A meeting of Faculty Board will be held on **Friday, September 20, 2013 at 3:30 p.m.**
in Macdonald 001

**AGENDA**

*Principal Woolf will introduce Dean Susan Mumm*

1. **Adoption of the Agenda**

2. **Approval of the Minutes**
   The Minutes of May 3, 2013 have been posted.

3. **Business Arising from the Minutes**
   At the meeting of May 10, the following Motion was put forward for a second reading, but
absent a quorum, no action was taken.

   Moved by Mr. Morelli and seconded by Ms. Lord: “that Faculty Board endorse Senate’s request
that the School of Graduate Studies undertake a study of the full ramifications of new time limits
for graduate programs before imposition of these guidelines.”

   A Sept 11 2013 communication from the mover and seconder asks to withdraw this motion:

   “Given that the School of Graduate Studies has now committed to undertake steps to implement
the spirit of what this motion called for, we view the motion, which was passed by Faculty Board
upon first reading, to have achieved its objective, and as such a further reading of it seems to be
unnecessary. We therefore request to withdraw this motion from second reading at Faculty
Board.
Respectfully submitted by Jordan Morelli and Susan Lord.”

4. **Dean’s Report**
   a. General Report
   b. Report on Senate Action

5. **Arts and Science Undergraduate Society Report**

6. **Question Period**

7. **Communications**

8. **Report on Degree** – for approval
   Mr. Horton will move “that an official copy of the Convocation Program for the Convocations
held on June 7-14, 2013 be lodged in the Minutes of the Faculty of Arts and Science as a record
of degrees granted in the Spring of 2013.”

9. **Curriculum Committee Omnibus Report** – Appendix A - for approval
   Mr. Greenfield will move “that the Omnibus Report Part I be approved.”
10. Science Graduate Council Curriculum Submission Report – Appendix B – for approval
   Ms. Krull will move “that the Science Graduate Council Curriculum Submission Report – May, 2013 be approved.”

11. Arts Graduate Council Curriculum Submission Report – Appendix C – for approval
   Ms. Jessup will move “that the Arts Graduate Council Curriculum Submission Report – May, 2013 be approved.”

12. Proposed Revisions to the Admission Regulations – Appendix D – for approval
    Ms. Ravenscroft will move “that the Proposed Revisions to the Admission Regulations be approved.”

13. Report of the Nominating Committee – Appendix E – for approval
    Mr. Kavanagh will move “that the Report of the Nominating Committee be approved.”


15. Other Business

   Pat Costigan, Secretary               Peter Taylor, Chair
   Faculty Board                        Faculty Board
<table>
<thead>
<tr>
<th>Submission Type and Department</th>
<th>Degree Program</th>
<th>Degree Plan</th>
<th>Degree Plan Code</th>
<th>Changes to:</th>
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<td>BCMPH</td>
<td>Specialization</td>
<td>BMCO-P-BCH, BMCO-I-BCH</td>
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<td>Specialization</td>
<td>COGS-P-BCH, COGS-I-BCH</td>
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<td>EBIO-P-BSH</td>
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<td>Revise Core Courses 1.J to include BCHM 218/3.0</td>
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<td>Revise ETOX_Molecular and Cellular Biology course list to include BCHM 218/3.0</td>
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<td>JWST-Y; JWST-G-BA</td>
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<td>Film, Culture and Communication</td>
<td>Learning Hours</td>
<td>Revise learning hours from 240 (24L;48Lb;24T;48Pc;96P) to 216 (24L;24Lb;36T;36Pc;96P)</td>
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<td>FILM</td>
<td>300</td>
<td>3.0</td>
<td>Hollywood: The Dream Factory</td>
<td>Prerequisite</td>
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<td>Media and the Arts</td>
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<td>HIST</td>
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Respectfully Submitted,
Richard Greenfield
Chair, Curriculum Committee
Graduate Curriculum Submissions – Science  
May 2013

