

BYLAWS OF THE AFRICAN AND AFRICAN DIASPORA STUDIES PROGRAM (AADS) (August 15, 2008)

I. GOVERNANCE PHILOSOPHY

The objective of these bylaws is to assure the continued success of the Program for African and African Diaspora Studies (AADS) as an academic program of distinction. They aim to encourage active participation of Director, core faculty, affiliated faculty, and other supportive individuals in planning and implementing an excellent academic program that meets the needs of FIU students, faculty, and the surrounding community.

AADS operates with a collegial and democratic model of governance that facilitates and seeks the active participation from faculty in both decision-making and in carrying out the responsibilities of program delivery.

II. PROGRAM PERSONNEL

The Program personnel is composed of the Director and program faculty.

The Program Faculty consists of tenured and tenure-earning core faculty members who have a joint appointment in AADS and in a traditional department, as well as of other faculty who are voted by the core faculty to be recognized as occupying the status of “Affiliated Faculty.” The governance of the program shall rest on the members drawn from the core and affiliated faculty.

The Director and the Program Faculty collaborate in decision-making and implementation of the program policies with regard to curriculum, degree and certificate granting, faculty hiring, and all program activities. The key to this governance philosophy is consultation among the members and respect for each other’s judgments, and realization that collective governance requires collective responsibility and efficiency. Consensus is sought where disagreement exists, in a context of mutual respect.

III. ROLES AND RESPONSIBILITIES

A. Director

The Director is the program administrator. S/he provides academic leadership for the program. S/he is responsible for coordinating the activities of all the standing and ad-hoc committees so that the program runs smoothly. S/he does his or her best to meet the needs of the students, faculty, and community it serves; oversees the day-to-day management of the program and its activities; works in consultation with the core and affiliated faculty to develop the curriculum and outreach program; advocates for the program with the Administration; and consults with the steering committee, faculty assembly and, when appropriate, with the community advisory committee.

Other duties of the Director include: (1) To represent the Program and its interests to the College, the University and the world at large. In these matters, the Director answers to the program faculty. (2) To represent the Dean in the administration of the program. In these matters, the Director answers to the Dean. (3) S/he schedules and chairs the meetings of the steering committee, faculty assembly, and community advisory committee as prescribed in the

assignments of those committees (see below). The Program Director will determine the agenda of the meetings in consultation with members of the relevant bodies (Steering Committee, Faculty Assembly, and Community Advisory Committee). (5) S/he supervises the Program's staff and oversees the daily operations of the Program's affairs in consultation with the Program's Graduate Director and with the Chair of the Undergraduate committee (6) S/he oversees course assignments in the best interests of student and curricular needs, and of faculty equity, professional development, and well-being. (8) S/he guides the Program in long-range planning, in close association with the steering and graduate and committees, faculty assembly, and community advisory committee.

The Director evaluates faculty participation in the program and reports such evaluations to the chairperson of the faculty member's home department.

The Director reports to the Dean of the College of Arts and Sciences and is responsible to implement College policies in the program. The Dean annually evaluates the Director taking into account the Steering Committee faculty members' evaluations of the Director as prescribed by the Faculty Senate.

1. Appointment of Director

The steering committee shall make recommendations to the Dean after consultations with the faculty assembly. Following that recommendation, the Dean of the College of Arts & Sciences appoints the Director of AADS in consultation with the AADS faculty assembly for a four year term, subject to renewal following official recommendation of the steering committee. This is a case when the Director susceptible to be re-appointed should excuse himself or herself from chairing the steering committee meeting that will meet to deal, exclusively, with the issue of his or her renewal. Such a meeting of the steering committee should end up with a written recommendation letter to the Dean.

The Director will notify the Steering Committee of his or her intentions to continue or terminate the directorship of the program 6 months prior to the end of his or her first term.

