

2.4.1 Department Chairs Committee

Membership

The membership consists of the chair of each academic department, the Core Curriculum Director, and the Dean of Faculty. Chairs of the academic departments are appointed for renewable term appointments (normally for five years) by the President upon the recommendation of the Dean of Faculty after consultation with the members of the department.

Function

- To advise the Dean of Faculty on administrative questions dealing with the Harvey Mudd College academic program (areas of concern include academic budgets, capital equipment needs, staffing, academic support personnel, space requirements, maintenance of academic facilities, major programmatic changes);
- To serve as an advisory group for major new proposals and for long-range planning of the academic programs of the college;
- To serve as an admissions committee by meeting regularly with and advising the admissions staff.

2.4.2 Institutional Review Board

Membership

The Claremont Graduate University's Office of Sponsored Research and Programs convenes and coordinates an Institutional Review Board in which Harvey Mudd College participates. Consistent with federal regulations, the board is composed of nine members. Committee membership includes at least one person who is not affiliated with the Claremont Graduate University or Harvey Mudd College and who is not part of the immediate family of a person who is affiliated with these institutions. The board reviews applications completed by members of the two sponsoring institutions. Although the Faculty Executive Committee recommends Harvey Mudd College faculty members for the board, the Claremont Graduate University Provost formally appoints all members of the board.

Function

The Institutional Review Board protects the rights and welfare of humans recruited to participate in research activities conducted under the auspices of the Claremont Graduate University and Harvey Mudd College. The board has the authority to approve, require modifications in, or disapprove all research involving human subjects conducted at these institutions, as well as research conducted elsewhere by the faculty, staff, and students of these institutions. Board approval must be obtained prior to any work with human subjects.