

Faculty Committee Charges

ASE/EM Department Committees/Advisors

Student Group (AIAA, SGT, DBF, LRA, TAR, TSL, UAV, WIALD) Advisors

The faculty advisor assigned to each group will provide oversight to the student chapters/groups in each area.

Coop Advisor (Undergraduate)

This faculty member advises participants and if necessary may assign faculty to provide the technical review and recommend a grade (based on the Cockrell School of Engineering Coop Program guidelines) for the final reports written by students participating in the Cockrell School of Engineering Coop Program.

Grad Student Association Advisor

This faculty advisor will serve as a liaison between the graduate student association and the Graduate Studies Committees in ASE and EM.

Curriculum Committee (Undergraduate-ASE and COE)

The charge of the Undergraduate Curriculum Committee is to review any matters pertinent to the ASE and COE undergraduate degree programs and/or courses within the ASE/EM/COE undergraduate curriculum, and to make recommendations for changes to be made in the ASE/EM/COE section of the next academic Undergraduate Catalog. This committee will oversee the process and compile the documents needed for the department to achieve ABET accreditation.

Engineering Mechanics Service Courses Committee

This committee will oversee the curriculum of the Engineering Mechanics courses.

Instructional Laboratory Committee

The Instructional Lab Committee will oversee formal instructional and extracurricular laboratories. The charge includes ensuring labs meet the requirements of the undergraduate and graduate curricula, and includes making recommendations for new labs and upgrading/improving existing ones. The committee is also responsible for developing a spending plan for purchase of new equipment, upgrade, and maintenance of equipment when funds are available.

Peer Teaching Review

Committee members will sit in on a junior faculty member's class and prepare a written critique of the junior faculty members teaching. The purpose is to provide meaningful evaluation and constructive suggestions to improve the teaching ability of junior faculty. Membership on this committee is limited to faculty budget council members.

Comprehensive Periodic Review

Members of this committee will conduct the sixth year review on selected tenured faculty members. The purpose of the sixth-year period performance evaluation is to assess whether a tenured faculty member is making a contribution consistent with that expected of a tenured faculty member. Membership on this committee is limited to faculty budget council members.

Promotion Committee

Members of this committee will prepare the Budget Council Assessments on each area in the junior faculty member's promotion packet according to the official University guidelines. Membership on this committee is limited to faculty budget council members.

Safety Committee

The purpose of the Department Safety Committee is to provide oversight on the general safety of the University building spaces assigned to the ASE/EM Department (both on the Main Campus and at PRC); to provide regular review of safety regulations in the labs and shops; and to act on safety concerns submitted by faculty, staff, and students.

Search Committee (Faculty)

Members of this committee must fulfill the responsibilities and follow the guidelines outlined in the Cockrell School of Engineering's Faculty Search Procedures.

Awards Committee

This committee will review requirements for various faculty awards and prepare nomination packages for eligible faculty.

Faculty Annual Review Committee

This committee will develop procedures for and implementation of the annual evaluation of all faculty in the department. Procedures should be developed in consultation with the Department Chair. Membership is limited to budget council members.

Diversity, Equity and Inclusion Committee

This committee will promote the goals of DE&I in the ASE/EM department. The committee should engage students, staff, and faculty to assess needs related to DE&I and propose strategies for assessing progress. The committee should identify challenges and strengths related to DE&I goals and make recommendations to the chair and department regarding ways to achieve these goals. The committee should work closely with the Cockrell School Asst. Dean for Diversity, Equity and Inclusion and the Division of Diversity and Community Engagement.

Website and Social Media Committee

This committee will evaluate and provide suggestions for improving the ASE/EM departmental webpage and social media presence.

TREL Oversight Committee

This committee will provide faculty and staff oversight of the Texas Rocket Engineering Lab.

Cockrell School of Engineering Committees

The charges of these committees are developed by the CSE leadership and can be found in separate documents.