

# Renaissance Studies Governance Document

## 1. Faculty Membership in Renaissance Studies

Affiliated faculty have areas of teaching or research related to Renaissance studies and would like to identify themselves to students and colleagues as potential resources in these areas.

Only affiliated faculty may vote for or serve as candidates for director of Renaissance Studies or membership on the Steering Committee.

## 2. Director

### Appointment

- a. Candidates for the director should be members of the affiliated faculty of Renaissance Studies.
- b. When the dean indicates that there will be a new director of Renaissance Studies, the Steering Committee will ask the affiliated faculty to recommend candidates from the affiliated faculty for the directorship. The committee will then determine which of the nominees agree to be considered as candidates for recommendation to the dean. If more than one candidate remains, the Steering Committee will e-mail the slate of candidates to the affiliated faculty, asking that the faculty respond to the Steering Committee within two weeks. The committee will send a reminder about the vote after one week. The committee will tally the votes and send the results to the dean, along with its own recommendation for appointment.
- c. The Steering Committee will review the performance of the director when requested by the dean.
- d. The director should serve no more than two consecutive terms.

### Responsibilities

- a. The director will usually represent Renaissance Studies in administrative and academic matters with other institutions, other administrative units at IU, faculty, and students.
- b. The director will supervise the election and appointment of faculty members to the Steering Committee.
- c. The director will preside over meetings of the Steering Committee, unless the meeting involves the director's review.
- d. The director will hold meetings of the Steering Committee as needed, to take up any planning or policy issues.
- e. The director will plan for regular offering of graduate Renaissance Studies and cross-listed courses by members of the affiliated faculty.

f. The director will serve as graduate advisor.

g. The director will coordinate inviting speakers and activities during speaker visits, attending lectures by candidates for departmental appointments in areas related to Renaissance Studies, and recruiting graduate students interested in working in Renaissance Studies.

h. The director will appoint a Selection Committee to review applicants for the first-year fellowship in Renaissance Studies provided by the College of Arts and Sciences.

### **3. Steering Committee**

#### Composition

a. Only affiliated faculty may serve on the Steering Committee.

b. The Steering Committee will consist of five faculty members, two appointed by the director and three elected by the affiliated faculty.

c. In the interest of broad representation, no two members of a single department can serve on the Steering Committee at the same time (although there can be a member from the director's own department on the committee). If a colleague is on joint appointment in two departments, either department can be considered the home department.

d. Members' terms will be listed on the Renaissance Studies website.

e. In appointing faculty to the Steering Committee, whenever possible the director will seek out affiliated faculty whose departmental affiliation differs from those of the elected members of the committee, in order to ensure that the committee will have broad representation of the Renaissance Studies faculty.

f. Appointed and elected Steering Committee members will usually serve for three years, with terms staggered to allow for continuity.

#### Election

a. A call for nominations to the Steering Committee will be made by e-mail to all members of the Renaissance Studies faculty during the final week of classes in the Spring Semester. Any faculty member can nominate him- or herself. Similarly, anyone unwilling or unable to serve in the subsequent year should announce that formally to the director via e-mail at this time. Formal elections will be held in the first week of classes in the Fall Semester. The director will e-mail the slate of candidates who have agreed to stand for election to the affiliated faculty and ask that faculty e-mail their votes to the director within two weeks. Reminders about the election will be sent after one week. Each eligible voting member will vote for no more than three candidates. The director will schedule a meeting of the Steering Committee for a confidential tally of the votes. In the case of a tie between candidates with the most votes, the director should arrange for a run-off election, unless the number of slots to be filled equals the number of tied candidates. When the election is complete, the director will announce the newly elected members. The three candidates receiving the

highest number of votes will be elected, unless two or more of them happen to be from the same department; in that case, the director shall proceed down the ballot results until three different Departments are represented. A given year's Steering Committee will continue to hold office (that is, over the summer) until a new Committee has been chosen.

b. When the term of any elected member of the Steering Committee is about to expire or an elected member is no longer able to serve, the director will schedule an election.

#### Responsibilities

a. Members of the Steering Committee will attend meetings of the Steering Committee to discuss programming plans and policy issues, including the the tally of votes for new members of the Steering Committee.

b. Committee members will assist the director with inviting speakers and activities during speaker visits, attending lectures by candidates for departmental appointments in areas related to Renaissance Studies, and recruiting graduate students.

c. Committee members will represent the interests of Renaissance Studies in their departments.

d. The Steering Committee reviews the performance of the director when the dean requests it. Committee members will invite members of the Renaissance Studies faculty to offer their assessment of the director's performance in writing and then meet to discuss the views expressed, which will remain confidential. The committee will then vote whether or not to recommend reappointment and send its report to the dean explaining the reasons for the recommendation.

e. When a director is not eligible for another term, chooses not to be considered for a second term, or has not been reappointed by the dean, the Steering Committee will ask the affiliated faculty to recommend candidates for the directorship. The committee will then determine which of the nominees agree to be considered as candidates for recommendation to the dean. If more than one candidate remains, the Steering Committee will e-mail the slate of candidates to the affiliated faculty, asking that the faculty respond to the committee within two weeks. The committee will send a reminder about the vote after one week. The committee will tally the votes and send the results to the dean, along with its own recommendation for appointment.