

Asian Studies Program By-laws

April 9, 2012

I. Membership

Membership in the Asian Studies Program (ASP) shall consist of faculty appointed in Asian studies, jointly appointed in Asian Studies and other departments, and affiliated faculty.

A. Faculty with appointments or joint appointments in ASP shall undergo annual, tenure and promotion, and post-tenure reviews in accordance with guidelines in the College of Arts and Sciences.

B. Affiliated faculty shall include all faculty under contract with U of L (full- or part-time) who 1) have taught or proposed a ASP course, and/or 2) have expressed an interest in ASP by regularly attending program meetings or being an active member of an ASP committee. Faculty can apply for affiliated status by completing application material and submitting it for the approval of the ASP director.

C. ASP appointed faculty, jointly appointed faculty, and affiliated faculty responsibilities are:

- 1) Attending ASP meetings regularly and/or being an active member of an ASP committee.
- 2) Submitting a course syllabus for ASP courses to the ASP office in the semester in which the affiliated faculty member is teaching the course.
- 3) Observing ASP policies concerning ASP courses.
- 4) Keeping an up-to-date CV on file in the ASP office.
- 5) Being willing to advise ASP Independent Studies students, and/or graduate students.

D. All members of ASP as defined above shall be eligible to vote on all substantive matters that shall come before the ASP except where noted below. Voting will take place at ASP meetings.

- On personnel matters involving hiring, each the ASP appointed faculty member or jointly appointed faculty member has one vote. The affiliated faculty as a unit shall have the weight of one vote.
- On personnel matters involving tenure and promotion, only ASP appointed faculty, or jointly appointed faculty, may vote, as specified in the personnel policy of the College of Arts and Sciences.

E. The program shall meet twice a semester at such times and places as the Director shall designate by e-mail and/or written notice to members.

F. The evaluation of ASP faculty affiliates is performed by the departments in which they have primary appointments. The evaluation of performance of advising

independent studies and graduate students and service to non-College/University committees falls to the departments in which the faculty affiliates have primary appointments also.

II. Director

- A. The Director shall be a tenured member of the ASP appointed faculty or jointly appointed faculty.
- B. The Director serves a five-year term, with the possibility for one renewal, at the pleasure of the Dean.
- C. Election of the Director shall proceed according to the rules established by the College of Arts and Sciences.
- D. Nominations for the position of the Director will be solicited from all ASP members.
- E. ASP appointed faculty and jointly appointed faculty are eligible to vote in the election of a Director. The ASP appointed faculty or jointly appointed faculty each have one vote. The Affiliated faculty as a unit shall have the weight of one vote.
- F. Review of the Director shall proceed according to the rules established by the College of Arts and Sciences.

III. Committees

A. Standing Committees. There shall be two standing committees of the Asian Studies Program.

- 1) The curriculum committee will review new course proposals, new curriculum proposals or proposals to change the curriculum, and it will periodically review ASP courses.
- 2) The personnel committee will evaluate faculty appointed in ASP faculty lines or in joint positions for purposes of annual salary review and tenure and promotion reviews.

B. Other Committees. The members of the Asian Studies Program or the Director may create ad hoc committees as may be deemed necessary.

C. Membership and duties of committees.

- 1) Each standing committee shall consist of at least three members, and the election process shall insure that the three positions do not become vacant in the same year.
- 2) Any member of the Asian Studies Program may stand for election to committees and may be appointed to ad hoc committees, except where noted below.

- The Curriculum Committee shall be made up of ASP appointed faculty, jointly appointed faculty, and/or affiliated faculty. The Director shall be an ex officio voting member of the Curriculum Committee.
- The Personnel Committee shall be made up of three ASP appointed faculty and jointly appointed faculty, at least two of whom must be tenured.
- The standing committees shall meet as needed and shall report their actions since the last meeting to each meeting of the Program.

IV. Precedence Any by-law, rule, or order of the College of Arts and Sciences or of the University which is in conflict with any part of these By-laws shall take precedence over these By-laws. Any by-laws, rules, or order of the College of Arts and Sciences or of the University which requires any action or approval for any action, election, or recall specified in these By-laws, which is not called for in these By-laws, shall be considered in full force and shall be followed as if included in these By-laws.

V. Amendment procedure

- A. Proposals to amend the Asian Studies Program By-laws shall be circulated by the Program Director at least one week before a regularly scheduled meeting of the Program.
- B. Such proposals, to be adopted, must be introduced at two consecutive meetings and during the second meeting must be passed by a 2/3 majority of the Asian Studies Program members attending. The ASP appointed faculty, or jointly appointed faculty, each have one vote. The affiliated faculty as a unit shall have the weight of one vote.