

Department Faculty

All who hold at least a 25% appointment in American Studies and Ethnicity at the rank of Assistant Professor or above are voting members of the American Studies and Ethnicity faculty, regardless of where tenure is held. RTPC faculty with 25 % appointment in ASE also have voting rights, except in the appointment, tenure, and promotion of tenure-track faculty.

The responsibilities of the American Studies and Ethnicity faculty as a body include:

- Deciding by vote issues relating to policies and procedures presented for their consideration by the Executive Committee;
- Approval of all tenured or tenure-track appointments, in light of the recommendations of the appropriate search committee and subject to the voting procedures outlined below;
- Approval of all appointment revisions that add voting and non-voting members to the department faculty;
- Approval of all changes in the American Studies and Ethnicity curriculum and degree-requirements, on both the graduate and undergraduate levels;
- Assessing the state of instruction on both the undergraduate and graduate levels, and recommending means of improvement;
- Discussion of matters of university policy that may have a significant impact on the teaching of American Studies and Ethnicity.

Meetings of the full American Studies and Ethnicity faculty are typically called at the discretion of the Chair. In addition, upon the written request of at least three voting members of the American Studies and Ethnicity faculty, the Chair must schedule a meeting. At least one scheduled meeting of the full faculty must take place in any given semester (excluding summer semesters).

Each year, graduate students in American Studies and Ethnicity shall elect two of their number to represent graduate student concerns at meetings of the full faculty. The Graduate Student Representatives are nonvoting participants in such meetings and shall be excluded from the discussion of matters (such as personnel issues) that the Chair deems confidential. Likewise, non-tenure track, tenure track and tenured faculty from other departments currently teaching in American Studies and Ethnicity and advising ASE graduate students, and faculty holding less than a 25% appointment in American Studies and Ethnicity are invited to attend faculty meetings as nonvoting participants, but are subject to exclusion at the discretion of the Chair.

An agenda for all department meetings shall be distributed in advance to American Studies and Ethnicity faculty, to other faculty (regular or special) currently teaching in or advising for American Studies and Ethnicity, and to the Graduate Student Representatives. A member of the American Studies and Ethnicity support staff shall be responsible for keeping and distributing minutes of all meetings of the full faculty.

No vote taken at a meeting of the American Studies and Ethnicity faculty shall be considered binding in the absence of a quorum, defined as a simple majority of those members not currently on leave (study leaves excepted). Faculty who opt to attend meetings despite such leaves shall count as non-leave faculty for the purpose of determining the quorum.

Chair

In accordance with College policy, the Chair of the Department of American Studies and Ethnicity is appointed by the Dean of Faculty in consultation with the faculty of the Department of American Studies and Ethnicity. The Chair will normally hold tenure in the college of Letters, Arts and Sciences, but need not hold it specifically in American Studies and Ethnicity. Only in exceptional circumstances may a given faculty member serve as Chair in more than one successive term.

The responsibilities of the department Chair typically include:

- Representing the department in its relationships with the administration, other departments and units, as well as with entities outside the University;
- Oversight of the department's budget (including faculty and staff salary recommendations);
- Supervision of all matters relating to appointment, tenure, promotion, and merit review (including the appointment of American Studies and Ethnicity faculty to relevant committees);
- Appointment of ~~special~~ non-tenure track faculty;
- Scheduling of undergraduate and graduate courses;
- Preparation of curricular proposals to the various Curriculum and General Education committees;
- Negotiations with other departments or units around all questions of common interest including course ownership, graduate student support, joint faculty, and other concerns;

- Appointment of the Directors of Graduate Studies, American Studies, Asian American Studies, African American Studies, and Chicano/Latino Studies;
- Mediation of grade disputes in situations where the student and instructor have been unable to reach a mutually satisfactory agreement;
- Appointment of faculty to search committees;
- Nomination of colleagues to department, college, and university committees;
- Supervise, provide direction, and work closely with department manager to ensure departmental goals and objectives are being met.

