

## **American Studies Program – Governance Document**

The recent development of the American Studies Program, including the establishment of the bachelor's degree and the hiring of FTE faculty, requires the establishment of governance procedures. Incorporating previous guidelines, the following framework specifies: faculty status; standing committee membership and duties; recruitment, mentoring, and review of FTE faculty; procedures for the reappointment or selection of the Director; and requirements for amending the governance document.

### **I. Faculty**

Core Faculty. The core faculty is composed of current tenure-line faculty who either (a) hold an appointment of twenty-five percent or more FTE in American Studies, (b) serve in the current academic year as the instructor of an American Studies course that is not cross-listed or joint-listed from another department or program, (c) have served in the preceding two academic years as the instructor of such a course, or (d) serve as Director or Associate Director of the program. Core faculty members have voting rights in program faculty meetings.

Adjunct Faculty. The adjunct faculty is composed of current tenure-line faculty who have been either (a) previously appointed adjunct or affiliate faculty, or (b) granted adjunct status by a vote of the core faculty. Adjunct faculty typically offer cross-listed courses and serve on committees for the program. They do not have voting rights in faculty meetings.

### **II. Standing Committees**

Advisory Committee. The Advisory Committee provides advice and support to the Director and the Associate Director on the range of issues confronting the program. At the request of the Dean of the College of Arts and Sciences, the committee also conducts the annual review of the Director for salary-setting purposes.

The committee is composed of eight members from the program faculty, each serving a term of one academic year. Membership is determined at the start of each academic year by secret ballot. Core faculty members will elect four committee members from a full list of the core faculty; adjunct faculty members will elect two committee members from a list of self-nominating adjunct faculty who have indicated a willingness to serve; two members of the Committee on Native American and Indigenous Studies shall be elected by that group. In the event of a tie in any election, there will be run-off elections until the full membership has been selected.

Convened by the Director, the Advisory Committee should meet at least twice each semester. Written minutes of each meeting should be distributed to the core and adjunct faculty.

Undergraduate Affairs Committee. The Undergraduate Affairs Committee provides support for the program's undergraduate academic activities. Committee responsibilities include working with undergraduates on extracurricular programming, selecting associate instructors, reviewing

course proposals, and preparing curricular revisions and innovations for approval by the Director or the core faculty.

The committee is composed of three members from the core faculty, each serving a term of one academic year. One member of the committee serves as chair. Members, including the chair, are chosen by the Director at the start of each academic year.

Graduate Affairs Committee. The Graduate Affairs Committee provides support for the program's graduate academic activities. Committee responsibilities include liaison with the American Studies Graduate Student Association, oversight of faculty mentoring of graduate students, selection of the annual winner of the Gunderson Essay Prize competition, review of course proposals, and preparation of curricular revisions and innovations for approval by the Director or the core faculty.

The committee is composed of five members: (a) three members from the adjunct and core faculty, chosen by the Director at the start of the academic year; (b) one graduate student member, chosen by the Director at the start of the academic year, and (c) the Associate Director, ex officio.

Each member serves a one-year term. The Associate Director serves as the chair of the Committee.

### **III. Recruitment, Mentoring, and Review of FTE Faculty**

The Director is responsible for overseeing the fair recruitment and review of the program's tenure-line FTE faculty.

Faculty Recruitment. Because the program recruits FTE faculty in joint searches with other departments, the Director is responsible for ensuring that there is a clear, equitable division of effort established for each new hire. In compliance with College policies, a written agreement between American Studies and the collaborating department will spell out the new hire's teaching and service loads for each unit.

Mentoring. The Director is responsible for pairing each new untenured FTE faculty member with a tenured faculty mentor who can provide advice and guidance about the program. The faculty mentor should meet with the faculty member at least once a semester and should visit at least one of the faculty member's classes each academic year.

Annual Review. The Director is responsible for providing each tenure-line FTE faculty member below the rank of full professor with an annual written review of that faculty member's teaching and service for the program and of his or her progress towards promotion and tenure. To prepare the review, the Director should consult with an untenured faculty member's mentor. The Director is expected to meet with the faculty member to discuss the review and then to send a copy to the chair of the faculty member's home department.

