

47 Capstone, Internship and GRA/GTA supervisors are expected to attend relevant meetings related
48 to supervision of capstones, internships, /or GRAs/GTAs.

49
50 NOTE: Service for MAST counts as service for the purposes of determining whether MAST
51 faculty members meet expectations for voting AS affiliates.

52
53 Non-Voting Affiliates:

54 AMST non-voting affiliates are full-time, part-time, tenure-track, temporary/or permanent non-
55 tenure track faculty who have 1) affiliated with the program through a written form supplied by
56 the department and 2) are scheduled to teach American Studies courses every two years, whether
57 through cross-listing or as a stand-alone AMST course, OR 3) attend meetings, events, or
58 provide service to the program.

59
60 All faculty members scheduled to teach American Studies courses (whether as cross-listed
61 courses or as stand-alone AMST courses) are expected to communicate with the AMST program
62 coordinator about AMST course scheduling expectations and course descriptions, and are
63 encouraged to attend one AMST business meeting or relevant AMST or ISD event connected to
64 pedagogy, scholarship or faculty development each semester.

65
66 **AMST Election Process**

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68
 - AMST voting faculty members are entitled to vote in program elections.
 - 69 • The ISD associate chair will determine who the eligible voters are based on the criteria
70 above
 - 71 • The designated staff person will send out the ballots to the AS voting faculty through
72 Qualtrix, receives the completed ballots, and compiles the results. Election will be based
73 on a simple (relative) majority of those voting.
 - 74 • The ISD associate chair will announce the results.

75
76 **Administrative Positions and Responsibilities**

77
78 The AMST Coordinator:

79 The duties, term length, and teaching load of the program coordinator are addressed in the ISD
80 by-laws. In the spring prior to the conclusion of an AMST Coordinator's term of service, the
81 ISD associate chair will solicit nominations for program coordinator from among the AMST
82 voting faculty, and an election shall proceed based on the elections process outlined above. As
83 per the ISD by-laws, the program election is considered a recommendation to the ISD Chair.

84
85 The MAST Director:

86 The duties, term length, and teaching load of the MAST director are addressed in the ISD by-
87 laws. The Director of the MA serves a five-year, renewable term. The process for the renewal
88 of the MA director's term, referendum process, and hiring process for a new director are
89 addressed in the ISD by-laws.

91 As per the ISD by-laws, the position of the American Studies Program Coordinator may be
92 combined with the position of Director of the MA program if the need arises, and as allowed by
93 the ISD Chair in consultation with the CHSS Dean.

94
95 AMST Program Meetings:

96 At least four (4) AMST business meetings will be held during the academic year. Meeting
97 minutes will be taken by a designated faculty or staff member and subsequently distributed to the
98 AMST affiliates by email within ten (10) days of a program meeting. Meeting minutes will be
99 posted in the ISD “I-drive”.

100
101 AMST Program Committees:

102 To ensure a smoothly running program, it is expected that AMST core faculty and voting
103 affiliates will actively serve on at least one program committee each year or do relevant service
104 through ISD. The AMST Program Coordinator is responsible for working with the ISD chair
105 and associate chair to balance service loads across AMST and ISD. The AMST Program
106 Coordinator may work with faculty members to establish ad-hoc committees to meet any needs
107 not covered by the standing committees.

108
109 **Standing Committees**

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111 MAST Assessment Committee: responsible for the ongoing assessment of MA in American
112 Studies Courses

113 MAST Admissions, Recruitment and Retention Committee: Responsible for reviewing student
114 applications to the MA program, identifying students for GRA/GTA priority, and reviewing
115 Faculty GRA/GTA proposals. See MAST GRA policy

116 AMST Outreach and Programming Committee: coordinates faculty development programs (e.g.,
117 grant proposals, CETL faculty learning community programs) and schedules the “AMST in
118 Practice” sessions and other activities for the AMST business meetings. The chair is elected by
119 the committee at the beginning of each academic year.

120
121 **Curriculum Changes**

122
123 Changes to the undergraduate and graduate curriculum may be proposed by AMST affiliates or
124 by ad-hoc committee and will be reviewed by the American Studies Program faculty prior to
125 going to the ISD curriculum committee and going through the process at the department level.
126 For the steps in the course approval process, see the ISD by-laws under “Curriculum and
127 Assessment Committee”

128
129 **Faculty Hiring**

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131 Hiring within AMST and the appointment (or hiring) of the AMST Coordinator and MAST
132 director are governed by the ISD By-laws.

133 Approved by vote of the AMST Faculty, October 14, 2014

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135

136

AMST Director

Date

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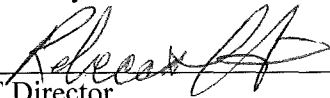
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139

ISD Chair

Date

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3/2/2015



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