

## AETM Department Committees

The following pertains to all AETM committees.

- Unless otherwise required by University or COT policies, all AETM Department committees shall serve from September 1 to August 31 (recognizing the official working dates of the 9-month academic calendar).
- Committee membership shall be by election of all Department faculty members, excluding the Department Chair.
- *Faculty* (for voting or committee membership) is as defined by the University Handbook.
- Elections can take place toward the end of the spring term or before September 1 of the fall term.
- Committee membership may be augmented on a case-specific basis to comply with University, COT, or other Department policies, e.g., an instructor being on the Personnel Committee to take part in the evaluation of other instructors or a student being on the Personnel Committee when a student appeals a grade assigned by an instructor. In such instances, the additional committee member only participates for the case for which they were added to the committee and is not a permanent member of the committee for all of the committee's other duties.
  - Unless required by another ISU, COT, or Department policy, the Department Chair shall not serve on any Department committees.
- No committee member may be part of any discussion or vote on any issue pertaining to her- or himself. For example, a faculty member may not be present when their application for promotion is being discussed or voted on. A committee member excluded from discussion or voting may be called to provide in-person or written information (as any other faculty member, student, or other person might be).
- Ad hoc and temporary committees can be formed, by the Department Chair or Department faculty, as necessary or desired.