

## **PES Departmental Committees – Edited Copy**

**2021-2022**

### **Departmental Committee Assignments**

**Philosophy:** Committee assignments will rotate among the faculty to avoid overburdening individual faculty and to inject new ideas into the actions of these committees. Ideally, a committee chair will serve no more than two years. In some instances, e.g., for the sake of continuity of the committee or for other extenuating circumstances, Chairs may be requested to continue service beyond the normal two-year term. Committee Chairs will report to the Dept. Head and at faculty meetings as needed.

#### **1. Promotion and Tenure Committee**

The Promotion and Tenure (P&T) Committee is the most important committee of the department. The role of the committee is to: assess progress of each faculty member toward tenure, promotion, or both. The promotion and tenure committee consists of all professors with majority appointment in PES, without exception. *The chair of the committee shall serve for up to two and one-half years to align with the promotion and tenure cycle. The outgoing Chair will complete the cycle for portfolios submitted the prior year, as well as any other unfinished business. The Chair, in consultation with the Department Head and faculty individual, will assign a member of the senior faculty to mentor each untenured professor.* The P&T committee shall review packets submitted by Assistant Professors annually and submit recommendations concerning the renewal of annual contracts to the Dept. Head. The P&T committee will provide a review and comments to Assistant and Associate Professors who submit their packets for Spring review. Special attention will be provided to ensure adherence to college and university formatting and organizational guidelines. Decisions of this committee are made in compliance with Departmental, College, and University guidelines and policy.

#### ***2018-2019 Committee:***

Geno Picchioni, Chair  
all majority appt. PES Professors

#### ***2019-2020 Committee:***

Geno Picchioni, Chair  
all majority appt. PES Professors

#### ***2020-2021 Committee:***

Jinfa Zhang, Chair  
all majority appt. PES Professors

#### ***2021-2022 Committee:***

Jinfa Zhang, Chair  
all majority appt. PES Professors

***Deliverables:***

Meet in Fall and Spring semester to evaluate PES faculty and EPS faculty with joint CES/AES appointments.

Present comments regarding progress toward tenure or promotion to Department Head and candidate after Spring meeting. Deliberate promotion and tenure decision in Fall meeting.

Faculty mentor serves as mentor for faculty and as resource for Department P&T Committee deliberations. Chair of committee serves to represent committee at College P&T Committee.

Review and update PES P&T guidelines and submit to faculty for consideration as needed. Conduct fifth year mandated revisions of the guidelines in a timely manner.

The Chair shall coordinate a vote of the P&T committee to elect a representative to the ACES P&T committee.

**2. Curriculum Committee**

The Curriculum Committee reviews and makes recommendations to the department on course and curriculum proposals and revisions in the major and minor academic programs in the Department. The Curriculum Committee can appoint subcommittees to discuss Agronomy, Genetics, Horticulture, Soil, Turf, and Environmental Science programs. The chair of the committee serves on the College Curriculum Committee. All new courses, course changes (description, credit, prerequisite, etc.), and course deletions are approved by the Curriculum Committee and then the Associate Dean's Academic Council, prior to being placed in the catalog or in the Schedule of Classes. Where appropriate the committee chair should interact with college and university committees that have similar charges. This committee will also assume the duties of the Outcomes Assessment Committee.

***2018-2019 Committee:***

April Ulery, Chair  
Chris Cramer  
Colby Brungard  
Nicole Pietrasiak  
Rachel Gioannini  
Ian Ray  
Champa Sengupta-Gopalan

***2019-2020 Committee:***

April Ulery, Chair  
Chris Cramer  
Colby Brungard  
Nicole Pietrasiak  
Rachel Gioannini  
Jinfa Zhang  
Champa Sengupta-Gopalan  
Michelle Hammitt

***2020-2021 Committee:***

April Ulery, Chair  
Chris Cramer  
Colby Brungard  
Omar Holguin  
Rachel Gioannini  
Jinfa Zhang  
Dennis Lozada  
Michelle Hammitt

***2021-2022 Committee:***

April Ulery, Chair  
Chris Cramer  
Blair Stringam  
Omar Holguin  
Rachel Gioannini  
Jinfa Zhang  
Dennis Lozada  
Michelle Hammitt

***Deliverables:***

Oversee preparation of class schedules.

Approve course changes submitted by faculty.

Coordinate cross-listing of appropriate courses with other departments.

Update Undergraduate Student Handbook.

Encourage periodic teaching unit (ES/Soil, Hort/Agro/Gene) meetings.

