RIT | Kosovo

Rochester Institute of Technology in Kosovo

RIT Kosovo (A.U.K)
Gërmia Campus, Dr. Shpëtim Robaj st. nn
10000 Prishtina, Republic of Kosovo

Terms of Reference
Curriculum Committee

(Standing Committee of the Faculty Senate)

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1. Committee Name

1.1 Curriculum Committee.

2. Reporting Line

2.1 The Curriculum Committee shall report directly to the Academic Senate of RIT Kosovo (A.U.K.).

3. Purpose and Scope

3.1 The Curriculum Committee is established to ensure the quality, relevance, and coherence of academic programs.

3.2 As the RIT Kosovo delivers degree programs awarded by Rochester Institute of Technology (RIT), adopting the same courses and curricula, the Committee shall ensure:

- Appropriate contextual adaptation to local academic, cultural, and industrial needs.

3.3 The Committee shall advise the Academic Senate on curriculum-related matters and local contextualization of the curriculum.

4. Responsibilities and Duties

4.2 The Committee may recommend contextual adaptations or supplementary courses to address specific local needs.

4.3 The Committee shall coordinate with the Academic Affairs Office to collect and analyze student feedback to inform curriculum improvements.

4.3 The Committee shall coordinate with the Academic Affairs Office to collect and analyze industry feedback to inform curriculum improvements

4.4 The Committee shall prepare and submit an annual review report to the Academic Senate.

5. Authority and Decision-Making

5.1 The Curriculum Committee may grant approval for minor local adaptations and the inclusion of supplementary modules, provided such changes do not alter the core framework or objectives of the program.

5.2 All proposals pertaining to the establishment of new courses, academic minors, or degree programs shall be submitted to the Curriculum Committee for consideration. Following its review, the Curriculum Committee shall forward its recommendations to the Academic Senate, which retains authority for subsequent review of recommendations and their formal approval.

6. Membership and Composition

6.1 The Curriculum Committee shall consist of the following members:

- Chair: Full-time Faculty Member appointed by the Academic Senate
- Two (2) Full-time Faculty Representatives
- Dean or Associate Dean (non-voting)
- Head of Academic Affairs (non-voting)

6.2 The term of service for the chair and members shall be three (3) years, renewable.

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7. Meetings Procedures

7.1 The Committee shall convene at least once per academic year and additionally on an as-needed basis.

7.2 A quorum shall consist of 51% of members.

7.3 Decisions shall be made by majority vote, with consensus encouraged wherever possible.

8. Reporting Requirements

8.1 The Committee shall submit an annual review report to the Academic Senate, detailing outcomes, challenges, and recommendations.

9. Review and Amendment of Terms of Reference

9.1. The Terms of Reference shall be reviewed by the Academic Senate every two years or on an as-needed basis.

9.2 Any amendments to the Terms of Reference prior to the scheduled review period shall require formal approval by the Academic Senate.

10. Alignment with Institutional Policies

10.1 The committee ensures that all procedures and decisions align with RIT Kosovo's mission, academic standards, shared governance principles, and applicable RIT Global policies.