

**THE UNIVERSITY OF KANSAS  
CENTER FOR RUSSIAN, EAST EUROPEAN & EURASIAN STUDIES**

**BYLAWS AND OPERATING PROCEDURES**

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# **KU CREES BYLAWS AND OPERATING PROCEDURES**

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**UNIVERSITY OF KANSAS**  
**Center for Russian, East European & Eurasian Studies**

Bylaws and Operating Procedures

**I. Statement of Purpose and Objectives**

A. The primary purposes of the Center for Russian, East European and Eurasian Studies at the University of Kansas are:

1. To promote the study of Russia, Eastern Europe, and Eurasia within an integrated, interdisciplinary framework, as well as within each of the traditional academic disciplines;
2. To promote the study of Slavic and Eurasian languages in the Department of Slavic, German, and Eurasian Studies, at all levels of instruction and research;
3. To promote better understanding of the societies and cultures of the Russian, Eastern European, and Eurasian area through exchanges of students, faculty, and other forms of cooperation with universities and other institutions in those areas;
4. To promote the study of Slavic and Eurasian languages in schools and colleges throughout Kansas and the surrounding area;
5. To encourage, coordinate, sponsor, and support activities of interest to the students and faculty in the Russian, Eastern European, and Eurasian area;
6. To serve as a local, regional, and national resource to educational, government, business, and community constituencies seeking information about the Russian, Eastern European, and Eurasian area.

**II. Structure and Administration**

**A. Structure**

1. The Center for Russian, East European and Eurasian Studies (CREES) consists of the CREES Faculty (see IV.A.); standing subcommittees (see II.D.); a Director (see II.B.1.); Assistant and/or Associate Director (II.B.2.); and office staff (see II.B.F.).

**B. Administration**

1. Director.

a. The Director is the administrative and operating head of CREES, the chairperson of the CREES Executive Committee, Faculty Committee, and FLAS Selection Committee

meetings, and an *ex officio* member of all CREES sub-committees. As a faculty member, the Director retains all rights and privileges thereof. The Director is the official representative of CREES with other departments, divisions, and administrators of the University, except in those cases when the Director or the faculty, acting jointly and with the Director's consent, specifically designate another member of CREES to represent the Director.

b. The Director is responsible for the smooth functioning of CREES. The Director calls CREES committee meetings, directs the search for new faculty when appropriate, directs and oversees CREES programs, initiates and/or carries through curricular and other changes voted on by the faculty, appoints and oversees CREES staff, supervises the CREES budget, applies CREES and University rules as appropriate, and performs other normal tasks as required by the College, the Institute for International and Global Engagement, and other University administrative units.

c. The CREES Director reports to the Director of the Institute for International and Global Engagement.

d. The CREES Director decides strictly administrative matters without consultation.

e. In those cases in which CREES's position has been clearly reached by the faculty, the Director, when acting in the capacity of Director, acts and speaks for the unit. Consequently, in all matters in which the Director needs to act on behalf of CREES, it is desirable that they should ascertain by consultation the will of CREES, and act accordingly. Consultation may take many forms. This statement is in no way to be construed as inhibiting the right of the Director to speak as an individual faculty member when appropriate.

f. Subject to the rules and regulations of the NRC grant, the Director of CREES is automatically Director of the National Resource Center, when CREES is so designated by the U.S. Department of Education Title VI, and is the administrator of FLAS Fellowships. The Director is the Principal Investigator of grant and research projects which involve CREES as a whole. This does not preclude individual faculty members or the Director as an individual from applying for grants to be administered through the CREES office.

g. The term of office of the Director is determined by the Dean of the College and/or the Director of the Institute for International and Global Engagement, but is usually for a period of 3 to 5 years, renewable. The Director is appointed after an appropriate search by a search committee, and usually with the consent of the faculty of CREES. Searches are governed by University regulations and procedures (see ***Handbook for Faculty and Other Unclassified Staff***, Part II.A) and by such additional procedures as may be adopted.

h. The Director is responsible for updating and correcting changes approved by the Faculty Committee and/or the Executive Committee to the CREES Bylaws and Operating Procedures during the preceding academic year and sending copies of the changes to members. The Director makes the document available to each new permanent faculty and

staff member.