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<tr>
<th>Dept. or Program</th>
<th>Course Number</th>
<th>Change Type</th>
<th>Description of Change</th>
<th>Lead Council Arts/Science</th>
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<td>BIOL</td>
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<td>BIOL</td>
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Graduate Curriculum Submissions – Arts  
May 2013

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<th>Dept. or Program</th>
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<th>Description of Change</th>
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<td>MA requirement</td>
<td>Revision</td>
<td>Graduate Degree Plan Revision – MA Requirement – students must have a 4-year undergraduate degree in Political Science or equivalent with a B+ average</td>
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<td>POLS</td>
<td>PhD requirement</td>
<td>Revision</td>
<td>Graduate Degree Plan Revision – PhD Requirement - students must have a 4-year undergraduate degree in Political Science or equivalent with a B+ average</td>
<td>Arts</td>
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Appendix D

Proposed Revisions to the Admission Regulations of the Faculty of Arts and Science
September 2013

Changes are proposed to the following Admission Regulations of the Faculty of Arts and Science:

I. Admission Regulation 5 – Admission by Transfer
II. Admission Regulation 11 – Admission to Non-Degree Studies
III. Admission Regulation 13 – Application Procedures for Distance Studies

Most of the proposed changes represent existing admission policies that are being updated to reflect current practices or to provide more detailed information about Distance Studies.

The proposed revisions are indicated using strikethrough and yellow highlighting. In some cases only partial regulations are displayed; for complete regulations please see http://www.queensu.ca/artsci/academic-calendars/regulations/admission-regulations.

Admission Regulation 5: Admission by Transfer

5.1 – General Requirements

The Faculty of Arts and Science has limited capacity to accommodate transfer students from other accredited post-secondary institutions and from other Faculties and Schools at Queen’s. Consequently, the admission process is highly competitive and preference is given to those applicants with the strongest qualifications.

Due to enrolment pressure on campus, not all Arts and Science departments, programs and Plans are able to accommodate upper-year transfer students. Some may have admission criteria that exceed the minimum stated below. Applicants should consult Undergraduate Admission (www.queensu.ca/admission/apply/upperyear.html) for a list of departments currently accepting upper-year transfer students. Note that once admitted, upper-year transfer students will not be permitted to transfer in subsequent years into a Plan that was closed to transfer students at the time of admission or that closes subsequently.

Transfer students with the equivalent of at least 24.0 units (or 8 one-term courses, where a one-term course is equivalent to a typical 3.0-unit course in Arts and Science) from an accredited post-secondary institution are considered for upper-year admission. Normally it is not possible to be admitted directly into Level 3 or 4 of an Arts and Science Degree Program.

Applicants with fewer than the equivalent of 24.0 units (or 8 one-term post-secondary courses, where a one-term course is equivalent to a typical 3.0-unit course in Arts and Science) may be considered for admission to first year and should consult Admission Regulations 2-4 to learn secondary school requirements. Students’ post-secondary and high school marks will be considered in the admissions assessment.

Students wishing to transfer from Distance Studies to studies on campus in the Faculty of Arts and Science will be considered for upper-year admission only.
Applicants wishing to complete a second undergraduate degree within the Faculty of Arts and Science at Queen’s should refer to Admission Regulation 7 as well as the Dual and Second Degrees section of this Calendar.

5.2 – Transfer from Another Accredited Post-Secondary Institution

All applicants should note the general requirements and limitations in Admission Regulation 5.1 above. Applicants who have not completed a degree and wish to transfer to the Faculty of Arts and Science from another accredited post-secondary institution must, as a minimum, have the equivalent of a Queen’s cumulative GPA of 2.60 to be considered. For Full-Time admission, or the equivalent of a Queen’s Cumulative GPA of 2.60 to be considered for Part-Time admission. In addition, applicants must satisfy appropriate departmental criteria that may exceed these minimums. Enrolment limitations or lack of prerequisites may result in the denial of an application to transfer.

It is the student’s responsibility to ensure their registration in the appropriate courses for the completion of the Degree Program to which they have been admitted.

Note that when the B.F.A.(Hons.), B.Mus. and B.P.H.E.(Hons.) Programs and the B.Sc.(Hons.) Program – Kinesiology Plan are open to upper-year transfer students, they have specialized entry requirements as outlined below.

