Mission and Identity
With its mission rooted in interdisciplinary teaching, scholarship, and community service and with a special focus on cultural and international subjects, the ISD stands in a unique position to contribute to the University’s mission of diversity and community engagement. The programs within the ISD share a commitment to interdisciplinary learning and scholarship, critical cultural analysis, intersectionality, transnational perspectives, and public engagement.

This document respects the integrity of current degree programs and courses while encouraging and promoting department cohesion; shared governance; transparency; and collaborative thinking, planning, teaching, and research across disciplinary and field boundaries and at their intersections.

Robert's Rules
Robert’s Rules of Order, with some modifications, will be adhered to for all department business.

Department Faculty Member (DFM)
For purposes of Department governance, members of the Department Faculty include:
• Tenured and tenure-track faculty members whose tenure lines reside in the Department
• Lecturers whose lines reside in the Department
• Faculty members jointly appointed with the Department

All Department Faculty Members (DFM) are eligible to vote, unless otherwise noted.

Procedures for Establishing Joint Appointments with KSU Faculty
Programs or faculty members currently employed in another department or program at KSU who seek to establish a joint appointment with the Department of ISD should initiate the process by contacting the Chair of ISD and the Chair of their current department.
A faculty member desiring a joint appointment shall prepare an application package to the Department that includes the following:
- A letter outlining the applicant’s qualifications for serving in the Department and program, desired level of service (e.g. 50% teaching, 25% service), and preferred teaching and service obligations (e.g. teaching GWST 3000 each spring)
- A letter of support from the home department chair
- A curriculum vitae
- A draft Joint Appointment Memorandum of Understanding, with proposed work distribution and method of review, including tenure and promotion procedures.

1 These by-laws borrow language and procedures from the governing documents of KSU’s Dept. of Psychology, History and Philosophy, Political Science, and Foreign Languages as well as from guidelines adopted by the University of Kansas’ Department of American Studies and NYU’s Dept. of Social and Cultural Analysis.
ISD Affiliated and Part-Time Faculty

Faculty members from outside the department may participate in course delivery and/or service provided that those faculty members’ home department Chairs have approved the request in writing. ISD Affiliated Faculty are defined as tenure-track or non-tenure track (or emeritus) faculty members at Kennesaw State University who have affiliated with one or more ISD programs and who either 1) are scheduled to teach one or more ISD courses at least every two years; and/or 2) participate in curriculum development and assessment, programming, or other service activities in ISD. Normally, Affiliated Faculty are not voting members of the Department.

Active affiliates who make substantial contributions to ISD in teaching and/or service and who regularly attend Department meetings may request voting rights in writing, which will be decided on an individual basis. Voting rights must be approved by a 2/3 majority of DFMs.

Part-Time Faculty are those who teach courses for the Department or any of its programs on a course-by-course, semester-by-semester, as-needed basis. They are welcome to attend meetings, but do not have voting rights. They may request support for faculty development. Such requests do not take priority over those of DFMs, but they will receive prompt attention from the Chair and Assistant Chair.

Chair

Executive authority in the Department rests with the Chair, who—recognizing the Department’s commitment to shared governance—will regularly consult with the Department Faculty Council (DFC) in the implementation of Department policies.

The Chair is broadly responsible for the following tasks, and will work with the Assistant Chair and DFC when appropriate to ensure the fulfillment of these duties:

- Coordination of Department vision and strategic planning
- Evaluating faculty annually and as part of the university tenure and promotion process
- Budgeting and fiscal management of Department resources
- Managing day-to-day administrative responsibilities
- Providing for scheduling, including room assignments, coordination with other departments, and the development and circulation of a two-year schedule of courses
- Providing for student advisement
- Providing for mentorship of new faculty
- Supervising staff assigned to the Department
- Fostering high-quality teaching, service, and scholarship
- Creating a supportive, civil, and productive work environment/culture
- Coordinating relationships with external constituencies, including fundraising
- Administering academic/human resources/legal policies
- Assigning faculty and staff workloads, including service and teaching responsibilities of lecturers and part-time faculty
- Providing service and support to varied constituencies (college, university, and community)
- Coordinating the development of reports (e.g. assessment, SACS accreditation)
- Keeping a record of all committee assignments in the Department
• Serving as an advocate for and representative of the Department to the college, university, and external constituents
• Working with faculty to identify hiring priorities
• Maintaining appropriate files, records, and data pertaining to Departmental operations as required by the Deans and Vice President for Academic Affairs with due concern for confidentiality
• Assisting the Department in maintaining relationships with alumni and other external constituencies of the Department
• Managing student concerns
• Recruiting and orienting students
• Managing space and facilities
• Supervising the coordination of teaching schedules with faculty and Program Coordinators
• Communicating with the Department (including supervision of the content of listservs and web pages)
• Working with other Chairs to foster interdepartmental communication, design and clarify policies affecting ISD programs and jointly appointed faculty, and otherwise strengthen networks across departments

