

Committee Responsibilities

After the 2003-04 Ten-Year Review Department Committees were vested with additional responsibility and authority for routine decisions (decisions that do not require a faculty vote) and for vetting and recommending a course of action to the full faculty for its consideration and vote. The purpose of this change was to alleviate some administrative burden on the faculty as a whole. The faculty agreed that the hard work and recommendations of committees would be trusted, respected, and seriously considered.

Executive Committee

The Department's Executive Committee serves in an advisory capacity to the Chair and plays an important role in setting and reviewing department policies and procedures.

The Executive Committee:

- reviews requests for travel funding, research funding, visiting scholars, and special requests for financial resources.
- is consulted on matters of faculty retention and competitive offers.
- oversees the work of other Department committees.
- is responsible for the annual review of adjunct/affiliate faculty appointments and makes a recommendation for reappointment action (renewal or non-renewal) at the Department's November faculty meeting.
- reviews new requests for adjunct/affiliate appointments and makes a recommendation on each appointment request to the faculty.
- reviews reappointment of annual lecturer titles and makes recommendations regarding reappointment to the full faculty.
- reviews and approves policy changes—some policies/policy changes will be implemented on the basis of the Executive Committee's authority; some policies/policy changes will require a vote of the faculty.

Colloquium Committee

The Department's Colloquium Committee is responsible for coordinating the visits scheduled for the current academic year (e.g., assigning a faculty visit coordinator, forwarding contact info to the admin office, encouraging faculty and graduate students to set up meetings with the visitor, etc.) and setting up a series of speakers (6-7) for the following academic year.

The Colloquium Committee will invite the visitors, determine visit dates, obtain talk title, arrange visitor's schedule, and forward each visitor's vital information (name, address, email address, phone, talk date, talk title) to the Department staff to make the visit arrangements.

The Colloquium Committee will typically be consulted when the Department receives requests to co-sponsor events with the SIA, Deviance Seminar, or with other units.

Graduate Program Committee

The Graduate Program Committee is responsible for oversight of the graduate program, including the following major tasks:

- graduate admissions
- graduate student recruitment
- monitoring and periodic review of the graduate program
- graduate student advancement recommendations
- annual review of graduate students
- graduate student funding decisions
- distribution of appointment letters, job descriptions, etc.
- determining recipients of end-of-year graduate student awards
- determining recipient of the Larsen dissertation award in the fall

Undergraduate Program Committee

The Undergraduate Program Committee is responsible for oversight of the undergraduate program, including the following major tasks:

- undergraduate program issues
- periodic reviews of the undergraduate program
- honors program
- undergraduate student association (AKD)
- determining recipients of the Woolston Award and the Albert W. Black Award.

Research, Computing, and Technology

The Research, Computing, and Technology Committee is responsible for serving as a sounding board for feedback on the Department's computing infrastructure, making recommendations on new technologies that the Department may want to explore, responding to faculty and staff concerns about research, computing, and technology issues generally.

The Committee Chair is responsible for review and sign-off on Human Subjects Applications being submitted from the Department after they have been reviewed by the Main Office.

Development and Alumni Relations

The Development and Alumni Relations committee is responsible for working on alumni outreach activities and opportunities to cultivate external support for the Department, for assisting with story ideas for the newsletter, and for serving as the Departmental liaison with the visiting committee (when one exists). In addition, the committee will offer faculty perspective on the department's development efforts (to Chair and Administrator). The committee will engage UW people and resources on the Department's behalf, encourage other faculty to participate in departmental development efforts (such as attending functions, attending committee meetings, helping with efforts to identify and contact alumni, agreeing to speaking engagements and interviews, serving as an "ambassador" for the Department and University, donating to Departmental funds, etc.), and assisting in planning development activities.

Diversity Committee

The Diversity Committee is responsible for guiding the Department's efforts to increase and maintain faculty and graduate student diversity. This includes both recruitment and retention and fostering a climate that makes the Department a welcoming environment to all. The Department and the Committee defines diversity in the broadest possible manner.