Revise the teaching workload guideline and student evaluation of instruction instruments as needed.

**3. Graduate Studies Committee**

The Graduate Studies Committee provides oversight for the graduate program and is responsible for recruitment of graduate students. It solicits nominations for teaching assistantships (TAs), and recommends assignment of TAs to classes and labs to the Department Head for review and approval. The committee will periodically review the Department's graduate admission policies and procedures. It is also responsible for reviewing and encouraging normal progress of graduate students. Normal progress refers to timely completion of graduate exams and submission and completion of programs of study. It also helps to ensure consistency of procedure/policy/standards across doctoral committees, especially with regard to the conduct of Comprehensive Examinations. It reviews annual submissions to the Graduate Catalogue and, when needed, recommends graduate curriculum revisions. This committee may be called upon to review requests for reassignment of graduate advisors submitted by either faculty or graduate students, and to base its recommendations to the Department Head on pre-established policy. The Chair will send out an email on or about 15<sup>th</sup> October and 15<sup>th</sup> April to solicit the faculty regarding need for teaching assistantships to support course and lab offerings and graduate student teaching opportunities. The committee will solicit nominations for, and recommend, graduate students for the PES Outstanding Graduate Paper, and PES Teaching Assistantship Awards. Where appropriate, the committee chair should interact with college and university committees that have similar charges.

***2018-2019 Committee:***

Ian Ray, Chair

Omar Holguin

Rajan Ghimire

***2019-2020 Committee:***

Ian Ray, Chair

Manoj Shukla

Rajan Ghimire

***2020-2021 Committee:***

Ian Ray, Chair

Manoj Shukla

Rajan Ghimire

***2021-2022 Committee:***

Ian Ray, Chair

Manoj Shukla

Sangu Angadi

Nicole Pietrasiak

Nicole Pietrasiak

Ivette Guzman

Ivette Guzman

Niall Hanan

Niall Hanan

Koffi Djaman

Koffi Djaman

Chris Cramer

Chris Cramer

Chris Cramer

Julius Anchang

Sangu Angadi

Nick Webb

Nick Webb

Niall Hanan

Niall Hanan

***Deliverables:***

Solicit requests for TAs from faculty and instructors of AGRO, HORT, SOIL, ES and GENE courses to determine the best matches for course needs and requests for eligible students.

Recommend TA assignments to Department Head for undergraduate courses no later than July 15 and December 18 of each year.

Receive, consider, and recommend nominations for Graduate School Faculty in accordance with PES guidelines.

Solicit, receive, and review graduate student progress toward degree forms in accordance with PES guidelines.

Annually review the Graduate Student Handbook and update with consultation from the PES Graduate School Committee.

**4. Undergraduate Student Recruitment and Retention Committee**

This body makes recommendations to the Department on recruiting activities, including dissemination of information to prospective students. It also recommends means of promoting academic progress. Members of this body are called upon to participate in and assist with coordination of New Student Orientations in cooperation with main office personnel. They also host school counselors.

***2018-2019 Committee:***

***2019-2020 Committee:***

***2020-2021 Committee:***

***2021-2022 Committee:***

Blair Stringam, Chair

KC Carroll, Chair

KC Carroll, Chair

KC Carroll, Chair

Rajan Ghimire

Rajan Ghimire

Rajan Ghimire

Rajan Ghimire

Chris Cramer

Chris Cramer

Nicole Pietrasiak

Nicole Pietrasiak

Steve Guldán (north central)

Steve Guldán (north central)

Steve Guldán (north central)

Naveen Puppala (northeast)	Naveen Puppala (northeast)	Naveen Puppala (northeast)	Naveen Puppala (northeast)
Kevin Lombard (northwest)	Koffi Djaman (northwest)	Koffi Djaman (northwest)	Koffi Djaman (northwest)
Murali Darapuneni	Murali Darapuneni	Murali Darapuneni	Leonard Lauriault (northeast)
Champa Sengupta-Gopalan	Caiti Steele	Caiti Steele	Caiti Steele
Rachel Gioannini	Rachel Gioannini	Rachel Gioannini	Rachel Gioannini
Marisa Thompson	Marisa Thompson	Marisa Thompson	Marisa Thompson
	Jackie Jarvis	Jackie Jarvis	Blair Stringam
	Blair Stringam	Blair Stringam	Shengrui Yao
	Owen Burney	Owen Burney	Sabine Green
	Shengrui Yao	Shengrui Yao	Laura Rodriguez
		Sabine Green	

***Deliverables:***

Revise departmental brochures and web sites to encourage enrollment.

