

Professional Development and Publicity Committee

This committee has two tiered purposes: first, it works to support faculty in their research and professional development activities—through assistance to faculty’s individual endeavors as well to department-wide opportunities, such as guest speakers. Second, it supervises and supports publicity of faculty and department professional achievements and curates the department’s public image through media presence and outreach activities. The committee is made up of five to six members, as follows: two tenure-track faculty members from English and one tenure-track member from Philosophy, appointed by the Policy and Personnel Committee; one or two non-tenure-track faculty members (if available), appointed by the Policy and Personnel Committee; and a graduate student representative, selected by the other committee members. Tenure-track committee members serve staggered three-year terms. The committee chair is designated by the Policy and Personnel Committee. All members vote. The committee meets at least once each month during the academic year.

Responsibilities

1. The committee supports faculty in their research and professional development activities by developing and maintaining resource guides and templates for course releases, travel RFPs, and other grant applications specific to the arts and humanities.
2. The committee organizes a regular series of faculty and graduate student colloquia, such as Works in Progress, Graduate Student Thesis in Progress, book launches, What’s New in Your Field, and other programming as appropriate to promote sharing of research/creative efforts and to provide collegial critique of work in progress. The committee publicizes such events to the university community and the public, as appropriate.
3. The committee serves as a resource for faculty members interested in bringing in speakers specific to their specializations or planning special events by developing and maintaining resource guides for funding opportunities such as grant requests made to corporations and organizations, guides for publicity/media, and timelines for successful events. The committee curates the department’s event calendar.
4. The committee periodically evaluates community partnerships and public outreach events and plans future endeavors based on these assessments.
5. The committee reviews ISU Library collection needs in the areas of English, Philosophy, and other disciplines related to faculty and student interests; consults with faculty regarding potential library acquisitions; periodically reviews journal subscriptions related to faculty interests; and recommends new acquisitions to our contact on the library staff.

6. The committee manages the department's official social media sites that contain user-generated content. Faculty, staff, or students who wish to post to a social media site an announcement that requires approval should send their posting to a faculty committee member or to the department Administrative Assistant. In the event that there is a concern or disagreement about the appropriateness of a posting, the subject matter under discussion should be submitted to the chair of the committee for his or her review and final decision. In coordinating media outreach for the department, the committee follows and periodically updates the Department of English and Philosophy Media Policy Statement, as needed, in consultation with department faculty.
7. The committee investigates new approaches or media to disseminate news from the department and assesses whether current publicity approaches are the best use of department time and resources. Then, when necessary, the committee recommends new departmental goals and objectives regarding the department's self-promotion and public identity.
8. In consultation with the department's programs and the Office of Marketing and Communications, the committee is responsible for the department's website strategy and planning; the department's administrative staff is responsible for maintaining the department's web page.
9. The committee will create the content for the department's newsletter and will be in conversation regarding the newsletter with the department's administrative staff, who will be responsible for the newsletter's layout and ultimate distribution.

Approved: April 19, 2011; revised 8 April 2014; revised 20 February 2018