

Medieval Studies Institute Governance Document

1. Faculty Membership in the Medieval Studies Institute

a. Once a year, on behalf of the executive committee, the director will send a letter to faculty on the MEST electronic mailing list (and new faculty) about guidelines for core and affiliated membership in the Institute. This letter will ask each faculty member to send a copy of his or her current c.v. to update the Institute's records. Faculty should also write a brief letter of intent to the director, indicating if they wish to serve as core or affiliated faculty. The executive committee and director will then designate faculty as either core or affiliated faculty of the Institute, based on the following criteria:

Core faculty should have taught at least one course with a MEST number or one course cross-listed with MEST in the last three years and should plan to do so at least once every two years, unless they are on leave.

Affiliated faculty have areas of teaching or research related to medieval studies and would like to identify themselves to students and colleagues as potential resources in these areas.

b. Only core faculty may note for or serve as candidates for director of the Institute or membership on the Executive Committee.

2. Director

Appointment

a. Candidates for the director should be members of the core faculty of the Institute.

b. When the dean indicates that there will be a new director of the Institute, the executive committee will ask the core faculty and graduate advisory committee to recommend candidates from the core faculty for the directorship. The committee will then determine which of the nominees agree to be considered as candidates for recommendation to the dean. If more than one candidate remains, the executive committee will e-mail the slate of candidates to the core faculty, asking that the faculty respond to the executive committee within two weeks. The committee will send a reminder about the vote after one week. The committee will tally the votes and send the results to the dean, along with its own recommendation for appointment.

c. The executive committee will review the performance of the director when requested by the dean.

d. The director should serve no more than two consecutive terms.

Responsibilities

- a. The director will usually represent MEST in administrative and academic matters with other institutions, other administrative units at IU, faculty, and students.
- b. The director will supervise the election and appointment of faculty members to the executive committee.
- c. The director will preside over meetings of the executive committee, unless the meeting involves the director's review.
- d. The director will usually hold meetings of the executive committee twice a semester, to take up any planning or policy issues.
- e. The director will supervise the hiring of staff and performance of staff responsibilities.
- f. The director will plan for regular offering of undergraduate and graduate MEST and cross-listed courses by members of the core faculty.
- g. The director will appoint a member of the executive committee to serve as faculty advisor for the graduate advisory committee.
- h. The director will work with the executive committee and staff to plan for a fall reception and other receptions related to other MEST events.
- i. The director will coordinate inviting speakers and activities during speaker visits, attending lectures by medievalist candidates for departmental appointments, and recruiting graduate students interested in working in Medieval Studies.
- j. The director will work with the journal editor(s) to review applicants for the MEST Editorial Fellowship and select the recipient.

3. Executive Committee

Composition

- a. Only members of the core faculty may serve on the executive committee.
- b. The executive committee will consist of five faculty members, two appointed by the director and three elected by the core faculty.
- c. In the interest of broad representation, at no time should more than two faculty members from the same department serve as members of the executive committee and the director.

- d. Members terms will be listed on the MEST website.
- e. In appointing faculty to the executive committee, whenever possible the director will seek out core faculty whose departmental affiliation differs from those of the elected members of the committee, in order to ensure that the committee will have broad representation of the medieval studies faculty.
- f. Executive committee members will usually serve for three years, with terms staggered to allow for continuity.

Election

- a. When the term of any elected member of the executive committee is about to expire or an elected member is no longer able to serve, the director will schedule an election.
- b. In a letter informing the faculty and graduate advisory committee of the scheduled election, the director will indicate how many new members need to be elected and invite nominations from the core faculty and graduate advisory committee of eligible candidates by a specified date. The director will then e-mail the slate of candidates who have agreed to stand for election to the core faculty and ask that faculty e-mail their votes to the director within two weeks. Reminders about the election will be sent after one week. The director will schedule a meeting of the executive committee for a confidential tally of the votes. In the case of a tie between candidates with the most votes, the director should arrange for a run-off election, unless the number of slots to be filled equals the number of tied candidates. When the election is complete, the director will announce the newly elected members.

Responsibilities:

- a. Members of the executive committee will normally attend at least two meetings of the Executive Committee each semester to discuss programming plans and policy issues. These meetings will include designation of faculty as core or affiliated members of the Institute and the tally of votes for new members of the executive committee.
- b. Committee members will assist the director with inviting speakers and activities during speaker visits, attending lectures by medievalist candidates for departmental appointments, and recruiting graduate students.
- c. Committee members will represent the interests of the Institute in their departments.
- d. One of the committee members will usually serve as faculty mentor to the graduate student advisory committee and assist them with planning for the annual symposium.
- e. The executive committee reviews the performance of the director when the dean requests it. Committee members will invite members of the core faculty and graduate advisory committee to offer their assessment of the director's performance in writing

and then meet to discuss the views expressed, which will remain confidential. The committee will then vote whether or not to recommend reappointment and send its report to the dean explaining the reasons for the recommendation.

f. When a director is not eligible for another term, chooses not to be considered for a second term, or has not been reappointed by the dean, the executive committee will ask the core faculty and graduate advisory committee to recommend candidates for the directorship. The committee will then determine which of the nominees agree to be considered as candidates for recommendation to the dean. If more than one candidate remains, the executive committee will e-mail the slate of candidates to the core faculty, asking that the faculty respond to the executive committee within two weeks. The committee will send a reminder about the vote after one week. The committee will tally the votes and send the results to the dean, along with its own recommendation for appointment.

4. Graduate Student Advisory Committee

Membership

- a. At the beginning of the fall semester, the director will ask the core faculty in each department with graduate students taking MEST courses to recommend a graduate student to serve as representative on the MEST graduate student advisory committee.
- b. This committee will select one member to serve as committee chair for the year and communicate the results to the director within one week after their meeting.

Responsibilities

- a. The chair will usually call one meeting each semester to discuss graduate students' questions and suggestions to bring to the executive committee or director about speakers, events, course offerings, policies, and nominations for members of the executive committee and director of the Institute.
- b. In consultation with the faculty mentor, the committee will also select the theme for the annual MEST symposium and coordinate plans for the academic and social activities. The committee will work with the faculty mentor and MEST staff to send out the call for papers, evaluate paper proposals, set up panels, recruit moderators, invite any outside speaker, and arrange for the rooms, publicity, programs, refreshments, and clean-up.

5. MEST Editorial Fellowship

Description

a. The MEST Editorial Fellowship is awarded to a graduate student for two years. The MEST Editorial Fellowship provides experience in editorial practice while completing an academic graduate degree program.

Selection

a. The director and journal editor(s) will develop a description of responsibilities and desired skills for this fellowship, as well as the writing samples and letters of recommendation required for application.

b. In the January preceding the end of the current fellowship, the director will send an announcement of the fellowship competition to all relevant departments for distribution to graduate students. After the deadline for applications, the director and editor will read all applications and rank the applicants. The director will then offer the fellowship to students in the order of ranking until it is accepted.