B. Director of Graduate Studies

The Director of Graduate Studies shall be either a tenured member of the core AADS graduate faculty or a tenured active Arts & Sciences affiliate faculty. The Director of Graduate Studies is selected and recommended by the program director, in consultation with the steering committee. He or she is appointed to serve by the Dean of the College of Arts and Sciences. The normal term of office is three years to begin in the Fall of the academic year. The term may be repeated based on the recommendation of the program director, in consultation with the steering committee.

The duties of the Director of Graduate Studies include: (1) The graduate director shall chair the graduate committee and call the meetings of the Graduate Committee as needed and in response to the request of the program director; (2) advise graduate students who have not formed committees or have not chosen a graduate advisor; (3) meet with graduate students to review

graduate regulations and procedures; (4) oversee the admission process in order to provide information to prospective students, follow up each case with the graduate office and individual students; (5) meet regularly with the committee to process admissions, petitions, and evaluate students (a yearly evaluation of each individual student by the graduate committee should be sent to students at the end of the spring semester); (6) work with different university units and external organizations on professional development programs for the students; (7) work with the Program Director and the Coordinator of Undergraduate Studies to plan and schedule graduate courses; (8) provide units in the university and elsewhere data requested on the graduate program in coordination with the Program Director; (9) review and process all aspects of the graduate program (forms and documents filed by students at different steps in their programs); (10) produce yearly assessment of the graduate program for the College of Arts and Sciences; (11) coordinate and administer competency examinations; (12) coordinates recruitment of students into the graduate program, in consultation with the program director; (13) represent the program at open houses organized within and outside the university; (14) oversee the graduate program's webpage; (15) market and coordinate the graduate certificate programs and recruit students into the certificates; (16) plan and execute the Program Colloquia in consultation with the graduate students, and assign grades for the enrolled graduate students.

C. Coordinator of Undergraduate Studies

The Coordinator of undergraduate studies shall (1) administer the AADS undergraduate program, in consultation with the Program Director, (2) market and coordinate the undergraduate certificate programs and recruit students into the certificates; (3) serve as the lead UG advisor and bring advising issues and concern to the faculty in order to enhance student advising; (4) respond to inquiries from the College of Arts and Sciences and its Undergraduate Affairs Committee regarding the AADS Undergraduate Certificate Program; (5) serve as AADS Representative on the College Curriculum Committee. The duties of the AADS Curriculum Committee Representative include: (a) to attend all meetings of the College of Arts and Sciences Curriculum Committee; (b) to represent the Program's interests in college curriculum decision making and notify the Program Director and Program Faculty of relevant committee deadlines; and (c) to assist faculty in developing proposals for new courses, in changing and deleting existing courses according to the Program's needs, as well as in changing the undergraduate and graduate program (see below for more on the Coordinator of undergraduate studies). In a situation whereby the Coordinator of undergraduate studies cannot attend the college curriculum committee meeting, s/he shall make arrangements with the program director to send a representative to that committee's meeting. In the spirit of the Governance Philosophy of AADS, every important decision involving curriculum issues should be brought to the Steering Committee by the Coordinator of Undergraduate Studies.

IV. PROGRAM COMMITTEES AND THEIR RESPONSIBILITIES

A. Steering Committee

The Steering committee is the policy making body for the program. It consists of the Director, the core faculty, the Graduate Director, and the Coordinator of Undergraduate Studies, and a minimum of two to three affiliated faculty selected yearly by the core faculty. Affiliated faculty on a non-tenured or tenurable line might be considered to serve on the steering committee. The Steering Committee members must be tenured or tenure-earning faculty at FIU. Members of the steering committee share responsibility for determining the broad direction of the program and running it on a daily basis. The Steering Committee is similar to an academic department with faculty and a chairperson. Together they make decisions regarding courses to be scheduled, curriculum changes, regular faculty hiring, and the hiring of visiting and adjunct faculty. The Steering Committee holds scheduled meetings on a regular basis and is responsible for overseeing the work of the standing committees. Members of the Steering Committee are responsible to attend meetings, participate thoughtfully in guiding the program, and support program events with their attendance.

