MEDIEVAL STUDIES CERTIFICATE PROGRAM

GOVERNANCE STRUCTURE

In accordance with the Bylaws of the Graduate Council of the Graduate School and University Center, the Medieval Studies Certificate Program shall be governed by: a Coordinator appointed by the President, as specified in Graduate Council Bylaws Sec 4.2.1; a doctoral faculty; and a standing Advisory Committee.

1  FACULTY

1.1  ELECTIONS

The faculty of the Medieval Studies Certificate Program shall be elected by the Medieval Studies Advisory Committee from among the members of the faculty of the doctoral programs of the Graduate School and, where appropriate, from outside the doctoral faculty in accordance with the provisions of Graduate Council Bylaws Sec. 4.2.5.

1.2  RESPONSIBILITIES

Faculty responsibilities shall include: development and teaching of interdisciplinary medieval studies seminars; welcoming Medieval Studies Certificate Program students to courses outside their home programs; teaching the required Medieval Studies course and/or sessions of that course dealing with the faculty member's field; supervision of dissertations; attendance at Medieval Studies Certificate Program faculty meetings; and service on Medieval Studies Certificate Program committees.

1.3  MEETINGS

The Coordinator with the Advisory Committee shall call at least one meeting each semester of the doctoral faculty and students of the Medieval Studies Certificate Program. Additional meetings of students and faculty, or of faculty only, may be called at the discretion of the Coordinator, by vote of the Advisory Committee, or by petition of one-third of the Medieval Studies faculty.

2  STUDENTS

Medieval Studies Certificate Program students shall be defined as those students matriculated for the Ph.D. in any of the participating doctoral programs who have filed with the Coordinator an application for the certificate and who are engaged in fulfilling the requirements for the certificate (including writing of the dissertation). All Medieval Studies Certificate Program students shall be eligible to serve on Certificate Program committees.

3  Coordinator

3.1  The Coordinator is appointed by the President for a term not exceeding three years, with reappointment possible.

3.2  The Coordinator shall preside at meetings of the Certificate
Program's faculty and of its Advisory Committee, and shall serve ex officio as a member of all ad hoc Certificate Program committees. The Coordinator shall manage the administrative and academic affairs of the Certificate Program with the advice and counsel of the Advisory Committee, and shall have authority to initiate policies and action concerning the affairs of the program subject to the powers delegated by the Graduate Council Bylaws to the faculty of the Certificate Program.

4 ADVISORY COMMITTEE

4.1 The Medieval Studies Certificate Program shall have a standing Advisory Committee.

4.2A The Advisory Committee shall consist of five members of the Medieval Studies Certificate Program faculty and one alternate, and two Medieval Studies Certificate Program students and one alternate.

4.2B One faculty seat on the Advisory Committee shall be held by the Coordinator, who shall serve as chair of the committee.

4.2C No more than two faculty members shall serve on behalf of the same Ph.D. discipline.

4.3A Faculty members of the Advisory Committee shall serve for three years, with reelection permitted. Student members shall serve for two years, with reelection permitted.

4.3B In the first election after this governance structure takes effect, two faculty members shall be elected for three years, one for two years, and one for one year. Subsequently, elections for three-year seats on the committee shall be held as vacancies occur.

4.4A Nomination and election of the Advisory Committee shall be conducted by written mail ballots issued by the Coordinator to all members of the Medieval Studies Certificate Program faculty and to all Medieval Studies Certificate Program students during the semester preceding that in which the committee will take office, with a minimum of one month allowed for response to each ballot.

4.4B Faculty members of the Advisory Committee shall be elected by Certificate Program faculty, and student members by Certificate Program students.

4.4C Election to the Advisory Committee shall be by plurality of ballots received. In the case of a tie, a run-off ballot shall be held.

4.5A The Advisory Committee shall meet at least once each semester. Additional meetings may be called by the chair (Coordinator).

4.5B A quorum shall consist of a majority of members of the Advisory Committee.

4.6A The responsibilities of the Advisory Committee are: to supervise the operation of the Certificate Program between meetings of the membership and to advise the Coordinator on the general operation of the Certificate Program; to review the status of the Certificate Program faculty, to recruit new faculty as needed and to review the qualifications of new faculty members proposed to the Coordinator; to review Certificate Program requirements.
periodically and to propose changes; to review Certificate Program course offerings and to propose changes; to advise the Coordinator on the offering of interdisciplinary seminars and other courses, and on the staffing of courses offered by Medieval Studies; to determine the eligibility of students for the certificate; to advise the Coordinator on extracurricular colloquia and conferences to be sponsored by the Medieval Studies Certificate Program; and to establish ad hoc committees when appropriate.

4.6B The Advisory Committee shall serve as a committee of the whole in matters of faculty membership, curriculum, and awards, in lieu of separate standing committees.

4.6C Any member of the Advisory Committee may introduce a formal motion in any of the above areas, and any motion so introduced, once seconded, shall be submitted to a vote by the entire committee, with the following exceptions:

4.6D Only faculty members of the Advisory Committee shall vote on questions of faculty membership and student eligibility for the certificate.

4.6E Voting shall be by majority of committee members present.

5 CHANGES IN GOVERNANCE STRUCTURE

Changes to this governance structure may be proposed to the Coordinator by any member of the Medieval Studies Certificate Program faculty or by any Medieval Studies Certificate Program student. The Coordinator shall introduce the proposed change to the Advisory Committee. Any change approved by the Advisory Committee shall be submitted by mail ballot to all Medieval Studies Certificate Program faculty and students for ratification, which shall be by majority of those responding. Changes so approved shall be forwarded by the Coordinator to the Committee on Structure.

Approved by Graduate Council
3/11/93