

Responsibilities of the Department of Biology Undergraduate Program Committee (UPC)

The UPC is responsible for the assessment, modification and long-term planning of the undergraduate curricula, which includes degree programs for the BA and BS in Biology, BS in Molecular and Cell Biology, BS in Microbiology, BS in Zoology and the Biology minor.

Specific responsibilities include:

- Assess and modify the curricula as needed to meet certification mandates, to optimize curricular breadth and depth, and to maintain avenues for timely graduation.
- Approve new courses put forth by the faculty.
 - The UPC will review each proposed syllabus and will recommend changes in content and/or style of the syllabus as needed to meet university and programmatic requirements. Departmental curricular plans and budgetary limits will be considered in the decision for approval. Recommendations for approval will be forwarded to the university UPC for final review.
- Select recipients for the Distinguished Undergraduate Achievement in Biology Award. Nominations for this award will be solicited each academic semester.
- Coordinate with the Undergraduate Programs Office to organize the spring graduation reception and research poster competition.

UPC eligibility, election and terms:

All faculty, tenure track and non-tenure track, are eligible to serve on the UPC. Members are elected by the entire faculty to serve 3-year terms. The UPC consists of at least 5 faculty members and also includes the Director for Undergraduate Programs and the Associate Head. UPC members select the Chair. The Chair is responsible for communicating UPC decisions and concerns to the EC and to the entire faculty as directed by the EC.