

**University of Massachusetts Dartmouth
Center for Portuguese Studies and Culture
Bylaws**

Mission

The University of Massachusetts Dartmouth Center for Portuguese Studies and Culture is a multidisciplinary international studies and outreach unit dedicated to the study of the language, literatures, and cultures of the Portuguese-speaking world. Its predecessor, the Center for the Portuguese-speaking World, was approved by the SMU Board of Trustees in April of 1975. The Center for Portuguese Studies and Culture is designed to be the liaison between the University of Massachusetts Dartmouth and other institutions involved in Portuguese studies both abroad and in the United States. The Center for Portuguese Studies and Culture aims to develop pedagogical materials to aid in the teaching and learning of the Portuguese language and cultures at all levels of education. The Center for Portuguese Studies and Culture supports the development and dissemination of knowledge regarding the Portuguese speaking communities in the United States. The Center for Portuguese Studies and Culture promotes outreach efforts in areas such as, but not limited to, the arts, education, economic development, health and politics related to the Portuguese-speaking communities of the United States.

Activities

The Center sponsors and coordinates research, educational and cultural activities appropriate to its mission. The Center sponsors an annual five-week Summer Program in Portuguese through the Department of Portuguese and the Division of Continuing Education. The Center offers an undergraduate certificate in Portuguese Studies and has plans to develop a multidisciplinary graduate certificate in Portuguese Studies and Culture. The Center sponsors and organizes colloquia, lectures, concerts, film series and other cultural events related to the Portuguese-speaking world. The Center provides scholarship awards for students of the Summer Program in Portuguese and for year-round students who take courses in Portuguese studies. The Center promotes faculty and student exchanges with institutions of higher education in Portuguese-speaking countries. The Center supports a Portuguese Distinguished Visiting Scholar program. The Center promotes the acquisition of books, periodicals, special collections and other research and learning materials pertaining to its mission. The Center serves as a consultative resource and maintains liaison to other appropriate groups and centers both within and outside the University regarding activities appropriate to its mission. The Center will engage in fundraising for the support of its program.

Organization

The University of Massachusetts Dartmouth Center for Portuguese Studies and Culture consists of a Director, a Staff Assistant, an Executive Board, a Community Advisory Board, Visiting Distinguished Scholars, Research Associates, Student Research Assistants, and Student Interns. The Center for Portuguese Studies and Culture is distinct, self-governing unit within the Academic Division of the University of Massachusetts Dartmouth. The Center for Portuguese Studies and Culture shall operate according to its own by-laws, subject to the provision that no by-law shall be in conflict with any official regulation or guideline of the University of Massachusetts, nor with any provision of the Massachusetts General Laws.

Director:

The Director of the Center for Portuguese Studies and Culture shall be a tenured faculty member and shall be elected by the Executive Board of the Center for Portuguese Studies and Culture and approved by the Provost. The appointment is for four years and, based on the Director's performance and written recommendation of the Executive Board and the approval of the Provost, an individual may be renewed for additional four-year appointments. Should the Director resign, retire or otherwise be separated from his or her faculty position, the term as Director shall also be terminated. The Provost is the Director's immediate supervisor on all matters related directly to the operations of the Center for Portuguese Studies and Culture. The Chancellor may call for the resignation of the Director under the same conditions described in the Agreement between the University of Massachusetts Board of Trustees and the University of Massachusetts Faculty Federation, Article V, Section 3 and 4 regarding the removal of a Department Chairperson.

The duties of the Director are:

- to review and evaluate all proposed research projects and all other activities to be carried out under the auspices of the Center for Portuguese Studies and Culture,
- to appoint Senior Research Associates, Research Associates, and Adjunct Research Associates, subject to the approval of the Executive Board and the Provost of the University of Massachusetts Dartmouth,
- to work with the appropriate Department Chairpersons to invite Distinguished Visiting Scholars, with the approval of the appropriate Deans and the Provost of the University of Massachusetts Dartmouth,
- to appoint Student Research Assistants working on projects sponsored or funded by the Center for Portuguese Studies and Culture,
- to approve Student Interns working on projects sponsored or funded by the Center for Portuguese Studies and Culture,
- to convene quarterly meetings of the Executive Board and to preside over said meetings,
- to submit to the Executive Board a proposed annual budget,
- to submit the proposed budget to the Provost for approval,
- to conduct fundraising in careful coordination with the Chancellor and the University of Massachusetts Dartmouth Foundation,
- to submit a list, at quarterly meetings, of all projects and cultural activities being carried out under the auspices of the Center for Portuguese Studies and Culture that shall include the title of the project or cultural activity, the names and titles of the

principle researchers or performers, the amount of funding, and the sources of all internal and external funding of the project or cultural activity,

