BY-LAWS

of

THE FILM STUDIES PROGRAM
TEXAS A&M UNIVERSITY

Final Draft, May 10, 2006

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) whose exclusive appointments and/or tenure homes are in Film Studies.

   a. Responsibilities: Core Faculty conduct their teaching, research, and service in accordance with university expectations for faculty with exclusive appointments. In particular, they are expected to participate in research activities that forward the Program's intellectual and pedagogical mission and to teach core and cross-listed courses within Film Studies. Normally, Core Faculty will attend faculty meetings, serve on Program committees, and participate in program governance, including the establishing and periodic updating of criteria for reappointment, promotion, and tenure within the Program.

   b. Rights: Core Faculty have voting rights in Film Studies on program issues on which votes are taken, including personnel matters, as long as university policies are complied with. Among other matters, these policies govern the right to participate in decisions about appointment, reappointment, promotion, tenure, and merit evaluation of tenured or tenure-track faculty. Core Faculty are eligible to serve on governance committees, including personnel committees, within the Program.

   c. Review: Core Faculty in the interdisciplinary field of Film 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 Film Studies, in accordance with the evaluative procedures mandated by the College of Liberal Arts and the University for teaching, service, and scholarship.

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

   a. Responsibilities: Associated Faculty in Film Studies normally teach core and cross-listed courses in the Program in proportion to the segment of their appointment that is located in Film Studies. They are expected to participate in research activities that forward the intellectual and pedagogical mission of the Program. They also participate in program governance, including personnel matters, among them the establishing and periodic updating of
c. Membership: Faculty with current appointments in the university may become associated faculty in Film Studies upon application to the Program (see section 3c) and with administrative approval.

d. Review: Affiliated Faculty in the interdisciplinary field of Film 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 Film Studies, in accordance with the evaluative procedures mandated by the University 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 Film 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 Film Studies, under the provisions outlined below.

   a. Responsibilities: Affiliated Faculty normally teach a minimum of one course (core or cross-listed) for Film 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 activities that forward the intellectual and pedagogical mission of the Program and (as eligible) to vote on personnel matters; they may, if appointed by the Coordinator, serve on governance committees, including Evaluation and/or Merit Review Subcommittees, and join in the establishing and periodic updating of criteria for reappointment, promotion, and tenure within the 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 Film Studies on program issues on which votes are taken, including personnel matters, as long as University 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 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 Film Studies, acknowledging the responsibilities that Affiliated Faculty status entails (see paragraph 3a), and petitioning to participate in the Program's governance.
(2) The Coordinator brings the application to the attention of existing Film Studies Core, Associated, and Affiliated Faculty, or, if fewer than ten such individuals exist, to that 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 sign a sheet indicating that they have read the file. Those who have signed will be eligible to vote by sealed ballot to accept or deny the application.

(3) If a majority of votes cast in step (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. Once the form is signed, the status is conferred.

Affiliated Faculty may, with due written notice to the Film Studies Program Coordinator, suspend or terminate their Program affiliation (for instance, because their research is turning away from film studies or because a staffing problem in their home department makes it temporarily impossible for them to fulfill their commitment to the 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.

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 underenrollment) 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 film 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 Film 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 Film 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), or to join appropriate Program committees (typically as nonvoting members), at the discretion of the Program Coordinator and/or the Program Review Committee.

The Program Review Committee will decide cases of questioned status under this provision.

Part II: Program Committees

A. The Program Review Committee

1. Membership
   a. The Program Review Committee consists of at least seven members: the Program Coordinator and members of the faculty and administrative staff 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 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. judging awards applications made to the Program
b. establishing guidelines for courses that may be cross-listed with Film Studies
c. establishing guidelines for core courses within Film Studies
d. advising the Program Coordinator on matters relating to Program development—e.g., hiring needs.

B. Personnel Committee

I. Membership

a. The Personnel Committee consists of all tenured members of the Core, Associated, or 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 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, Associated, and/or Affiliated Faculties of the Program and whose membership is determined by 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 Film 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 and Associated Program Faculties. 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 then assign each report to a category ranging from "most meritorious" to "unsatisfactory" and provide a rationale for its findings. In the case of Core and Associated Faculty members who have not yet been considered for tenure, the findings of the Merit Review Subcommittee will be made available to the entire Personnel Committee, which will vote to accept or amend them. The result, together with the separate recommendation of the Program Coordinator, will then be sent to the appropriate Dean. For annual reviews of tenured faculty members, the Subcommittee's findings will go directly to the Program Coordinator, who will forward them to the Dean along with the Coordinator's recommendations.

3. Responsibilities
   a. With the help of the Merit Review Subcommittee (see above, B2a and B2c), the Personnel Committee votes on annual merit reviews of untenured Core and Associated Faculty in the Program for the purpose of allocating merit raises (when funds may be available for this purpose).
   b. With the help of the Evaluation Subcommittee(s) (see above, B2a and B2b), the Personnel Committee is responsible for examining and voting on reappointment, tenure, and promotion cases involving Core or Associated Faculty. In the case of Associated Faculty members, a joint meeting of the Personnel Committees (or equivalents) from all departments and/or programs sharing the line may be convened to discuss the dossier and share information regarding the candidate's evaluation from the perspective of the respective department(s) and program(s). In such a case, the Personnel Committee will reconvene after this joint session to discuss the case further; to approve the reports of the Evaluation Subcommittee on research/creative activities, teaching, and service; and to receive ballots for voting regarding tenure and promotion.
   c. Absentee ballots are permissible in merit review and in cases of reappointment, tenure, and/or promotion so long as the faculty member voting signs a sheet, to be kept with the candidate's materials during the period of review by the Program, indicating that s/he has duly studied these materials. Ballots will be placed in a clearly identifiable ballot box located in the Program office. All votes cast on a matter involving tenure must be signed by the voter; votes in other cases may be placed in a sealed envelope, which in turn is placed in another sealed envelope and signed across the back flap. Votes are due at 5 p.m. two working days after the relevant meeting of the Personnel Committee.
   d. Once the votes have been counted, the Program Coordinator writes a separate report to the Dean of the College of Liberal Arts, indicating his/her recommendation, enclosing the Committee's recommendations, and advising the Dean of the results of the Program Faculty's vote.
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 and approved by the Dean of the College of Liberal Arts and the Dean of Faculties. The vote, by sealed ballot, will be organized by the Coordinator.

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 the voting faculty.
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.