

Humanities Program Bylaws

| | |
|--------------------------------------|---|
| BYLAWS-1. Governance..... | 2 |
| BYLAWS-1.1. Program Committee..... | 2 |
| BYLAWS-2. Administration..... | 4 |
| BYLAWS-2.1. Director..... | 4 |
| BYLAWS-2.2. Associate Director | 4 |

1. Governance

1.1. Program Committee

The HUM Program Committee serves as the governing committee of the Humanities Program, developing and revising program policies and procedures and overseeing curricular matters other activities that form part of the program mission. The Program Committee is chaired by the Director and normally meets after the monthly Chairs and Directors' meeting on the third Tuesday of each month from 4:00 to 5:00 p.m. The Program Committee is guided by simple procedural rules. A quorum consists of a majority of the members of the Program Committee, and normal procedures of motion, seconding, discussion, and majority rule guide the actions of the Program Committee— except where otherwise specified.

1.1.1. Membership on the Program Committee

The following persons are members of the Program Committee and have voting privileges:

- Director (votes only in case of a tie);
- Associate Director (Unclassified academic staff);
- Tenured and tenure-track faculty;
- Teaching Professors;
- Multi-term Lecturers;
- One undergraduate representative, elected by students;
- One GTA representative

The following person is a non-voting member of the Program Committee:

- Administrative Assistant/Outreach Coordinator.

The Program Committee may grant temporary membership and voting privileges to other persons on a case-by-case basis.

1.1.2. Closed Session

The Director may send a meeting into closed session when matters of personnel are discussed. Membership is determined by the Director based on the nature of the personnel matter.

1.1.3. Recorder

A recorder appointed by the Director is responsible for the timely recording, approval, and publication of meeting minutes each month. Usually this recorder will be the Administrative Assistant/Outreach Coordinator or the Associate Director. Committee members receive draft copies of proposed minutes; revised/approved minutes are kept in a notebook in the main office. When the Director sends a meeting into closed session, the transition will be noted in the minutes, but the discussions will be confidential.

1.1.4. Standing Committees

The HUM Program Committee has two standing committees: The Faculty Development Committee and the Promotion and Tenure Committee.

1.1.4.1. Faculty Development Committee. The Faculty Development Committee (FDC) consists of the following persons:

- The Director

- Tenured and tenure-track faculty; and
- Unclassified academic staff.

The Faculty Development Committee conducts the annual faculty evaluations in accordance with the Faculty Evaluation Plan approved by the Program Committee.

1.1.4.2. Promotion and Tenure Committee.

The Promotion and Tenure committee (P&T) for any tenured or tenure-track faculty member consists of the director and all faculty members with a rank equivalent to or above the rank for which the candidate is being considered. The Promotion and Tenure committee for any unclassified academic staff member consists of the director and all unclassified academic staff members with a rank equivalent to or above the rank for which the candidate is being considered.

The Promotion and Tenure Committee is charged with executing the promotion and tenure evaluations in accordance with the Program and Tenure Guidelines of the Humanities Program.

1.1.5. Ad Hoc Committees

Ad Hoc Committees will be established as needed by the Director.

1.1.6. Academic Misconduct Panels

Whenever needed, an academic misconduct panel is convened by the Associate Director to include three faculty and/or staff members, drawn from tenured and tenure-track faculty, teaching professors, unclassified academic staff, and multi-term lecturers. Academic misconduct panel procedures are described in the HUM policies.

1.1.7. Search Committees

Search committees are established by the Program Committee. Faculty normally do not serve on search committees for positions higher than the rank they hold. Student and GTA representatives are present on search committees but do not normally vote. The Program Committee – with the exception of the current Director - serves as the search committee for the position of director of HUM.

1.1.8. Peace and Conflict Studies Advisory Board

The Peace and Conflict Studies (PCS) Advisory Board consists of the following persons:

- The HUM Director;
- The HUM Peace and Conflict Studies Coordinator;
- HUM faculty who teach courses under the PCS rubric; and
- Faculty at-large selected by the members of the PCS Advisory Board from among CLAS faculty with a research interest in some area of Peace and Conflict Studies.
- Faculty representatives of departments and programs within CLAS that offer classes that fulfill PCS minor, major track, and graduate certificate requirements.

The PCS Advisory Board is normally convened once a semester to advise and make recommendations to the Program Committee on curricular issues relating to the Peace and Conflict Studies minor, Peace and Conflict Studies track of the Humanities major, and graduate certificate; the PCS Lecture (normally in the spring); and other outreach activities to the University and community at large.

2. Administration

2.1. Director

Administration of the Humanities Program is carried out by the Director, who is appointed by the Dean of the College of Liberal Arts and Sciences. The Director 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 Director has overall responsibility for day-to-day program functions. In these tasks the Director works closely and in conjunction with the HUM Program Committee.

The Director's duties and responsibilities are as follows:

- Reviews and modifies, in consultation with Program faculty, the long-range planning for the Program in the areas of teaching, research, and service;
- Provides oversight and leadership of all Program activities, including outreach;
- Provides oversight and seeks enhancement of all Program resources and actively seeks external funding;
- Supervises, reviews, and evaluates the Program's professional staff;
- Develops appropriate resources for the Program through frequent and effective communication with the Dean of the College and other administrators;
- Executes University policy in the unit effectively;
- Represents the unit to CLAS and other University entities;
- Oversees all internal budgetary, administrative and personnel matters and reporting to necessary administrative units (CLAS, International Programs, KUCR, etc.);
- Develops and enhances research and educational relationships between the Program and other units within the University, as well as other appropriate public, private, or government institutions and agencies;
- Adjudicates personnel matters and serves as the administrative representative for grievance procedures for the Program.
- Administers the undergraduate academic program.

2.2. Associate Director

The Associate Director, appointed full-time to the Program, assists the Director and assumes oversight of the Program in the Director's absence, schedules classes and manages enrollment, coordinates advising of undergraduate majors and minors, is the liaison for the University Honors Program, is the liaison for the College Committee on Undergraduate Studies and Advising, oversees GTA training and supervision.

Revised 11/25/2019.