

College of Arts and Sciences  
The University of Tennessee

Bylaws for the Interdisciplinary Program in Asian Studies

These bylaws govern the Interdisciplinary Program in Asian Studies, which is an interdisciplinary program of the College of Arts and Sciences of the University of Tennessee. The Program's activities are also governed by policies of the College and of the University and applicable state and Federal regulations. Any provision within these bylaws that conflicts with College or University policies or with state or Federal regulations shall have no effect.

I. Mission statement

An essential part of liberal education is acquiring an awareness and understanding of cultures other than our own. The Asian Studies program is a vital component in building cultural competence at the University of Tennessee. Asian Studies gives students the opportunity to engage in broad interdisciplinary study, offering both historical and contemporary perspectives on the social and cultural aspects of the region.

II. Program membership

The Asian Studies program draws faculty expertise from a wide range of disciplines and offers courses in anthropology, art history, cinema studies, foreign language, history, linguistics, literature, geography, political science, philosophy, religion, sociology and other special topics. Asian Studies provides students with knowledge and foreign language abilities that will allow them to find their place in a demographically and culturally diverse society and an increasingly global economy. Every Asian Studies major is encouraged to spend time in Asia, either through a study abroad program, internship, individual travel, or other program. Graduates may pursue studies in graduate schools or apply their knowledge and training in various governmental and private institutions or businesses with a presence in Asian countries.

There are two types of UTK faculty involved with the program: Core Faculty and Affiliated Faculty.

Core Faculty are defined as tenure-stream faculty who teach courses for Asian Studies, are available to advise Asian Studies majors, and who attend Steering Committee meetings and/or other events. They are the only faculty with voting rights. Faculty who do not attend meetings or events over the course of two years in a row will be moved to Affiliate status.

Affiliated Faculty are defined as all faculty who teach courses that contribute to the Asian Studies major and minor or who have research interests in Asia but who do not meet the criteria for Core Faculty.

### III. Program governance

#### A. Program Chair

The Chair oversees the day-to-day functioning of the Program, manages the Program's budget, insures that program activities are conducted in accord with these bylaws, and prepares an annual report for the Dean of the College summarizing the Program's activities and objectives. The Chair is appointed by the Dean of the College from a slate of one or more candidates approved by the Core Faculty. The Chair serves for a term of three years and can be reappointed for subsequent terms by mutual agreement of the Chair and the Dean of the College. If the Chair does not complete their term, a new Chair will be appointed by the same procedure. The Chair is a member of the College's Interdisciplinary Studies Committee. Specific additional administrative duties of the Chair may be enumerated in the Chair's letter of appointment.

#### B. Other officers

The Chair may appoint a Co-Chair for a renewable period of one year, with the approval of the Steering Committee.

In the absence of the Chair, any member of the Steering Committee may serve as Interim Chair, with the approval of the Chair and the Steering Committee.

One faculty member from the Core Faculty will serve as the Program's Library Liaison. This person will be selected yearly, at the first meeting of the Core Faculty in the fall semester. The Library Liaison will coordinate and submit to the Library's Office of Development all requests for the acquisition of library materials pertinent to the study of Asia (e.g., books, journals, audio visual materials). The Library Liaison will represent the Program at all meetings called by the Library and its staff; the Library Liaison will report to the Program Chair at least once each academic year about new acquisitions and those issues that affect the Program in general. All faculty are invited to submit their library requests to the Program's Library Liaison.

#### C. Standing committee

The Steering Committee provides advice to the Chair regarding the administration of the Program and the allocation of the Program's budget. The Steering Committee also oversees the Program's curriculum and proposes changes to it; these proposals are transmitted to the appropriate divisional Curriculum Committee(s) of the College for further review and approval. Curriculum changes may also be initiated by members of the Core Faculty. The Steering Committee reviews the annual assessment of student learning outcomes and makes recommendations for changes to the program based on these. The Steering Committee reviews these bylaws on a regular basis and approves amendments to them. The Steering Committee helps the Chair produce the annual report of Program activities and objectives.

The Steering Committee shall consist of all Core Faculty.

The Steering Committee shall meet at least once during each nine-month academic year. The Chair shall prepare an agenda for each Steering Committee meeting and shall distribute it by electronic mail to members of the Program and members of the Steering Committee at least one week before the date of the Steering Committee meeting. Steering Committee members may call for a meeting of the Steering Committee by forwarding a request to the Chair.

The Chair shall insure that minutes of all Steering Committee meetings are sent to the Program's members and to the Dean of the College (or to another person designated by the Dean) in a timely fashion.

#### D. Ad hoc committees

As special needs and occasional projects arise, the Program Chair in consultation with the Steering Committee will appoint an appropriate ad hoc committee to supervise the required activities and duties. Committee members will select their committee chair who will submit in writing monthly progress reports to the Program Chair. The ad hoc committee will perform its duties until it completes its specific charge.

#### E. Definition of quorum and majority; voting procedures

Unless otherwise specified in these bylaws, decisions of standing and ad hoc committees require a simple majority of the votes cast at a committee meeting.

A quorum consists of 50% of the Core Faculty. Depending on the issue, votes may be taken by e-mail, if there are no objections from committee members. Voting may be held by secret ballot at meetings if a majority of members approve. Voting by proxy is not allowed.

#### IV. Program dissolution

The Steering Committee may propose to dissolve the Program. Program dissolution can only be considered at a meeting of the Core Faculty during the nine-month academic year, and requires the approval of a two-thirds majority of the Committee. Dissolution of the Program will be effective on July 31.

#### V. Amendments

These bylaws shall be reviewed by the Steering Committee at least once every three years.

Amendments to these bylaws can only be considered at a meeting of the Core Faculty and require approval by a two-thirds majority of the votes cast at the meeting. The text of the proposed amendments must be distributed by electronic mail to members of the Core Faculty at least 10 days before the date of the Asian Studies Committee meeting at which the amendments are considered.

The Chair shall inform the Dean of the College (or another person designated by the Dean) of any changes in these bylaws.