5.2.1 – Transfer to the B.F.A.(Hons.) Program from Another Accredited Post-Secondary Institution

Applicants who wish to transfer to the B.F.A.(Hons.) Program must have the equivalent of a minimum Queen’s cumulative GPA of 2.60 and must submit, for review, a portfolio and accompanying letter of art experience and goals. Program entry level will be based on the applicant’s transfer credits and portfolio. Due to course sequencing, transfer into second year is extremely rare.

5.2.2 – Transfer to the B.Mus. Program from Another Accredited Post-Secondary Institution

Applicants who wish to transfer to the B.Mus. Program must have the equivalent of a minimum Queen’s cumulative GPA of 2.60 and must submit, for review, a portfolio and accompanying letter of art experience and goals. Program entry level will be based on the applicant’s transfer credits and portfolio. Due to course sequencing, transfer into second year is extremely rare.

5.2.3 – Transfer to the B.Cmp.(Hons.) or B.P.H.E.(Hons.) Program or the B.Sc.(Hons.) Program – Kinesiology Plan from Another Accredited Post-Secondary Institution

Applicants who wish to transfer into the B.Cmp.(Hons.) or B.P.H.E.(Hons.) Program or the B.Sc.(Hons.) Program – Kinesiology Plan from another accredited post-secondary institution do not need to meet any specialized entry requirements, but should meet the minimum cumulative GPA and departmental requirements. Candidates should also have the relevant specific high school prerequisites stated in Admission Regulation 2.2.

5.2.4 – Concurrent B.Ed. Program Closed to Transfer

The Queen’s Concurrent Education Program is not available to transfer applicants from other post-secondary institutions.

For admission procedures see Admission Regulations 12.1, 12.2 and 13.1.

5.2.5 – Transfer to Distance Studies
Applicants who wish to transfer into Distance Studies in the Faculty of Arts and Science at Queen’s University must meet all the general requirements for upper-year transfer from another accredited post-secondary institution, and may apply to transfer as a Distance Degree or Certificate Program candidate or as a Non-Degree Interest candidate (Admission Regulation 11.4). Application as a Non-Degree Interest candidate without documentation (Admission Regulation 11.4.1) is not available to candidates who have been required to withdraw from their previous post-secondary institution in the past 12 months. Candidates who gain admission while under an academic penalty of withdrawal may be considered in violation of Academic Regulation 1 governing academic integrity.

For admission procedures see Admission Regulations 13.1 and 13.2.

5.3 – Transfer from Another Faculty or School at Queen’s

All applicants should note the general requirements and limitations in section 5.1 above. Applicants who wish to transfer to on-campus studies in the Faculty of Arts and Science from another Faculty or School at Queen’s University must, as a minimum, have a cumulative GPA of 1.60. In addition, applicants must satisfy appropriate departmental criteria that may exceed these minimums. Applicants should note that having a cumulative GPA of less than 1.90 will make them ineligible for graduation with an Honours degree (see Academic Regulation 13.8). Enrolment limitations or lack of prerequisites may result in the denial of an application to transfer.

The previous academic record of a cross-faculty transfer student from another Faculty or School at Queen’s continues to be relevant in assessing his or her performance in Arts and Science. In particular, the cumulative GPA will be calculated on all courses attempted during the student’s Undergraduate Career at Queen’s (see Academic Regulation 10) and will be utilized when assessing academic progression (see Academic Regulation 13), prerequisites and any other purpose specified under the Academic Regulations. Students of other Queen’s Faculties and Schools who have a cumulative GPA of less than 1.60 are not eligible to be considered for admission to the Faculty of Arts and Science for a minimum of one year, after which time they must apply to be considered for part-time admission on probation (see Admission Regulation 10). Students who have a cumulative GPA of less than 0.70 are not eligible to be considered for admission to the Faculty of Arts and Science for a minimum of three years, after which time they may apply to be considered for Part-Time admission on probation (see Admission Regulation 10).

