

# Center for Canadian-American Studies

## Bylaws

Approved by

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# Program Description

## [Center for Canadian-American Studies](#)

Western Washington University established the Center for Canadian-American Studies (C/AM) in 1971. The **mission** of the Center is to support critical and interdisciplinary inquiry into the historical construction and modern constitution of Canada and its relationship with the United States. Together with partner programs in Canada House, the **goal** of the Center is to enhance student and faculty engagement with Canada and Canadian-American relations, with a particular emphasis on the interaction of diverse identities and claims to belonging in northern North America.

The Center offers two academic degrees: Bachelor of Arts in Canadian-American Studies and Minor in Canadian-American Studies. The curriculum for these programs is highly interdisciplinary, drawing on courses and faculty from five campus colleges: College of Business and Economics, College of Fine and Performing Arts, College of Humanities and Social Sciences, Fairhaven College and Huxley College of the Environment. The Center's academic programs enable students to gain national scale understanding of Canada, its relationship with the US, and the diverse and contested histories that shape the present.

## Canada House Programs

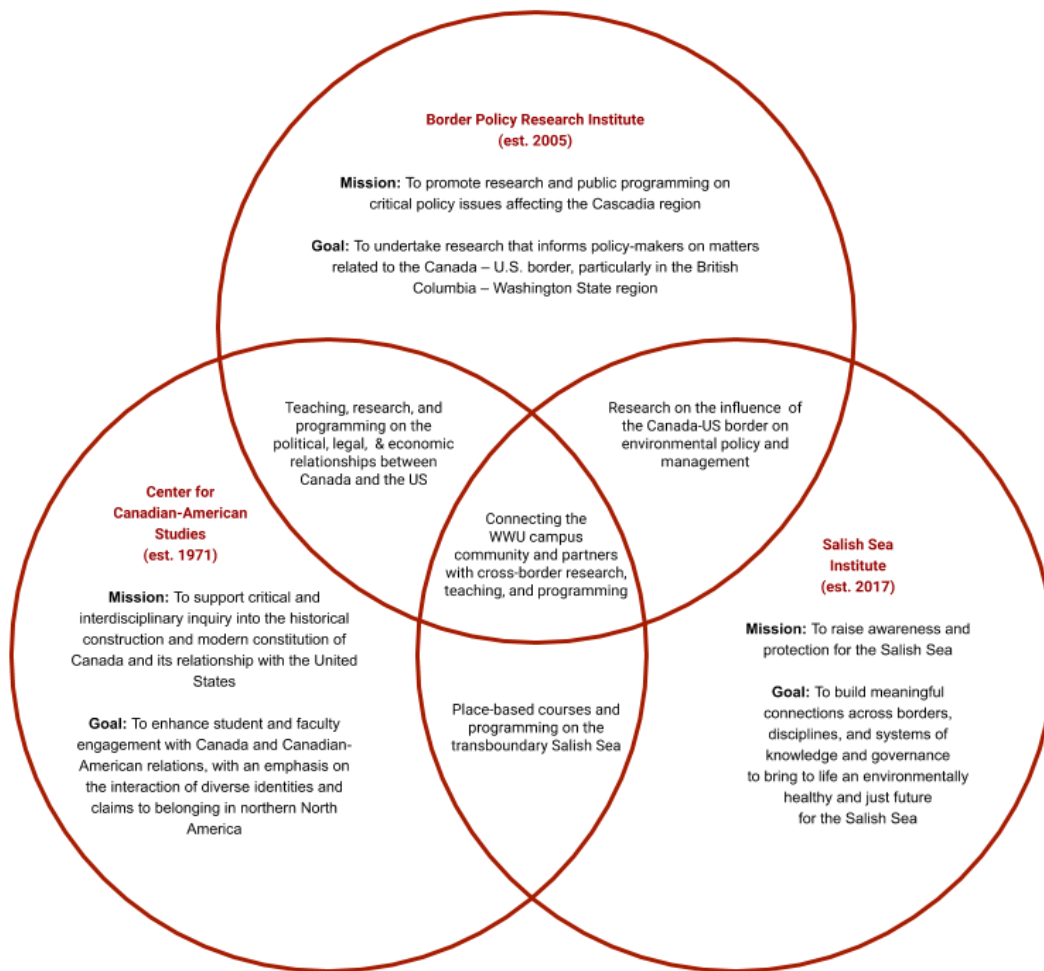
Western Washington University is situated on Coast Salish territories in the Salish Sea bioregion, less than 30 miles (50 km) from the Canada-US international border. WWU formed Canada House Programs to bring together the Center for Canadian-American Studies, the Border Policy Research Institute, and the Salish Sea Institute, all housed together in Canada House, a heritage building on campus. Each program has its own mission and goal, and they work together in complementary ways to advance cross-border collaboration to enrich teaching, scholarship, and policy on our campus and in our multinational bioregion.