## 2. Assistant and/or Associate Director.

a. The College of Liberal Arts and Sciences and/or the Institute for International and Global Engagement (IIGE) may approve the appointment of an Assistant and/or Associate Director. The Assistant Director is named by the Director, in close consultation with and approval of the Executive Committee. The Associate Director is appointed in accordance with University procedures.

b. The Assistant and/or Associate Director assists the Director as required. The responsibilities of the Assistant and/or Associate Director may include handling admissions, student advising, class coordination, assisting in grant development and proposal writing, grant administration, planning events, and working with special projects as assigned by the Director. The Associate Director may serve as Interim Director and may chair CREES meetings in the absence of the Director. The Assistant Director may do so only with the approval of the Executive Committee.

c. The Assistant Director may be a faculty or staff member or an advanced graduate student. The Associate Director is normally a tenured faculty member of CREES. The field of specialization is open.

## **C. Grants Administration**

1. A primary responsibility and duty of the Director is the preparation of application for federal National Resource Center funding and any other major grants which involve the Program as a whole. As Principal Investigator, the Director will also administer such grants and supervise budgetary expenditures. In all stages, the Director, in the interests of submitting the best possible applications and of carrying out the goals of the grants, should seek advice and assistance from appropriate committees and individual program members. The faculty is to be kept informed of major changes in direction and policy, including budgetary policy. Proposals and final agreements or contracts will be open to inspection by all faculty upon request and in accordance with the provisions of the University rules, the laws of the State of Kansas, and federal law.

a. As Principal Investigator of the Title VI NRC Grant, the Director bears sole responsibility and is accountable for all grant-related matters, according to the rules and regulations of the University and the State of Kansas.

2. The Director works together with the Institute of International and Global Engagement, KU International Affairs, the College of Liberal Arts and Sciences, other Departments, Schools, and units, and with CREES faculty and staff as necessary to pursue funding of interest and advantage to CREES. The Director has discretion in these endeavors unless major questions of CREES policy are involved, in which case the Director consults with the Executive Committee or the CREES Faculty Committee.

## D. Standing Committees

### 1. Executive Committee.

a. Purpose: The CREES Executive Committee represents the general faculty and is authorized to make policy decisions between meetings of the full faculty. The Executive Committee assists the Director and Assistant and/or Associate Director with the interpretation and implementation of policies; the evolution of grant proposal strategies; the annual review of the Program and REES BA and MA Concentration requirements; the admission of students; the hearing of student petitions and grievances. The Executive Committee also has the power to appoint standing and *ad hoc* committees. At its discretion, the Executive Committee may urge that major changes in policy be sent to the CREES Committee for discussion and vote.

### b. Structure:

1) The Executive Committee consists of seven representatives from the faculty; at least one student representative named in accordance with procedures outlined in V.B.1., the Director (*ex-officio*, who serves as chair), and the Assistant and/or Associate Director (*ex-officio*, non-voting).

2) Departmental representatives serve from the Departments of Slavic, German, and Eurasian Studies, 2; History, 1; Political Science, 1; Library, 1; Professional Schools, 1; Other Departments, 1. An interim representative will be appointed by the Director if no departmental representative will be available from the respective department.

3) At the start of every academic year, the departmental representatives are selected by the department they represent. The remaining representatives are elected by ballot from the CREES faculty. Only CREES faculty may serve on the Executive Committee.

4) Minutes of Executive Committee meetings will be taken and distributed to all faculty members after acceptance by the Executive Committee.

5) Any member may propose changes to the CREES Bylaws and Operating Procedures to the Executive Committee, who may present them for approval to the faculty as a whole. The CREES Executive Committee agenda will be published and distributed to all members at least two days prior to the next scheduled Executive Committee meeting.