It is the students’ responsibility to ensure their registration in the appropriate courses for the completion of the Degree Program to which they have been admitted.

Note that when the B.F.A.(Hons.) and B.Mus. Programs are open to upper-year transfer students, they have specialized entry requirements as outlined below.

5.3.1 – Transfer to the B.F.A.(Hons.) Program from Within Queen’s

Applicants who wish to transfer to the B.F.A.(Hons.) Program must submit, for review, a portfolio and an accompanying letter of art experience and goals. Applicants who have successfully completed ARTF 105/6.0 and ARTF 110/6.0 will be considered for upper-year admission. If admitted to first year, students must complete ARTF 127/6.0 and ARTF 128/6.0. Note that as these courses are exclusions to ARTF 105/6.0 and ARTF 110/6.0, students shall lose credit for ARTF 105/6.0 and ARTF 110/6.0. If admitted to the second year of the Program, with successful completion of the technical skills and the WHMIS training components of ARTF127/6.0, ARTF 105/6.0 and ARTF 110/6.0 will be used in lieu of ARTF 127/6.0 and ARTF 128/6.0 in the Visual Art Major Plan requirements. Transfer into second year is extremely rare.

5.3.2 – Transfer to the B.Mus. Program from Within Queen’s

Applicants who wish to transfer to the B.Mus. Program who have not completed MUSC 121/6.0 or MUSC 124/6.0 will be expected to pass an audition in addition to meeting academic requirements. Applied Study courses MUSC 124/6.0, MUSC 224/6.0, MUSC 324/6.0, MUSC 424/6.0 will be used in lieu of MUSC 121/6.0, MUSC 221/6.0, MUSC 321/6.0, MUSC 421/6.0 in the Music Specialization Plan requirements. A
minimum of two ensembles must be completed while registered in the B.Mus. Program. Students may apply to receive credit for up to two ensembles participated in while not registered in the B.Mus. Program by appealing to the Chair of Undergraduate Studies in the School of Music.

5.3.3 – Transfer to the B.Cmp.(Hons.) or B.P.H.E.(Hons.) Program or the B.Sc.(Hons.) Program – Kinesiology Plan from Within Queen’s

Applicants who wish to transfer into the B.Cmp.(Hons.) or B.P.H.E.(Hons.) Program or the B.Sc.(Hons.) Program – Kinesiology Plan do not need to meet any specialized entry requirements, but should meet the minimum cumulative GPA and departmental requirements. Candidates should also have the relevant specific high school prerequisites stated in Admission Regulation 2.2.

5.3.3 – Concurrent B.Ed. Program Closed to Transfer

The Queen’s Concurrent Education Program is not available to transfer applicants from other Faculties or Schools at Queen’s. However, students registered in the Concurrent Education Program wishing to withdraw from the Bachelor of Education yet continue with their studies in the Faculty of Arts and Science may request this change through the Education Registrar’s Office.

For admission procedures see Admission Regulations 12.1, 12.2 and 13.1.

5.3.4 – Transfer to Distance Studies

Current or former students of other Faculties and Schools at Queen’s University are not eligible to apply to transfer to Distance Studies in the Faculty of Arts and Science unless a) they have established a new basis of admission by completing courses at another post-secondary institution; or b) they have graduated from Queen’s and are applying for a second degree through Distance Studies.

Note that former Queen’s students who have graduated may be eligible for post-degree studies on campus in the Faculty of Arts and Science (for admission procedures see Admission Regulation 12.4). All current on-campus Queen’s students can take online courses without transferring to Distance Studies.

5.4 – Transfer Between Distance and On Campus Studies in the Faculty of Arts and Science

Current or former Distance students wishing to transfer to studies on campus in the Faculty of Arts and Science will only be considered for upper-year admission, i.e. after completing a minimum of 24.0 units. They must meet the entry requirements outlined below above in Regulation 5.4, and will be subject to the same enrolment limitations as transfer students from other Faculties or Schools at Queen’s. Students who entered Distance Studies as Non-Degree Interest candidates without documentation need to meet all progression criteria in Admission Regulation 11.4.2 in addition to the entry requirements below before they can be considered for transfer to on-campus studies. All applicants should note the general requirements and limitations in section 5.1 above.

