

## **DEPARTMENT OF AMERICAN STUDIES PLAN OF ORGANIZATION**

### I. Basic Goals and Responsibilities

The Plan of Organization has been established to enable the Department of American Studies to achieve its academic mission within the structure of the University and the College of Arts and Humanities. The Department shall be administered by the Department Faculty Committee (DFC/DFAC, see below), the Chair, the Director of Graduate Studies, and the Director of Undergraduate Studies. The American Studies Assembly shall serve as a forum available to graduate and undergraduate departmental majors and to departmental staff members. This Plan of Organization is designed to provide for the orderly operation of the Department, to offer access to information related to that operation, and to encourage participation among the faculty, staff, and student members of the American Studies community.

### II. Department Faculty Committee/Department Faculty Advisory Committee

Given the size of our Department, the Department Faculty Committee (DFC) will also serve as the Department Faculty Advisory Committee (DFAC). This Committee (DFC/DFAC) will be composed of all full or part time department faculty whose appointment is at least 51% in the American Studies Department. This committee will advise or otherwise work with the department chair on all major matters of department policy including budget, planning, curriculum, and personnel issues (see below).

### III. Department Chair

- A. As chief administrative officer, the Chair shall report to the Dean of the College of Arts and Humanities, shall, in consultation with the DFC/DFAC, oversee the efficient operations of the Department at all levels, and shall perform the duties specified in [section 2b] of the Plan of Organization of the College:

#### Duties of the Chair:

1. To act as the chief representative and advocate of the department.
2. To promote superior teaching, service, performance, and research among faculty members.
3. To plan and administer the department's budget, subject to consultation and review by the Dean.
4. To make recommendations with respect to tenure and non-tenure appointments and promotions, as specified in applicable University regulations.
5. To promote faculty recruitment and renewal and to promote Affirmative Action policies.

6. To solicit the active participation of the faculty in Departmental or Program affairs and to communicate policies to faculty members.
- B. The chair will schedule and lead Department Meetings (see below). In consultation with the DFC/DFAC, the Chair will also schedule meetings of the American Studies Assembly where he or she will convene, chair, and address the Assembly regarding the present status and the future objectives of the department (see below).
  - C. Procedures for the selection of the Chair are stated in [section 2a] of the College of Arts and Humanities Plan of Organization. In accordance with college policy, the Chair will be appointed by the Dean on recommendation of a Faculty Committee (the majority of whom will be from the American Studies Department) for a 3-5 year renewable term. Reappointment by the Dean will be based on the recommendation of a faculty review committee appointed by the Dean.

#### IV. Additional Appointments and Committees

- A. The DFC/DFAC will appoint, nominate, or elect as policy requires:

1. Salary committee of two faculty members
2. Post-tenure review committee of two faculty members
3. Department Equity Officer (EEO)
4. Department Representative to the Collegiate Council
5. Department Representative to the Campus Senate

- B. The Department Chair will appoint (as needed):

1. Director of Graduate Studies
2. Director of Undergraduate Studies
3. Department representative to the committee overseeing the Historic Preservation Certificate Program
4. Department Human Subjects Review Committee
5. GTA supervisor

6. Department meeting secretary
- C. The Department Chair, with the advice of the DFC/DFAC, will appoint (as needed):
1. Appointment, Promotion and Tenure Committees consistent with University, College, and Department Guidelines
  2. Departmental representatives to Department Review Committees (to include an undergraduate and graduate student representative, see below)
  3. Search Committee (to include a graduate student representative, see below)
  4. Graduate Admissions Committees consisting of the DGS (chair), the Chair, and two other faculty members
  5. Such other appointments and subcommittees as may be necessary

#### V. Director of Graduate Studies

The Director of Graduate Studies shall have the following responsibilities:

- A. Attend to correspondence with prospective graduate majors and arrange for interviews, when desired, with applicants for graduate study.
- B. Chair the Graduate Admissions Committee, which shall recommend applicants to the M.A. and Ph.D. programs and nominate fellowship candidates.
- C. Solicit applicants and submit the names of qualified applicants for graduate assistantships to the faculty for discussion, approval, and ranking.
- D. Establish procedures for the advising of graduate majors.
- E. Schedule and administer Ph.D. comprehensive examinations.
- F. Organize and chair the annual review of graduate students each May.
- G. Make recommendations, in consultation with the faculty, regarding changes in admissions policies, financial aid criteria, course requirements and course offerings.
- H. Deliver reports to the American Studies Assembly concerning the present status and future objectives of the graduate program.
- I. Act as principal departmental liaison with the Graduate School.

- J. Maintain appropriate records, including files of applicants, current students, and cumulative records of degrees granted.

#### VI. Director of Undergraduate Studies

The Director of Undergraduate Studies shall have the following responsibilities:

- A. Establish procedures for advising undergraduate majors concerning requirements, internships, and career opportunities.
- B. Supervise the Department's Internship and Honors programs.
- C. Supervise the nomination of majors for scholarships and awards.
- D. Make recommendations, in consultation with the faculty, regarding changes in course requirements and course offerings.
- E. Deliver reports to the American Studies Assembly concerning the present status and future objectives of the undergraduate program.
- F. Clear students for graduation and nominate students for graduation awards.
- G. Maintain appropriate records, including files of current students and cumulative records of degrees granted.

