

# **BY-LAWS OF THE AFRICANA STUDIES DEPARTMENT**

## **University of Delaware**

Approved by AFRA, September 20, 2016

Revised August 2016

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This document describes the policies and procedures by which the Africana Studies Department (“AFRA”) of the University of Delaware operates to achieve its mission. These by-laws are subject to and consistent with those of the University of Delaware and the College of Arts and Sciences.

### **MISSION**

The Africana Studies Department is an academic unit within the College of Arts and Sciences whose mission is to analyze, examine, and interpret the life experiences of African-Americans and the African Diaspora. AFRA is dedicated to advancing knowledge and understanding through interdisciplinary study of the arts, history, law, humanities, the behavioral and social sciences and other academic disciplines. Specific aims include: 1) promoting excellence in multidisciplinary research and scholarship regarding African-Americans and the African Diaspora; 2) providing service to the University community, the people of the State of Delaware, and larger society through the dissemination of information and programs and projects relevant to people of African heritage in the Diaspora; 3) offering a rich and varied curriculum of courses, scholarly and learning experiences regarding African-Americans and the African Diaspora for students at the University of Delaware and related institutions.

### **I. AFRICANA STUDIES DEPARTMENT FACULTY**

Faculty participating in the Africana Studies Department are classified as core faculty, faculty with joint appointments, affiliated faculty and secondary faculty.

- A. Core Faculty are faculty members with their primary appointment located in AFRA, or joint appointment with at least twenty-five (25%) of their line officially designated to be in AFRA.
- B. Joint Faculty are faculty members with less than twenty-five (25%) of their line located in AFRA, or those whose primary appointments are in other academic units. Joint appointments shall be for three-year (3) renewable terms. Faculty holding joint appointments shall be actively involved in scholarship pertinent to the Africana Studies Department, teach at least two (2) courses or cross-listed course every three (3) years, serve as advisors to Africana Studies students, and engage in service activities within the Africana Studies Department.
- C. Affiliated Faculty include faculty members in other departments who do not hold joint appointments with AFRA but who teach courses cross-listed with AFRA.
- D. Secondary Faculty are university professional staff who have teaching appointments in AFRA.

Faculty members responsible for the governance of the Africana Studies Department include Core and Joint faculty members (hereinafter “AFRA Faculty”). AFRA faculty shall be eligible to vote on all department matters, including Promotion and Tenure matters.

## **II. GOVERNANCE**

Governance of the Africana Studies Department is conducted by the AFRA Faculty. The AFRA Faculty are responsible for activities and obligations customarily assigned by the University to departmental faculty. These responsibilities include, among other things, faculty appointments, curriculum oversight, and recommendations for promotion and tenure.

Affiliated Faculty and Secondary Faculty may participate in department policy and policy deliberations and are eligible to serve on all AFRA committees except the Executive and the Promotion and Tenure Committees.

### **A. Executive Committee**

The Executive Committee shall consist of the Department Chair, and five members of the AFRA Faculty who will be appointed by the Department Chair for a three (3) year term. The Executive Committee assists the Department Chair in the operation of the AFRA department. These duties will include advising the Department Chair regarding committee assignments, making recommendations for department activities, making recommendations for hiring, promotion and tenure, and addressing issues that require faculty advice between faculty meetings. The Executive Committee will meet at least twice each semester.

The Executive Committee, with the advice of the Curriculum Committee, shall also be responsible for evaluating and recommending new courses which will be submitted to the AFRA Faculty for approval. The Executive Committee shall provide oversight for the curriculum regarding course offerings, course sequencing and requirements for the major and the minor. The Executive Committee will also be responsible for recommending curriculum changes when such changes are deemed appropriate.

### **B. Promotion and Tenure Committee**

The Promotion and Tenure Committee will be appointed by the Department Chair for a three (3) year term. The procedures and policies for promotion and tenure are specified in the Promotion and Tenure document of the AFRA Department.

### **C. Curriculum Committee**

The Curriculum Committee will be appointed by the Department Chair for a three (3) year term. The Curriculum Committee shall have responsibility for developing and monitoring the curriculum and recommending modifications and/or additions to the AFRA Faculty.

### **D. Community Advisory Board Committee**

The Community Advisory Board Committee shall consist of the Department Chair and three members selected from the community by the Department Chair for a three (3)

year term. The committee shall advise the Department Chair on issues related to the department's community engagement.

**E. Other Committees**

The Department Chair may appoint faculty to other committees as needed.

**F. Faculty Meetings**

AFRA Faculty shall convene at least three (3) meetings each semester and on other occasions scheduled by the Department Chair or the Executive Committee.

A quorum shall consist of one-half (1/2) of the AFRA Faculty members present at the meeting. There shall be no proxy vote.

**III. DEPARTMENT ADMINISTRATION**

**A. DEPARTMENT CHAIR APPOINTMENT**

1. The Dean of the College of Arts and Sciences shall appoint a search committee to solicit for nominations and applications for the position of Department Chair.
2. The search committee shall include a majority of AFRA faculty.
3. If an outside search is deemed desirable, an effort will be made to advertise for the position in appropriate professional agencies/outlets.
4. Each applicant for the position of Department Chair shall make an oral presentation to AFRA Faculty outlining the basis of his or her candidacy. The search committee will also meet separately with each candidate to evaluate their qualifications and suitability.
5. The search committee will schedule a meeting with AFRA Faculty to discuss its deductions and recommendations.
6. AFRA Faculty shall meet and vote on the candidate(s).
7. The successful candidate(s) must receive the majority vote of all voting members of AFRA Faculty present at the meeting. The outcome of this vote shall be communicated to the search committee. The appointment of the Chair is the Dean's prerogative. This vote expressing the majority opinion of AFRA Faculty is important to both the search committee and the Dean.
8. The search committee shall forward its recommendation(s) to the Dean.

**B. CHAIR FUNCTIONS AND RESPONSIBILITIES**

The Department Chair serves as the chief administrative officer of the Africana Studies Department and is responsible for the overall functioning of the academic and service components of the Department, which include, among other things, managing the Department's budget, overseeing campus and community programming, supervising

staff and mentoring faculty and students. These duties do not preclude any responsibilities that may be assigned to the Department Chair by University authorities.

The Department Chair appoints the members of the Department committees and will develop workload agreements and annual evaluations of all AFRA Core Faculty and staff.

**C. CHAIR TERMS OF OFFICE**

The Department Chair serves a term of five (5) years and is ineligible for reappointment.

**IV. BY-LAW REVISIONS AND AMENDMENTS**

The AFRA Department By-Laws may be amended by a vote of the majority of the AFRA Faculty.