American Studies Program Governance Document

Approved by AMST program faculty on Oct 27, 2014

Changes to Governance Structure:

Changes to the Governance Structure may be made with the approval of a majority of the voting American Studies (AMST) Faculty.

American Studies Program Faculty

Voting Faculty:
Voting faculty participate in program decision making including voting on curriculum and in program-level elections for such positions as the American Studies program coordinator, MAST director, and any other elective positions within the program.

AMST Core Teaching Faculty:
American Studies core faculty 1) are ISD department faculty members 2) have affiliated with the program through a written form supplied by the department, or are appointed either fully or jointly in American Studies 3) are scheduled to teach or mentor students once per semester in American Studies (including cross-listed courses) and 4) participate in AMST or related ISD curriculum development, or other program service. AMST core faculty negotiate the balance of service to American Studies programs and the Interdisciplinary Studies Department with the AMST coordinator and the ISD chair, with particular attention to be paid to facilitating multi-program affiliation and with sensitivity to the service expectations on joint-appointed faculty.

AMST Voting Affiliates
AMST voting affiliates are those permanent, tenure-track faculty members, lecturers and part-time faculty who (1) have affiliated with the program through a written form supplied by the department and (2) are scheduled or planning to teach American Studies (AMST) courses at least once every two years (including cross-listed courses), and (3) will participate in curriculum development or other program service. Voting affiliates participate in program-level decision making, but not in ISD department voting unless otherwise specified in the ISD by-laws.

MA in American Studies (MAST) Teaching Faculty
MAST program teaching faculty are those permanent, tenure-track, AMST core faculty or voting affiliates who have 1) applied for and received graduate faculty status and 2) are scheduled to teach MA courses, supervise theses, or mentor MAST graduate research assistants, teaching assistants, or interns at least once every two years.

In order to teach a course in MAST, faculty will participate in one of the following two standing committees:

MAST Admissions, Recruitment and Retention Committee
MAST Assessment Committee
Capstone, Internship and GRA/GTA supervisors are expected to attend relevant meetings related to supervision of capstones, internships, or GRAs/GTAs.

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

Non-Voting Affiliates:

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

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

AMST Election Process

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

Administrative Positions and Responsibilities

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

The MAST Director:
The duties, term length, and teaching load of the MAST director are addressed in the ISD by-laws. The Director of the MA serves a five-year, renewable term. The process for the renewal of the MA director’s term, referendum process, and hiring process for a new director are addressed in the ISD by-laws.
As per the ISD by-laws, the position of the American Studies Program Coordinator may be combined with the position of Director of the MA program if the need arises, and as allowed by the ISD Chair in consultation with the CHSS Dean.

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

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

**Standing Committees**

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

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

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

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

**Faculty Hiring**
Hiring within AMST and the appointment (or hiring) of the AMST Coordinator and MAST director are governed by the ISD By-laws.
Approved by vote of the AMST Faculty, October 14, 2014

AMST Director

Date

ISD Chair

Date