2. The FLAS Selection Committee: The FLAS Selection Committee serves on an *ad hoc* basis, determined by the availability of FLAS Fellowships.

a. The FLAS Committee consists of the Director as chair, plus four faculty representatives: one each from the Departments of Slavic, German, and Eurasian Studies, History, and Political Science, named by their CREES faculty; and one from the CREES faculty of other cooperating departments named by the Director.

b. The Director votes only in the event of a tie.

c. The selection process is conducted in accordance with 1) the rules and regulations of the Department of Education, and 2) the discretionary rules of CREES. CREES discretionary rules have included the following:

1) FLAS Fellows may hold the Fellowship for no more than three years;

2) In cases of equal merit, priority will be given to current FLAS Fellows;

3) Every attempt will be made to maintain a rolling balance (over a three to five year period) among the Departments.

d. Any student who wishes to apply may do so through KU's online application system. The individual Departments may create an advisory ranking of students in their Department, but the FLAS Committee is not bound by these rankings. All applications made to the Departments must be submitted to the FLAS Committee and may not be withheld at departmental discretion, by law.

e. The decisions of the FLAS Committee are final, pending approval by the Department of Education.

f. It is the responsibility of the Director to inform the applicants of the decisions of the FLAS Committee.

g. These procedures, modified as needed, may apply to all Scholarships and Fellowships administered through CREES.

4. *Ad hoc* Committees: *Ad hoc* committees may be appointed by the Director, the Executive Committee, or by a vote of 51% by the CREES Faculty Committee, as deemed necessary.

### **E. CREES Faculty Committee Meetings**

1. CREES Faculty Committee meetings are attended by sitting CREES faculty, tenured and tenure-track; area librarians; teaching professors, lecturers, and adjunct faculty; CREES staff; emeriti; invited guests; and student representatives named in accordance with V.B.1. and 2. below.

2. The CREES faculty will meet together as the CREES Faculty Committee at least once per semester. It has been customary for the CREES Faculty to meet each Stop Day.

3. The Director will provide an agenda for the meeting at least 48 hours beforehand. Minutes will be taken and distributed.

4. Extraordinary CREES Faculty Committee meetings may be called by the Director, by petition of 20% of the voting faculty, or by any three members of the Executive Committee.

5. The meetings are held with the purposes of keeping CREES faculty informed of the status of the Program; soliciting faculty input in order to assist the Director, Associate Director and/or Assistant Director in overseeing grants and the overall Program; and discussing and voting on policy changes to CREES.

6. If necessary, the CREES Faculty Committee meetings may go into closed executive session, at which time only regular voting faculty will remain.

7. In general, Robert's Rules of Order will apply.

## **F. Staff Support**

1. The composition and number of the staff is necessarily dependent on college and university resources, regulations and approval.

## **G. CREES Assistance to Faculty**

1. Clerical and Supplies.

a. The staff is employed by CREES primarily to handle CREES clerical, budgetary, and administrative work: official correspondence, memos, funding applications, official reports and forms, grant and institutional budgets, and material pertaining to CREES courses and seminars. Time permitting, and on an *ad hoc* basis, the staff may be able to assist CREES members with preparation of grant applications or other professional work. Requests for such assistance must be channeled through the Director.

b. Official telephone calls and letters by CREES members relating directly to CREES, institutional, or professional business may be approved by the Director, and such requests must be made to the Director.

c. Faculty requests for photocopying, postage, and other support services for professional projects should be made to the Director.

2. Travel.

a. When Grant funds are available, CREES may assist faculty members with travel, according to the rules and regulations of the Grant and specific guidelines established by the Executive Committee.

**H. Visiting Lecturers.** Depending upon availability of resources, CREES may provide support for visiting lecturers. The Director and/or Executive Committee may authorize the expenditure of designated lecture funds. Typically, CREES faculty are invited to submit the names of prospective invitees to the Executive Committee, which then decides on visitor support.



**I. CREES Fellows Program.** CREES hosts the Great Plains Fellows Program, which assists REES-related independent scholars and faculty at other Great Plains institutions with partial housing, travel, and photocopying costs. It assures KU on-site library borrowing privileges. Applicants must submit a research proposal outlining a research project and stipulating anticipated achievements during the term as CREES Fellow. Awardees are obliged to acknowledge KU CREES support in any related publications.

