BY-LAWS

of

THE AFRICANA STUDIES PROGRAM
TEXAS A&M UNIVERSITY

Part I: Program Faculty

Membership in the Program Faculty may exist in the following forms:

1. **Core Faculty.** Includes all full-time faculty (tenure and non-tenure track) with joint appointments in Africana Studies and another program or department.

   a. Responsibilities: Core Faculty in Africana Studies normally teach core and cross-listed courses in the Program in proportion to the segment of their appointment that is located in Africana Studies. They are expected to participate in research activities that forward the intellectual and pedagogical mission of the Program. Core faculty members will attend Africana Studies program committee meeting and also participate in program governance, including such personnel matters as establishing and periodically updating criteria for reappointment, promotion, and tenure within the Program. Service responsibilities will be allocated with consideration of service burdens that arise from the other portion of the joint appointment of core faculty members.

   b. Rights: In compliance with University and College of Liberal Arts policies and procedures, core Africana Studies faculty are expected to exercise full voting rights on issues regarding Africana Studies program on which votes are taken, including personnel matters.

   c. Review: Core Faculty in the interdisciplinary field of Africana Studies are regularly reviewed for merit, reappointment, promotion, and tenure by the Coordinator, a Merit Review Subcommittee, and (if applicable) an Evaluation Subcommittee and the Personnel Committee in Africana Studies, in accordance with the evaluative procedures mandated by the University and College of Liberal Arts for teaching, service, and scholarship. Core Faculty will also undergo evaluation in the other department(s) and/or program(s) to which they belong. These departments/programs will be informed in a timely fashion of the results of the review undergone within Africana Studies.

2. **Associated Faculty.** Includes all full-time faculty (tenure and non-tenure track) with joint appointments in Africana Studies and another program or
a. Responsibilities: Associated Faculty normally teach core or cross-listed courses for Africana Studies in proportion to the segment of their appointment that is located in Africana Studies. They also participate in program governance, including personnel matters, among them the establishing and periodic updating of criteria for reappointment, promotion, and tenure within the Program. However, service responsibilities beyond the exercise of voting rights and attendance at faculty meetings should be assigned with an awareness that Associated Faculty will typically also have service burdens that arise from the other portion of their joint appointment.

b. Rights: Associated Faculty have full voting rights in Africana Studies on program issues on which votes are taken, including personnel matters, as long as University and College of Liberal Arts policies are complied with. Associated Faculty are eligible to serve on governance committees, including personnel committees, within the Program.

c. Membership: Faculty with current appointments in the university may become associated faculty in Africana Studies upon application to the Program (see section 3c) and with administrative approval.

d. Review: Associated Faculty in the interdisciplinary field of Africana studies are regularly reviewed for merit, reappointment, promotion, and tenure by the Director, a Merit Review Subcommittee, and, if applicable, an Evaluation Subcommittee and the Personnel Committee in Africana Studies, in accordance with the evaluative procedures mandated by the University and College of Liberal Arts for teaching, service, and scholarship. Associated Faculty will also undergo evaluation in the other department(s) and/or program(s) to which they belong. These departments/programs will be informed in a timely fashion of the results of the review undergone within Africana Studies.

3. **Affiliated Faculty.** Includes all full-time faculty (tenure and non-tenure track) whose TAMU appointments are in other departments or interdisciplinary programs, but who have made formal commitments to teach at least one-eighth of their courses (core and/or cross-listed) in Africana Studies, under the provisions outlined below.

   a. Responsibilities: Affiliated Faculty normally teach a minimum of one course (core or cross-listed) for Africana Studies out of every eight courses that they offer within the University. Affiliated Faculty on reduced nine-month teaching loads (below 2-2) are responsible for providing the Program Coordinator with written notice of the reduction. Affiliated
Faculty are expected to participate in research and other activities that advance the intellectual and pedagogical mission of the Africana Studies Program. However, it is anticipated that their primary service responsibilities will be situated within their home departments.

b. Rights: Affiliated Faculty have full voting rights in Africana Studies on program issues on which votes are taken, including personnel matters, as long as University and College of Liberal Arts policies are complied with.

c. Membership: Affiliated Faculty join the program with the concurrence of the Affiliated Faculty’s department head, following an application process that consists of the following steps:

1. The faculty member sends the Africana Studies Coordinator a current curriculum vitae highlighting research, teaching, and service activities related to the Program’s mission, along with a written application explaining the nature of his/her commitment to Africana Studies, and acknowledging the responsibilities that Affiliated Faculty status entails (as detailed in Paragraph 2a), and petitioning to participate in the Program’s governance.