Standing Committees

1. Executive Committee

The Executive Committee is composed of the department Chair (who serves as committee chair) and two Directors appointed by the Chair, and three elected members – one each from the junior faculty and RTPC faculty, and a third from the entire core and affiliated faculty. In addition, the graduate student organization chooses a graduate representative to the Committee.

The Executive Committee governs the department by formulating policies and procedures and advising the Chair on all matters pertaining to the administration of the department, especially (but not limited to) matters of department personnel, such as:

- Appointment and promotion of tenured and tenure-track faculty, including joint appointments;
- Making recommendations to the full faculty on the renewal and/or renegotiation of current joint appointments;
- Appointment of non-tenure track faculty, such as RTPC and postdoctoral teaching fellows;

The Executive Committee is also empowered to vote for the full department in the rare case of emergency decisions that must be made over the summer.

2. Graduate Studies Committee

The Graduate Studies Committee is normally made up of the Director of Graduate Studies (who serves as the committee's chair), two other colleagues, one graduate student elected by the graduate students, and the members of two subcommittees, the Graduate Admissions and Mazon Seminar Subcommittees, whose members serve ex-officio (that is, without voting privileges) on the Graduate Studies Committee. Faculty of the Graduate Studies Committee and its two

subcommittees are appointed annually by the Director of Graduate Studies in consultation with the Chair.

The specific duties of the members of the Graduate Studies Committee will typically be as follows:

- a) The Director of Graduate Studies is responsible for coordinating the advisement of graduate students in all phases of their careers in the program, including admissions, financial support, first-year screening, the Pre Qualifying Exam meeting, the Qualifying Examination, dissertation proposal, and job search.
- b) The responsibilities of the Graduate Studies Committee as a whole typically include:
 - Overseeing the graduate admission and fellowship process;
 - Supervising graduate exams;
 - Periodic review of the graduate curriculum;
 - Advising the Chair on the scheduling of graduate seminars;
 - Annual evaluation of the progress toward degree of individual graduate students;
 - Evaluation of requests for the transfer of units on the graduate level;
 - Evaluation of petitions relating to substitution for the requirements for graduate degrees in American Studies and Ethnicity;
 - Nominations for graduate fellowships and awards;
 - Awarding department graduate prizes.

Additional faculty responsibilities in the supervision of graduate education (especially graduate exams) are described in the current edition of the department's Graduate Handbook.

- c) The Graduate Admissions Committee: Three faculty members, one of whom normally is the Director of Graduate Studies, review applications to the ASE graduate program and organize such events as the campus visits of admitted applicants (usually in March). The members of the Graduate Admissions Committee usually serve ex-officio on the Graduate Committee, although exceptions are possible, subject to approval by the Core faculty and graduate representatives. The Graduate Admissions Committee works together with the Graduate Committee on the allocation of fellowships and other financial support to incoming graduate students, because such support packages should be coordinated with support for continuing graduate students. In the joint discussions of financial support for incoming graduate students, members of both the Graduate Committee and the Graduate Admissions Committee are entitled to vote on such matters.

- d) The Mázon Seminar Subcommittee: A faculty member is responsible for organizing the Department's annual Mázon Seminar. The faculty member may be selected from the Graduate Committee's membership (in which case, he/ she has voting rights on that Committee) or from the rest of the ASE faculty (in which case, he/she sits ex-officio on the Graduate Committee).
3. The Undergraduate Studies Committee is normally made up of four faculty members (core or affiliated), a graduate student representative (selected by the graduate student association), and the College advisor for ASE.