The Chair holds a twelve-month administrative appointment and negotiates his/her teaching load with the Dean of Humanities and Social Science.

Candidates for Chair must be tenured and hold the rank of associate or full professor. Chairs hired through a national search will have their tenure line in ISD.

Term, Tenure and Renewal of the Chair

Normally, the term of office of a Chair is 5 years, effective July 1.

The tenure of the Chair will be limited to two 5-year terms, which may be served consecutively.

At the end of a Chair’s second year, the DFC will conduct a Department-wide review of the Chair’s performance and consider the Department’s assessment with the Chair.

In the spring of the fourth year of a Chair’s first term, the Chair communicates to the Dean and the Department Faculty whether she/he would like to serve for a second term. In the affirmative, the Dean’s office, in consultation with the DFC, will conduct a referendum vote.

(1) All DFMs and full-time permanent staff will be invited to vote.
(2) Voting will be by secret ballot.
(3) After considering the vote of the faculty and following any additional consultation deemed appropriate by the Dean, the Dean will either reappoint the Chair for a second five-year term or initiate the process for selection of a new Chair.

After serving, the Chair becomes a faculty member with a nine-month contract, unless offered a different administrative post.
Chair Search Procedures

The Dean of CHSS, using the processes identified below, appoints the Chair Search Committee, which consists of at least 5 DFMs, a non-voting CHSS Department Chair, and a non-voting Associate Dean who Chairs the search committee.

The DFC, in conversation with the search committee chair, oversees the process of identifying DFMs to serve on the search committee, taking care to see that every program’s interests are represented. (For example, each program might be asked to select a representative to serve on the search committee.) If a member of the DFC wishes to serve on the search committee, that person will recuse himself or herself from the conversation about the makeup of the search committee.

Any DFM may volunteer to serve on the search committee. The search committee must include tenured and non-tenured DFMs.

The search committee shall follow the University policy on search procedures published on the Academic Affairs Website.

The search committee works on behalf of the Department in that it is responsible for screening applications for the position in question and implementing the various stages of the search process. However, Department Faculty Members (DFMs) are expected to participate in search activities and deliberations where specified. The search committee shall ensure that searches are conducted in a transparent manner and that input from the Department (including students and staff members) is encouraged and facilitated.

Contingent upon funding, the committee shall select up to three candidates per advertised position to invite to campus. After all candidates have completed on-campus interviews and the search committee has reviewed feedback from faculty, staff, and students about the candidates, the search committee shall rank the candidates the committee deems acceptable to hire. It will then make its recommendation to the Department.

The search committee chair shall present the search committee’s recommendations to the Department either by email or in a called or regularly scheduled Department meeting. DFMs shall vote by secret ballot to affirm or reject, by a simple majority of the voting members, the search committee’s recommendation in a timely manner (normally within 24 hours). There will be no voting by proxy. The search committee shall consider input and reconsider or affirm its ranking.

The search committee shall forward its recommendation to the CHSS Dean, with a copy to the Department.

A Chair has the option to step down before the 5-year term is over. If this happens, the Department will consult with the Dean about process, with preference given to the one described above.

Removal of Chair

Faculty may register their dissatisfaction on leadership as follows:
First, address the issues involved directly with the Chair.

Second, address the issues with the DFC.

Third, if issues remain unresolved, the faculty involved may seek the intervention of the Dean.