2. The Coordinator brings the application to the attention of existing Africana Studies Core and Affiliated Faculty, or, if fewer than ten such individuals exist, to the attention of the Program Review Committee. The application file is made available over a period of at least two weeks during the fall or spring semester to prospective voters, who will be asked to acknowledge either in writing or electronically that they have read the file. Those who acknowledge reading the file will be eligible to vote by sealed ballot to accept or deny the application.

3. If a majority of votes cast in step 2c(2) is for acceptance, the Coordinator notifies the relevant department head of the status of the faculty member’s application and asks the department head to sign a form that acknowledges the teaching, research, and service requirements for Affiliated Faculty status in Africana Studies. Once the form is signed, the status of Affiliated Africana Studies faculty is conferred.

4. Affiliated Faculty members may, with due written notice to the Africana Studies Program Coordinator, suspend or terminate their program affiliation (for instance, because their research is turning away from Africana Studies or because a staffing problem in their home department makes it temporarily impossible for them to fulfill their commitment to the Africana Studies program). Faculty may restore their affiliation by writing a letter to the Coordinator requesting that this be done and securing the Coordinator’s approval of this request.

5. Affiliated Faculty who are not deemed to be fulfilling their teaching
and service obligations to the Program may, with the approval of a majority of the Program Review Committee, have their Program affiliation suspended. Before this step is taken, the Coordinator will notify the faculty member, in writing, of the nature of the concern and indicate the steps that the faculty member would need to take to correct the problem in order to preserve his/her Affiliated standing. The faculty member may respond, in writing, to the Program Review Committee within two weeks of the original notification, providing reasons why the Committee might temporarily waive teaching and/or service obligations in this case (e.g., the faculty member had recently offered a course within the Program that was cancelled due to under-enrollment) and indicating when he or she expects next to teach a Program course. The Program Review Committee, in consultation with the Coordinator, will then vote to sustain or overturn the original suspension.

d. Review: Affiliated Faculty do not undergo regular review for merit, reappointment, promotion, and tenure within the Program, but the Program Coordinator is charged with writing an annual letter to the head of the relevant department every year that a member of the Affiliated Faculty has taught for or otherwise served the Program. The letter should address the nature and extent of the Affiliate’s contribution to the Program (research, teaching, and/or service). Affiliated Faculty are encouraged to provide the Coordinator with updated curriculum vitae and other relevant information to assist in the writing of these letters.

4. Senior Lecturers, Lecturers, Assistant Lecturers, Visiting Faculty, and Scholars/Artists/Writers in Residence. May include TAMU administrative staff who hold a Master’s or doctoral degree and visiting faculty with short-term academic appointments at TAMU, paid or unpaid, who demonstrate research and teaching expertise in the interdisciplinary field of Africana studies.

a. Appointment. Senior Lecturers, Lecturers, Assistant Lecturers, Visiting Faculty, and Scholars/Artists/Writers in Residence are recommended for appointment by the Program Coordinator with the approval of the Program Review Committee.

b. Responsibilities: Senior Lecturers, Lecturers, Assistant Lecturers, Visiting Faculty, and Scholars/Artists/Writers in Residence teach courses in Africana Studies, as defined by the Coordinator in accordance with the academic needs of the program.

c. Rights: Senior Lecturers, Lecturers, Assistant Lecturers, Visiting Faculty, and Scholars/Artists/Writers in Residence are eligible to serve, upon
appointment by the Coordinator, in a nonvoting advisory capacity on all non-personnel governance committees. They may be invited to participate as nonvoting advisors in discussions of relevant administrative matters (e.g., hiring questions), at the discretion of the Program Coordinator and/or the Program Review Committee.

5. Graduate Assistants. TAMU graduate students whose teaching assignments include Africana Studies courses are not considered members of the Program faculty. They may be invited to participate as nonvoting advisors in discussions of relevant administrative matters (e.g., hiring questions), at the discretion of the Program Coordinator and/or the Program Review Committee.

6. Other Program Faculty and Staff. With the advice of the Program Review Committee, the Coordinator will decide cases of questioned status under this provision.

