laboratory Animal Welfare. New protocols that involve animals should be submitted to the current Chair of the Committee, who will distribute them to the members of the committee for approval.

3. The Institutional Biosafety Committee (convened as needed)

If required by the funding agency, protocols for research conducted by faculty and/or students using Genetically Modified Organisms/Recombinant DNA must be approved by the [Whitman Institutional Biosafety Committee](#). Not all funding agencies require institutional approval, and it is up to the applicant to determine whether their experiments require approval. Most federal agencies use the [National Institute of Health](#) guidelines. Additional information can be found on the [Grants and Foundation Relations Compliance](#) Whitman page.

These three committees exist to ensure that all research conducted by Whitman faculty and/or students is held to the highest standards of ethics and safety. The College believes in the ethical care and treatment of

animal and human subjects to be used in biological, biomedical and behavioral research, and has established policies to ensure that College and national regulations are followed.

All students and faculty who are conducting federally-funded research must receive instruction in the responsible conduct of research before they start work. The online tutorial, provided by Citi program, can be accessed from the [Grants and Foundation Relations Compliance](#) page. The Sponsored Program Coordinator will inform the students of the requirement and will also alert the students' supervisors. It is recommended that the students' supervisor discuss the issues involved in the responsible conduct of research with the students and reinforce the ethical concepts taught in the modules. Students need to complete the training, print out the completion form, and send the certificate of completion to the Sponsored Program Coordinator. The SPC will track completion of the RCR requirement.

Whitman College's Research Integrity Officer (RIO) is the Associate Dean for Academic Affairs. They have ultimate oversight on compliance with the College's Responsible Conduct of Research and Research Misconduct procedures.

Whitman College faculty members who serve as Principal Investigators (PIs) or co-PIs on federal grants from the [National Science Foundation](#) or the [National Institute of Health](#) are required to abide by the sexual harassment policies of those agencies. All students, faculty, and staff are required to abide by Whitman's [Sexual Harassment, Discrimination, and Sexual Misconduct Policy](#). In the event that you or someone else is a victim of sexual harassment, discrimination, or sexual misconduct, Whitman provides external [Support and Reporting Options](#), as well as other [On-Campus Resources and Support](#) on the website.

Additional information about research requirements can be found on the Whitman website under [Whitman College Research and Oversight Committees](#).

Information for faculty, including a grants procedures manual and a policy on responsible conduct of research, can be found on the website for the [Office of Grants and Foundation Relations](#).

4. The Whitman College Advisory Committee on the Collaboration with CTUIR (WCACCC)

The purpose of the WCACCC is to enable Whitman College to function as an effective long-term partner to the CTUIR (Confederated Tribes of the Umatilla Indian Reservation) on areas of common educational concern. The WCACCC shall be composed of administrators, staff, and faculty with knowledge of past collaborative initiatives with the CTUIR and with the capacity to communicate with a broad range of members of the campus community. At least one member of the President's Cabinet, one faculty member, and one student will be included in the advisory council.

C. Committees Chaired by Associate Deans

The Associate Dean for Academic Affairs convenes and chairs the Assessment and Accreditation Committee, as part of their work as accreditation liaison to the Northwest Commission on Colleges and Universities. Past accreditation reports and information about the accreditation cycle can be found on the Provost [Accreditation](#) website.

Charge: To complete tasks and documents required by the NWCCU to retain accreditation status.

Membership: The College's Assessment Committee is chaired by the Associate Dean for Academic Affairs, and consists of the three elected faculty Division Chairs, the Provost and Dean of the Faculty, the Director of Institutional Research, the Chief Information Officer, the Director of Enterprise Technology, and the Senior Associate Dean of Students.

The Associate Dean for Faculty Development convenes and chairs the [Center for Teaching and Learning](#) Steering Committee and the ASID Committee, as part of their work on faculty development.

Charge: To plan programming for faculty in support of excellent teaching and oversee the Center's mission to promote a campus-wide environment that values, respects, and encourages excellent teaching.

Membership: Five or six faculty members with diverse disciplinary and pedagogical interests and representatives from the Academic Resource Center, Penrose Library, and WCTS appointed by the Associate Dean for Faculty Development in consultation with the current steering

committee.

D. The Role of the Provost in Appointing Department Chairs and Program Directors

The Provost and Dean of the Faculty seeks advice from the department members.

After seeking advice, the Provost makes the decision regarding the appointment.

Department Chairs and Program Directors are appointed for three-year terms.

Duties for Department Chairs and Program Directors can be found in the Department Chairs Handbook in [Faculty Governance](#).