### **III. Programs**

#### **A. Academic Programs**

CREES offers a BA concentration, undergraduate minor, and MA concentration in partnership with the Department of Slavic, German, and Eurasian Studies and with the additional support of the Department of History, the Department of Political Science, and the Center for Global and International Studies. CREES academic programs are housed in the Department of Slavic, German, and Eurasian Studies, which takes the lead in admissions, advising, assessment, and course scheduling. CREES evaluates and coordinates relevant course offerings in other departments, connects students with faculty in other departments, oversees funding opportunities to support BA and MA students pursuing a REES concentration, and is responsible for maintaining the requirements of these academic programs. The CREES Director or Associate Director participates in Department of Slavic, German, and Eurasian Studies meetings regarding the admission of students to the REES MA concentration. Changes to academic program requirements require the approval of the CREES Executive Committee.

**1. Undergraduate Program.** Programs available at the undergraduate level include the minor and BA concentration, housed in the Department of Slavic, German, and Eurasian Studies. An honors option is available for the BA concentration.

a. REES Minor: the REES minor consists of 18 hours of course work as described below:

1) Introductory Course (3 credit hours)

REES 110/REES 111/REES 310/REES 311 Understanding Russia and Eastern Europe (3)

**or** REES 220/REES 221 Societies and Cultures of Eurasia (3)

**or** SLAV 140/SLAV 141 Understanding Russia (3)

**or** HIST 117 Russia, An Introduction (3)

2) REES Area Studies Electives: (15 credit hours) 15 hours of interdisciplinary area studies courses focusing on Russia, Eastern Europe, and Eurasia. Most courses offered by the Department of Slavic, German, and Eurasian Studies count as electives. REES posts a list of eligible courses on its website prior to enrollment each semester, and other courses may be approved in consultation with REES.

b. REES BA Concentration: The REES BA Concentration consists of the following components:

1) Prerequisite Language Skills: Students selecting this concentration must complete fourth semester proficiency in a Russian, East European, or Eurasian Language. This typically entails completion of one of the following courses: BCRS 208 Intermediate Bosnian/Croatian/Serbian II, CZCH 208 Intermediate Czech II, PLSH 208 Intermediate Polish II, PERS 210 Intermediate Iranian/Dari/Tajik/Persian I, RISS 208 Intermediate Russian II, TURK 208 Intermediate Turkish II, UYGR 202 Intermediate Uyghur II, or UKRA 208 Intermediate Ukrainian 208.

2) Introductory Course (3 credit hours)  
REES 110/REES 111/REES 310/REES 311 Understanding Russia and Eastern Europe (3)  
**or** REES 220/REES 221 Societies and Cultures of Eurasia (3)  
**or** SLAV 140/SLAV 141 Understanding Russia (3)  
**or** HIST 117 Russia, An Introduction (3)

3) REES Area Studies Electives (21 credit hours): 21 hours of interdisciplinary area studies courses focusing on Russia, Eastern Europe, and Eurasia. REES posts a list of eligible courses on its website prior to enrollment each semester, and other courses may be approved in consultation with REES. Out of the 21 distribution hours, 12 should be upper-division area studies courses (300 level and higher).

4) Research Methods and Capstone Experience: Satisfied by one of the following tracks, typically completed in the senior year, culminating in a final capstone paper. Students are encouraged to select a track based on their interests and the availability of courses. Students taking a methods/capstone sequence in another department may petition to substitute that sequence.

- a) Global and International Studies Track: GIST 610 Interdisciplinary Methods for Global Contexts and GIST 698 Capstone Seminar
- b) History Track: HIST 310 The Historian's Craft and HIST 696 Seminar
- c) Literature, Linguistics, and Culture Track: SLAV 495 Senior Capstone Seminar **or** SLAV 600 Biography of a City **or** SLAV 710 Introduction to Slavic Languages and Linguistics
- d) Political Science Track: POLS 306 Political Science Methods of Inquiry and POLS 493 Directed Readings

#### c. REES Honors

1) Honors in Russian, East European, and Eurasian studies is open to REES BA concentrators who have earned, both at the time of entry into the program and at graduation, overall grade-point average of 3.25 or higher, and 3.5 or higher in courses used to satisfy requirements for the REES BA Concentration.