Part II: Program Committee

A. The Program Review Committee

1. Membership
   a. The Program Review Committee consists of at least seven members: the Program Coordinator and six other members of the faculty/administrative staff who are appointed by the Dean or Associate Dean of the College of Liberal Arts in consultation with the Coordinator. Committee members represent a mixture of academic ranks and disciplinary departments that teach or contribute cross-listed courses to the Program.
   b. The Program Coordinator chairs the Program Review Committee.
   c. Any member of the Program faculty, as defined in Part I above, is eligible for appointment to the Program Review Committee. Faculty members who are not members of the Program faculty may also serve on this Committee if, in the judgment of the Program Coordinator, their service would be of benefit to the Program.
d. Members typically serve staggered three-year terms; consecutive terms are possible.

2. Meetings
   a. The Program Review Committee meets as often as necessary to conduct its business, but in any case it must meet at least once a semester during the academic year.
   b. The Program Coordinator is responsible for distributing a notice of agenda items before the meeting and for providing minutes of each meeting within five working days to all committee members and to the Program Faculty.

3. Duties

The Program Review Committee is charged with the following:

   a. establishing guidelines for courses that may be cross-listed with Africana Studies;
   b. establishing guidelines for core courses within the Africana Studies program;
   c. advising the Program Coordinator on matters relating to Program development—e.g., hiring needs;
   d. serving on ad-hoc committees constituted by the Program Coordinator;
   e. judging awards applications made to the Program.

B. Personnel Committee

1. Membership
   a. The Personnel Committee consists of all tenured members of the Core and Affiliated Faculties of the Program. The Program Coordinator also sits ex officio on this Committee as a nonvoting member.
   b. The Program Coordinator chairs the Personnel Committee.
   c. Committee members are expected to recuse themselves from the consideration of cases in which a conflict of interest exists.

2. Subcommittees
   a. Members of the Personnel Committee may sit on one or both of the following subcommittees: (1) an Evaluation Subcommittee, which typically consists of three members appointed by the Program Coordinator in consultation with the Core or Associated Faculty member undergoing mid-term review, promotion and tenure review, or
promotion to full professor; (2) a Merit Review subcommittee, which consists of five tenured members of the Core or Affiliated Faculties of the Program and whose membership is determined by a sealed-ballot election, with self-nominations accepted and all members of the Core, Associated, and Affiliated Faculties eligible to vote for Subcommittee members. The Program Coordinator also sits ex officio on the Merit Review Subcommittee as a nonvoting member. As far as possible, both Subcommittees should consist of tenured Core and Associated Faculty members, but Affiliated Faculty members are also eligible to serve.

b. Members of the Evaluation Subcommittee will prepare three separate draft reports on the candidate undergoing review, covering teaching, research or creative work, and service in the interdisciplinary field of Africana Studies, plus a fourth, summary report that makes a recommendation on the case being reviewed. All assessments will employ the general criteria established by the relevant College and the specific Program criteria agreed upon by the Program Faculty. These four reports will form the basis for discussion at a meeting of the Program’s Personnel Committee convened for the purpose of discussing the case(s), and will accompany the materials assembled by each candidate, the results of the Personnel Committee’s vote, and the Program Coordinator’s separate recommendation in a dossier sent to the appropriate Dean for review.

c. Members of the Merit Review Subcommittee typically serve staggered three-year terms. They are charged with the annual evaluation of all members of the Core Program Faculty. Program faculty under review will submit reports on their achievements that conform to a checklist devised by the Program in conformity with University and College procedures. The Subcommittee will consider the material in accordance with University and College procedures.

Part III: Procedures for the Ratification and Amendment of the By-Laws

A. Ratification

These by-laws will take effect when they have been ratified by a vote of two-thirds of those voting. The vote, by sealed ballot, will be organized by the
Coordinator. The Dean of the College of Liberal Arts and the Dean of Faculties
will then ratify the final draft.

B. Amendments

1. These by-laws may be amended by the initiative of the Program Review
   Committee or by faculty petition, but each method requires ratification by a
   faculty vote.
2. Proposals for amendments initiated through faculty petition must be signed by
   20% of those faculty members who are eligible to vote according to the current
   by-laws.
3. The faculty shall vote upon proposed amendments through a ballot conducted
   only during the Fall or Spring semesters. To be adopted, a proposed
   amendment must be approved by two-thirds of the faculty voting.