If the issues still remain unresolved, a vote of no-confidence in the Chair may be passed by the Department Faculty Members. To pass, a vote of no-confidence will require a two-thirds majority of the DFMs.

Interim Chair

In the event the Chair position is vacant, an Interim Chair will be appointed by the Dean of the College of Humanities and Social Sciences in consultation with the Departmental Faculty Council and the DFMs. If necessary, a national search will be launched as soon as possible to fill the Chair position. In that event, the Department will form a search committee (as per the above guidelines) to recommend candidates for Interim Chair to the Dean. The Interim Chair may serve up to three consecutive one-year renewable terms. In special circumstances the Interim Chair term may be shorter than one year. Renewal is contingent upon the support of a majority of DFMs and approval of the Dean. An Interim Chair must be a tenured DFM and hold the rank of associate or full professor.

If the Assistant Chair’s term ends during the time being served by an Interim Chair, the Interim Chair may choose, in consultation with the DFC, to nominate a new Assistant Chair. An Interim Chair is responsible for fulfilling all of the duties of a Department Chair, as described above.

Assistant Chair (AC)

The Assistant Chair shall be nominated by the Chair in consultation with the DFC. Only tenured DFMs are eligible to serve as Assistant Chair. It is expected that the Assistant Chair’s talents and skill set will complement those of the Chair. The nominee must be confirmed by a simple majority of the DFMs. The term of the Assistant Chair will normally run concurrent with and at the discretion of the Chair, with the same limit of two 5-year terms. The Assistant Chair negotiates the details of his/her appointment (such as 9-month or 12-month contract) and teaching load with the CHSS Dean. Normally, the AC’s teaching load will be two courses per semester.

The Assistant Chair is responsible for the following tasks:

- Coordinating the scheduling of classes, including room assignments, in conjunction with Program Coordinators and other departments, and the development and circulation of a two-year schedule of courses
- Coordinating assessment of general education courses and degree programs
- Conducting student advisement, along with program coordinators
- Coordinating the department’s events calendar
- Developing and drafting reports (such as assessment, strategic plan, SACS)
- Hiring and supervising part-time faculty
- Organizing department elections, including nominations, and keeping track of faculty terms of service on committees as well as other service assignments
- Keeping listservs and websites up to date.
• Helping to track numbers of majors, minors, and graduates
• Keeping up to date lists (names and contact information) of alumni
• Representing the Department at meetings when the Chair is unavailable
• Working with the graduate director on TA supervision

Department Faculty Council (DFC)
The DFC is advisory to the Chair, who holds decision-making authority at the department level. The Department expects the DFC to represent the interests of all academic programs and faculty ranks, and DFC members should make every effort to consult all constituents when dealing with Departmental matters.

The DFC is to promote collegiality and effective shared governance in the Department by enhancing communication among the Chair, faculty, and staff and by ensuring transparency in the development and implementation of Departmental policies including but not limited to: strategic planning, budgeting, hiring, space and resource allocation, work and teaching load, reassigned time, salaries and raises, appointment and reports of ad hoc committees, and other matters arising that may affect DFMs. The DFC shall have the right to prompt access to Departmental information relating to these matters.

At minimum, the DFC shall do the following:
• Meet once a month unless there is no Departmental business to address
• Once the Department has agreed to clear, written course-release and travel policies the DFC will review a spreadsheet of course-reassignment awards and travel reimbursements with an eye to equity and uniformity of application. The DFC will also collaborate with the Chair to address exceptions to the written policies that may arise.
• The DFC shall serve as the Department Awards Committee and Faculty Staff Evaluation Committee.
• The DFC may work with the Dean and/or the Ombuds Office to address issues arising in its work that may require such assistance.

Composition, Tenure and Election of Department Faculty Council (DFC)
The DFC is composed of three faculty members. A term on the DFC is three years, and terms will be staggered. The Assistant Chair shall take nominations for DFC positions and create a ballot. A plurality of DFMs will elect each member.

Faculty may serve more than one term, providing there is a hiatus of at least one year between terms.

A member of the DFC, normally the chair, will be selected to serve on the College Faculty Council.

