

BY-LAWS



Of the Max Kade Center for European and German Studies

College of Arts and Science, Vanderbilt University

Preamble

The Max Kade Center for European and German Studies is comprised of core faculty and affiliated faculty from several disciplines. Those faculty members who contribute on a recurring and continuing basis to the curricular and research initiatives of the Max Kade Center (MKC) are considered “core” faculty. Those faculty members whose teaching and research contain a substantial European content but who are less able to be consistently involved in the work of the MKC are considered “affiliated” faculty. These groups constitute the teaching and research focus of the Max Kade Center. The Max Kade Center is committed to the principles of open government, affirmative action, and equal opportunity.

I. Membership

- A. The members of the Max Kade Center are those who (1) are budgeted to the Max Kade Center and hold the rank of lecturer or above; (2) those who bear the designation “...and of European Studies” in their title; and (3) those considered to be core faculty but are budgeted to departments or other centers.

- B. Tenured members of the Max Kade Center are those faculty members who have been granted tenure by procedures established by the Max Kade Center, the faculty member’s home department (where applicable), the College, the University, and the Board of Trust. Within the Max Kade Center, the names and qualifications of those candidates eligible for tenure must be presented for action to the tenured members of the Max Kade Center’s review committee by the Director according to rules set by the College and University.

- C. The members of the promotion and/or tenure review committee are proposed by the Director for approval by the Dean of the College of Arts and Science. The committee members are selected to reflect as far as possible the research and teaching interests of the candidate and the mission of the Max Kade Center. The committee will be interdisciplinary.
- D. The academic rank of the Center's members is determined by procedures established by the Max Kade Center, the College, the University and the Board of Trust. Within the Max Kade Center, the names and qualifications of members requesting, or nominated for promotion, must be presented by the Director for action to the review committee whose members must be at or above the rank sought.

II. Authority

- A. Within the Max Kade Center, the ultimate authority for programmatic issues resides in the Advisory Committee whose members have voting rights except in those instances when the College or University has vested authority in the Director or in a promotion and/or tenure review committee.
- B. Operation of the Max Kade Center is conducted by the Director, the Associate Director, and any Appointed or Elected Administrative Officers.
- C. Voting members of the Max Kade Center are those holding the rank of Assistant Professor or above except where precluded by other articles in these By-Laws. Absentee voting is allowed. Voting members may declare themselves inactive for any part of the period during which they are on leave. While inactive they do not count toward fulfilling the quorum, nor may they vote. Faculty on Phased Retirement may vote on matters of tenure. They will be considered voting members of the Max Kade Center according to their rank.

III. Meetings

- A. There shall be at least one regular Max Kade Center meeting per semester, called by the Director usually on at least one week's notice. The agenda, reports, and other relevant materials will normally be distributed in advance. The agenda is determined by the Director, in consultation with the faculty. Included should be old and new Max Kade Center business, items proposed by faculty members, and material presented from outside the Max Kade Center. At the request of any voting member, new business shall not be voted on at the meeting at which it is brought up.

- B. Additional meetings are called by the Director (1) on his or her own initiative, or (2) on the written request of one-third of the voting members of the Max Kade Center.

- C. The Director presides at Max Kade Center meetings; in the Director's absence, the Associate Director shall preside.

- D. Three-fourths vote of voting members of the Max Kade Center, excluding those on leave, constitute a quorum. All votes are taken by a show of hands. At the request of any active voting member present during which a motion is made, the motion is voted by secret ballot.

- E. A designee from the Max Kade Center will record the minutes of the meeting, assist the Director in determining the presence of a quorum, and oversee the later circulation of the minutes.

IV. The Director

- A. The Dean appoints the Director in consultation with the Advisory Committee and other EUS associated faculty at his discretion.

- B. The Director is the chief administrative officer of the Max Kade Center. As such, s/he (1) recommends to the Dean faculty colleagues for membership on the Advisory Committee; (2) appoints the Administrative Officers of the Max Kade Center and selects the members of standing non-elected Max Kade Center Committees; (3) calls and prepares the agenda for and presides over Max Kade Center meetings as specified in Section III above; (4) on a routine basis supervises all the day-to-day activities of the Max

Kade Center; and (5) assures that the provisions of the By-Laws are carried out.

- C. The Director is the chief financial officer of the Max Kade Center. S/he supervises all receipts of money and expenditures and prepares academic program reviews and budget proposals for the Dean.
- D. In conjunction with the Associate Director, Administrative Officers and/or chairs of the appropriate committees, and the Max Kade Center membership at large where appropriate, the Director oversees all aspects of the academic program, such as degree requirements, curricular offerings, catalog announcements, class scheduling, and faculty assignments.
- E. In conjunction with the appropriate search committees, the Director coordinates the recruiting of new faculty members. After an appointment of a new junior faculty member, the Director shall appoint a tenured faculty member to serve as a mentor; mentors can alternate during the tenure accruing years,
- F. The Director, or the Director's designate, represents the Max Kade Center to university officers and bodies and acts as general spokesperson for the Max Kade Center.
- G. The Director's term of service is set by the Dean. Members of The Max Kade Center's Advisory Committee, and of the core faculty where appropriate may suggest the length of the term. Normally the Director should not serve for more than six consecutive years.

V. The Appointed Administrative Officers and Committees

- A. Associate Director. The Director shall recommend to the Dean a European Studies faculty member as Associate Director. The nominee may be drawn from either the core or affiliated EUS faculty. The duties of the Associate Director shall be determined by the Director but will normally include academic advising, editing of the Newsletter, and assistance in making grant applications. As the need arises, the Director

shall appoint a Director of Graduate Studies, who would be responsible for the administration of the graduate program

- B. Acting Director. In consultation with the Dean, the Director shall designate another of the faculty members as Acting Director in her or his absence. An Acting Director must be a tenured member of the Max Kade Center and/or have affiliated status. S/he will substitute for the Director at functions of the Max Kade Center, the University and public events when the latter is unable to attend. S/he will perform other administrative functions as agreed upon with the Director.

- C. Ad Hoc Committees. The Director may establish committees of specified duration as needed to deal with specific matters of importance to the Max Kade Center. The Max Kade Center shall be notified as soon as possible of the purpose and make-up of all such committees.

- D. E. Tenure and Promotion Committee. The Tenure and Promotion Committee for a candidate fully housed in the Max Kade Center assists the Director in the preparation of the letters of evaluation for tenure-track faculty members, visits their classes, and prepares a report for the Director reviewing research, teaching, and service. In the case of a promotion to the rank of full Professor all full Professors constitute the promotion committee. The members of the promotion and/or tenure review committee are proposed by the Director for approval by the Dean of the College of Arts and Science. The committee members are selected from European-studies related faculty members to reflect as far as possible the research and teaching interests of the candidate and the mission of the Max Kade Center. The committee will be interdisciplinary.

VI. Amendments

Any three voting members of the Max Kade Center may propose in writing to the Director an amendment to these By-Laws. Said amendment shall be circulated to the Max Kade Center at least two weeks prior to the meeting at which it is to be voted on. Any two voting members may also introduce an amendment at a Max Kade Center meeting, with the vote to be taken not sooner than one week following the meeting nor later than three weeks, by mail, poll, or at a subsequent meeting. The vote shall be by written secret ballot; a two-thirds majority of voting members of the Max Kade Center is required to pass the amendment.