

College of Arts and Letters

College Committee Guidelines

(approved August 2024)

I. College Executive Committee (CEC)

A. Responsibilities

1. Review sabbaticals.
2. Review college RFP applications (e.g., faculty travel, course release, etc.).
3. Advise the dean's office as appropriate.

B. Membership, selection, and terms

1. The CEC is composed of seven members.
 - a. Four tenured faculty members will be selected, with two from each division of the college.
 - b. Two untenured tenure-track faculty members will be selected, with one from each division of the college.
 - c. One current CAL department chair, appointed by the college dean, will be selected to serve as a non-voting ex officio member.
 - d. Other than the appointed ex officio member, current department chairs are not eligible to serve on the CEC.
2. Members (other than the ex officio chair representative) are selected following a vote of the full-time faculty in their respective division.
3. Members are subject to the following term restrictions.
 - a. Tenured faculty members are selected to serve on this committee for a term of three years and may serve no more than two complete three-year terms in a row.
 - b. Untenured tenure-track faculty serve for one-year terms. They may serve no more than two one-year terms (consecutive or nonconsecutive) and must be untenured throughout their term(s) of service.
 - c. Ex officio chair appointees serve for one year only and may be reappointed for multiple terms.
4. A committee chair is elected among the committee members at the first meeting of the year. The ex officio member is not eligible to serve as committee chair.
5. Only one member from any department may serve at any one time.
 - a. It is possible that a tenured faculty member and an untenured tenure-track faculty member from the same department could both be elected for their respective positions in the same election year.
 - b. In such a situation, the elected tenured faculty member would be selected to serve on the CEC. The untenured tenure-track member with the next highest vote count who also fulfills the committee composition requirements would be selected to serve.

II. Tenure and Review Committee (TRC)

A. Responsibilities

1. Review tenure and/or promotion applications and third year faculty evaluations.
2. Review candidate materials, along with the recommendations of the department level review committees and department chairs, and issue independent recommendations in writing to the college dean.

B. Membership, selection, and terms

1. The TRC is composed of six tenured faculty members.
 - a. Three members will be selected from each division of the college.
 - b. Current department chairs are not eligible to serve on the TRC.
2. Members are selected following a vote of the full-time faculty in their respective division.
3. Members are selected to serve on this committee for a term of three years (the terms should be designed to stagger in one-year increments).
4. Members may serve no more than two complete three-year terms in a row.
5. A committee chair is elected among the committee members at the first meeting of the year.
6. Only one member from any department may serve at any one time.

III. Humanities Café Coordinating Committee (HCCC)

A. Responsibilities

1. Plan, organize, promote, and facilitate a series (typically 3-4 per academic year) of community events showcasing CAL faculty and celebrating topics related to the humanities broadly.
 - a. Each event typically includes 2-3 faculty presenters.
 - b. Presentations typically relate to faculty research and/or teaching specializations and should be designed to be relevant and engaging for a broad community audience.
 - c. Event presentations typically focus on a unifying theme for each event.
2. Identify and coordinate with an appropriate local, off-campus venue that allows for good community draw as well as for serving food and allowing for no-host adult beverage purchases.
3. Manage HCCC budget and financial needs.
 - a. Prepare and submit at least one grant proposal each year to the Idaho Humanities Council or other relevant granting agency to help support the Humanities Café as a sustainable and ongoing event series.
 - b. The college will contribute funds to supplement any existing budget (carry-over and awarded grant funding) to allow an annual budget of \$3000 to support the work of the HCCC.
 - c. Event costs typically include providing the food (hors d'oeuvres, pizza, tapas, etc.), marketing/advertising, and possible space rental. It is expected

that faculty presenters participate for no charge and as a form of professional service.

B. Membership, selection, and terms

1. The HCCC is composed of five CAL faculty members.
 - a. All full-time CAL faculty (tenured, tenure track, lecturers, department chairs, etc.) are eligible to serve on the HCCC.
 - b. Membership will not be dependent on CAL division affiliation; however, no more than two individuals from the same department may serve on the HCCC simultaneously.
2. Members are selected following a vote of all full-time CAL faculty. Faculty receiving the most votes, and who also fulfill committee composition requirements, will be selected to serve.
3. Members will serve staggered three-year terms.
4. Members may serve no more than two complete three-year terms in a row.
5. A committee chair is elected among the committee members at the first meeting of the year.

IV. College Scholarship Committee (CSC)

A. Responsibilities

1. Review and select recipients for CAL scholarships and awards to ISU students.
2. Ensure that scholarships are awarded fairly according to ISU guidelines.
3. In carrying out responsibilities, work closely with the ISU Scholarship Office, ASISU, and the CAL dean's office.

B. Membership, selection, and terms

1. The CSC is composed of three CAL faculty members.
 - a. All full-time CAL faculty (tenured, tenure track, lecturers, department chairs, etc.) are eligible to serve on the CSC.
 - b. Membership will not be dependent on CAL division affiliation; however, only one individual from any department may serve on the CSC at any one time.
2. Members are selected following a vote of all full-time CAL faculty. Faculty receiving the most votes, and who also fulfill committee composition requirements, will be selected to serve.
3. Members will serve staggered three-year terms.
4. Members may serve no more than two complete three-year terms in a row.
5. A committee chair is elected among the committee members at the first meeting of the year.

V. Assessing and amending this document

- A. The Dean may ask the Chairs Council to review the information contained in this document and assess the need for changes.
- B. Faculty may request changes be made to the document.

1. A faculty member will make the request for change via the department chair for consideration at the department level.
 2. The department will consider and vote on forwarding the requested change.
 3. If the department votes in support of forwarding the change request, the department chair will bring the requested change to the Chairs Council.
- C. Following a request as stipulated above, Chairs Council may make updates and changes to this document, approved by majority vote at a regularly scheduled Chairs Council meeting.