MIDDLE EAST STUDIES CENTER FACULTY BY-LAWS

Adopted May 19, 2010

The mission of the Center is to promote and facilitate research, teaching, faculty training and development, and public awareness on all regions of the Middle East. Its core responsibilities are academic: to help sponsor conferences, speakers, training programs, and other relevant events and activities related to Middle East studies; and to guide and train students who plan to make a career in this field. To support these initiatives, the Center will work, as necessary, with academic and administrative units across campus, and devise strategic plans, both for strengthening and developing Middle East studies at PSU and for building academic and administrative ties to the Middle East itself. As an outgrowth of these core responsibilities, it will also conduct outreach activities with local, national, and international educational and community organizations.

I. Membership and Voting

a. All faculty, administration, and staff interested in Middle East studies are welcome to participate in the Center’s activities, including meetings, program development, library acquisitions, and fundraising.

b. Membership at the Center will consist of two categories:

   i. **Associate Members** are tenured or tenure-track faculty with appointments at .50FTE or higher who regularly apply scholarship on the Middle East, past or present, to their teaching, research, and training. They have voting rights and are eligible for election to offices at the Center. Unless otherwise stipulated, all elections and votes will require a simple majority for approval.

   ii. **Affiliated Members** are faculty with any appointment (including visiting faculty and courtesy appointments), administrators, and staff whose interests or work supports Middle East studies. They may fully participate in the Center’s activities, but are not eligible to vote, stand for election, or hold executive offices or titles.

II. Director

a. The head of the Center is the **Director**, who will preside over meetings of the Center and act as its representative before the university and larger community.

b. The Director will be appointed by the Vice Provost for International Affairs upon recommendation by a majority vote of the Center’s Associate Members (as defined above). All Associate Members are eligible to vote, but only those with tenure may stand as candidates for the position.
c. An election will be held whenever the Director’s position becomes vacant. The Provost and Vice Provost will accept the Associate Members’ nomination except in extraordinary circumstances that must be explained to the faculty in writing. In such circumstances a second election must be called, and the process repeated within one month of notification from the Vice Provost.

d. The term of office for the Director is four years, served concurrently with the academic year, unless the Director and the Vice Provost agree to a lesser length and time of service. During the final year of the sitting director’s term, the Center will constitute an election committee to solicit nominations for candidates. Individuals who are Associate Members may nominate themselves or other Associate Members. The formal election should take place no later than the end of April.

e. The Director is responsible for calling and conducting regular meetings of the Center (at least once per academic year). Among the Director’s other duties are the promotion of faculty research and training, the creation and development of programs and activities related to Middle East studies, the supervision and maintenance of the Center’s budget, and fund raising. At least once every ten years, if not sooner, the Director will execute an external review of the Center, to be conducted by an academic panel with appropriate expertise in Middle East studies.

f. The Director will carry out the above duties in consultation with the Center’s Advisory Committee.

III. Committees

a. Assisting the Director will be an academic Advisory Committee composed of three Associate Members of the Center. Each of these members will serve for a term of three years, staggered so that one seat will fall vacant every year. In the final year of each member’s term, the Director will nominate a replacement, who will need to be confirmed by a majority vote of Associate Members.

b. The Advisory Committee will choose its own chair. At all times, at least one member will have the rank of Associate or Assistant Professor.

c. The Advisory Committee’s main duties are to help the director formulate policies that will advance the Center’s mission. It may consider any matters that it deems relevant or that the Director, other committees, or the Center may refer to it.

d. The Director may form various ad hoc committees from time to time according to the needs of the Center. All members are eligible for service.

IV. Amendments

a. As conditions require, the Director or any member of the Center may propose amendments to these by-laws.

b. Any proposed amendments will go into effect with a two-thirds majority vote of Associate Members.