Idaho State University Letterhead


**COLLEGE OF SCIENCE AND ENGINEERING EXECUTIVE COMMITTEE**

# Approved by majority faculty vote April 2024

1. **Executive Committee Composition & Selection**
   1. The Executive Committee is composed of six members drawn from six constituencies:
      1. Biological Sciences
      2. Chemistry / Geosciences
      3. Computer Science / Electrical and Computer Engineering
      4. Physics / Mathematics and Statistics
      5. Mechanical Engineering / Nuclear Engineering / Civil and Environmental Engineering
      6. At-Large
   2. Members are nominated directly by CoSE faculty and may self-nominate; nominees must accept their nominations and verify their availability to serve prior to election. A College-wide secret ballot on which all CoSE faculty (defined as University Faculty by the Faculty Constitution) vote on all positions is used to elect all members. Regular elections are held in the spring.
   3. Eligibility to represent Executive Committee constituencies 1-5 is limited to tenured faculty who have been employed by ISU for at least three years. Nominees with joint appointments will be categorized by the department of their primary supervisor. The At-Large position is open to all CoSE faculty (including non-tenure-track faculty) at the rank of associate or higher. Members may not serve more than two consecutive terms (including partial terms), and faculty may not serve on the Executive Committee while acting as department chairs.
   4. Executive Committee members serve staggered three-year terms, with two new committee members elected each year. Existing and anticipated vacancies may be filled during regular elections, or by special election when at least one nominee is available to fill an unexpected absence. Special elections thus triggered must still include a reasonable window for additional nominations prior to the vote. Replacements serve for the duration of the vacancy, or the remainder of the scheduled term.
   5. The chair of the Executive Committee is elected from among its members by its members. The Dean or the Dean’s designated Associate Dean serves as an ex officio member of the Executive Committee and is responsible for setting the agenda of the committee.

# Executive Committee Responsibilities

* 1. The Executive Committee typically meets four to six times, as needed, during the academic year.
  2. The Executive Committee serves as the College of Science and Engineering’s body responsible

College of Science & Engineering

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for reviewing departmental recommendations regarding faculty applications and evaluations:

* + 1. Promotion and Tenure Applications
    2. Sabbatical Applications
    3. 3rd Year Reviews
  1. The Executive Committee makes recommendations to the Dean regarding College policies that substantially impact the operations of the College and the duties of College faculty.
  2. At the request of the Dean, the Executive Committee may perform additional advisory duties on an ad hoc basis.
  3. During all these activities, the Committee may request any additional materials needed for its deliberations and may invite any guests appropriate to its business. The committee is expected to invite guests as necessary to address issues requiring discipline-specific or position-specific expertise. On behalf of the Committee, the Committee Chair writes a report to the Dean

describing the Committee’s recommendations on each subject and tallying the outcomes of any votes on those recommendations. The report may offer any additional comments or findings that the Committee wishes to share. Minority reports are also permitted.

# Amending This Document

* 1. This document will be reviewed with consideration for changes every 5 years. The process will begin with a review of the document by the Executive Committee and the Dean, for approval by the College faculty at large.
  2. Faculty members may also request changes to this document. To do so, the faculty member will make the request for change first at the department/school level. If the department/school agrees to the change, the request will be forwarded to the department chair/school director, who writes a recommendation and then forwards the request to the Executive Committee. If the Executive Committee and Dean agree with the change, it will be submitted for approval by the College faculty at large.