

Master of Arts in Middle Eastern Studies

GOVERNANCE STRUCTURE

I. Organization of the MA-MES Program

- A. Director: the Master's Program in Middle Eastern Studies (MA-MES) has a 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. Selecting the MA-MES faculty member for the position of Deputy Director to serve annually.
 - 2. Presiding at meetings of the MA-MES faculty and Executive Committee.
 - 3. Convening meetings with the MA-MES faculty, the Executive Committee, and the Master's students.
 - 4. Appointing faculty to the following standing committees – Admissions and Awards, Curriculum, Elections, and Faculty Membership.
- B. Deputy Director: there will be one Deputy Director appointed annually who will collaborate with the Director on matters pertaining to the program.
- C. Standing Committees:
 - 1. Executive Committee
 - 2. Admissions and Awards
 - 3. Curriculum and Examinations
 - 4. Elections
 - 5. Faculty Membership

II. Committees

- A. Executive Committee
 - 1. The Executive Committee is responsible for the operation and administration of the MA-MES Program 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, the Deputy Director, who shall have voting rights, eight elected faculty members and two student members. The Director shall serve as Chair. Of the eight elected faculty members four must represent the four disciplinary fields or areas consistently taught within the program, which are Anthropology/Sociology, Comparative Literature, History, and Political Science, and four must represent the four campuses substantially participating in the program. Faculty members on the Executive Committee, and an alternate, shall be elected by the MA-MES Program faculty. Faculty members

(including alternates) shall serve for a three year term; one faculty alternate for the Executive Committee shall be the runner-up.

3. Students from the MA-MES Program shall elect two student members (and one alternate).
 4. The Executive Committee shall meet at least once a semester, meet with the students matriculated in the MA-MES Program at least once a semester and meet with faculty in the MA-MES Program at least once a year.
 5. Copies of the agenda and minutes of the Executive Committee meetings shall be distributed electronically one week prior to each meeting to faculty and student members. Minutes shall be taken by the Deputy Director.
 6. Student members shall participate in all discussions but may not vote on decisions regarding individual student admission and awards, and academic issues regarding individual students or faculty appointments.
- B. Admissions and Awards Committee
1. The Admissions and Awards Committee is responsible for developing student admission and awards procedures and admission standards for the program and submitting these recommendations to the Executive Committee for their consideration. The committee makes student admission and awards decisions.
 2. The Admissions and Awards Committee shall consist of the Director, who presides and serves as chair, Deputy Director, and two faculty members, and one student member.
- C. Curriculum and Examinations Committee
1. The Curriculum and Examinations Committee is responsible for reviewing and proposing curricular recommendations to the Executive Committee.
 2. The Curriculum and Examinations Committee shall consist of the Director, who presides and serves as chair, two faculty members, and one student member.
 3. Students from the MA-MES Program shall elect one student member (and one alternate).
 4. Student members shall participate fully in discussions about policy and standards pertaining to the curriculum and examinations.
- D. Elections Committee
1. The Executive Committee shall establish an Elections Committee composed of the Executive Officer, three faculty members, and three student members. This committee shall have responsibility for nominations and election procedures.
 2. Students in the MA-MES shall elect students members (and one alternate) who shall serve for one year and may be re-elected. Student members must be matriculated in the MA-MES and must be making satisfactory progress to serve. The alternate for each committee shall be the runner-up in each of the elections.
- E. 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 master's faculty newly appointed at the colleges; to maintain a roster of

potential master's faculty appointments; to record annually the status of those faculty members currently designated; to review all other actions taken in regard to membership on the master's.

2. The Faculty Membership Committee shall consist of the Director, who presides and serves as chair, two faculty members, and one student member.
3. Students from the MA-MES Program shall elect one student member (and one alternate).
4. Students may participate in all discussions but may not vote on individual faculty appointments or removal of individual faculty members.

III. Minutes

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

IV. Rules of Order

- A. The procedures within the MA-MES Program committees are governed by the most current edition of Robert's Rules of Order, Newly Revised.

Approved by Structure Committee March 13, 2014

Approved by Graduate Council May 7, 2014