The responsibilities of the members of the Undergraduate Studies Committee typically include:

- Advising undergraduate majors and minors, as well as non-majors taking American Studies and Ethnicity courses in fulfillment of their General Education requirements;
- Instituting changes in the undergraduate curriculum;
- Advising the Chair on the scheduling of undergraduate courses;
- Evaluation of requests for the transfer of units on the undergraduate level;
- Evaluation of petitions relating to substitution for the requirements for undergraduate degrees in American Studies and Ethnicity;
- Supervising the honors program;
- Nomination of American Studies and Ethnicity majors and minors to university-wide awards;
- Awarding department undergraduate prizes, such as the Ninfa Sánchez Award

RTPC Faculty and ASE Self-Governance

RTPC faculty with at least one-year appointments will be invited to participate in the Department's self-governance, with the exception of tenure-track faculty reviews, faculty searches for tenure-track appointments and their own personnel review. RTPC faculty will be represented (usually by one RTPC faculty member, who will consult with and represent the entire group in any particular year) on the following standing committees: Executive Committee, Undergraduate Committee, Graduate Committee (if non-tenure track faculty in that particular year teach graduate courses), and the annual meeting of Core and Affiliated Faculty (usually held in the Spring Semester). RTPC faculty will be invited to our annual Retreat, usually held in the week preceding the Fall Semester. On all of these standing committees and regular meetings of self-governance, the RTPC representative (chosen by his/her peers in the RTPC group) will have

a vote, except on matters of faculty appointment, promotion, and tenure.

Postdoctoral Fellows (in USC's Society of Fellows) and postdoctoral teaching faculty will not participate in faculty self-governance or otherwise have voting rights in the normal conduct of the department. At the discretion of the Chair, however, they may be invited to sit on particular departmental committees (without voting rights) for purposes of their professionalization.

Faculty Hires

At one meeting during the Spring semester, the American Studies and Ethnicity faculty shall discuss the department's hiring priorities for the next academic year. In light of this discussion, as well as of discussions with the Chairs of other departments interested in making joint appointments, the Chair shall submit hiring recommendations to the deans of the College. In those cases in which the department is authorized to hire in a given area, the Chair is then responsible for appointing members to the relevant search committee.

College policy designates that joint appointments are only available to tenured Associate Professors and Professors; Assistant Professors may not hold joint appointments. The terms of all joint appointments in American Studies and Ethnicity (including percentage of teaching load, responsibilities in merit evaluation, etc.) are normally set forth in the individual faculty member's Joint Appointment Checklist. Joint appointments of 25% or more in American Studies and Ethnicity are usually made for a five-year term, which may be renewed through the procedure required below.

In accordance with College policy, only tenured faculty may vote on a recommendation for appointment—full or joint—at either the Associate Professor or Professor level.

Tenure and Promotion

1. Our faculty reviews will follow all of the existing guidelines in the UCAPT Manual.

All votes by faculty on appointments, promotions or tenure must be by secret ballot and only those present at the meeting are entitled to vote. The results of all votes must be announced to the department and recorded as part of the dossier supporting the recommendation. All faculty will be given adequate notice of meetings concerning appointments, promotions or tenure and will be alerted if it is anticipated that a vote will be taken.

2. On votes related to appointments, only tenured faculty may vote on an associate professor or professor appointment recommendation. All associate professors and professors may vote on an

appointment to either associate professor or professor. Visiting appointments are not included in this policy statement. For appointments to assistant professor, all tenure track and tenured faculty are eligible to vote. On “acceptability” votes taken at the conclusion of a search for a tenured/tenure-track faculty, all faculty are eligible to vote. “Acceptability” is distinct from a formal vote on the appointment and should be kept distinct in the records.

3. Tenured Core Faculty will vote on promotions to tenure; tenured full professors among the Core Faculty will vote on promotions to professor. The file of a particular candidate for promotion should be made available for review by the voting faculty at least one month prior to the meeting in which those faculty vote. Those Core Faculty members qualified to vote in a particular case must have read the file, as evidenced by their signatures in the file, and must participate in the discussion when the votes are cast.