2) Requirements for REES Honors are as follows:

- a) Students must complete their Research Methods and Capstone Experience courses with a grade of "B" or better.

b) The research paper produced in their Capstone Experience course must demonstrate students' proficiency in at least one of the REES languages through the use of foreign language sources.

c) The research paper produced in their Capstone Experience course must be evaluated by a panel of at least three members of the CREES faculty, constituted in consultation with either the Director or Associate Director of CREES, who have read the research paper and heard its oral presentation by the student seeking REES honors.

**2. Graduate Program.** A Master of Arts concentration is awarded in Russian, East European and Eurasian Studies by the Department of Slavic, German, and Eurasian Studies. A dual-degree program exists with the School of Law.

The primary mission of the MA Concentration in Russian, East European and Eurasian Studies is to provide an interdisciplinary introduction to the study of Russia, Eastern Europe, and Eurasia with language competency appropriate for a wide range of professional careers, for example, in government, the private-sector, NGOs, business, international law, or media. It is also designed to meet the need of those students preparing for advanced graduate study in a particular discipline.

a. Prerequisites: A general prerequisite for admission to this Program is the completion of a baccalaureate degree from an accredited institution and the meeting of all other requirements set forth for admission to graduate study as outlined in the KU Graduate Catalog. The Graduate Record Examination (GRE) is not required for admission, but applicants are encouraged to submit their GRE scores if they have them.

b. Requirements for the degree are as follows:

1) At least 1 course in a REES-area advanced foreign language (500 level or higher) for 3 credit hours.

2) 7 graduate level area studies courses focusing on the REES region for a total of 21 credit hours. CREES posts a list of eligible courses on its website prior to enrollment each semester, and other courses may be approved in consultation with CREES.

3) Successful completion of one of the following research methods and capstone sequences, totaling 6 credit hours and culminating in a research paper using materials in the student's chosen target language. Students may choose a given track based on their interests and the availability of courses. Students taking an equivalent methods/capstone sequence in another department may petition to substitute that sequence. Prior to enrolling in the second course of their selected sequence, students must have completed an advanced language course in the target language.

a) Global and International Studies Option: GIST 710 Research Design for International Area Studies and GIST 810 Graduate Writing Experience **or** GIST 898 Thesis and Research Project Writing

- b) History Option: HIST 805 The Nature of History and HIST 802 Seminar
- c) Literature and Culture Option: SLAV 760 The Russian Novel in the Age of Realism and SLAV 762 Russian Theater and Drama **or** SLAV 767 Post-Soviet Literature
- d) Linguistics and Culture Option: SLAV 710 Introduction to Slavic Languages and Linguistics and SLAV 722 The Grammatical Categories of Russian **or** SLAV 824 Proseminar in Methods of Teaching Slavic Languages
- e) Politics Option: POLS 705 Research Design for Political Science and POLS 899 Thesis

5) Final Examination: Students must pass a progressive academic examination known as the MA portfolio, a body of work that showcases the student's interdisciplinary knowledge and expertise of the REES world area.

The requirements and recommended timeline for the MA portfolio are described below:

- a) Committee: The student creates the MA committee of three graduate faculty (from the student's main areas of expertise) no later than the 7<sup>th</sup> week of the penultimate semester of study.
- b) MA Reading List: By the 12<sup>th</sup> week of the penultimate semester, the student together with the committee creates an MA reading list of no fewer than 20 readings that are crucial to understanding contemporary area studies, the student's main disciplines, and the student's main region of focus.
- c) The Portfolio: The MA Portfolio should demonstrate the following degree requirements:
  - Proficiency in the student's chosen REES world area language with the result of an exam, signed by the student's language instructor showing at least intermediate proficiency.
  - Research-level reading proficiency demonstrated by the ability to read and synthesize in written scholarly work a substantial number of sources in the target language
  - Knowledge of the student's special region from at least three disciplinary perspectives
  - Use of a variety of methodologies
  - Ability to synthesize theoretical and practical knowledge of regional affairs
  - Cultural knowledge and awareness of the operation of diverse cultural patterns
  - Effective oral presentation of scholarly findings
  - Effective critical writing skills

The portfolio includes 6 items and is presented by the student in a 90-minute oral exam to an MA committee including 3 graduate faculty. The portfolio must be submitted electronically to the student's MA committee, the CREES Director, and the

CREES Associate Director according to the deadlines listed below. The MA student's portfolio is composed as follows:

**i) 3 samples of major scholarly writing** (each at least 3000 words + bibliography with both English and target language sources). These samples are due in the portfolio by the end of the 8<sup>th</sup> week of the student's final semester and must include at least one original research paper and may include two of the following:

- a series of 3 policy briefs;
- a historiography paper or other synthetic essay with a critical literature review;
- an annotated literary translation;
- other lengthy, critical work approved by the student's committee.

