Academic Hearing Committee

The Academic Hearing Committee hears faculty grievances related to terms or conditions of employment such as promotion, retention, termination, salary, and job assignment. The committee reports to the Chancellor.

- Committee Overview
- Committee Members
- Curriculum Forms
- Meeting Minutes

Committee Overview

The Academic Hearing Committee hears faculty grievances related to terms or conditions of employment such as promotion, retention, termination, salary, and job assignment. The committee reports to the Chancellor.

Membership consists of a pool of 21 full-time, tenured faculty members selected by the Executive Committee of the Faculty Senate. All colleges are represented, and membership is diverse in academic discipline, gender, race, and ethnicity.

A faculty member may serve on only one grievance committee at a time (department, college, or university).

When a grievance reaches this level:

- The committee chair (a tenured faculty member with prior service on the committee) notifies the Chancellor.
- The Chancellor, in consultation with the chair, selects a **subcommittee of seven** from the full committee to hear the grievance, plus a Dean and a Department Chair (one each) to serve on that subcommittee.
- The committee chair serves as **non-voting chair** for all subcommittees.
- Each subcommittee elects a secretary to prepare the report of proceedings.
- If a subcommittee member recuses or cannot serve, the Chancellor selects a replacement from the full committee.

For alleged discrimination cases:

- Three additional tenured professors from the **University Diversity and Affirmative Action Committee** join the hearing.
- Each party chooses one of these three; the two then select a third from the same committee.

Support:

- The **Office of Human Resource Services** assembles materials, arranges facilities, and maintains the official record.
- The **Associate Vice Chancellor for Administration** (or designee) serves as an ex-officio, non-voting advisor on procedures and policy.
- In discrimination cases, the **Affirmative Action Coordinator** also advises.

Committee Members

Voting Members (serve on grievance subcommittees):

First Name	Last Name	Term Expires	Appointed by
Kwangkook	Jeong	2029	Faculty Senate
Arnell	Nicolle	2029	Faculty Senate
Barnhouse	Lucy	2029	Faculty Senate
Mathew	Harmon	2029	Faculty Senate
Katie	Camden	2029	Faculty Senate
Andrea	Brown	2029	Faculty Senate
Tew	Phillip	2029	Faculty Senate
Paula	Ruby	2029	Faculty Senate
Mohammad	Alam	2028	Faculty Senate
Richa	Arya	2028	Faculty Senate
Karen	Graham	2028	Faculty Senate
Diana	Williams	2028	Faculty Senate
Khem	Aryal	2028	Faculty Senate
Hans	Hacker	2028	Faculty Senate
Amy	Buzby	2028	Faculty Senate
Nicole	Arnell	2028	Faculty Senate
Andrea	Brown	2028	Faculty Senate
Brenda	LeGrand	2028	Faculty Senate
Paula	Ruby	2028	Faculty Senate
John	Mello	2028	Faculty Senate
TBD			Faculty Senate

Dean (selected per grievance from pool of Academic Deans)

- Department Chair (selected per grievance from pool of Department Chairs)
- Three professors from the University Diversity and Affirmative Action Committee (only for discrimination cases)

Non-Voting Members / Advisors:

- Chair of the Academic Hearing Committee (tenured faculty, elected annually)
- Associate Vice Chancellor for Administration (or designee)
- Affirmative Action Coordinator (advisory role in discrimination cases)

Curriculum Forms

Please note, the curriculum proposal submission process has changed.

All curriculum proposals are now submitted via an electronic form in our new curriculum management software, **Curriculog**, which is accessible via pack.AState. The approval process is managed via workflow within Curriculog.

Due to the university curriculum calendar timeline and the publication date of the annual Bulletin, proposals may only be submitted during the regular academic year while submissions are accepted for review by Undergraduate Curriculum Council and Graduate Council (Mid-August–April 3rd for 2025–26).

The prior "paper" forms have been built out within Curriculog and, with a few exceptions, have retained their names. A list of forms is provided below.