In addition to the tenured Core faculty, RTPC Associate Professors (Teaching) vote on promotions from RTPC Assistant Professor (Teaching) to RTPC Associate Professor (Teaching). Tenured Core Faculty at the rank of Professor and RTPC Professor (Teaching) vote on promotions from RTPC Associate Professor (Teaching).

4. On consultation with the voting faculty, the Chair will appoint a subcommittee of three faculty members, two of whom should have expertise in the specific areas of the candidate and the third expertise outside the main specializations of the candidate. The subcommittee will be responsible for presenting the case for (or against) promotion to the voting faculty, leading the discussion, and writing the report. The Department’s recommendation will be written and signed by the Chair, but it should be based on the subcommittee’s report. This report may be drafted prior to the meeting, but it should be revised to represent the discussion at the meeting in which the vote is taken and then submitted to the Chair. The Chair will solicit extramural evaluations of the candidate and do so in consultation with the subcommittee, the voting faculty, and the faculty of the Department in which the candidate holds a joint appointment. No discussion of the case, except for planning purposes, should occur prior to the receipt of extramural evaluations. Voting faculty are expected to be prepared to discuss candidly the candidate’s qualifications for the proposed action at the time of the meeting. It is especially important that faculty with reservations about the candidate’s qualifications express such concerns in these confidential meetings. It is understood that these meetings are strictly confidential.

5. Departmental criteria for tenure and promotion to Associate Professor should be: in research, the publication of a major work, such as a scholarly book authored by the candidate, supported by evidence of other scholarly productivity, such as two or three scholarly essays, chosen for the publication by outside readers (refereed); in teaching, consistently high-quality teaching of a variety of courses in our curricula and in complementary disciplines, as well as evidence of mentoring graduate students and other kinds of teaching identified by the Department (evidence

for the quality of teaching shall be based on teaching evaluations over the period of review and the reports by the candidate's faculty mentor[s]); in professional activity and visibility, evidence of contributions to scholarly conferences and other professional events (including one-time, invited lectures at other colleges and universities_ likely to increase the visibility of the candidate in his/her field and disseminate scholarly research similar to the work he/she publishes; in university service, evidence of service to the Department, the College, and the University appropriate to a tenure-track faculty member prior to tenure and promotion. Extramural evaluations of the candidate's work in these areas of review, with special emphasis on research, should be solicited from appropriate scholars at comparable institutions to USC, according to guidelines of the UPAC.

6. Departmental criteria for promotion to Professor should be: in research, the publication of a second major work, such as a scholarly book authored by the candidate, and additional scholarly productivity, such as the regular publication of scholarly essays and/or edited (such as collections of essays and/or special issues of journals), and evidence of a new book-length research project (or its equivalent), as evidenced from work-in-progress and/or a grant narrative; in teaching, continuing evidence of high quality teaching, which contributes to the ASE curricula, and mentoring of graduate students with evidence of their placement in appropriate professional positions, and other contributions, to the educational goals of ASE and its complementary disciplines, including outreach and extracurricular education; in professional activity and visibility, contributions to professional conferences and research projects commensurate with the reputation associated with a full professor at equivalent research -1 universities; in university service, regular contributions to the self-governance of the Department and the administration of the College and University, especially as evidenced by service on established committees and other governing bodies. Overall, the profile of a successful candidate for promotion to professor should exemplify the international reputation, continuing scholarly productivity, and crucial instructional role of a professor in the discipline at comparable research-1 institutions, as supported by extramural evaluations by other professors in the candidate's field(s).