- to appoint an Advisory Board, subject to the approval of the Executive Board and the Provost, and to periodically consult with the Advisory Board,
- to appoint an Acting Director, subject to approval by the Provost, whenever the Director is expected to be absent for a period exceeding twenty (20) working days, but such appointments shall not be effective for more than thirty (30) working days,
- to evaluate the performance of the Staff Assistant on a yearly basis,
- to recommend to the Executive Board the creation or discontinuance of functional Committees of the Center for Portuguese Studies and Culture for purposes of organizing and administering research, cultural events and educational projects,
- to nominate to the Executive Board individuals for appointment and removal as Chairs of Committees,
- to maintain a written record of all policies governing operation of the Center and its personnel,
- to submit an annual report in writing to the Provost describing the Center's activities, personnel, expenditures, and sources of funding. This report shall include (a) the sources of revenue specifying the amounts from state, local, and federal government; private contributions or contracts; university support; (b) an itemized list of expenditures and all outstanding encumbrances; (c) the total fund balance of unexpended and unencumbered revenues available to the Center,

The Director's performance will be evaluated by the department where the Director holds an academic appointment as part of the annual evaluation process. The various facets of the Director's performance will be evaluated under the appropriate categories of evaluation established in the Agreement between the University of Massachusetts Board of Trustees and the University of Massachusetts Faculty Federation.

An individual shall only be removed as Director of the Center for Portuguese Studies and Culture before the expiration of his/her term of appointment by two-thirds vote of the full Executive Board, and subject to the approval of the Provost. To avoid a conflict of interest the Director cannot vote on the issue of his/her own termination.

Staff Assistant:

The full-time Staff Assistant of the Center for Portuguese Studies and Culture is hired by the Director of the Center upon recommendation by the Executive Board. The Director is the Staff Assistant's immediate supervisor in all matters pertaining to the running of the office of the Center for Portuguese Studies and Culture. The evaluation of the performance of the Staff Assistant is determined by the Director of the Center and in accordance with the regulations that govern ESU contracts.

Executive Board:

The Executive Board will consist of the Director of the Center for Portuguese Studies and Culture, ex-officio, and no more than fifteen other individuals, who shall be faculty members of the University of Massachusetts Dartmouth with proven academic record in Portuguese studies, the President of the Portuguese Language Club, or extra-mural qualified researchers with a documented record of scholarship, professional and/or artistic experience in Portuguese studies and culture.

The Executive Board will be convened at least quarterly by the Director of the Center for Portuguese Studies and Culture for the following purposes:

- to review the Director's quarterly update on research projects, cultural events, and other activities,
- to review the Director's quarterly statement of the budget for the Center and to make recommendations for expenditures and encumbrances from the budget,
- to approve or reject nominations of individuals for appointment to the Center as Visiting Distinguished Scholars, Senior Research Associates, Research Associates, or Adjunct Research Associates,
- to approve or reject nominations of individuals for appointment to the Executive Board,
- to approve or reject the Director's recommendations for creating or discontinuing functional Committees of the Center for Portuguese Studies and Culture,
- to approve or reject the Director's nominations of individuals for appointment or removal as Chairs of the Committees,
- to review, recommend, and approve any policies governing the Center's operations as specified in the by-laws,
- to approve or reject support for the publication of research findings as official documents of the Center for Portuguese Studies and Culture,
- to approve or amend the Director's proposed annual report, financial statement, and proposed budget before it is submitted to the Provost or other officers of the University.

The Director of the Center for Portuguese Studies and Culture must notify all members of the Executive Board of the time, date, and place of all quarterly meetings at least one week prior to said meetings. A majority of the Executive Board shall constitute a quorum. A majority of those members present and voting shall be sufficient to grant or withhold the approval of the Executive Board on all matters except as specified elsewhere in the by-laws.

The Executive Board may, at the Director's request, submit a written evaluation of the Director's performance to the Faculty Evaluation Committee of the Department in which the Director holds an academic appointment.

Advisory Board:

The Center for Portuguese Studies and Culture is linked to the wider community through an Advisory Board. The Advisory Board shall be composed of individuals, appointed by the Director and approved by the Executive Board and the Provost, who are drawn from positions of leadership in the public, non-profit, and private sectors. The Board will assist in resource development and in providing advice on cultural activities and issues of interest to the Portuguese-speaking communities of the United States.

Scholar/Research Associates:

An individual may be appointed to the Center for Portuguese Studies and Culture as a Visiting Distinguished Scholar, Senior Research Associate, Research Associate, or Adjunct Research Associate. The qualifications for appointment to the Center for Portuguese Studies and Culture are as follows:

Visiting Distinguished Scholar: a scholar and professor with an extraordinary, nationally and/or internationally recognized record of scholarship in Portuguese studies,

Senior Research Associate: (1) a tenured or tenure-track faculty member of the University of Massachusetts Dartmouth with a documented record of scholarship in Portuguese studies, or a qualified researcher with a documented record of scholarship in Portuguese studies, and (2) appointment to the Center for Portuguese Studies and Culture Executive Board,

Research Associate: (1) a tenured or tenure-track faculty member at the University of Massachusetts Dartmouth or a qualified researcher, who is developing or executing a research, artistic, or educational project under the auspices of the Center for Portuguese Studies and Culture,

Adjunct Research Associate: (1) any faculty member at an accredited college or university, or (2) a qualified researcher, who is developing or executing a research, artistic or educational project under the auspices of the Center for Portuguese Studies and Culture.

