

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

(last updated May 2020)

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, providing for a high degree of participation by its members, the interdisciplinary Film and Media 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 University of Pittsburgh 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 serve. Their decisions and actions are therefore subject to review by the full Program.
2. Membership in the Film and Media Studies Program (FMSP) shall be as follows:
 - a. **Primary Members**
 - i. Primary Members created by FMSP Appointments
 1. Any full-time faculty member employed by the Program is automatically a Primary Member of the Program.
 - ii. Primary Members from other Departments
 1. Full-time Tenure-Stream (TS) and Appointment-Stream (AS) faculty employed primarily by affiliated or non-affiliated departments may be appointed as Primary Members if their scholarly training and their research, teaching, or service activities focus centrally on the discipline of Film and Media Studies.
 2. Affiliated departments are ones participating in the interdepartmental graduate program in Film and Media Studies.
 - iii. Term:
 1. The term of appointment is typically for the duration of a faculty member's employment at the University but may in certain cases be set for a fixed term (one to three years) that can be renewed any number of times.
 - iv. Application:
 1. Any TS or AS faculty member may apply to the Executive Committee (EC) to be appointed as a Primary Member of the Program. For first-time consideration, a faculty member should submit a curriculum vitae and a cover letter explaining how their scholarly training, research, teaching, and/or professional activities relate to the field of Film and Media Studies. The petitioning

faculty member should also explain why they want to become a Primary Member of the Program as opposed to Affiliated Faculty.

2. Reappointment: The renewal of a fixed-term appointment for an additional term may take place with the submission of a current CV to the Executive Committee.
- v. Responsibilities and expectations:
 1. Participate actively in the life of the Program.
 2. If graduate faculty, direct dissertations and serve on dissertation committees in the Program.
 3. Primary Members who have only taught undergraduate courses may not participate in decisions or committees regarding the graduate program.
 4. Offer a course(s) primarily for the Program under its aegis and rubric.
 5. Offer a course(s) suitable for cross-listing by the Program.
 6. Serve on Program committees.
 7. Offer to serve as a reviewer in the matter of AS faculty appointments, reappointments, and promotion in the Program when invited by the Program Director. Such evaluations are transmitted to the EC which acts for the Program in these matters.
- vi. Voting
 1. All Primary Members have one vote in Program meetings.

b. Affiliated Faculty

- i. Affiliated Faculty are persons employed primarily by other departments at the University who have a serious professional interest in Film and Media Studies and whose accomplishments the Program wishes to recognize through public affiliations. These faculty members are also resources for students in the Program, and the Program wishes to recognize their contributions.
- ii. Term:
 1. The term of appointment is normally for three years but may sometimes be shorter. Appointments can be renewed any number of times.
- iii. Application:
 1. Any TS or AS faculty member may apply to the Executive Committee to become Affiliated Faculty of the Program. The faculty member should submit a curriculum vitae and a cover letter explaining why they wish to affiliate with the Program at that time.
 2. Reappointment: The renewal of an appointment for an additional three-year term may take place with the submission of a current curriculum vitae to the Executive Committee.
- iv. Responsibilities and expectations:
 1. Participate actively in the life of the Program.
 2. Occasionally offer a course suitable for cross-listing with the Program.

3. Occasionally offer a course of special interest to students in Film and Media Studies.
- v. Voting
 1. Affiliated Faculty do not vote in Program meetings or serve on Program committees.
- c. **Graduate Students**
 - i. The graduate students in the interdisciplinary and interdepartmental Film and Media Studies PhD Program shall elect one person to represent their interest; as a group, the full-time graduate students shall receive one vote. This representative will serve on the EC (see below). 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 and Media Studies Program shall be comprised of the voting membership. The full body shall meet once a semester, unless a second meeting is deemed necessary by the full body, the Director, or the Executive Committee.
2. The interdisciplinary Film and Media Studies Program shall 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 of Arts & Sciences (DSAS) after an advisory 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.
 - a. The Directorship of the interdisciplinary Film and Media 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.
 - b. The Director will appoint other Program officers, such as the Directors of Undergraduate Studies and the Director of Graduate Studies.
 - c. The Director shall not serve more than 2 consecutive terms; there is no limit on the total number of terms (or years) a Director may serve.
 - d. Election Process for the Directorship
 - i. In the fall of a Director's third year, the Director shall appoint a Primary Faculty member as an election coordinator to oversee the search for the next Director. This faculty member shall, if possible, be a previous Director employed by the university.
 - ii. This election coordinator shall consult with the current Director to determine the latter's willingness to stand for election again, if an additional term is permissible under the provisions of these Bylaws. This election coordinator shall receive nominations and arrange a meeting or series of meetings to allow the candidate or candidates to make statements and to be interviewed by the EC, FMSP faculty, FMSP graduate students, and those pursuing FMSP certificates. Elections need not be contested.

