

# Humanities & Western Civilization Program Bylaws

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## **BYLAWS-1. Governance**

### **BYLAWS-1.1. Program Committee**

The HWC Program Committee serves as the governing committee of the Humanities & Western Civilization 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 on the first 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.

#### **BYLAWS-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);
- Assistant Director;
- Tenured and tenure-track faculty;
- Multi-term Lecturers;
- One undergraduate representative, elected by students (majors, minors, & Western Civ. students);
- At least one GTA representative, selected by the GTEX president from among the elected GTEX members; and
- Three faculty members at large, nominated from among CLAS tenured faculty, and ranked by a vote of the members of the Program Committee at the last meeting of the spring semester; nominees are contacted in rank order by the HWC director, and if the nomination is accepted, appointed to the HWC Program as Courtesy faculty.

The Program Committee may grant temporary membership and voting privileges to other persons (e.g., part-time lecturers) on a case-by-case basis.

#### **BYLAWS-1.1.2. Executive Session**

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

#### **BYLAWS-1.1.3. Recorder**

A recorder appointed by the Director is responsible for the timely recording, approval, and publication of meeting minutes each month. 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 executive session, the transition will be noted in the minutes, but the discussions will be confidential.

#### **BYLAWS-1.1.4. Standing Committees**

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

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

- The Director, who serves *ex officio*;

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

The Faculty Development Committee oversees applications for the faculty development travel fund, peer evaluations of teaching, and conducts the annual faculty evaluations in accordance with the Faculty Evaluation Plan approved by the Program Committee.

**BYLAWS-1.1.4.2. Promotion and Tenure Committee.** The Promotion and Tenure Committee (P&T) consists of the following persons:

- The Director, who serves *ex officio*;
- Tenured faculty with a rank equivalent to or the rank for which the candidate is being considered.
- Unclassified academic staff 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 and Western Civilization Program.

#### **BYLAWS-1.1.5. Working Groups**

At the first meetings of the fall and spring semester, the Program Committee establishes and populates working groups to address the issues facing the HWC Program during the coming academic year. Each member of the Program Committee (excluding the three at-large faculty) must serve on at least one working group. Working groups present their recommendations to the Program Committee for discussion and final approval. In the fall semester, the Program Committee establishes a working group to oversee and determine the prizes administered by HWC (Distinguished GTA Instructorship, HWC Writing Award, Ted Johnson Award).

#### **BYLAWS-1.1.6. Academic Misconduct Panels**

The Academic Misconduct Panel is convened by the Assistant Director but consists of three full-time faculty members, drawn from tenure and tenure-track faculty, unclassified academic staff, and multi-term lecturers. These faculty serve on a rotating basis. The Assistant Director convenes the panels *ad hoc* whenever a student makes an appeal. Academic misconduct panel procedures are described in the HWC policies.

#### **BYLAWS-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 serves as the search committee for the position of director of HWC.

#### **BYLAWS-1.1.8. Peace and Conflict Studies Advisory Board**

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

- The HWC Director;
- The HWC Peace and Conflict Studies Coordinator;
- HWC 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.

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

*Revised 05/01/2012.*

## **BYLAWS-2. Administration**

### **BYLAWS-2.1. Director**

Administration of the Humanities and Western Civilization 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 HWC 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 Program's professional staff;
- Develops appropriate resources for the Program through frequent and effective communication with the Dean and contact Associate 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.

### **BYLAWS-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, coordinates the writing program and the advising of undergraduate majors, administers the Donna Evans Kingsbury Scholarship, is the liaison for the University Honors Program, is the liaison for the College Committee on Undergraduate Studies and Advising, participates in GTA supervision, and manages resource development.

### **BYLAWS-2.3. Assistant Director**

The Assistant Director, who also holds a half-time lecturer position, oversees Western Civilization class scheduling and GTA supervision, provides a first-level response to student and GTA complaints, coordinates classroom space for final examinations, and plans the annual orientation program and weekly staff training sessions.