

Department of the History of Art  
Governance Structure and Procedures

**ADMINISTRATION:**

**Chair**

While the chair is selected by the COAS Dean, the departments meets, discusses issues of leadership and future directions, seeks consensus on identifying the next chair, and votes on their choice for chair. This meeting is held the fall before the chair's term of office is drawing to a close. This information is communicated to the Dean, and a representative of the department faculty is delegated to discuss the meeting with the current chair. The normal term of office is four years, with reappointment possible.

**Director of Graduate Studies**

This position is selected by consensus, and appointed by the department chair. The normal term of office is 3 years, with reappointment possible.

**Director of Undergraduate studies**

This position is selected by consensus, and appointed by the department chair. The normal term of office is 3 years, with reappointment possible.

**Other Individual Positions**

Faculty Teaching Mentor to Associate Instructors  
Faculty Mentors to Assistant Professors  
Faculty Adviser to Graduate Art History Association  
Director of Alumni Relations

**STANDING COMMITTEES**

**Advisory Committee**

3 members, rotation at each rank, two year tenure, staggered

**Merit/Salary Committee**

Elected each fall

**Faculty Search Committees**

Established year by year as needed

### **Promotion and Tenure Committee**

Composed of the department's Full Professors

### **Admission and Financial Aid**

Chaired by the Director of Graduate Studies

### **Curriculum Committee**

Chaired by Director of Undergraduate Studies. Reviews all new course proposals, helps set each semester's schedule of classes, regularly evaluates our undergraduate curriculum.

#### **Sub-Committee: Schedule of Courses**

Reviews each semester's schedule of classes,  
With DUS and Scheduling Officer

### **Alumni Relations Committee**

Chaired by Director of Alumni Relations

### **Burke Committee (Department Lecture Series)**

Chaired by tenure track faculty member

### **VOTING**

Voting rights are extended to tenure track faculty only. Faculty are expected to be in residence and involved in all deliberations and evaluation of materials prior to voting. Normally deliberations take place at faculty meetings.

### **FACULTY MEETINGS**

Are scheduled once each month during the fall and spring semesters. Extra meetings are called as needed.