Eligibility
Candidates for the DFC must be Department Faculty Members (DFMs). At least two of its three members must be tenured.
The following DFMs may not stand for election to the DFC: Chair, Assistant Chair, and Faculty whose appointments are 50 percent or more Administrative.

Program Coordinators (PC)

The purposes of ISD’s programs are to deliver the courses necessary to various academic degree programs (minors, majors, graduate degrees, certificates), foster faculty development in teaching and research, encourage collegiality, and promote program interests at KSU. Each academic program within the Department shall elect a Program Coordinator whose primary role is to support the development and delivery of the academic program and whose secondary role is public outreach.

The Coordinator shall, at minimum, serve the following functions for the program:

- Coordinate with the Chair, Assistant Chair, other PCs, and the Curriculum and Assessment committee in the planning, development, and implementation of the program. These duties include scheduling, monitoring course enrollments, tracking majors, minors and alumni (e.g., currently enrolled, number of graduates, job placement), advertising courses and programs. Curriculum planning and development and program faculty development is included in these collaborative duties.
- Work with the Assistant Chair to develop and carry out assessment plans for general education courses and degree programs and certificates.
- Identify faculty, including part-timers, to cover courses, and work with the Assistant Chair to supervise them.
- Recruit and advise students interested and enrolled in the program or its courses.
- Represent the program in Department and other meetings as appropriate.
- Prepare agendas and facilitate meetings of the Program faculty, as appropriate.
- Coordinate with other programs and DFMs in development and organization of special events and projects (e.g. speaker series).
- Coordinate program outreach to students, faculty, and staff at KSU and to the wider community in Atlanta and beyond.

Term and Election of Program Coordinators

Program Coordinators appointed after July 2014 serve 3-year terms, beginning with the fall semester, and may be re-elected upon approval by the program faculty and Chair. Normally, program coordinators are DFMs and are limited to two consecutive terms; this limit also applies to those who are currently serving. Exceptions to these provisions must be negotiated with the Chair and the Dean in consultation with the DFC.

Programs shall create procedures for soliciting nominations and voting for their Coordinators. Programs shall complete the voting process in the spring and forward the recommendation to the Chair for review and approval, in consultation with the DFC and DFMs.

In the event that a Coordinator position becomes vacant before completion of a term, a member of the program faculty can be elected to complete the unfinished term as an interim Coordinator.

Specific teaching load and compensation shall be negotiated with the Chair and CHSS Dean, with teaching load not to exceed 3/2.
Director of the MA in American Studies (AS)

The Director of the MA in AS provides leadership for curriculum development and assessment of the graduate program and represents American Studies on the council of graduate program directors. The Director also manages the admissions process, advertising, student advising, recruitment, tracking of RPG rates and alumni placements, periodic program review, and the selection, assignment, and overall supervision of GRAs and GTAs. The Program Director is responsible for tracking and supporting faculty and student work for the experiential learning requirement and the capstone experience in the MA program. The Program Director supervises the administrative associate assigned to the program and, in collaboration with that staff member, handles communications with potential and current students, alumni, and community partners. In cooperation with other Department leadership the Director manages scheduling for graduate AS courses. Additionally, the Director promotes the mission and significance of American Studies on campus and in public life.

The position of Director of the MA may be combined with the position of Program Coordinator of AS if the need arises, and as allowed by the Chair in consultation with the CHSS Dean.

Teaching load and contract year are negotiated with Department Chair and CHSS Dean, with the expectation that these and related compensation points will be developed with careful attention paid to comparable patterns among other graduate program directors in the College.

The Director of the MA serves a five-year term, which may be renewed once. A vote for renewal shall take place in the spring of the fourth year of a director’s term. Renewal is contingent on an affirmative vote by a simple majority of AMST faculty and voting affiliates, the recommendation of the ISD Chair, and the approval of the CHSS Dean. If the MA Director position is vacant, an internal search will be conducted to select an Interim Director who will serve until a new hire is complete. The process will be similar to the procedure described under the search for an Interim Chair with the caveat that the search committee will include at least 2 faculty affiliated with the American Studies program. As above, the Interim Director must also be recommended by the ISD Chair and approved by the CHSS Dean.

Relationship between Coordinators and Department Leadership

For reporting and review purposes, the Program Coordinators and the Director of the MA in American Studies report to the Chair.