- iii. Voting for the new Director shall be by secret electronic ballot by the voting members of the Program. The election is advisory, and the outcome shall be reported to FMSP faculty and students and to the Dean of the Dietrich School of Arts and Sciences. The Dean will appoint the Director and negotiate the terms of appointment.
3. The **Executive Committee** (EC) will consist of the Director, the Associate Director, the Program Coordinator in the Department of English, the Director of Graduate Studies (DGS), the Directors of Undergraduate Studies (DUGSs) of Critical Studies, Production, and Broadcast, and three additional elected members. Two of these latter members will be faculty, one in Critical Studies and one in Production, each elected by the voting membership of the Program. The third will be a graduate student representative elected by the members of the Film and Media Studies Graduate Student Organization (FMSGSO). The EC will be chaired by the Director of the Film and Media Studies Program, who shall have the deciding vote in case of a tie.
 - a. Elected Members of the EC shall serve a one-year term and they may be re-elected any number of times.
 - b. The EC shall meet at least three times per semester in an open meeting. The Director may schedule additional meetings as needed or decide to cancel a regular EC meeting due to lack of new business.
 - c. In consultation with the Director, the voting members of the EC make policy decisions about curriculum, assessment, cross-listing, appointments and affiliations, and events programming. EC meetings will ordinarily be open to interested members of the University community, including FMSP faculty, affiliates, graduate students, and other guests. However, the EC may sometimes hold closed sessions or close a portion of a meeting in order for members to discuss sensitive or confidential matters.
 - d. The EC shall review all course proposals for inclusion in the undergraduate majors and minors. A proposal for such course shall include information about the nature of the course, the qualifications of the instructor (if not Primary Members of the Program), its projected role within the curriculum, and the reasons why it is a desirable addition.
 - e. In lieu of a standing Diversity, Equity, and Inclusion (DEI) committee at the program level, the EC is also charged to formulate, coordinate, implement DEI initiatives in conjunction with standing DEI committees in the affiliated departments.
 - f. The graduate faculty members of the EC shall approve any graduate seminars for the interdisciplinary Film and Media Studies Ph.D. that are not taught by Primary Members of the Program.
 - g. In addition, the EC shall have the following responsibilities:
 - i. To supervise the hiring, re-appointment, and promotion of AS faculty.
 - ii. To meet to determine hiring priorities for potential Film and Media Studies TS or AS hires.
 - iii. To approve new courses in the Program and courses for cross-listing.
 - iv. To appoint a representative to the Media Advisory Committee of the University Library System (ULS).

- v. To address other programmatic issues as they arise.
 - h. A quorum shall be constituted by the presence of 50% of voting EC members.
 - i. Unless otherwise specified, decisions of the EC shall be made by a simple majority (50% + 1) vote of those present at an EC meeting for which a quorum obtains.
4. **Standing Committees:** The following shall be constituted as standing committees of the EC:
- a. **Film and Media Studies Graduate Admissions Committee:** This committee will be constituted by the DGS, and members will serve two-year terms (to be staggered to assure continuity). Rotating membership will ensure that all affiliated departments are represented over time.
 - b. **Film and Media Studies Curriculum Committee:** This committee, whose membership consists of the DUGSs and the DGS, will oversee graduate and undergraduate curricular matters and coordinate with Directors of Graduate and Undergraduate Studies in affiliated departments as needed. In addition to coordinating new courses, changes within the major, and certificate proposals, the members of this committee are also responsible for course scheduling.
 - c. **Film and Media Studies Program Assessment Committee:** This committee assess the Critical Studies and Production tracks of the major each year. It also assesses the Gen-Ed courses every year and the capstone courses in Critical Studies and Production every three years.
 - d. **Film and Media Studies Production Committee:** This committee oversees curricular aspects of the FMSP Production track and Broadcast program. It consists of three subcommittees:
 - i. **Curriculum:** This subcommittee coordinates course schedules, teaching assignments, and long-term curriculum changes and expansions.
 - ii. **Infrastructure:** This subcommittee coordinates equipment purchase, lab space maintenance and upgrades, and classroom and facilities concerns.
 - iii. **Professionalization and Mentorship:** This subcommittee coordinates internships, shadowing opportunities, professional workshops, funding opportunities, production safety, locations, and local crew calls. It oversees maintaining and updating the Production Handbook with best practices. It is also principally responsible for organizing screening sessions of student work and for developing internships in production.
 - e. **Undergraduate and Graduate Writing Awards Committees:** These committees will be constituted annually by the Associate Director of the Program for the purposes of deciding the annual writing awards.
 - f. **Film and Media Undergraduate Symposium Committee:** This committee shall consist of two members who are appointed for two-year terms. The members are responsible for organizing the annual undergraduate symposium. Committee membership shall be staggered to ensure knowledge transfer.
 - g. **Film and Media Undergraduate Recruitment Committee:** This committee shall be responsible for the practical elements of student recruitment, including organizing recruitment events, creating publicity materials for the Program, responding to inquiries from prospective students, and facilitating campus visits.

