

## **Officers, Standing Committees and Ad-Hoc Committees: 2023-2024**

### **Officers**

**Chair,** Charo D'Etcheverry

The Chair leads the Faculty & Staff Committee and Budget Committee.

**Associate Chair / Director of Undergraduate Studies,** Rania Huntington

The Associate Chair leads the Curriculum and Planning Committee.

**Director of Graduate Studies,** Tyrell Haberkorn

The DGS leads the Graduate Studies Committee.

### **Standing Committees**

*For descriptions, see below.*

#### **Faculty and Staff Committee**

Charo D'Etcheverry (Chair), Jaerin Ahn, Jenn Hekman, Jamal Jones, Junko Mori

#### **Budget Committee**

Charo D'Etcheverry (Chair), Anthony Cerulli, Tracy Deavers, Jenn Hekman, BJ Lim, Weihua Zhu

#### **Curriculum and Planning Committee**

Rania Huntington (Chair), Erlin Barnard, Adam Kern, Rachel Weiss, Tianlu Zhang

#### **Graduate Studies Committee**

Tyrell Haberkorn (Chair), Miki Chase, Anatoly Detwyler, Steve Ridgely, Tiange Wang

#### **Council of Full Professors**

Gudrun Bühnemann (Chair), Anthony Cerulli, Charo D'Etcheverry, John Dunne (on leave), Tyrell Haberkorn, Rania Huntington, Adam Kern, Junko Mori

### **Ad Hoc Committees**

**Diversity and Culture Committee** (meets with Events Committee this year)

Farooq Asif (Chair), Choua Lee, Eunsil Oh, Rachel Weiss [Additional members to be added through a volunteering process, including undergrad & grad reps]

**Events Committee** (meets with Diversity and Culture Committee this year)

Hieyoon Kim (Chair), Jampa Khedup, Janpanit Surasin [Additional members to be added through a volunteering process]

#### **Awards Committee**

Adam Kern (Chair), Gudrun Bühnemann, Fatemeh Mirsharifi

**Advancement Committee** (merged w/ Events & Communications in by-laws)  
Rachel Weiss (Chair), Tracy Deavers, John Dunne (on leave), (Naomi McGloin?)

**Faculty Senate Representative and Alternate**

Representative: Anatoly Detwyler

Alternate: Jamal Jones

**Tenure Oversight Committees**

**Hiyeoon Kim:** Charo D’Etcheverry (Chair), Gudrun Bühnemann, Tyrell Haberkorn, Steve Ridgely  
*Mentor: Junko Mori*

**Anatoly Detwyler:** Rania Huntington (Chair), Adam Kern, Naomi Geyer  
*Mentor: Anthony Cerulli*

**Jamal Jones:** Anthony Cerulli (acting Chair), John Dunne (on leave), Rania Huntington  
*Mentor: Gudrun Bühnemann*

**Miki Chase:** Gudrun Bühnemann (Chair), John Dunne (on leave), BJ Lim, Junko Mori  
*Mentor: Naomi Geyer*

**PTR Committees** (*none this year*)

**Search Committees** (*pending approval*)

**Luce Position:** Tyrell Haberkorn (Chair), Naomi Geyer, Nam Kim, Steve Ridgely

**Chinese Lit Position:** Rania Huntington (Chair), Anatoly Detwyler, Adam Kern, Yuhang Li

**Chinese Teaching Faculty:** Weihua Zhu (Chair), Charo D’Etcheverry, Takako Nakakubo

**Committee Descriptions (from ALC Bylaws)**

**Standing Committees**

Department members are nominated to committees by the Chair and approved by the Executive Committee.

**A. Faculty and Staff Committee**

1. Chaired by the department Chair.
2. Make decisions concerning delegated personnel matters.
3. Make recommendations to the Executive Committee and Department Committee on personnel matters.
4. Attend to personnel matters associated with faculty and staff, including the following:

- a) Identify suitable members of review committees for probationary faculty, post-tenure faculty, Academic Staff and University Staff.
- b) Coordinate merit exercise and annual review of Activity Reports.
- c) Prepare recommendations of contract renewal and promotions of Academic Staff.
- d) Prepare recommendations of award nominations of faculty and staff.

#### **B. Budget Committee**

1. Chaired by the department Chair.
2. Make decisions concerning delegated budgetary matters.
3. Make recommendations to the Executive Committee and Department Committee on budgetary matters.
4. Attend to departmental budget matters, including the following:
  - a) Review and analyze budget status report and other data used for the evaluation of the department.
  - b) Prepare Short Term Staff requests, the annual budget for Teaching Assistants, and summer program budgets.
5. Coordinate with appropriate committees or subprograms on UW Foundation accounts associated with the department.
6. Oversee funding situations of incoming and existing graduate students, in coordination with the Graduate Studies Committee.
7. Coordinate the TA assignment process, in coordination with the Graduate Studies Committee, based on information gathered from relevant faculty and staff.

#### **C. Curriculum and Planning Committee**

1. Chaired by the Associate Chair.
2. Make recommendations to the Executive Committee and Department Committee on curricular matters.
3. Attend to curricular matters that include the following:
  - a) Lead ongoing review of the programs' vision and direction.
  - b) Coordinate and oversee assessment and evaluations of courses and programs.
  - c) Undertake initial reviews of course revisions and new course proposals.
  - d) Coordinate the coming year's timetable to ensure optimal coverage, to minimize overlap, and to troubleshoot scheduling.
  - e) Coordinate the annual Guide revision process.

#### **D. Graduate Studies Committee**

1. Chaired by the Director of Graduate Studies.
2. Make recommendations to the Executive Committee and Department Committee on graduate programs and graduate student matters.
3. Support various aspects of the ALC graduate program by assuming duties such as:
  - a) Coordinate admission decision-making processes and review recommendations made by each track.
  - b) Coordinate the identification of suitable recruiting packages for incomings students.

- c) Oversee funding situations of incoming and existing graduate students, in coordination with the Budget Committee.
- d) Coordinate the TA assignment process, in coordination with the Budget Committee, based on information gathered from relevant faculty and staff.
- e) Prepare the block grant fellowship application and recommend allocation of those resources.
- f) Coordinate department-internal competition of travel support fund.
- g) Prepare recommendations for TA award (and any other graduate student related award) nominations.
- h) Coordinate, in collaboration with the CPC, the annual Guide revision process of each graduate track in consultation with the Graduate Program Coordinator.
- i) Develop and sustain ongoing professional development and intellectual enrichment activities for graduate students.
- j) Serve as the review body for any student facing probation or other academic sanction in one of the tracks.
- k) Coordinate the annual graduate student review process.

#### **E. Events, Communications and Advancement Committee**

1. Chaired by a committee member nominated by the department Chair and approved by the Executive Committee.
2. Organize and coordinate events (lectures, workshops, conferences or social gatherings) sponsored or co-sponsored by the department.
3. Coordinate and administer departmental communications with the campus community and broader public (website, newsletter and other modes), in coordination with the chair.
4. Enhance alumni connections.
5. Coordinate fund raising initiatives.

#### **F. Council of Full Professors**

1. The chair of the Council of Full Professors is nominated by the department Chair and approved by the Executive Committee.
2. The membership of the Council of Full Professors consists in all Full Professors who are members of the department.
3. Contingent on the delegation of authority by the Executive Committee, the full professors of the department are charged with duties associated with the promotion of faculty to the rank of full professor, as specified by FP&P.