Department Meetings

The Department shall schedule one formal departmental meeting each full month of the academic year. Department Faculty Members are expected to attend these meetings. Affiliated and part-time faculty are invited to attend, but normally do not have voting rights. They may also be asked to absent themselves from discussion of Department personnel issues.

Departmental administrative staff shall serve as secretary in the meetings for the purpose of taking minutes and saving them for future reference.

Other meetings may be called under special circumstances. Such meetings may be called by
by the Chair, Assistant Chair, DFC, or five or more DFMs.

368 **Online Voting**

369 Informed online voting is permitted when it is necessary to complete a vote before the next
370 regular Department meeting. Voting must be done on a secure site to assure voter confidentiality.
371 The decision to use an online vote should be made by the Chair in consultation with the DFC and
372 the Assistant Chair.

375 **Standing Committees**

376 Standing committees include the Curriculum and Assessment Committee and the Tenure,
377 Promotion and Joint Appointment Committee (TPJAC).

379 To ensure a smoothly running program, it is expected that Department Faculty Members will
380 provide service to ISD each calendar year. Faculty members shall have the opportunity to
381 volunteer for service assignments at the end of each fall semester for service beginning the next
382 calendar year. Committee members should include their service on their FPA. The Chair is
383 responsible for helping faculty members balance their service load with other responsibilities and
384 for ensuring equitable service loads across the department. The Chair may work with the
385 Assistant Chair and Department Faculty Members to establish ad-hoc committees to meet any
386 needs not covered by the standing committees.

388 Program affiliates may serve on a number of committees upon the recommendation of Program
389 Coordinators in consultation with the Chair and Assistant Chair. Program affiliates may not
390 serve on the TPJAC or the DFC.

392 The Chair, in consultation with the DFC, may appoint faculty to serve on committees if the need
393 arises or under special circumstances.

395 **Elections**

396 The Assistant Chair determines eligibility, solicits nominations for committee assignments at all
397 levels, and conducts elections by secret ballot.

399 The Assistant Chair shall consult with the Chair and manage elections for Department
400 representatives to serve on the following college- and university-level committees:
401 • University Faculty Senate
402 • College Tenure & Promotion Committee
403 • College Awards Committee
404 • Other college committees as necessary

406 **Election Procedures**

407 With the exception of TPJAC, all committees will be elected using the following procedures:
408 • The Assistant Chair will solicit nominations (including self-nominations) from the
409 Department Faculty Members. If there are not enough eligible DFMs willing to serve in
410 elected positions, then the Chair and Assistant Chair will recruit faculty to run for
411 election.
The ISD administrative specialist will distribute and collect ballots online (using Qualtrics or a similar program). Faculty will be given a week to return ballots, and votes will be confidential.

The Assistant Chair will count ballots at the end of the specified time for the election and announce who received the most votes for each position.

Tenure, Promotion, and Joint Appointment Committee (TPJAC)
The TPJAC serves the role outlined in the Faculty Handbook (i.e., third year review, tenure and promotion review) for faculty with 100 percent appointments in the Department. The committee also reviews applications for joint appointments with the department. Some members of TPJAC also serve on the Tenure and Promotion committees formed to review faculty with joint appointments. (See below for guidelines specific to joint appointed faculty.)

The TPJAC consists of five tenured Department Faculty Members. When possible, one of them must be a tenured Full Professor. Faculty under review for tenure and/or promotion and those serving at higher levels of review (e.g. CHSS) are ineligible, as is the Department Chair and DFM whose appointments are more than 50 percent Administration. The committee shall be elected by secret ballot of DFM.

All eligible DFM shall be listed on a ballot. Faculty with extenuating circumstances may appeal to the Chair to be excluded from consideration. The five who receive the highest number of votes will constitute the committee.

The Department Chair will convene and charge the committee before the end of spring semester, and the committee will elect a chair.

The committee chair:

- Schedules a meeting at the beginning of the fall semester and supervises the dividing up of tasks (as in who will serve on which third year review and T&P committees).
- Ensures that the review of jointly appointed faculty meets college and university guidelines.
- Outlines the basics of Robert’s Rules of Order for committee members.
- Keeps a written record of attendance, votes taken, and agenda of its meetings.
- Ensures that the committee maintains confidentiality in its deliberations.
- Coordinates letter writing and communication to other reviewers.