5. **New Committees:** Additional standing committees may be formed by the Director as needed. *Ad hoc* committees shall be formed at the discretion of the Director or by a majority vote of members present at an EC meeting.
6. **Committee Staffing:** EC members and FMSP Primary Faculty shall be polled at least annually about their preferences for committee service. The Director shall make use of these polls in appointing committee chairs and members and coordinate with the Chair of English in making these assignments.

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 the Dietrich School of Arts and Sciences.

January 31, 2020

APPENDIX 1: PROGRAM OFFICER DUTIES (updated 4/24/2020)

1. The responsibilities of the **Director** of Film and Media Studies are as follows:
 - a. Exercise responsibility for the business and administration of the Program, and represent the Program to the administration, the university at large, the community, and the profession.
 - b. Execute the Program's bylaws, regulations, policies, and procedural guidelines; handle the day-to-day functioning of the Program; and keep members of the Program informed of matters that concern them.
 - c. Negotiate the Programs' budget with the Dean (after consultation with the Associate Director and the EC).
 - d. Oversee the hiring, annual evaluation, reappointment, and promotion processes for faculty employed by the Program.
 - e. Conduct any negotiations related to the Program.
 - f. Deal with student complaints and problems.
 - g. Act as the primary liaison between the interdisciplinary FMSP and the affiliated departments.
 - h. Schedule meetings of the EC, promulgate the schedule of its meetings to its members, and preside over EC meetings.
 - i. In consultation with the appropriate committees, administer and coordinate course scheduling and staffing.
 - j. Receive and coordinate the review of applications for FMSP membership or affiliation.
 - k. Oversee the appointment and functioning of the Program's committees.
 - l. Write the annual report and distribute copies to members of the Program.
 - m. Supervise the Program office staff.

2. The responsibilities of the **Associate Director** of Film and Media Studies are as follows:
 - a. Exercise jurisdiction over the expenditure of the Program's funds and coordinate with the EC and Program faculty about the year's funding priorities.
 - b. Organize and supervise the Film and Media Studies lecture series and the Pittsburgh Film and Media Colloquium series.
 - c. Organize the Pitt FMSP reception at the annual Society of Cinema and Media Studies (SCMS) conference.
 - d. Act as the main organizational and funding contact for film series, film screenings, and film-related events that take place on campus.
 - e. Organize and chair the Film and Media Studies Undergraduate and Graduate Writing Awards Committees.
 - f. Organize the Proseminar in Film and Media Studies, including speaker selection, scheduling, and communications about enrollment.

3. The responsibilities of the **Program Coordinator** in the Department of English are as follows:
 - a. Serve as a full member of the Executive Committee in the Department of English where they advise and participate in the hiring of appointment-stream, visiting,

- and part-time instructors in Film and Media Studies by the Department of English.
- b. Advise the Chair of the English Department on the hiring of Film and Media Studies tenure-stream faculty within English.
 - c. Keep the Chair of English apprised of the concerns and needs of the interdepartmental FMSP
 - d. Along with the DUGS in Critical Studies, present for approval to the English Executive Committee all FMSP courses seeking inclusion in the English Department's course offerings, and then communicate the committee's findings and recommendations to faculty members seeking such approval.
 - e. The Program Coordinator is one of four program directors in the Department of English and, as such, performs the work of a program director within that department, as well as serving on the FMSP Executive Committee.
4. The responsibilities of the **Director of Graduate Studies** in Film and Media Studies are as follows:
- a. Advise and review annually all graduate students in the Program.
 - b. Coordinate and chair the Program's Graduate Admissions Committee.
 - c. Complete the annual assessment of the doctoral program of the FMSP.
 - d. Communicate with the Dean of Graduate Studies as needed and also with the Directors of Graduate Studies in the Associated Departments about matters related to departmental participation in the Program.
 - e. Serve as Instructor of Record for the Proseminar in Film and Media Studies.
5. The responsibilities of the **Director of Undergraduate Studies in Critical Studies** are as follows:
- a. Oversee the development and planning of the undergraduate curriculum, working closely with the FMSP Director, the Chair of English, the Directors of Undergraduate Studies, the English advising office, and the liaison from English on the EC. This includes collaborating with the FMSP Director to identify areas of potential curricular innovation and helping guide newly developed courses through approval.
 - b. Work closely with the undergraduate advisors of DSAS, the Associate Dean of Undergraduate Studies, the Assistant Dean of Undergraduate Studies, and the DUGSs of the Program including attending the DUGS meetings and keeping them apprised of new courses, changes in majors/minors/certificates, and programmatic initiatives.
 - c. Attend monthly Executive Committee meetings in the Department of English and coordinate with English DUGSs on planning, scheduling, and curriculum development.
 - d. Oversee the scheduling for the entire FMSP course offerings. Handle course preferences and scheduling for all faculty in the Critical Studies track. Work with our office staff on timely delivery of schedules and requests. Monitor enrollments and consult with the Program Director on course cancellations and reassignment of faculty.
 - e. Hire and support part-time faculty. Participate in VL/VI hiring.

