

UNIVERSITY OF KANSAS PROGRAM IN AMERICAN STUDIES BYLAWS
March 26, 2007

Preamble

The Program in American Studies offers critical, integrated, and interdisciplinary approaches to the study of American national identity; immigration, transnationalism and globalization; and American culture in the context of global change.

Part I. Structure and Functions

(A) The Faculty of the Program in American Studies shall conduct the governance of the Department in accordance with the applicable rules of the University Senate and the By laws of the College of Liberal Arts and Sciences.

(B) The Faculty delegates the authority to make decisions regarding routine departmental affairs to the Chair.

(C) The Faculty shall provide for participation and include in all its deliberations, to the extent permitted by the applicable rules of the University Senate and the Bylaws of the College of Liberal Arts Letters and Science, the entire teaching staff, non-academic personnel, and students of the Program in American Studies.

Part II. Membership

Membership in the Faculty of the Program in American Studies shall include all departmental faculty holding the titles Professor, Associate Professor, Assistant Professor, or other members of the Academic Senate with a full, split or joint appointment in the department.

Membership in the American Studies Program Steering Committee shall include all members of the Faculty not on leave and student representatives equal to 20 percent of the faculty members plus one. The Program recognizes that the definition of Faculty leave varies according to University, College, and Department policy and by virtue of fellowship and travel requirements. Accordingly, faculty who are released from the standard teaching load but who are located in the vicinity of Lawrence may participate in the Program Steering Committee but shall not be required to do so.

The student representation shall be defined as follows:

1. At-large representatives who serve overlapping two-year terms (at least one of which shall be an MA student);
2. One first-year student representative who serves a one-year term.

Part III. Meetings

(A) The Steering Committee of the Department will meet at least three times during each of the Fall and Spring semesters. The meetings shall be called by the Program Chair with a minimum notice of one week. The Chair may invite non-Senate faculty, non-departmental faculty, staff, and students to attend these regular meetings and shall give the courtesy of the floor.

Additional Steering Committee meetings may be convened by the Chair as needed. Any member of the Steering Committee may also ask the Chair to convene an additional meeting. Members of the Steering Committee may submit with five days notice agenda items to be considered at the next regularly scheduled meeting. Minutes will be taken at each meeting and distributed for approval at the following meeting. Meetings will be adjourned by consensus vote.

(B) The agenda for regular meetings may include:

- Consideration of the Minutes of the Proceeding Meeting
- University, College, and Departmental News and Announcements
- Reports of Committees
- Reports from Student Organizations
- Staff Reports
- Unfinished Business, and
- New Business.

(C) The Department Chair shall preside at regular meetings and special meetings called by the Chair. In the absence of the Chair, the Substitute-Chair shall preside.

Part IV. Quorum

(A) For all meetings, a majority of the Steering Committee shall constitute a quorum. The number of departmental faculty on the Steering Committee is defined to be the total Members of the Faculty (as described in Part II) minus those who are on academic leave. Faculty representation shall be calculated at the beginning of each semester. Notwithstanding their loss of representation for purposes of a quorum, Faculty on academic leave retain the right to vote on the appointment of a new Chair; promotion and tenure decisions; and the hiring of new faculty, provided that the faculty member is sufficiently close to KU to review the pertinent documents and to interview the job applicants.

(B) The Faculty retain the right to meet independently of the Steering Committee for matters of personnel as described in Part V, Section (D) of the By laws. A quorum of the Faculty shall include a majority comprised of the total Members of the Faculty (as described in Part II) minus those who are on academic leave

Part V. Voting

(A) Except as noted under Section (D) below, the American Studies Program Steering Committee shall be the governing body of the program.

(B) Rules Governing Voting in Program Steering Committee Meetings:

1. Each faculty member and each student representative on the Program Steering Committee shall have one (1) vote.
2. Faculty members or student representatives who are absent from a Program Steering Committee meeting shall forfeit their vote for the meeting.
3. A faculty member on leave may vote on the following issues: appointment of a new Chair; promotion and tenure; and hiring of new faculty (but only if the faculty member on leave is sufficiently near KU to review fully pertinent documents and to interview the job applicants). *Temporary or visiting faculty* may not vote on the following issues: appointment of a new Chair; promotion and tenure; and hiring of new faculty.
4. A simple majority of those present shall operate as the decision rule on policy questions.

