

Medieval and Renaissance Studies Program Bylaws

These bylaws were adopted by a vote of the Medieval and Renaissance Studies Executive Committee in April 2025.

1. Definition and Mission:

The mission of the Medieval and Renaissance Studies Program at the University of Pittsburgh is to facilitate and promote the interdisciplinary study of global cultures before the modern era (c. 500-1750). The program fosters interdisciplinary scholarship, teaching, and community across fields engaging with study of the premodern world through programming, research initiatives, and graduate and undergraduate courses and certificates.

2. Faculty Affiliation:

- a. Membership (affiliated faculty status) in the Program shall be established as follows:
 - i. Full-time tenure-stream and appointment-stream faculty who have taught or teach courses bearing the Medieval and Renaissance Studies attribute may be appointed as affiliated faculty of the program by the Director.
 - ii. Faculty with research, teaching, or other scholarly interests in the medieval and/or Renaissance periods may be appointed as affiliated faculty of the program by the Director.
- b. The Director of the program will call meetings of affiliated faculty of the program periodically when necessary. Meetings of affiliated faculty may also be called by petition of four members of the affiliated faculty of the program.

3. Committees:

- a. The Executive Committee
 - i. The Executive Committee for the Medieval and Renaissance Studies Program shall consist of four members of the affiliated faculty of the program, in addition to the Director of the program, who serves as the Chair of the Committee.
 - ii. The Program Director shall select members of the affiliated faculty of the program to fill vacancies on the Executive Committee; any member of the affiliated faculty may self-nominate for consideration to serve on the Executive

Committee. The Executive Committee will ideally include both tenure-stream and appointment-stream faculty as well as faculty representing various affiliated departments.

iii. Members of the Executive Committee will ordinarily serve three-year terms. Ideally the terms of the four members will be staggered such that no more than two members of the committee end their service in any given academic year.

iv. The outgoing Director of the Medieval and Renaissance Studies Program shall ordinarily serve on the Executive Committee for a term beginning in the subsequent academic year.

v. The Executive Committee shall participate in carrying out the program's core activities, including soliciting and evaluating nominations and making a recommendation to the Dean about the appointment of the program Director; participating in program activities planning and decision-making; and serving as the Planning and Budgeting Committee for the Program.

b. *Ad hoc* Committees

i. *Ad hoc* committees may be appointed by the Director as needed, drawing from the Affiliated Faculty of the program or other faculty as determined appropriate by the Director, for the planning of events, tasks related to the program's course offerings, evaluating funding requests from students and faculty, evaluating student essays for prizes, and other program needs.

4. Program Director:

a. Appointment

i. The Director of the program shall be appointed by the Dean of the Dietrich School of Arts and Sciences after consultation with the Medieval and Renaissance Studies Executive Committee. One member of the Executive Committee not running as Director will solicit nominations (including self-nominations) from all faculty affiliates for Director. Nominated faculty will be invited to submit a statement, and the full Executive Committee will discuss all nominated faculty members' statements. A recommendation for appointment will then be made to the Dean. The Director serves for a three-year term unless otherwise stipulated at the Director's initial appointment. In the event that any member of the Executive Committee is a candidate for the Directorship, that member shall recuse themselves from deliberation on this matter.

ii. If the Director of the program is unable to serve for part of the three-year term due to sabbatical or other factors, the Director and Executive Committee shall recommend an acting or interim Director.

b. Duties and Functions:

i. The Director of the program shall be responsible for the academic, administrative, and financial oversight of the program, and shall represent the program and its interests in committees and other contexts at the level of the Dietrich School of Arts and Sciences. In particular, the Director shall serve as an advisor to students enrolled in the undergraduate and graduate certificate programs; evaluate students' progress toward certificates and completion of requirements; oversee the status of courses which fulfill requirements of the certificates; carry out activities related to assessments; plan and coordinate programming for faculty and students; and carry out duties related to the Program's membership in the Newberry Library's Center for Renaissance Studies Consortium, including attending program representative meetings or designating a representative to attend meetings, and coordinating evaluation of requests for the use of Consortium-granted funding from faculty and students.

ii. The Program Director shall report each year on the activities of the program to the Dean and to the Executive Committee.

5. Course Offerings

The Director shall be responsible for maintaining the list of courses bearing the Medieval and Renaissance Studies interdisciplinary attribute for the fulfillment of certificate requirements. Additionally, proposals for new courses originating in the Medieval and Renaissance Studies program (MRST courses) may be submitted to the Director for consideration by the Executive Committee. Proposals should consist of a course description; draft syllabus, including course requirements, explanations of policies, and outline of readings and assignments; rationale for including the course among MRST offerings; and anticipated cross-listings and General Education Requirements. Proposals may be accepted or rejected by a vote of the Executive Committee, or the Committee may vote to recommend revisions and resubmission. MRST courses designed to satisfy Arts and Sciences General Education Requirements will seek approval from the Arts and Sciences Undergraduate Council.

6. Amendment of Bylaws

These bylaws may be amended by a majority vote of the Affiliated Faculty of the program, subject to approval by the Dean.