Procedure for Committee Elections and Assignments

Put in place January, 2013 (subject to ongoing revision)

The aims of the procedure are to:

* Give people a chance to express their interest in serving in particular positions.
* Balance those expressions of interest with committee needs, keeping service demands on junior faculty low, and giving people experience in a variety of positions.
* Reserve competitive elections (as opposed to slating only one person) for those slots where more than one person expresses an interest.
* Have the committees constituted by the end of the academic year, so that they will be ready to go when the next academic year starts.

Steps and target dates:

1. February: Associate Head identifies elected and appointed positions to be filled for the following academic year and sends this list out to the faculty.
2. March: Faculty members let the Associate Head know of interest in particular positions, if any.
3. Beginning of April: Associate Head sends out draft slate for comment.
4. End of April: Faculty votes on elected positions.
5. Early May: Head fills appointed positions.
6. End of May: Associate Head publicizes roles for next academic year.