University of Pittsburgh Dietrich School of Arts and Sciences Jewish Studies Program

Approved by JS Advisory Committee vote and by Dean’s office, March 2013

Mission Statement:

The mission of the Jewish Studies Program, an interdisciplinary program in the School of Arts and Sciences, is to offer courses and academic programs, including courses of study leading to academic degrees or certificates; to promote research; and to serve as a resource on the full range of academic Jewish studies, including the exploration of Jewish history, culture, religion, thought, and literary and artistic expression.

By-laws:

1. Membership (Affiliated Faculty)

(a) The members of the Jewish Studies Program shall be faculty who fit into one of the following categories and shall be constituted as the "Affiliated Faculty" of the program.

(i) All faculty listed as members of the "Jewish Studies Advisory Committee" as of the date of the adoption of this document (see appendix A) shall be appointed to membership. Emeritus faculty as of the date of the adoption of this document will be listed as emeritus affiliates.

(ii) Faculty members who have taught a course cross-listed with or originated by the program shall be automatically appointed to membership.

(iii) Faculty members who have research interests in Jewish studies, broadly defined, or with particular relevant expertise that they wish to contribute to the program on an on-going basis, may be appointed to the faculty by the Director of the program through written notification to the Affiliated Faculty.

(b) The Affiliated Faculty will meet at least once per academic year. Elections to the Executive Committee for the following academic year may take place at a spring term meeting or via e-mail in the spring term.

2. Committees and Management

(a) The Executive Committee shall consist of 5 members. Four shall come from the "Affiliated Faculty" to be elected annually by vote of the full membership. The Director of the program serves as fifth member and chair of the Executive committee.

(b) The Executive Committee shall assist the Director in running the program, shall approve courses to be cross-listed or new course proposals in accordance with the procedures below and advise the Director on budgeting and planning.

(c) The Executive Committee shall constitute the unit Planning and Budgeting Committee for purposes of the Dietrich School and University Planning and Budgeting process.

(d) The Director shall appoint ad hoc committees as needed. Members of ad hoc committees may be drawn from members of the Executive Committee, other members of the Affiliated Faculty, and non-affiliated University faculty members if needed for expertise on particular issues.

(e) The convener of any meeting (whether director or chairs of ad hoc committees) shall appoint a member to take minutes or arrange for a staff person to take minutes (as appropriate) and shall distribute minutes to the members of the committee following the meeting.

(f) A quorum for a Committee meeting shall consist of at least 40% of the members of a committee.

3. The Director

(a) The Director shall exercise administrative, academic, and fiscal oversight over the program. He or she also exercises all the responsibilities usual for Program Directors in the Dietrich School.

(b) The Director shall report annually on the activities of the program and the membership in the Affiliated Faculty, the Executive Committee, and ad hoc committees to the Dean and to the members of the Affiliated Faculty.

(c) The Director of the Program shall be appointed by the Dean of the Dietrich School after consultation with the Executive Committee and the Affiliated Faculty. The usual term for a Director will be three years unless otherwise indicated in the appointment by the Dean. At least two months prior to the end of the Director's term, the Director shall indicate whether he or she wishes to be reappointed or whether he or she will step down. A senior member of the current Executive Committee shall convene a meeting of the Affiliated Faculty to discuss reappointment of the current director or to nominate a new director candidate as appropriate. If not feasible to convene a meeting, such a discussion may take place over e-mail. This senior member shall then convey the recommendations of the Affiliated Faculty to the Dean prior to the expiration of the term.

(d) Directors going on leave or sabbatical or temporarily assuming other administrative duties shall recommend an Acting Director to the Dean for temporary appointment.

4. Advising and Coordination of the Undergraduate Certificate

(a) The Director, or the Director’s designate, shall act as Advisor/Undergraduate Coordinator for the Jewish Studies Undergraduate Certificate.

(b) The Advisor/Undergraduate Coordinator shall: advise students interested in the certificate; coordinate the JS 1901 Independent Study capstone; participate in the assessment process; and otherwise have general supervision over the certificate program.

5. Course Offerings and New Courses[[1]](#footnote-1)

(a) Proposals for new courses originating in the JS program.

(i) Such proposals should consist of a course description; course goals that conform to the stated missions of the University and the Program; course requirements; explanations of grading and other course policies; a complete syllabus including reading and other assignments; the targeted enrollment and course level; a rationale explaining how the new course serves the long-term pedagogical aims of the Program; and a list of departments and programs to approach for cross-listing the course. In addition, new course proposals should contain a statement from the faculty member indicating that they have approval of their department chair to offer such a course originating in the JS program.

(ii) Proposals should be submitted to the Director, along with the paperwork required by Arts and Sciences Undergraduate Council for applying to satisfy General Education Requirements, if applicable. The proposal will be brought to Executive Committee at the next scheduled meeting for new course approval. The Committee may vote to reject the proposal, or recommend revisions and resubmission, or approve the proposal. Proposals for new courses will be reviewed once each term: by the end of October in the Fall Term and the end of February in the Spring Term.

(iii) Proposals will be evaluated on whether or not they advance the ongoing instructional aims of the program, including suitability for the undergraduate certificate; adhere to rigorous academic standards, have clear standards for grading and other course policies, and reflect topics or approaches different from those of existing courses. To be approved, new course proposals should have appropriate levels and amounts of reading and writing; clear assignments, grading standards, and course policies; and clear statements on academic integrity and on student requests for accommodations for disabilities.

(iv) Arts and Sciences Undergraduate Council (and the Registrar¹s Office) shall be notified of all new courses that have been approved. All courses that are intended to satisfy Arts and Sciences General Education Requirements will require GER approval by Arts and Sciences Undergraduate Council.

(b) Proposals from other departments or programs to cross-list an approved (existing or new) course with the Jewish Studies Program. The Director will have discretion to approve such cross-listings as requests are made or to refer the course to the Executive Committee for discussion. Proposals for cross-listing will be evaluated as to whether or not they advance the ongoing instructional aims of the program and whether there is sufficient “Jewish studies” content to warrant counting the course toward the JS Certificate.

6. Amendments

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

Appendix A, current members of the "Jewish Studies Advisory Committee"

B. Burstin (History)

L. Cohen (ULS)

A-D. Colin (German)

S. Drescher (History)

H. Feig (Religious Studies)

L. Fischer (English)

L.. Gotkowitz (History)

J. Harris (Political Science)

L. Insana (French and Italian)

H. Johnson (English)

R. Kranson (Religious Studies)

R. Kutz-Flamenbaum (Sociology)

I. Livezeanu (History)

C. Muenzer (German)

L. Plotnicov (Anthropology)

I. Reyn (English)

J. Rosenberg (General Counsel’s office)

A. Shear (Religious Studies)

J. von Ehrenkrook (Religious Studies)

Emeritus:

B. Goldstein (Religious Studies)

A. Orbach (Religious Studies)

1. Interpretation/Clarification: As currently written, all courses bearing a JS number can count toward the JS Certificate. Unless this changes in the future, it should be clear that the instructional aims of the program are coterminous with the instructional aims of the certificate. [↑](#footnote-ref-1)