#### VII. Staff

- A. Staff will assist with Department administration and provide support for teaching activities. With the assistance of the Directors of Graduate and Undergraduate Studies and in consultation with staff, the Chair will maintain position descriptions for each staff member. These are intended to clarify responsibilities of each staff member including their relationships with department officers, faculty, graduate assistants, graduate students, undergraduates and department visitors.
- B. The Department Chair, in accordance with the University's Performance, Review and Development (PRD) policy, will periodically review staff performance. Faculty input will be solicited during periods of review.
- C. One member of the staff will attend Department Meetings at the request of the Chair.

### VIII. Undergraduate Student Organization and Representatives

- A. Undergraduate majors in the Department will be encouraged to form and maintain an American Studies Undergraduate Student Organization.
- B. Leaders or representatives of this organization will be invited to give reports at the American Studies Assembly. These organizations will also offer nominations to the faculty for student representatives on Review and other appropriate Committees.
- C. In the absence of an undergraduate student organization, the Chair and the Department Faculty Committee will appoint student representatives to Review and other appropriate Committees.

### IX. Graduate Student Organization and Representatives

- A. Graduate student majors in the Department will be encouraged to form and maintain an American Studies Graduate Student Organization.
- B. Leaders or representatives of this organization will be invited to give reports at the American Studies Assembly. These organizations will also offer nominations to the faculty for student representatives on Search and Review Committees. The Graduate Student Association will also appoint a representative (and an alternate) to attend Department Meetings and will appoint a departmental liaison with the University's Graduate Student Association.
- C. In the absence of a graduate student organization, the Chair and the Department Faculty Committee will appoint student representatives to Search and Review Committees and appoint a graduate student representative to attend Department Meetings.

### X. Department Meetings

- A. Department Meetings will be scheduled by the Chair at least three times per semester. The regular faculty, a graduate student representative, and a staff representative will attend. The Chair and others attending will present issues for discussion and voting.
- B. A quorum will consist of a majority of the currently appointed department faculty (less faculty who are on leave and not attending department meetings). Faculty alone will vote on matters that are exclusively faculty issues and concerns (e.g. the election of faculty salary committees). All those attending will vote on all other matters.
- C. Votes and a summary of matters discussed will be recorded by the Department

Meeting Secretary. In consultation with the Department Chair, this record will be developed into policy statements and department meeting minutes that will be circulated, reviewed, corrected, and approved at the next Department Meeting. A record of approved policy will be kept in the department office and posted on the American Studies website. One copy of the Department Meeting minutes will be kept in the Department office, another will be kept by the Department Meeting Secretary, and a third copy will be kept by the Department Chair.

#### XI. American Studies Assembly

- A. Faculty-Student-Staff assemblies will be convened at least once a year as forums for discussion. The structure and agenda for such assemblies will be decided by the Chair, the Department Faculty Committee, and the undergraduate and graduate program directors consulting with staff and students including the leaders of existing student organizations.
- B. The Assembly will hear reports from the Chair, the Director of Graduate Studies, the Director of Undergraduate Studies, and the leaders or representatives of undergraduate and graduate student organizations and from any existing ad hoc committees. The assembly may offer observations and recommendations following each of these reports.
- C. Those in attendance may introduce additional observations and recommendations for the consideration of the chair and the directors of graduate and undergraduate programs.

#### XII. Affiliate Faculty

- A. The American Studies Affiliate Faculty will consist of UMCP faculty in other units who have research and teaching interests in American Studies and who have been approved by the department faculty to serve in the role of affiliates. Affiliate faculty teach courses that may be pertinent to undergraduate and graduate students; in addition, they may work with AMST students in a variety of ways, such as serving on or chairing undergraduate Honors theses, Master's theses, or Ph.D. dissertation committees. A directory of American Studies Affiliates will be maintained on the department website.
- B. Affiliates are appointed in one of two ways. Any member of the AMST faculty may propose a UMCP faculty member for affiliation; upon approval of the DFC/DFAC, the chair, will invite that individual to be an affiliate. Should the faculty member accept the invitation, a formal letter of appointment will be sent to the faculty member and a copy kept in the affiliate's file in the department office. Faculty in other units may also apply to be considered for affiliate status. In this case, the faculty member will submit a vita and brief letter of teaching and research interests. The DFC/DFAC will review the application and vote on whether to accept the application. A letter of acceptance (or rejection) will then

be sent to the applicant and a copy kept in the faculty member's file in the department office.

### XIII. Provisions for Revision of the Plan of Organization

The Plan of Organization will be reviewed by the DFC/DFAC every five years and revised if necessary. At other times, as circumstances warrant, the Plan may also be modified by the DFC/DFAC after faculty discussion of proposed changes, appropriate consultation with staff and students, and a formal vote. Proposal modifications should be considered in relationship to College and Senate guidelines for Department Plans of Organization. Major modifications may require College approval.

Approved and adopted at the Amst Department meeting on October 11<sup>th</sup>, 2004. Section XIII revised and approved by unanimous faculty vote at the Department meeting of 2/7/05.