Given the significance of the decisions rendered by this committee and the relatively short duration of its service, all members assign high priority to work required of the TPJAC. Attendance at meetings and attention to the portfolios are crucial.

Third Year, Tenure, and Promotion Review of Joint Appointment Faculty

When a faculty member holding a joint appointment with the Department undergoes third year, promotion, or tenure review, the review committee will be organized according to CHSS policy and the faculty member’s MOU. The two committee members representing ISD will be chosen from the Department TPJAC committee by the TPJAC chair in consultation with the Assistant
In cases where the faculty member’s home department is ISD, the committee shall consist of the TPJAC chair, two members of the Department TPJAC (as selected by the TPJAC chair in consultation with the Assistant Chair), and two members from the Tenure and Promotion committee of the faculty’s second department. The TPJAC chair is responsible for ensuring that the review meets University and Department guidelines and follows the process outlined above.

Procedures for establishing Joint Appointments are outlined under the heading Procedures for Establishing Joint Appointments with KSU Faculty.

Curriculum and Assessment Committee

This committee is responsible for reviewing requested modifications to the undergraduate and graduate program curricula. The committee has the authority to periodically review the undergraduate and graduate programs for effectiveness and suggest modifications. This committee is also responsible for working with the Assistant Chair and Program Coordinators on assessment. The committee should review assessment plans for general education courses and ISD degree programs and aid in carrying out those assessments in a timely manner.

The committee shall consist of three to five members who serve staggered two-year terms. Should more than five members volunteer to serve, an election will be held in order to form a five-person committee.

The committee shall elect a chair at the beginning of each calendar year. The chair receives proposals, calls meetings, sets agendas, alerts the Department to meetings and business, maintains records of actions taken, manages voting, and communicates with other levels of review.

The Chair of the Committee is the Department’s representative to the CHSS Curriculum Committee.

Faculty members proposing changes to the curriculum must complete and submit all forms required by the CHSS Curriculum Committee and UPCC/GPCC and include those in the proposal package.

Proposed changes to the curriculum shall be submitted to the committee chair. The committee chair shall distribute proposals to committee faculty at least one week prior to the scheduled meetings/votes, with copy to the DFM. Department Faculty Members are invited to attend and participate in committee deliberations. Proposals approved by the Curriculum and Assessment Committee will be brought to the Department for a vote.

The Curriculum and Assessment Committee is charged with the task of ensuring that all course proposals fit within the overall goals of the department; in that capacity, the committee may send proposals back for rewrite or may reject them after consultation with the author(s) of the proposals.

Consultation with the Department Chair or other persons participating in higher levels of review should be avoided.
At least one faculty member involved in developing the proposal must be available at the request of the Department Curriculum and Assessment Committee. It is expected that at least one faculty member involved in developing the proposal will also be present at CHSS and UPCC/GPCC reviews. Only after changes are approved may a proposal be submitted to the next level. Once the committee approves proposals, the committee chair is responsible for moving the proposal to the next level of review. Faculty members involved in developing proposals are responsible for monitoring higher levels of review (i.e., DFM, CHSS, UPCC, GPCC).

Proposed changes to the undergraduate curriculum are reviewed in the following order:

1. Department Curriculum Committee (approval by simple majority of the committee, email voting is allowed)
2. Chair
3. Department
4. CHSS curriculum committee
5. Dean
6. UPCC

Changes to the graduate curriculum are reviewed in the following order:

1. Director of the Graduate program.
2. Department Curriculum Committee (approval by simple majority of the committee, email voting is allowed)
3. Chair
4. CHSS curriculum committee
5. Dean
6. GPCC

Ad Hoc Committees
Ad Hoc Department committees will be formed by the Chair, in consultation with the DFC and Assistant Chair as needed and when time permits. Ad Hoc committees in individual programs may be formed by the Coordinators as needed, and such committees may include members beyond Department Faculty Members (affiliates, part-time faculty, graduate students, etc.).