- f. Collaborate with the FMSP Director to mentor and support AS faculty teaching in the Critical Studies track, including their professional development and progress toward renewal and promotion.
 - g. Field grade disputes and complaints regarding AS instructors with the support of the FMSP Director and Chair of English.
 - h. Support the Director in efforts to ensure regular peer observations for colleagues.
 - i. Supervise those instructors teaching “Introduction to Film” and “Seminar in Composition,” through training, mentoring, and observing classroom teaching (or appointing others to observe), particularly instructors who are graduate students, visiting faculty, and adjuncts new to teaching these courses. Maintain and update a Best Practices document for the courses. Organize and run annual pedagogy training session for graduate students and new instructors of FMSP courses.
 - j. Aid the FMSP Director in organizing and running the annual FMSP Faculty Retreat.
 - k. Oversee the recruitment, mentoring, and supervising of undergraduate researchers.
 - l. Administrate the FMSP offerings and teachers involved in College in High School.
 - m. Coordinate and disseminate information across various departments associated with FMSP, including English, Pitt London Film Program, and all departments with Primary Members and Affiliated Faculty. Mediate curricular issues and assessment needs between departments and programs, including developing and working on FMSP undergraduate certificates, cross-listings, Gen-Ed submissions, and preparation of course proposals for approval by the Executive Committee.
6. The responsibilities of the **Director of Undergraduate Studies in Production** are as follows:
- a. Develop curriculum and syllabi for production courses in the Film and Media Production track.
 - b. Schedule production courses and faculty to ensure timely progression and graduation of FMSP production undergraduate students.
 - c. In collaboration with the FMSP Director, participate in the hiring, mentoring and support of AS production faculty, including their professional development and progress toward renewal and promotion.
 - d. Act as liaison between the ULS Equipment Room and the FMSP, and work with production faculty and the staffs of ULS, the Center for Teaching and Learning, and DSAS staff to oversee acquisition, maintenance, and utilization of equipment and digital labs used in the FMSP production track.
7. The responsibilities of the **Director of Undergraduate Studies in Broadcast** are as follows:
- a. Design, implement, and teach a diversified broadcast curriculum.
 - b. In conjunction with the Professionalization and Production Mentorship Committees, provide and coordinate broadcast shadowing opportunities for undergraduate students with Pitt Studios (University of Pittsburgh), television stations, production companies, film companies, as well as the City of

Pittsburgh's professional sports teams' production departments. In addition, coordinate paying positions (in the broadcast field) at local television stations for University of Pittsburgh undergraduate students.

- c. Serve as the liaison among the FMSP, the University of Pittsburgh Athletic Department, and the Dietrich School of Arts and Sciences.
 - d. Serve on the oversight committee of Pittsburgh Media Educators, an initiative with the Pittsburgh Film Office and film and production departments in Pittsburgh-based universities and colleges.
 - e. Serve as the advisor for UPTV, the University of Pittsburgh student-run television network.
8. Specific Program Responsibilities for the **Administrative Staff Team** include:
- a. Answering questions about the Program from students and faculty, whether by phone, email, snail mail, or in person and/or direct such questions to the appropriate person or advisor.
 - b. Maintaining the Program listservs and distribute emails to them as needed.
 - c. Overseeing and updating all Film and Media studies publicity and informational materials. This will entail distributing brochures and ads, and especially keeping the departmental website up to date.
 - d. Hiring and supervising the Program's work study students.
 - e. Maintaining the Program office space and resources in 454 Cathedral of Learning, including faculty mailboxes.
 - f. Maintaining a list and schedule of Program spaces, including labs. Schedule and facilitate access to these spaces as needed.
 - g. Maintaining regular contact with undergraduate and graduate students in matters that pertain to their work in Film and Media Studies.
 - h. Handling purchasing and budgetary matters related to the Program, such as new equipment.
 - i. All other staff tasks will be set in conjunction with the Director.