Enhanced Third-Year Review. The Director is responsible for preparing a written evaluation of an untenured FTE faculty member's teaching and service in the program for use in the enhanced

third-year review conducted by the faculty member's home department. To prepare the evaluation, the Director should consult with the faculty member's mentor. The Director is expected to meet with the faculty member to discuss the evaluation and then to send a copy to the chair of the faculty member's home department. The Director should also seek to have a member of the program faculty serve as a member of the home department's review committee.

Tenure Review. The Director is responsible for preparing a written evaluation of an untenured FTE faculty member's teaching and service in the program for use in the dossier for the tenure review conducted by the faculty member's home department. To prepare the evaluation, the Director should consult with the faculty member's mentor and other tenured members of the program faculty. The Director is expected to meet with the faculty member to discuss the evaluation, to note any concerns the faculty member may have, and then to send a copy of the evaluation to the chair of the faculty member's home department. The Director should also seek to have a member of the program faculty serve as a member of the home department's tenure review committee.

Promotion Review. The Director is responsible for preparing a written evaluation of an FTE faculty member's teaching and service in the program for use in the dossier for the promotion review conducted by the faculty member's home department. To prepare the evaluation, the Director should consult with full professors on the program faculty. The Director is expected to meet with the faculty member to discuss the evaluation, to note any concerns the faculty member may have, and then to send a copy of the evaluation to the chair of the faculty member's home department. The Director should also seek to have a member of the program faculty serve as a member of the home department's promotion review committee.

#### **IV. Reappointment of Director**

In the event that the Director chooses to seek reappointment by the Dean of the College, the Advisory Committee will conduct a written review to aid the Dean's decision. To prepare this review, the committee will: (1) request from faculty their aims for the program and their expectations for its continued leadership by the Director; (2) request the American Studies Graduate Student Association to poll its membership and produce a document on program aims and leadership priorities; and (3) meet with the Director to discuss his or her work for the program and plans for the future. Before making its written recommendation to the Dean, the committee will present its findings at a meeting of the American Studies faculty.

#### **V. Selection of Director**

In the event that the Director chooses not to seek reappointment, the program will contribute to the selection of a new Director through the following process:

1. A three-member search committee should be formed, one member selected from the American Studies Advisory Committee, one member selected by the Advisory Committee, and one member selected by the Dean of the College to serve as chair of the search committee.

2. The search committee should request the faculty to express their aims for the program and their expectations for its leadership by a new director. The committee should also ask the American Studies Graduate Student Association to poll its membership and produce a report on program aims and leadership priorities. In turn, the search committee should prepare a written synopsis of these faculty and student expressions for dissemination to the program's faculty.
3. The search committee should send to the faculty a call for nominations and self-nominations, including a brief indication of the individual's qualifications and potential interest in the position. The search committee should also consider which members of the American Studies faculty to invite to apply.
4. The search committee should identify four candidates among the nominees for further consideration. Toward this end, the committee should collect relevant information from the most promising nominees and verify each of the final candidates' availability and interest.
5. The search committee should then invite the members of the faculty to rank the four nominees and to provide written comments to the committee explaining their preferences. The search committee may choose to supplement this advisory ranking by soliciting student opinion from the officers of the American Studies Graduate Student Association and by interviewing the candidates before making a final recommendation to the Dean of the College. Before reporting to the Dean, the committee will announce the results of the search at a meeting of the American Studies faculty.
6. The search committee should forward its recommendation to the Dean of the College by February 1. Its recommendation should take the form of a rank ordering of all acceptable candidates along with a brief explanation of the committee's preferences and any helpful supporting documentation.

## **VI. Amending the Governance Document**

A change to this governance document will require both a two-thirds vote of those core faculty voting and a two-thirds vote of those adjunct faculty voting. The votes will be taken by secret ballot.

December 5, 2007  
Amended September 11, 2009