(C) Voting shall be without secret ballot, but a secret ballot shall be taken whenever requested by one-third of the voting members present.

(D) A recent mandate by the University Provost has directed that graduate students and undergraduate students may not participate in personnel decisions that are a routine responsibility of the program and departmental units of the University. Accordingly, the governing body on all personnel matters shall be the Faculty, not the American Studies Program Steering Committee. The Faculty shall retain the right to adjourn into executive session to consider any and all personnel matters.

Part VI. Governance

(A) Responsibilities of the Steering Committee. The Steering Committee shall maintain the following standing committees to provide governance oversight of the Program and to advise the Chair on other activities that form part of the program mission. These standing committees report to the Steering Committee.

1. *Graduate Committee*: is responsible for graduate fellowships, including nominations for university-wide fellowships; GTA appointments; annual recruitment efforts; and the development and evaluation of the graduate curriculum leading to the MA and PhD degrees. The Chair of the committee shall be the Graduate Director, as defined in Part VII.

2. *Undergraduate Committee*: is responsible for undergraduate awards and fellowships; and the development and evaluation of the undergraduate curriculum leading to the BA degree. The Chair of the committee shall be the Undergraduate Director, as defined in Part VII.

3. *By laws Committee*: is responsible for maintaining updates to the program by laws, records of amendments, and copies of program policies for use by the Faculty and students.

4. *Ad hoc Committees* may be appointed as program needs arise.

(B) Responsibilities of the Faculty. The Faculty shall maintain the following ad hoc committees to provide governance oversight of the Program and to advise the Chair on other activities that form part of the program mission. These ad hoc committees report to the Faculty.

1. *Ad hoc Evaluations Committee*: is responsible for establishing and maintaining an Evaluation Policy Manual to provide governance oversight over annual faculty evaluations and to ensure that faculty members are provided with departmental guidance for achieving promotion to the ranks of associate professor and professor. The Evaluations Policy Manual shall include each of the following documents: (a) an Annual Evaluations Policy; (b) a guiding statement by the department on Third-Year Reviews; (c) a guiding statement by the department on Promotion to Tenure that includes a timeline for the tenure-review process, normally conducted in Year Six; and (d) a copy of all University documents on promotion and tenure.

2. *Ad hoc Graduate Admissions Committee*: is responsible for graduate admissions during the spring of each academic year.

3. *Ad hoc Committees* may be appointed as program needs arise.

Part VII. Chair and Substitute-Chair

Administration of the Program in American Studies is carried out by the Chair, who is elected every five years by majority vote of the Faculty. Only faculty who hold the rank of Associate Professor or Professor are eligible for consideration as Chair or Substitute-Chair.

The Chair shall designate a Substitute-Chair who shall preside over Steering Committee and Faculty meetings in the absence of the Chair.

The Chair shall have the right to designate a Director of Graduate Studies who shall direct the Graduate Committee and be the primary liaison to the graduate students in the program. The Chair shall have the right to designate a Director of Undergraduate Studies who shall direct the Undergraduate Committee and be the primary liaison to the undergraduate students in the program.

The Department Chair is an ex officio member of all committees without vote except as may be herein designated.

The Chair represents the program to the College, the University, and the public, articulating its aims and needs within the context of the educational mission of the University. The Chair has overall responsibility for day-to-day program functions, including curriculum development and scheduling, advising, student recruitment, semester and summer study abroad program supervision, faculty and GTA hiring for program courses, GTA training, budget and expenditures, program review, and the maintaining of records and website.

The duties of the Chair are contained in a separate policy document that is maintained for inspection by the department staff.

Part VIII. Grievance Procedure

The program in American Studies shall use the Grievance Procedure followed by the College of Liberal Arts and Sciences until superseded by a departmental grievance policy.

Part IX. Amendment of Bylaws

These By-Laws may be changed by a majority vote of the Steering Committee.

Part X. Implementation

These Bylaws shall become effective immediately after approval by a majority of the Steering Committee.