### Border Policy Research Institute

Western Washington University established the Border Policy Research Institute (BPRI) in 2005 to further a mission of promoting research and public programming on critical policy issues affecting the Cascadia region. The goal of the Institute is to undertake research and outreach that informs policy-makers on matters related to the Canada – US border, particularly in the British Columbia – Washington State region. Priority focus areas include: trade and transportation, economic relationships, human mobility, and border security.

## Salish Sea Institute

Western Washington University established the Salish Sea Institute (SSI) in 2015 with the mission to raise awareness and protection for the Salish Sea. The Institute is situated on the edge of the Salish Sea bioregion, in Coast Salish territories, and near the international border. The goal of the Institute is to build meaningful connections across borders, disciplines, and systems of knowledge and governance to bring to life an environmentally healthy and just future for the Salish Sea. To fulfill this mission and goal, the Institute supports bioregional convenings, research, and teaching, including offering the first multidisciplinary Salish Sea Studies Minor and a variety of programming to promote a sense of place for the WWU campus community.



# Organizational Structure

## Director of the Center for Canadian-American Studies

The Director is responsible for the Center and reports directly to the Provost's Office regarding program activities. The Director's responsibilities include:

- Strategic Leadership and Partnerships
  - Identifying Center priorities in alignment with WWU's Strategic Plan
  - Securing internal and external support for strategic priorities
  - Developing and maintaining partnerships with WWU and external partners
- High Quality Academic Program
  - Chairing the Canadian-American Studies (C/AM) curriculum committee
  - Leading the establishment and administration of the C/AM program
  - Securing internal and external support for C/AM curricular development and instruction
  - Managing the C/AM academic program budget
  - Representing the C/AM program in the Council on University Programs and other campus committees
  - Participating in the hiring of C/AM faculty
  - Supervising creation of C/AM program materials and webpages
  - Leading C/AM recruitment efforts
  - Coordinating C/AM advising activities
- Budget Management
  - Ensuring responsible accounting of funds allocated to the Center
  - Making decisions about the allocation of resources based on recommendations from the Faculty Advisory Council
- Program Oversight
  - Coordinating with university administration to hire program staff
  - Overseeing work conducted by Center staff and operation of program facilities
  - Calling at least one Faculty Advisory Council meeting per year
  - Preparing the annual report

The Director shall be chosen from an internal or external search conducted by the Provost's Office. An ad-hoc search committee comprises members of the affiliated faculty and relevant committees and makes a recommendation to the Provost (or designee) who appoints the Director in consultation with the Deans of participating colleges.

The directorship is currently a 9-month 1.0 FTE academic administrator appointment. Position appointment arrangements are negotiated at the time of hire between the appointed Director and the Office of the Provost. The Office of the Provost conducts annual evaluations of the Director and may solicit input on the Director's performance and effectiveness from the Center's Faculty Advisory committee, affiliated faculty, staff, and partners.

## Associate Director / Academic Program Director

The Associate Director is responsible for facilitating meaningful connections between the Center and the Border Policy Research Institute and Salish Sea Institute, as well as other campus partners.