- a) If ASE is the faculty member's home department, the Chair of ASE will contact the Chair of the other department(s) in which the ASE faculty member holds appointment(s) and solicit careful review of the faculty member's contributions to -that department's teaching, research, self-governance, and professional reputation. This review should be conducted by the tenured faculty, not simply by the Chair of the other department. Although the other department should have the flexibility to prepare its assessment as it sees fit, the assessment should represent clearly consultation with the tenured faculty. ASE's solicitation of this assessment should occur at the very beginning of the review process, usually in the Fall Semester. In cases where extramural evaluations are required, ASE should solicit names of appropriate reviewers from its own faculty and faculty in the other department. Tenured ASE faculty voting on cases

involving promotion and/or tenure must be able to review the evaluation from the candidate's other department before voting on the personnel case.

b) If ASE is not the faculty member's home department, then the Chair of ASE will make every effort to encourage the Chair of the candidate's home department to follow similar procedures of consultation with ASE in the personnel review process as those outlined above.

6. The Departmental criteria for promotion to RTPC ranks -- Assistant Professor (Teaching), Associate Professor (Teaching), and Professor (Teaching) -- follow the guidelines as established by the University and the Dean of Undergraduate Studies. In general, RTPC faculty (teaching) demonstrate excellence in the areas of teaching and service. Under conditions outlined in the Faculty Handbook, research may be considered under certain conditions.

7. At present, Dornsife College policy allows joint-appointments only by tenured faculty. Faculty with joint appointment understand that their commitments to two or more disciplines will often require them to do more committee work and attend more meetings than most faculty with single appointments. For this very reason, formal opportunities should exist for faculty with joint appointments to negotiate their obligations to their respective departments. At the time of appointment to the University or at the time a joint appointment is offered, the chairs of the different departments should meet together with the faculty member to discuss the appropriate division of labor, including: courses, committee responsibilities, supervision of graduate students, advising, etc. A record of this discussion should be maintained, so that it can be consulted and possibly revised during the faculty member's career. At any time, a faculty member with a joint appointment should have the right to meet with either or both chairs to discuss such responsibilities and possibly revise his/her obligations.

8. At the time of appointment in ASE, the faculty member should be given clear explanations of the criteria for tenure (when appropriate) and promotion, as well as a copy of the UCAPT and Faculty Handbook. This introduction is not a one-time event, but the beginning of a process of consultation during which a new faculty member at regular intervals learns more about his/her general and particular relationship to his/her departments and the University. Crucial in this process are faculty mentors for untenured faculty. The responsibilities of the faculty mentors should be clearly outlined to them, including; regular evaluation of the mentee's research progress (mentors should expect to read mentees' work-in-progress, including those documents prepared by the mentee for personnel reviews).

9. ASE should recognize that some of its jointly appointed faculty will hold appointments in departments where such faculty members' teaching and research abilities are welcomed but the prevailing research and teaching protocols are different. Chairs and mentors should recognize

such disciplinary differences at the earliest stage in the faculty member's career attempt to negotiate these differences in the best interests of the faculty member (and also of our students, who any benefit from different methods), and establish a record of cooperative work that avoids the unfortunate consequence of the gradual alienation of a valued colleague in a particular discipline due to significant departures from the prevailing research conventions.

10. The recruitment of a new faculty expected to hold joint appointments in ASE and another department deserves some attention. ASE should constitute its search committees to include faculty representation from the department(s) in which joint appointment is anticipated. These faculty representatives should be encouraged to serve as liaisons with their home departments, making sure that the search is well publicized and such events as job talks are well attended by faculty and graduate students from the other department. Such faculty representatives on search committees, together with the chair of the other department can also serve as advocates of candidates presented to that department for appointment.

11. A copy of these guidelines for personnel reviews of joint appointments should be included in ASE's by-laws.

12. Tenured faculty wishing to change their home departments must follow the guidelines of the University. Normally, a faculty member choosing to move his/her/their appointment should contact the chair of the home department and the chair of the proposed new home department. With the agreement of the chair of the current home department, the chair of the proposed new home department will take a vote of the tenured faculty in the proposed new department. If the vote is favorable, the chair will convey this vote to the chair of the previous home department. Once agreement of the change has been reached, then a new Joint Appointment Checklist will be completed and submitted to the Dean's Office for approval.