

**UNIVERSITY OF PITTSBURGH
INTERDISCIPLINARY FILM STUDIES PROGRAM
BYLAWS**

PREAMBLE: In the belief that the work of an academic program can be carried out most responsibly, effectively, and equitably when its procedures are as clearly defined and open as possible, and provide for a high degree of participation by its members, the Interdisciplinary Film Studies Program at the University of Pittsburgh adopts the following bylaws and regulations.

DEFINITION OF PROGRAM AND VOTING MEMBERSHIP

1. All powers and responsibilities delegated by the Dietrich School of Arts and Sciences to the Program reside in the body of its voting members. The powers and responsibilities of the officers and committees vis-à-vis the Program are delegated to them by the Program, on whose behalf they act. Their decisions and actions are therefore subject to review by the full Program.
2. The voting membership of the Interdisciplinary Film Studies Program shall be as follows
 - a. Every voting faculty member must be approved by the Executive Committee **and** fall under one of the following conditions:
 - i. Each full-time tenured and tenure-stream (TS) faculty member who has, within the past *three* academic years, taught a graduate course approved by Film Studies shall receive one vote on all matters of the Film Studies Program.
 - ii. Each full-time TS faculty who has, within the past *three* academic years, taught an undergraduate course approved by Film Studies shall receive one vote, but may not participate in decisions or committees regarding the graduate program.
 - iii. Each full-time non-tenure-stream (NTS) lecturer who has, within the past *three* academic years, taught a course approved by Film Studies shall receive one vote, but may not participate in decisions or committees regarding the graduate program.No faculty member, TS or NTS, shall receive more than one vote.
 - b. The film studies graduate students shall elect one person to represent their interest; as a group, the full-time graduate students shall receive one vote. Graduate students may not vote on matters related to specific, individual graduate students or on faculty personnel issues.

STRUCTURE OF PROGRAM

1. The full body of the Interdisciplinary Film Studies Program shall be comprised of the voting membership. The full body shall meet at least once a year, unless a second meeting is deemed necessary by the full body, the Director, or the Executive Committee.
2. The Interdisciplinary Film Studies Program will be run by a Director and an Associate Director. Each will serve terms of three (3) years; the Director will be appointed by the Dean of the Dietrich School after election by the full voting membership of the program, while the Associate Director will be appointed by the Director and then subject to a vote of approval by the full voting membership. In recognition of the constitution of the Film Studies Faculty, these positions should be held by a member of the Department of English and a member of one of the other affiliated departments.
 - a. The Director of the Interdisciplinary Film Studies Program shall be considered a distinct position from the chair or director of graduate studies of any affiliated department, or from the head of affiliated programs.
3. The Executive Committee will be elected by the voting membership of the program, and will be comprised of four members: two from the Department of English and two from the other affiliated departments. It will be chaired by the Director of the Interdisciplinary Film Studies Program, who shall have the deciding vote in case of a tie.
 - a. Members of the Executive committee shall serve three years.
 - b. The Executive Committee shall meet at least once a term.
 - c. In case of leave or sabbatical, the Executive Committee shall appoint an interim member.
4. There will be two committees that deal exclusively with the Interdisciplinary Ph.D. in film studies.
 - a. Film Studies Doctoral Steering Committee: This committee shall govern the graduate program. This will involve keeping student records, overseeing assessment, overseeing curricular issues, review of student status, certifying MA and Ph.D. certificates, granting of Ph.D. to qualifying graduate students, and appointing the faculty member to coordinate the annual Proseminar.
 - i. The membership of this committee will be voted on by the graduate faculty of the departments and programs affiliated with the Interdisciplinary Ph.D. in film studies.
 - b. Film Studies Doctoral Admissions Committee: This committee will be appointed by the Steering Committee, and will serve a two-year term (to be staggered to assure continuity). Attention will be paid to rotating membership so that all departments are represented over time.
5. The inaugural Executive Committee will determine the exact constitution of additional committees, but it is expected that they will include at least the following:
 - a. Film Studies Curriculum Committee: This committee will oversee graduate and undergraduate curricular matters and coordinate with Directors of Graduate and Undergraduate Studies in affiliated departments as needed. The Curriculum Committee will also run the assessment of undergraduate and graduate programs, as well as the general education courses.