College and University Committees
The Chair will make a recommendation in consultation with the Assistant Chair to fill college and university committees, unless the by-laws specify that they shall be elected or filled by a member of the Department committee (e.g. DFC/CFC).

Search Procedures for Tenure Track Faculty in ISD
All search committees will operate in accord with established university search procedures. Chairs of search committees will be required to complete on-line search committee training.

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3 Changes affecting the KSU General Education Program need to be reviewed by the General Education Council and approved by the BOR.
provided by Academic Affairs. The following search procedures apply in the hiring of tenure-track faculty in the Department.\(^4\)

The Chair is responsible for assembling a search committee that reflects the range of fields identified and the diversity of learners and scholars on the KSU campus. At least one non-tenured DFM must be on the search committee. A committee chair is appointed by the Department Chair, in consultation with the DFC and the appropriate program coordinator(s).

The Search Committee shall follow the University policy on search procedures published on the Academic Affairs web site.

The search committee works on behalf of the Department in that it is responsible for screening applications for the position(s) in question and implementing the various stages of the search process. However, Department Faculty Members are expected to participate in search activities and deliberations where specified. Deliberations of the search committee must be kept confidential, but aside from this the search committee shall work to ensure that searches are conducted in a transparent manner and input from the Department is encouraged and facilitated.

The search committee shall make the files of finalists available for preview by DFMs taking care to maintain the confidentiality of candidates (i.e. scanned materials shall not be posted to a public website).

Program faculty and faculty from related centers and program (who may or may not be DFMs) may be asked to serve as committee members. Staff members, part-time faculty, and affiliates are encouraged to participate in all public proceedings.

The search committee shall prepare a set of questions to be used in all of the interviews for the position.

As part of the deliberations, the committee may choose to conduct interviews by telephone or Skype to help narrow the pool of candidates. All interviews—no matter when or where they occur—shall have two or more search committee members present.

The committee shall select up to three candidates per advertised position to invite to campus. After all final candidates have completed on-campus interviews and the search committee has reviewed feedback from faculty, staff, and students about the candidates, it will make its recommendation to the Department. (Process described below.)

The committee shall call at least three references for each candidate invited to campus. One of the references must be the candidate’s immediate supervisor; another must be outside of the list of references provided by the candidate. (In the event that the candidate has not listed his/her immediate supervisor as a reference, the immediate supervisor and reference from off the list can be the same person.)

\(^4\) Similar procedures are followed in searches for the Director of the MA in American Studies, except that the Dean appoints the Search Committee in consultation with the Department Chair.
The committee shall decide the appropriate format for campus presentations for each particular position (e.g., teaching a class, vision for the program, research talk) and provide that information to the candidates well in advance of their visit. Every candidate for a particular position must be asked to do the same sort of presentation(s).

The search committee shall set up the candidate’s campus interview schedule in such a way as to maximize opportunities for ISD faculty, staff, and students to interact with the candidate. Care should be taken to arrange presentations at times when most faculty, staff, and students may attend and to alert faculty in all related centers and programs of the candidate’s schedule, including CHSS faculty (via email and with posting on ISD website).

The search committee shall survey all who attend these events.

Giving consideration to the results of the surveys, reactions to the candidate, as well as the search committee members’ reactions to the candidates, the search committee shall rank the candidates the committee deems acceptable to hire and discuss the decision with the Chair.

The search committee chair shall present its recommendations (i.e. rankings) to DFMs either by email or in a special or regularly scheduled Department meeting. DFMs will be given 24 hours in which to communicate to the Department Chair their responses to the search committee’s recommendation. The Chair will communicate those responses to the search committee as soon as the deadline has passed, and the search committee shall consider input and reconsider or affirm its ranking that day. The search committee shall forward its final ranking to the Chair, who will forward the list of acceptable candidates to the CHSS Dean for approval.

Approval and Amendment of By-Laws

By-laws must be approved or amended by a two-thirds majority of DFMs. Amendments must be shared at least one week in advance of the department meeting at which they will be discussed. Voting will be by secret ballot, whether online or at a meeting.

Approved by vote of the ISD DFM, September 24, 2014.

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<td>Robby Lieberman</td>
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