All three writing samples must have been completed in required REES MA Concentration courses. Each piece of work should demonstrate appropriate knowledge of the given discipline and the ability to use its methodologies and understand its current research areas.

These papers or equivalent assignments will already have been graded. The portfolio provides the opportunity to edit and adapt them, as needed. These papers/projects are the source of questions or discussion during the oral examination. Taken together, this work must demonstrate clear use of and intellectual engagement with sources in the student's target language.

**ii) The Synthetic Essay** (approximately 3500-word text + bibliography): The synthetic essay should be an intellectual response to the student's work through the penultimate semester of area studies coursework. It is the student's opportunity to reflect upon what they have learned, while drawing conclusions about the ways that various disciplinary ways of thinking intersect and inform each other.

The synthetic essay addresses the following themes or questions:

- a) Based on coursework at KU (including language courses) and the MA reading list for the student's chosen region of specialization, what are the major regional themes or problems?***
- b) How has the study of various disciplinary approaches affected the way the student views this special area?***
- c) What are the student's conclusions concerning the area studies degree?***

**iii) The Professional Essay** (approximately 1500-word text + bibliography): This essay should be viewed as an extended first draft of a future job application letter in the student's field. If the synthetic essay looks back, the professional essay should look forward, picking up where the synthetic essay left off and should address the following questions:

- a) What is the student's career objective?**

- b) How has the REES MA Concentration prepared the student to move into a related career (please address, among other things, the REES curriculum, faculty, programming, resources)? If plans include continuation of graduate study, the student will want to discuss how the area studies degree has offered good preparation and helped to shape the student's interests for further study at the PhD level.
- c) How will the area studies approach impact the student's future life and work?

**iv) MA Capstone Seminar Paper** (approximately 7500-word text + bibliography): The student deposits a full (if still rough) draft of the MA capstone seminar paper by the end of the 8<sup>th</sup> week of the student's final semester. One week before the oral examination (or by the end of the 12<sup>th</sup> week of the semester) the student provides the MA committee with a more finished draft of the capstone paper.

The student must submit all portfolio items at least one week prior to the oral examination, which is the final exam of record. If the student fails to submit all required items by this deadline, the student will not be able to proceed with the oral examination. A student may reschedule an oral examination only once, and only with the approval of the MA committee.

d) Oral Examination: the oral examination is the final exam of record. In it, the student conducts a 90-minute presentation of the portfolio to the MA committee. Approximately 30% of questions and answers will address the 3 research papers (or equivalent projects); 40% will deal with the MA capstone seminar paper; 30% will engage with the student's synthetic and professional essays. Following an unsuccessful performance, the student may retake the oral examination once.

REES MA Concentration requirements may be modified in special cases with the CREES Director's approval, particularly for students with special needs such as Experienced Teacher Fellows, Foreign Area Officers, or candidates for degrees in the professional schools.

## **IV. Faculty**

### **A. Membership**

1. Eligibility. Except as noted in IV.A.1.d. below, eligibility for full membership in CREES, with all rights and privileges described in IV.B., requires:

- a. That the individual hold an appointment at the University of Kansas;
- b. That, if a member of the teaching faculty, the individual must meet two of the following criteria:

1) the faculty member must have a working knowledge of one of the languages pertinent to CREES;

2) the faculty member must teach a course that counts towards the degree requirements of the undergraduate and/or graduate concentration in REES;

3) the faculty member must do research pertinent to the areas covered by CREES.

c. That, if a librarian, the individual must either:

1) do research pertinent to the areas covered by CREES, or

2) work directly on the Slavic, East European, and Eurasian Collection as part of their assigned duties.

d. Exceptions to these rules:

1) Visiting faculty appointed to CREES are automatically considered members of CREES during the period of their appointment to the University.