Develop, implement and sustain a recruitment program.

Evaluate need, and implement retention program for, Departmental majors.

Work with PES main office personnel to ensure equitable rotation scheme for new student orientation programs during summer.

The Chair of the committee shall also serve as the representative to the corresponding ACES committee.

**5. Scholarship Committee**

The Department Scholarship Committee awards numerous departmental scholarships, as well as college scholarships, to students each year. Committee awards scholarships to students based upon the selection criteria established for each scholarship. It also coordinates the scholarship application process and works with the Associate Dean of Academic Programs to ensure that students have fair access to College and University scholarship programs. The scholarship committee will change membership in a manner that ensures faculty will consistently be able to evaluate and identify the most qualified students.

***2018-2019 Committee:***

***2019-2020 Committee:***

***2020-2021 Committee:***

***2021-2022 Committee:***

April Ulery/ Jinfang Zhang, Chair  
Jinfang Zhang  
Ivette Guzman  
Blair Stringam  
Colby Brungard  
Omar Holguin

April Ulery, Chair  
Jinfang Zhang  
Ivette Guzman  
Blair Stringam  
Colby Brungard  
Omar Holguin

April Ulery, Chair  
Jinfang Zhang  
Murali Darapuneni  
Blair Stringam  
Colby Brungard  
Kulbhushan Grover  
Rachel Gioannini

April Ulery, Chair  
Nicole Pietrasiak  
Murali Darapuneni  
Blair Stringam  
Kulbhushan Grover  
Rachel Gioannini

***Deliverables:***

Develop and implement policy for selection of Outstanding PES Student for fall and spring semesters.

Award PES scholarships to suitable candidates.

Solicit proposals for Cotter endowment.

Coordinate student application for regional and national scholarships (SWTGA, Garden Club, etc.)

Assure Lowenstein Fellowship is awarded to suitable candidate in ornamental horticulture.

Ensure PES students receive an equitable share of C-ACES scholarships.

Nominate students for appropriate recognition and awards (ACES student awards, Who's Who, Outstanding Hort Students, ASHS, Tri-societies and ES awards).

**6. Safety Committee**

The role of this committee is to strongly promote safe working environments for employees and students. All laboratory space under department management must have representation on this committee. Committee meetings are held periodically to review safety standards and procedures established by governmental agencies and the University Safety Officer. This committee encourages safety compliance by information sharing, by calling attention to items of potential risk, and by recommending procedures to reduce or eliminate risk. A departmental faculty member serving as laboratory Safety Liaison meets with the Committee and reports its progress and concerns to departmental faculty. The Chair meets with the Department Head to discuss Committee progress and administrative assistance that may be needed to address items of concern.

The Department of Fire and Emergency Services has the authority in matters related to fire safety and emergencies such as fire, medical, hazardous material, confined space rescue including providing emergency medical services at special events.

***Committee:***

Lab Safety Liaison – Omar Holguin

Committee Chair – Vacant

Committee members: – Lab representatives from Skeen Hall and Gerald Thomas Hall.

***Deliverables:***

Provide annual refresher in lab safety and HazCom for departmental personnel.

Meet to discuss safety needs of department as needed or once per year.

Within each lab area the representatives will provide site specific safety training as needed for students, staff, and faculty.

Develop policy and procedure to ensure Separation Checklist is used prior to faculty resigning or retiring. See

[http://www.nmsu.edu/~audit/SeparationChklst%20Dec02%20\(2\).pdf](http://www.nmsu.edu/~audit/SeparationChklst%20Dec02%20(2).pdf).

Develop Continuity of Operations Plan (COOP) for department.

**7. Awards Committee**

The Awards Committee is tasked with developing the nominating packets for the departmental Faculty and Staff awards, and awards outside the department. These include but are not limited to: the ACES awards, University teaching, research, and service awards (Ft. Bliss, Burlington Northern, Christmore, Westhafer), NACTA Teaching, STAR awards, and Fellows in the professional societies. The Department Head, as an ad hoc member of the committee, may provide information and write supporting letter(s) of recommendation where appropriate. The Faculty/Staff award consists of a plaque recognizing extraordinary effort in a particular area, and a gift certificate. *Students will nominate worthy candidates at the end of each semester.* Previous award recipients, and other interested faculty, should be willing to serve on the committee and play a leadership role in nominating and supporting new nominations. The awards committee chair will maintain a list of possible candidates for awards and record the successful and unsuccessful nominations for the benefit of the incoming Chair.