- i. The Curriculum Committee will appoint two of its members to serve in supervisory function: one to supervise undergraduate and one to supervise graduate curricular matters.
- b. Film Studies Student Life: This committee will supervise aspects of both undergraduate and graduate student life. This may involve coordinating the annual Undergraduate Film Studies conference; assisting the annual Graduate Film Studies Conference; organizing pedagogy sessions for Film Studies TAs; and the organizing of the annual receptions.
- c. Planning and Budget Committee: This committee shall consist of the Director, the Associate Director, one tenured or tenure-stream faculty member, the Administrative Assistant, and one graduate student. The faculty member and graduate student shall be elected at the spring meeting by the full voting body of the Program.

There may be overlap in membership between committees.

- 6. In addition, the Executive Committee shall have the following responsibilities:
 - a. To approve new members of the Film Studies Faculty.
 - b. Where appropriate, to recommend the hiring of NTS faculty for undergraduate courses to the chairs of the relevant departments.
 - c. To meet to determine hiring priorities for potential film studies hires at a tenure or tenure-stream level.
 - d. To recommend the representative to the Media Advisory Committee of the ULS.
 - e. To take on any other programmatic tasks as they arise.
- 7. The responsibilities of the Director of the Interdisciplinary Film Studies Program are as follows.
 - a. The Director shall be responsible for the business and administration of the Program, and shall represent the Program to the administration, the university at large, the community, and the profession: in hiring and other negotiations, and in dealing with student complaints and problems.
 - b. In general, the Director shall be responsible for the execution of the Program's bylaws, regulations, policies, and procedural guidelines; for the day-to-day functioning of the Program; and for keeping members of the Program informed of matters that concern them.
 - c. The Director shall negotiate the Programs' budget with the Dean (after consultation with the Associate Director and the Executive Committee).
 - d. The Director shall be the primary liaison between the Interdisciplinary Film Studies Program and the affiliated departments.
 - e. The Director shall write the annual report, and distribute copies to members of the Program.
 - f. The Director shall supervise and exercise control over the work of the Administrative Assistant.
- 8. The responsibilities of the Associate Director of the Interdisciplinary Film Studies Program are as follows:

- a. The Associate Director shall serve as chair of the FSRP Committee on Media Related Faculty Grants.
 - b. The Associate Director shall organize and supervise the Film Studies lecture series (4-6 speakers per year) and the Pittsburgh Film Colloquium (six times each year).
 - c. The Associate Director shall oversee all Film Series and Screenings (Bellfield Hall, Alumni Hall).
 - d. The Associate Director shall organize and supervise Film Studies Undergraduate and Graduate Writing Awards Committees.
9. The responsibilities of the Administrative Assistant are as follows:
- a. S/he will oversee and update all Film studies publicity and informational material. This will entail distributing brochures and ads, and especially keeping the departmental website up to date.
 - b. S/he will keep minutes for all meetings, and distribute them to the faculty in a timely manner.
 - c. S/he will assist the Curriculum Committee in relations with Pittsburgh Filmmakers, and assist undergraduates in their enrollment.
 - d. S/he will maintain regular contact with undergraduate and graduate students in matters that pertain to their work in Film Studies.
 - e. S/he will collect and coordinate the applications for admission to the Interdisciplinary Doctoral Program.
 - f. All other tasks will be set in conjunction with the Director.

COURSE APPROVAL

1. The Interdisciplinary Film Studies Program shall attempt to provide a diverse listing of courses at both undergraduate and graduate levels that count for the Film Studies degrees and certificates. This requires coordination within and between affiliated departments, and with Pittsburgh Filmmakers.
2. The Doctoral Steering Committee shall supervise and have authority over the three required graduate courses for the Interdisciplinary Film Studies Ph.D. It is expected that these courses will be taught by faculty from the across the affiliated departments and programs.
 - a. In consultation with the Curriculum Committee, the Doctoral Steering Committee will also review graduate course offerings and, when requested by an affiliated department or program, assist in course design and approval. It shall be the responsibility of the affiliated departments and programs to approve their own graduate course offerings.
3. The Curriculum Committee will supervise the undergraduate course offerings to ensure that an appropriate mix of required courses and electives is being offered.
 - a. The Curriculum Committee has the authority to approve courses taught by faculty outside the Film Studies Program for inclusion in the major and minor. A proposal for such course shall include information about the nature of the course, the qualifications of the instructor, its projected role within the curriculum, and the reasons why it is a desirable addition.

- b. The Curriculum Committee shall review all course proposals from Pittsburgh Filmmakers for the undergraduate major and minor; it shall have the authority to accept, reject, or recommend revisions for any course proposals that will count for the undergraduate major and minor.

These bylaws may be amended by the recommendation of the Executive Committee when approved by a majority of the full voting membership, and subject to approval by the Dean of Arts and Sciences.

November 1, 2011