Proposals for **Undergraduate Curriculum Council** or **Graduate Council** must be submitted via Curriculog and approved through the UCC or GC step by the given deadline on the University Curriculum Calendar to be included on the meeting agenda.

Proposals for the **General Education Committee** continue to be submitted via email to gec@astate.edu.

Quick Curriculog How-To

Proposal Submission

1. Access Curriculog via pack.AState
2. Once logged in, select **"New Proposal"** to see the list of forms
3. Use the **2026–27** forms for proposals during the **2025–26** curriculum year
   - Undergraduate forms begin with "UG"
   - Graduate forms begin with "GR"
4. Select and complete the appropriate form
   - Use **"Save all Changes"** to return later
   - When ready, click **"Validate and Launch Proposal"**
5. The proposal will enter workflow
   - The originator is the first approver
   - Approval is required before it progresses
   - If the originator holds multiple roles (e.g., program director), multiple approvals may be needed

6. To approve:
    - Open the proposal → Click **"Decisions"** on the right → Make decision
    - Or go to **"My Tasks"** tab from the homepage, select proposals, then click **"Approve Selected"**

Proposal Review and Approval

- All logged-in users may review proposals
- Only users at the current workflow step can make changes or approve
- All changes are tracked with mark-up
    - To view changes: Click **"Discussion"** → under **"User Tracking Help"**, select **"Show current with markup"**
- To revise: Click into field, edit, and save
- To comment: Click **"Discussion"** → next to **"Comments"**, click **"Add comment"**
- To approve or reject:
    - Click **"Decisions"** → Select **"Approve"** or **"Reject"** → Click **"Make My Decision"**
    - Approving moves the proposal forward
    - Rejecting sends it back to the originator to revise and relaunch from the beginning

---

Curriculog Forms by Action Type

Note: Forms are separated by level—Undergraduate (UG) and Graduate (GR). Select the appropriate level.

Course-Level Actions

Action	Curriculog Form
Propose a new course	Course New Form
Modify an existing course	Course Change Form
Delete a course	Course Delete Form

Program-Level Actions

Revisions

- **Change program curriculum (more than 50% and/or change to total program hours)**: Curriculum Revision of Existing Certificate or Degree Program Proposal
- **Rename a major**: Existing Certificate, Degree, or Major: Name Change Only Proposal
- **Rename an emphasis, concentration, option, or minor**: Program Modification Proposal
- **Modify Existing Program** (e.g., admissions standards, <50% curriculum change): Program Modification Proposal

Deletions

- **Delete a concentration, option, or minor**: Emphasis, Concentration, Option or Minor Deletion Proposal
- **Delete a program**: Program Deletion Proposal

Additions

- **New certificate (≤50% new courses)**: New Certificate Proposal
- **New emphasis/concentration/option/minor**: New Emphasis, Concentration, Option, or Minor Proposal
- **New program/certificate (>50% new courses)**: New Program/Certificate Proposal
- **Offer existing certificate or degree online**: Online Delivery of Existing Certificate or Degree Proposal
- **Reconfigure degree to create new one (≤50% new courses)**: Reconfiguration of Existing Degree Program Proposal

Other

- **Deactivate or reactivate a program**: Deactivate/Reactivate Program Proposal
- **Offer at off-campus location**: Existing Certificate or Degree Program Offered at Off-Campus Location Proposal
- **Revise College/Department landing page**: College/Department Landing Page Modification Proposal

Contact Academic Affairs and Research for:

- Establishment of New Administrative Unit
- CIP Code Change

General Education Actions

- **Add a course to General Education curriculum**: Submit form via email to gec@astate.edu

---

Supplementary Documents & Links

- Workflow for General Education Courses
- Expanded instructions - Student Learning Outcomes

Curriculum Proposal Attachments

- 8-semester plan
- Letter of Intent Form
- New Degree Program Proposal Form
- Notification Letter Template

- Teach Out Student Roster Template
- New Program Tuition and Fees Form

Meeting Minutes

Meeting minutes will be uploaded here as they become available. For past meeting dates, refer to the official Shared Governance archives or contact the Office of Academic Affairs.