

RENAISSANCE STUDIES CERTIFICATE PROGRAM GOVERNANCE STRUCTURE

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

1. COORDINATOR

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

1.2 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.

1.3 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 the 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.

2. FACULTY

2.1 The faculty of the Renaissance Studies Certificate Program shall be elected by the Renaissance Studies Certificate Program 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 the GSUC Governance document.

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

2.3 The Coordinator with the Advisory Committee shall call at least one meeting each semester of the doctoral faculty and students of the Renaissance 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 Renaissance Studies faculty.

3. ADVISORY COMMITTEE

3.1 The Renaissance Studies Certificate Program shall have an elected standing Advisory Committee consisting of ten persons; seven from the Certificate Program Doctoral Faculty, two Renaissance Studies Certificate Program Students, plus the Coordinator who shall act as Chair.

3.2A Faculty members of the Advisory Committee shall serve for three years, with reelection permitted. Student members shall serve for two years, with reelection permitted.

3.2B No more than two faculty members, excluding the Coordinator, shall serve on the behalf of the same Ph.D. discipline.

3.2C In the first election after this governance structure takes effect, three faculty members shall be elected for three years; two for two years; and two for one year. Subsequently, elections for three-year terms on the committee shall be held as vacancies occur.

3.2D In the first election after this governance structure takes effect, one student member shall be elected for two years and one for one year. Subsequently elections for two-year terms on the committee shall be held as vacancies occur.

3.3A Nomination and election of the Advisory Committee shall be conducted by written mail ballots issued by the Coordinator to all members of the Renaissance Studies Certificate Program faculty and to all Renaissance 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.

3.3B Faculty members of the Advisory Committee shall be elected by Certificate Program faculty, and student members shall be elected by Certificate Program students.

3.3C Election to the Advisory Committee in each category shall be by a plurality of ballots received. In the case of a tie, a run-off ballot shall be held.

3.4A The Advisory Committee shall meet at least once each semester. Additional meetings may be called by the Coordinator.

3.4B A quorum shall consist of six members of the Advisory Committee, as least five of whom shall be faculty members.

3.5A Advisory Committee members shall have the responsibility of advising the Coordinator on all aspects of the Certificate Program, including establishing standing or ad hoc committees, scheduling, curricular development, faculty appointments and recruitment, budgeting, dissertation proposals and procedures, and sponsorship of extracurricular events.

3.5B 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.

3.5C Only faculty members of the Advisory Committee shall vote on questions of faculty membership, student eligibility for the Certificate, and for fellowship awards.

3.5D The latest revised edition of *Roberts Rules of Order* shall govern meetings.

3.5E Voting shall be by majority of committee members present.

4. STUDENTS

4.1 Renaissance Studies Certificate Program students shall be defined as those students matriculated for the Ph.D. degree in any doctoral program at The Graduate School who have completed the application for the Certificate, and who are pursuing the requirements for the Certificate.

4.2 Students shall be represented by two members on the Advisory Committee, who shall be elected for two-year terms as specified above in 3.2C.

4.3 Student members of the Advisory Committee may vote on all issues of principle and policy except those concerning individuals, for appointment to or dismissal from the faculty, for individual student eligibility for the Certificate, or for fellowship awards.

4.4 Students may volunteer for service, or be appointed by the Coordinator to serve, on all ad hoc committees of the Renaissance Studies Certificate Program.

5. CHANGES IN GOVERNANCE STRUCTURE

Changes to this governance structure may be proposed to the Coordinator by any member of the Renaissance Studies Certificate Program faculty or by any Renaissance 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 Renaissance Studies Certificate Program faculty and students for ratification, which shall be by majority of those eligible to vote. Changes so approved shall be forwarded by the Coordinator to the Committee on Structure.

Approved by Renaissance Studies
Advisory Committee, December 11, 1998
Approved by Graduate Council, March 4, 1999