***2018-2019 Committee:***

Sangu Angadi, Chair

***2018-2019 Committee:***

Sangu Angadi, Chair

***2020-2021 Committee***

Shengrui Yao, Chair

***2021-2022 Committee***

Shengrui Yao, Chair

Omar Holguin	Omar Holguin	Kevin Lombard	Kevin Lombard
Steve Guldán	Steve Guldán	Ivette Guzman	Ivette Guzman
Owen Burney	Owen Burney	Koffi Djaman	Koffi Djaman
Mary O'Connell	Mary O'Connell	Brandon Edwards	Brandon Edwards
Kulbhushan Grover	Kulbhushan Grover	Rajan Ghimire	Rajan Ghimire
Koffi Djaman	Koffi Djaman	Jinfa Zhang	Jinfa Zhang
Rich Pratt	Rich Pratt	Geno Picchioni	Geno Picchioni
Paul Bosland	Paul Bosland	Nicole Pietrasiak	Nicole Pietrasiak
Jinfa Zhang	Jinfa Zhang		Qiuyan Yu

***Deliverables:***

Nominate faculty and staff members for ACES, NMSU, and professional society awards each semester or as needed.

Nominate a candidate for Department Distinguished Alumni Award each year.

**8. Student Assessment Committee**

The Student Assessment Committee conducts, reviews, recommends and responds to assessment of student learning related items. The primary role is to develop, conduct, analyze and report assessment activities for the annual academic departmental assessment (ADA) cycle. Reporting will be directed to the Office of Assessment, ACES Academic Dean, PES Department Head, and PES faculty through regular faculty meetings. The chair of the committee serves on the ACES Student Assessment Committee. The committee chair should interact with college and university committees that have similar charges.

***2018-2019 Committee:***

Ryan Goss, Chair  
Colby Brungard  
Kulbhushan Grover  
April Ulery  
Manoj Shukla  
Kevin Lombard

***2019-2019 Committee:***

Ryan Goss, Chair  
Colby Brungard  
Kulbhushan Grover  
April Ulery  
Manoj Shukla  
Kevin Lombard

***2020-2021 Committee***

Ryan Goss, Chair  
Colby Brungard  
Kulbhushan Grover  
April Ulery  
Manoj Shukla  
Kevin Lombard

***2021-2022 Committee***

Ryan Goss, Chair  
Colby Brungard  
Kulbhushan Grover  
April Ulery  
Manoj Shukla  
Kevin Lombard



***Deliverables:***

Review the results of ADA review and recommend changes based on student learning and assessment needs and as they relate to departmental curriculum and resource allocation.

Coordinate with the PES Curriculum Committee to ensure that curricula matters have the input from the committee where appropriate.

**SPECIAL ASSIGNMENTS**

Subject to change on an annual basis per faculty request and needs of the department. Requests for reassignment should be submitted in a timely fashion to allow time to select a suitable replacement.

- Student Clubs
  - Environmental Science Student Organization (ESSO)– Advisor, April Ulery, Blair Stringam
  - HortForum Student Organization: Advisors – Geno Picchioni and Rachel Gioannini
  - Floral Judging Team – Advisor, Sabine Green
  - NMSU Turf Club – Advisor, Ryan Goss
  - Graduate Student Organization (GSO) – Advisor, Ivette Guzman
- University
  - Faculty Senate – Elected College Representative; Sangu Angadi
  - MOLB Admission Committee: Jinfa Zhang, Nicole Pietrasiak
- College/Department
  - Plant and Environmental Sciences Endowments –Rolston St. Hilaire
  - NM Chile Conference – Stephanie Walker, Chair
  - Plant Variety Release Committee – Stephanie Walker (Chair), Chris Cramer, Ian Ray, Rich Pratt, Jinfa Zhang, Rolston St. Hilaire, Naveen Puppala, Shengrui Yao, Dennis Lozada

- Greenhouse Committee – Geno Picchioni (Chair), Jose Ortega, Rachel Gioannini, Rebecca Creamer, Derrick Wootton
- Water Resources Management Degree Advisory Committee – KC Carroll
- ACES P&T Committee, PES representative, Niall Hanan
- Central Advising Liaison – April Ulery, Rachel Gioannini
- Library Liaison –Richard Pratt
- Chemical Hygiene Officer
- NMSU Water Initiative Committee – KC Carroll
- ACES Global Initiatives-Manoj Shukla
- ACES Paul D. Coverdell Fellow Program – Kevin Lombard