M.A. Program in Biography and Memoir Governance Structure

I. Organization of the M.A. Program in Biography and Memoir

A. Director:
The Masters of Arts Program in Biography and Memoir has a Program Director responsible for overall administration and oversight of the affairs of the program in accordance with the policies established by the program faculty, the Graduate Council, and the Board of Trustees. The Director will be appointed by the President for a term of three years, which is renewable. The duties of the Director will include, but will not be limited to:

1. Presiding at meetings of the M.A. Program in Biography and Memoir faculty and Executive Committee.
2. Convening meetings with the Biography and Memoir faculty, the Executive Committee, and the Master’s students.
3. Appointing faculty to the following standing committees – Admissions, Curriculum, Elections, and Faculty Membership.
4. After consultation with the Provost or President, the Director may appoint a Deputy Director.

B. Standing Committees:
1. Executive Committee
2. Admissions Committee
3. Curriculum Committee
4. Faculty Membership Committee
5. Elections Committee

II. Committees

A. Executive Committee
1. The Executive Committee is responsible for the operation and administration of the M.A. Program in Biography and Memoir subject to the policies established by the program faculty. The Executive Committee shall consider, approve, disapprove, and modify actions of the program standing committees.

2. The Executive Committee shall consist of the Director of the M.A. Program in Biography and Memoir, who shall serve as ex-officio chair and have voting rights, five elected M.A. Program in Biography and Memoir faculty members, and two M.A. Program in Biography and Memoir students. The Director shall be appointed for a three year term by the President and Provost, and the Executive Committee elected every two years by the Program faculty, for a two-year term. The assumption of office by the Director and Executive Committee will be staggered in order to ensure continuity. So far as possible, the Committee should come from a range of disciplines and campuses. The members can be re-elected.
3. Students from the M.A. Program in Biography and Memoir Program shall elect two student members (and one alternate) for a one-year term, with the position open for re-election.

4. Each member of the Executive Committee shall have one vote, with two important exceptions. The student members shall have voice but no vote on matters concerning academic issues regarding individual students or faculty appointments.

5. The Executive Committee shall meet at least once a semester.

6. The Executive Committee shall meet with faculty and students in the M.A. Program in Biography and Memoir at least once a year.

7. Copies of the agenda and minutes of the Executive Committee meetings shall be distributed electronically prior to each meeting to faculty and student members.

B. Admissions Committee
1. The Admissions Committee is responsible for developing student admission procedures and admission standards for the program. The committee makes student admission decisions.

2. The Admissions Committee shall consist of the Director, three faculty members appointed by the Director, and one elected (and one alternate) student members.

3. Each member of the Admissions committee shall have voice on policy decisions. Only faculty members will have voice and vote on individual student admission decisions. Students will have voice and no vote on individual student admissions decisions.

C. Curriculum Committee
1. The Curriculum Committee is responsible for reviewing and proposing curricular recommendations to the Executive Committee.

2. The Curriculum Committee shall consist of the Director, two faculty members appointed by the Director, and one elected (and one alternate) student member.

3. Each member of the Curriculum committee shall have one vote. Student members shall have voice and a vote on curriculum committee decisions.

D. Faculty Membership Committee
1. The Faculty Membership Committee has the responsibility for nominating members of the program’s faculty with a view toward including in the MA program faculty newly appointed at the colleges; to maintain a roster of potential faculty appointments; to review all other actions taken in regard to membership on the program faculty.

2. The Faculty Membership Committee shall consist of the Director, two faculty members appointed by the Director, and one elected (and one alternate) student member.
3. Each member of the Faculty Membership committee shall have one vote, except that students shall have voice but no vote on individual faculty appointments or removal of individual faculty members.

5. An applicant for membership to the program shall file a cover letter and complete vita with the committee. All faculty members of the Program shall provide an updated vita at least once every three years or upon the request of the Committee on Faculty Membership.

E. Elections Committee
1. This committee shall have responsibility for nominations and election procedures, which shall take place in Spring. Committees with openings will be identified by the Elections Committee. They will solicit nominations and brief bios and send out electronic ballots to the faculty or students. The results will be tabulated by the APO and Program Director.

2. The Executive Committee establishes an Elections Committee composed of the Director, the Deputy Director (if appointed) one faculty member appointed by the Director, and one elected (and one alternate) student member.

3. The student members for all committees shall serve for one year and may be re-elected. Student members must be matriculated in the program and must be making satisfactory progress to serve. The alternate for each committee shall be the runner-up in each of the elections.

4. For all committees, the student election committee members will solicit nominations and/or will self-nominate.

5. Each member of the Elections committee shall have one vote. Student members shall have voice and a vote on election committee decisions.

III. Minutes
1. Minutes of all standing committee meetings shall be taken and distributed electronically in good time to all faculty and student members, and will be maintained in the main office by the Director.

IV. Faculty Responsibilities
1. At any meeting of the program faculty a quorum shall consist of a majority of the faculty.

2. The faculty, through its members on the Standing Committees of the program, shall have responsibility to establish policies for the program. At any meeting of the faculty, a quorum being present, the faculty may vote to make direct recommendations without Executive Committee approval to the appropriate committee of Graduate Council or to the administration on any matter that affects them.

V. Student Responsibilities
1. The students shall have responsibility through student representatives to the Executive Committee and the Standing Committees to make known their views on the policies of the program.
2. All student representatives shall be chosen by means of an election by email or other electronic means by the students in the program. Any matriculated student shall be eligible to serve.

VI. Rules of Order
A. The procedures within Program committees shall be governed by the most current edition of Robert’s Rules of Order, Newly Revised in cases in which they are applicable and not inconsistent with the Graduate School Governance and this governance document

VII. Amendments to this Document
A. This governance document may be amended by the Executive Committee after an affirmative majority vote and after timely notification of the proposed changes to the program’s faculty and students.

B. If at least 30 percent of the faculty or 30 percent of the matriculated students in a program sign a proposal to change the program’s structure, the proposal shall be forwarded directly to the Committee on Structure of the Graduate Council for its consideration.

Approved by the M.A. Program in Biography and Memoir Executive Committee on 4/23/20
Approved by Structure Committee on February 19, 2021
Approved by Graduate Council on March 10, 2021