Applicants who wish to transfer to on-campus studies in the Faculty of Arts and Science from Distance Studies must, as a minimum, have a cumulative GPA of 1.60 on a minimum of 24.0 units. In addition, applicants must satisfy appropriate departmental criteria that may exceed these minimums. Applicants should note that having a cumulative GPA of less than 1.90 will make them ineligible for graduation with an Honours degree (see Academic Regulation 13.8). Lack of prerequisites may result in the denial of an application to transfer.

It is the students’ responsibility to ensure their registration in the appropriate courses for the completion of the Degree Program to which they have been admitted.

Current on-campus Arts and Science students wishing to transfer to Distance Studies must, as a minimum, have a Cumulative GPA of 1.60. Note that all current on-campus Queen’s students can take online courses without transferring to Distance Studies.
Current or former on-campus Arts and Science students are not eligible to apply to transfer to Distance Studies unless a) they have established a new basis of admission by completing courses at another post-secondary institution; or b) they have graduated from Queen’s and are applying for a second degree through Distance Studies.

Note that former Arts and Science students who have not yet graduated may be eligible to return to studies on campus in the Faculty. Former Queen’s students who have graduated may be eligible for post-degree studies on campus in the Faculty of Arts and Science. All current on-campus Queen’s students can take online courses without transferring to Distance Studies.

For admission procedures see Admission Regulations 12.4 and 12.5.

Admission Regulation 11: Admission to Non-Degree Studies

11.2 – Post-Degree Students from Queen’s University

Students who have completed an undergraduate degree from any Faculty or School at Queen’s University may complete undergraduate courses for upgrading or general interest in the Faculty of Arts and Science by contacting the Faculty of Arts and Science Office to register for courses. Information on upgrading from a General to an Honours degree program can be found in the General Degree Upgrade section in the Dual and Second Degree Programs chapter of this Calendar. No application through Undergraduate Admission is required. (See Admission Regulation 12.4.3)

11.4 – Interest Candidates

Candidates from outside Queen’s may apply for non-degree studies in the Faculty of Arts and Science to take courses for interest or for professional certification. Such students are restricted to online courses offered through Continuing and Distance Studies and to courses being offered through the Queen's-Blyth Program. Current or former Queen’s students are not eligible to apply for Distance Studies in the Faculty of Arts and Science unless a) they have established a new basis of admission by completing courses at another post-secondary institution; or b) they have graduated from Queen’s and are applying for a second degree through Distance Studies (see Admission Regulations 5.3 and 5.4). All current on-campus Queen’s students can take online courses without transferring to Distance Studies.

11.4.1 – Documentation (for students with a basis of admission)

Applicants may be admitted as non-degree students without course load limitations provided their previous academic studies meet the minimum admission standards (as detailed elsewhere in the Admission regulations), including a completed degree at another post-secondary institution, incomplete studies at another post-secondary institution, and secondary school studies.

11.4.2 – No documentation (for students who do not provide a basis of admission)

Applicants who do not meet Queen’s University minimum admission standards or the minimum admission standards for entry into the Faculty of Arts and Science, or who do not provide the appropriate documentation, may be admitted as non-degree candidates without documentation provided they have completed the Ontario Secondary School Diploma or equivalent, or are at least 21 years of age in the calendar year of admission. Such candidates are subject to the following course load limitations.
Admission Regulation 13: Application Procedures for Distance Studies

Distance Studies offer access to online studies in the Faculty of Arts and Science. Distance Studies are intended to provide opportunities to students who are physically distant from the Kingston campus and to those who prefer to study online. In addition, because of the physical space constraints on campus, most non-degree students are restricted to studies via distance. Distance Studies are not suitable for students whose goal is to study on campus.

