

**CHARGE TO THE COMMITTEE ON ACADEMIC APPRAISAL AND ACHIEVEMENT**

*(As adopted by the Senate of the Academic Council 6/3/71,  
and amended 11/9/72, 10/2/75, 5/29/86, 6/15/89, 6/10/93, 3/11/97 and 9/1/98)*

**A. GENERAL CHARGE**

The Committee on Academic Appraisal and Achievement, subject to the *Charter* and *Rules* of the Senate, shall formulate policy concerning the evaluation, recording, and special recognitions of educational achievement by undergraduate and graduate students and faculty, including those awards, prizes, and honors that are not specifically reserved to Schools and departments.

**B. SPECIFIC DUTIES**

The Committee shall receive, as appropriate, matters lying within its general charge, the recommendations of the Associate Dean of Graduate Policy and the Registrar. The Committee shall recommend to the Senate each quarter the list of candidates who have satisfied the requirements for the various baccalaureate degrees, and shall formulate:

1. Appropriate systems of grading;
2. Appropriate systems for improvement and evaluation of teaching;
3. Appropriate systems by which to appraise the quantity and quality of accredited courses;
4. Policies governing registration, class and examination schedules, course loads, and the academic calendar;
5. Procedures for granting exceptions to University requirements for undergraduate degrees;
6. Standards under which the University confers upon students honors and awards for academic work, and minimal standards for departmental honors;
7. Policies and procedures for encouraging applications and appraising qualifications for awards and prizes;
8. Standards for the evaluation of transfer credit and credit by examination for undergraduates;
9. Policies and procedures regarding discrimination in academic affairs based on nonacademic criteria.

**C. REPORTING RESPONSIBILITIES**

The Chair of the Committee is charged specifically with the following duties:

1. Keeping the Academic Secretary apprised of the substantive issues under consideration by the Committee, and reporting in writing to the Academic Secretary within seven days of the Committee action any policy decision or recommendation which may require Senate endorsement.
2. Submitting to the Academic Secretary no later than August 1, of the following academic year

one copy of a written Annual Report of the work of the Committee during the year just completed. The Annual Report should observe the current Guidelines for the Preparation of Reports and Proposals to the Senate of the Academic Council.

**D. MEMBERSHIP**

The Committee shall consist of eleven voting members, comprised of eight members of the faculty, one of whom is either a Lecturer or Senior Lecturer, and three students. At least two of the faculty members shall be from the School of Humanities and Sciences, and at least one of the faculty members must be from the School of Engineering. The Registrar and the Associate Dean of Graduate Policy (or designee), shall be *ex officio* members of the Committee without vote.

**E. SUBCOMMITTEES**

The Committee shall establish the requirements for membership, appoint, and charge standing subcommittees only in the following areas:

1. Evaluation and Improvement of Teaching;
2. University and Departmental Honors;
3. Academic Standing,
4. Exceptions to Academic Policy.

The Committee may appoint such panels to evaluate and recommend nominees for awards and prizes as appropriate. Recommendations of individuals by the Committee or its panels shall not be subject to Senate scrutiny.

**F. REPORTING COMMITTEES**

The Teaching Assistant Training Oversight Committee is charged to report annually to C-AAA, and through C-AAA to the Senate. It is the responsibility of C-AAA to remain informed about the policy issues under consideration by the Teaching Assistant Training Oversight Committee and to provide advice and counsel on these policy issues as appropriate (i.e., at the initiative of the Reporting Committee, of C-AAA itself, or of the cognizant Vice Provost or Dean).

**G. MINIMAL NUMBER OF MEETINGS**

The Committee shall meet at least six times during the academic year.

**H. STAFF SUPPORT**

The Registrar shall be responsible for providing staff and secretarial assistance for the Committee and its subcommittees.