The Steering Committee shall be deemed to form a quorum when at least one more than half of its members-are present.

B. Standing Committees: Members of the standing committees are drawn from the core and affiliated faculty and are appointed by the Program Director in consultation with the Steering Committee.

1. Graduate Committee

The committee shall consist of a minimum of four members and comprise the Director of Graduate studies, and the Program Director. The normal term of office is two years for all members, with the exception of the Graduate Director, to begin in the fall of the academic year. The term may be repeated.

The Graduate Director shall call the meeting of the Graduate Committee as needed and in response to the request of the Program Director. The Director of the Graduate Committee is the chief advisor for graduate education.

The Committee's primary assignment is to manage the affairs of the graduate program, and assist and advise the Director of Graduate Studies, especially in carrying out the following duties: (1) reviews applications to the graduate program and makes recommendations for admissions and funding (2) oversee the admissions process in order to provide information to prospective students; (3) meet with graduate students to review graduate regulations and procedures; (4) consider Graduate student petitions; (5) perform yearly evaluations of all graduate students; (6) evaluate the graduate student paper competitions; (7) develop guidelines/regulations to be considered by the Program; (8) review and purge graduate course listings; and (9) decide admissions of graduate students to the program.

2. Faculty Assembly: The AADS Faculty Assembly is comprised of all AADS Core and Affiliate Faculty, and also includes any Adjunct Faculty who actually teaches an AADS course during the semester that is unfolding when the AADS Faculty Assembly is taking place. The Faculty Assembly

provides guidance in matters of overall program direction. It provides support for program activities and meets a minimum of once per semester. It mostly functions as an advisory body.

3. Community Advisory Committee: The **Community Advisory Committee (CAC)** is a committee of community and professional leaders with demonstrated interest in Africana studies and the mission of AADS . The CAC provides guidance in matters of external relations and program activities. The Director appoints members of the CAC in consultation with the Steering Committee and with the approval of the Dean of the College of Arts and Sciences.

4. Ad-hoc Committees

Ad-hoc committees shall be set up by the Program Director and/or the Steering Committee as needed.

V. APPOINTMENTS

A. Recruiting of New Faculty

A minimum of one AADS faculty appointed by the Program Director, in consultation with the Steering Committee, shall be a member of the search committee in the event of a joint hire between AADS and a traditional department. The representative represents the interest of the program in the search and reports to the Program Director. The director and the AADS representative on the committee shall collaborate, in consultation with the steering committee, with the departmental committee to define all tenured and tenure-track searches relative to a job opening's chronological, geographic, or other parameters including the wording and placement of all job notices. The Steering Committee will vote on each joint hire candidate and forward its evaluation to the home Department.

B. Visiting Faculty and Adjunct Instructors

The Program Director, in consultation with the Steering Committee, shall make recommendations to the Dean for the appointment of visiting faculty, adjunct faculty, non-paid Visiting Fellows, and any other courtesy or affiliated appointments. Such appointments do not carry voting rights within the Program. The Director shall evaluate visiting faculty annually .

The Program Director shall appoint adjunct instructors as needed, in consultation with the Coordinator of Undergraduate Studies. The Director shall evaluate adjunct instructors annually and may seek input from the Coordinator of undergraduate studies.

C. Pre-doctoral Fellow

in March, the Steering Committee shall evaluate and select the pre-doctoral fellow for each academic year. The director shall make the appointment in consultation with the Office of the Dean.

VII. PROGRAM RULES AND PROCEDURES

Program Bylaws may be amended by presenting the proposed amendment in writing, discussing it at a steering committee meeting called for that purpose, and approving it by no less than a 2/3 majority of the committee members present at the meeting.

All meetings should take place during the 9 month academic year, unless special circumstances require that an immediate meeting take place during the summer.