All candidates for admission to Distance Studies online in the Faculty of Arts and Science apply through Undergraduate Admission. Candidates for admission to Distance Studies will be considered for Fall, Winter or Summer Term entry. On behalf of qualified applicants, Undergraduate Admission will consult with the Faculty Office and the departments concerned in determining successful candidates.

Students who have been admitted to Distance Studies in the Faculty of Arts and Science and who wish to transfer to on-campus studies in the Faculty of Arts and Science must follow the relevant application procedures in Admission Regulation 12. Applicants who have been registered in Distance Studies in the Faculty of Arts and Science will be considered for upper-year admission only and will be subject to the same entry requirements and enrolment limitations as other upper-year transfer students, detailed in Admission Regulation 5.

13.1 – Admission to a Distance Degree or Certificate Program

Candidates for Distance Studies on a Degree or Certificate Program include applicants for first degrees (Admission Regulations 2, 3, 4 and 8), applicants for second degrees (Admission Regulation 7), applicants for Certificate Programs, and applicants who wish to transfer to the Faculty of Arts and Science on a Degree or Certificate Program from another Faculty or School at Queen’s or from another post-secondary institution (Admission Regulation 5).

All current on-campus Queen’s students are able to register in online courses offered by the Faculty of Arts and Science.

13.2 – Admission to Non-Degree Distance Studies

Non-degree Distance Studies include students in the following categories:

13.2.1 – Visiting Students from Other Post-Secondary Institutions

Visiting students from other post-secondary institutions who wish to take online courses in the Faculty of Arts and Science on a letter of permission.

13.2.2 – Interest Candidates

Candidates who wish to take online courses in the Faculty of Arts and Science out of interest or for professional certification, provided they have completed at minimum the Ontario Secondary School Diploma or equivalent, or are at least 21 years of age in the calendar year of admission.

Candidates who are admitted to the Faculty of Arts and Science for non-degree Distance Studies and who wish to be admitted to a Degree Program must apply through Undergraduate Admission.
Terms are generally from September 1st to August 31st annually for a term of three years, unless otherwise indicated.

**Faculty Board Chair**
Richard Ascough, Religion 2016

**Curriculum Committee**
Marsha Singh, Physics 2016
Jenn Stephenson, Drama 2016
Jonathan Rose, Political Studies 2016

**Awards Committee**
Jill Atkinson, Psychology 2016

**Board of Studies**
Heather Jamieson, Environmental Studies 2016

**Student Representatives**

**Procedures Committee**
Sarah Cranker, Music
Sean Phippen, Biochemistry
Mason Leveque, Sociology

**Nominating Committee**
Mathew Lumsden, Gender Studies
Joshua Si, Life Sciences
Amy Chandler, Sociology

**Curriculum Committee**
Francesca Fiore, French Studies
Colin Zarzour, Philosophy
Vicki Alexopoulos, Religious Studies
Shawna Thompson, Life Sciences
## Appendix F

### Faculty of Arts and Science

#### 2013/2014

#### New Academic Staff

<table>
<thead>
<tr>
<th>Department</th>
<th>First Name</th>
<th>Last Name</th>
<th>Rank</th>
<th>Appointment type</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Conservation</td>
<td>Rosaleen</td>
<td>Hill</td>
<td>Assistant</td>
<td>3 year Non-Renewable</td>
<td>July, 2013</td>
</tr>
<tr>
<td>Biology</td>
<td>Frances</td>
<td>Bonier</td>
<td>Assistant</td>
<td>Initial, Tenure-track</td>
<td>July, 2013</td>
</tr>
<tr>
<td>Biology</td>
<td>Thomas</td>
<td>Babak</td>
<td>Assistant</td>
<td>Initial, Tenure-track</td>
<td>July, 2014</td>
</tr>
<tr>
<td>Geology</td>
<td>Alexander</td>
<td>Braun</td>
<td>Assistant</td>
<td>Initial, Tenure-track</td>
<td>July, 2013</td>
</tr>
<tr>
<td>Geology</td>
<td>Georgia</td>
<td>Fotopoulos</td>
<td>Assistant</td>
<td>Initial, Tenure-track</td>
<td>July, 2013</td>
</tr>
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