2) Additional individuals may be invited to be members of CREES as deemed appropriate by the Director and Executive Committee. These may include adjunct faculty and emeriti.

3) The individuals named in 1) and 2) above may attend meetings, vote, and be named to *ad hoc* committees, but may not serve on the Executive or FLAS committees, unless invited by the Director.

## 2. Admittance to Membership

a. Permanent membership in CREES is decided by vote of the Executive Committee. After an affirmative vote, an invitation to join CREES is made by the Director. If the invitation is accepted, the invitee is a member of CREES with all the rights and privileges that go with membership (see B., below).

1) By practice, faculty who meet all three criteria under IV.1.b. above have been automatically considered as members of CREES upon appointment to the University. The Executive Committee votes on all other candidates.

b. Visiting faculty and additional individuals (as described in IV.A.1.d. above) may become members upon accepting the Director's invitation.

## **B. Rights and Privileges**

1. Attending Meetings: All CREES members have the right to attend CREES faculty meetings.

2. Voting:

a. The following CREES members have voting privileges:

1) full time faculty at the University of Kansas who have eligibility as described in IV.A.1.a., above;

2) library faculty;

3) student delegates as specified in V.B.1. and 2.;

4) those emeriti of CREES who request voting privileges (in accordance with CLAS rules regarding emeriti participation in College Assembly);

5) other members granted voting privileges by special vote of the CREES Faculty Committee or Executive Committee.

b. A quorum at all CREES committee meetings shall consist of not less than one-half plus one of the voting members of the body.

c. All decisions will be taken by majority vote (one-half plus one of those voting).

d. Members must be present to vote, unless an electronic ballot is mandated.

e. Minutes of the previous meeting of the Faculty Committee of the Whole must be circulated among faculty and student representatives no less than 48 hours before the subsequent meeting. The minutes, with corrections or amendments provided by faculty or student representatives, may be approved by a majority of those present at the Faculty Committee of the Whole, even if quorum is not obtained.

3. Election to Office: All regular voting members who are full-time faculty are eligible to serve on the CREES Executive Committee, the FLAS Committee, and any other CREES Committees that may be constituted.

#### 4. Policy Making

a. The CREES faculty sets policy for CREES and is responsible for establishing rules for the governance of CREES, providing that such rules do not violate University Rules and Regulations, Kansas State Law, federal law, or any individual's rights.

b. The CREES faculty sets the academic requirements for CREES Programs, in conformity with University regulations.

c. The CREES faculty may delegate duties to the Executive Committee, *ad hoc* committees, or the Director, but it retains ultimate responsibility for them and may review decisions made in its name by individuals or bodies to whom it has delegated specific duties.



**C. Recruitment.** Recruitment of faculty falls under three categories.

1. Hiring of temporary faculty members to visiting positions, or part-time positions in CREES, whether paid for from non-University or from University funds: such hiring is done directly by the Director, who typically will consult with the faculty about the nature of the position to be filled (time and circumstances permitting).

2. Appointing of faculty from within the membership of CREES to fill the positions of Director or Associate Director: With the approval of the appropriate University offices, such positions are filled in accordance with the provisions stated under the descriptions of those positions.

3. Tenure track faculty: Such positions are filled according to the procedures established by the appropriate offices of University Administration and Governance.

## **V. Student Affairs**

**A. Student Status.** Undergraduate Concentrators, MA Concentrators, CREES GTAs/GAs/GRAs, FLAS Fellowship Holders, and other CREES fellowship holders studying at the University of Kansas will be considered students of CREES.

### **B. Election of Student Representatives**

1. At the start of each academic year, the graduate students of CREES will elect by electronic ballot the student representatives to serve on the CREES Faculty Committee, the Executive Committee, and other committees (as necessary) for that year. This ballot will list all graduate students eligible to hold the position of student representative and will be sent to all CREES graduate students currently taking course work on campus. The top vote-receiving candidate will serve as representative.

2. At the start of each academic year, the Director of CREES will appoint one undergraduate concentrator to serve on the CREES Faculty Committee.

**C. Petitions and Grievances.** Students may bring petitions and grievances to the Director, Associate Director, or Assistant Director, who will advise them of College and University grievance procedures.