Individuals from any academic or professional area may apply, or be nominated by an officer or faculty member of the University of Massachusetts Dartmouth, for appointment as a Research Associate. The procedure for appointment to any Research Associate position in the Center for Portuguese Studies and Culture will be as follows: (1) an individual must submit a written application or nomination to the Director of the Center for Portuguese Studies and Culture, (2) the application or nomination must be accompanied by a bona fide written proposal for a research, artistic or educational project, (3) if approved by the Director, the Director will nominate the individual for appointment at the next quarterly meeting of the Executive Board, (4) all appointments as Visiting Distinguished Scholar, Senior Research Associate, Research Associate, or Adjunct Research Associate must be approved by a majority of the Executive

Board, (5) if a nomination for appointment to the Center for Portuguese Studies and Culture is approved by a majority of the Executive Board, the Director shall forward the nomination to the Provost.

Appointments may range in duration from six months to two years.

Visiting Distinguished Scholars, Senior Research Associates, Research Associates, and Adjunct Research Associates may have their teaching load reduced by three units or one course per semester during their appointment and may, with the approval of the Provost and the appropriate College Dean, buy additional release time with grant funding or funds allocated by the Director for this purpose. However, no individual who is also a member of the regular full-time faculty of the University of Massachusetts Dartmouth may carry a teaching load of less than three units, or one course, per semester, unless specifically authorized by the Chancellor.

Other Regulations

1. Publications by Research Associates

All Portuguese studies-related books, book chapters, and articles published by Senior Research Associates, Research Associates, and Adjunct Research Associates shall acknowledge or note the individual's affiliation with the Center for Portuguese Studies and Culture. Any individual who receives financial or other resources support from the Center for Portuguese Studies and Culture shall acknowledge or note the Center's assistance in any publications resulting from such support.

2. Travel Reimbursement

All Senior Research Associates shall be eligible to receive supplemental funding for travel, if approved by the Director, and subject to University policy. An individual shall ordinarily have exhausted all other sources of travel funding, including University entitlements, discretionary funding, and any grant funds allocated for travel before requesting funds from the Center for Portuguese Studies and Culture. Preference in funding travel shall be given to:

- (a) the presentation of Portuguese studies-oriented papers at scholarly conferences, where the research findings stem directly from a research project sponsored by the Center for Portuguese Studies and Culture,
- (b) the presentation of other Portuguese studies-oriented papers at scholarly conferences,
- (c) reimbursement for attendance at meetings directly related to the operations of the Center for Portuguese Studies and Culture,
- (d) the conduct of individual research that is oriented toward Portuguese studies,
- (e) other travel.

All papers presented at a scholarly or professional conference with travel assistance from the Center for Portuguese Studies and Culture must include the individual's affiliation with the Center for Portuguese Studies and Culture on the title page. Any published articles that include findings obtained through travel assistance from the Center for Portuguese Studies and Culture must note the individual's affiliation with the Center for Portuguese Studies and Culture.

All Distinguished Visiting Scholars, Senior Research Associates, Research Associates, and Adjunct Research Associates, and other individuals receiving financial or other resource support from the Center for Portuguese Studies and Culture, are expected to forward to the Director copies of all publications, conference papers, and media citations authored by or credited to them during the course of each academic year.

3. Committee on Library and Acquisitions

A Committee of three Senior Research Associates shall be appointed by the Director for the purpose of recommending books, scholarly journals and other publications to be purchased and maintained on a regular basis for use by members of the Center for Portuguese Studies and Culture.

The Committee on Library and Acquisitions shall meet at least once annually to review the Center's acquisitions and collection needs.

4. Committee on Graduate Programs

A Committee of three Senior Research Associates shall be appointed by the Director for the purpose of exploring the possibility of developing a multidisciplinary graduate program in Portuguese Studies.

5. Brochure on the Center for Portuguese Studies and Culture

The Center for Portuguese Studies and Culture shall fund the regular publication of a brochure that includes the following:

- a statement of the mission of the Center for Portuguese Studies and Culture, emphasizing its commitment to the fostering of the study of the language, literatures and cultures of the Portuguese-speaking world,
- a list of the current Distinguished Visiting Scholars, Senior Research Associates and their university titles, departments, fields of expertise, current project, titles of selected publications in the area of Portuguese studies, and other information designed to enhance the prestige of the Center for Portuguese Studies and Culture,
- a list of publications sponsored by the Center for Portuguese Studies and Culture,
- a list of the financial sponsors of the Center for Portuguese Studies and Culture.

6. Amendments and Changes to the by-laws.

Any new by-laws or amendments to existing by-laws must be submitted in writing and distributed to the Executive Board at least one week before a quarterly meeting of the Executive Board. All changes to the by-laws require the approval of a majority of the full Executive Board, before submission to the Provost.