The Associate Director's programmatic responsibilities for the Center include:

- Collaborating with Canada House Program Directors for strategic initiatives
- Providing leadership on behalf of the Center by partnering with other units at WWU and other regional universities for programming
- Maintaining relationships with affiliated faculty on behalf of the Center and Canada House Programs
- Supporting hiring and funding processes that benefit the Center and Canada House Programs
- Identifying priorities and increasing capacity for Canada House Programs events and research

Additionally, the Associate Director serves as the Academic Program Director for the Salish Sea Studies (SALI) program.

The associate directorship is currently a 12-month FTE Non-tenure track academic administrator appointment; the Associate Director's term shall be five years with the possibility of reappointment. Position appointment arrangements are negotiated at the time of hire between the appointed Associate Director and the Office of the Provost. The Director of the Border Policy Research Institute conducts annual evaluations of the Associate Director, in consultation with the C/AM Center's Director, with input from affiliated faculty, staff, and partners.

## Faculty Advisory Council

The council shall consist of the Director and a minimum of four affiliated faculty members, nominated by the Director and approved by a majority vote of the program membership. The council shall be chaired by the Director. At least three of the faculty must be tenure track faculty. Each council member's term shall be two years, with the opportunity for renewal. The council's responsibilities are to facilitate coordination of program activities, allocate faculty resources, and advise the Director concerning the program's activities. The tenured council members will be responsible for the review of probationary and tenured faculty, as well as evaluating applications for faculty affiliation and core instruction for the program. One member of the council will be appointed by the Director to serve as liaison for any faculty-shared governance purposes. The council shall meet at least once per year. The Director and Program Coordinator are non-voting members.

## Curriculum Committee

The Curriculum Committee provides direction for Canadian-American Studies on WWU's campus. The committee is responsible for overseeing the academic program offered by the Center, including approval of curriculum, management of course forms, and assisting the Director in administration of the Major and Minor. The Curriculum Committee is chaired by the Director and consists of at least five faculty members from at least two colleges. At least three of the faculty must be tenure track faculty. Faculty appointment terms will be ongoing; if a faculty committee member steps down, they will offer a nomination in their place. A member of the committee will be nominated to serve on the Council of

Undergraduate Programs each year. The committee shall meet at least once per year. The Director and Program Coordinator are non-voting members.

## Other Committees

Ad-hoc committees and subcommittees shall be formed as needed. The Director shall propose these to the Faculty Advisory Council which will vote with a simple majority on approval of committee charge and composition.

## Faculty

Center faculty members (permanent and affiliated) must have tenure track or non-tenure track appointments at Western Washington University and have teaching or research interests in Canadian-American Studies (broadly defined). They will participate in Center activities, consistent with the framework outlined below.

### Permanent Faculty

Permanent faculty members will have a joint appointment with the Center for Canadian-American Studies and one or more other academic units on campus (center, department, institute, program). Their home unit will be the academic unit of their area of specialization (e.g. Political Science, History, etc.). Current permanent faculty members share a Unit Evaluation Plan (UEP) between Canadian-American Studies and their other units. The remaining language in this document regarding the appointment, benefits, and responsibilities of permanent faculty reflects the Center's current agreement between them and the Office of the Provost regarding joint appointments.

Permanent faculty members in Canadian-American Studies presently have joint appointments with the Salish Sea Institute. Therefore, all teaching, research, and service responsibilities benefit both C/AM and SSI, as well as their home units. Financial benefits from C/AM for permanent faculty members are currently shared with SSI as well.

### Appointment

The Center's permanent faculty members have an academic appointment in an academic unit at the university (e.g. Environmental Studies, Fairhaven College, etc.). They shall be regular faculty members of that unit, according to that unit's evaluation plan, with the modifications listed below. The funding line for the position shall be the responsibility of the Center of Canadian-American Studies. The expectations of the faculty members in terms of responsibilities to the home unit, to Canadian-American Studies, and any other academic unit to which the faculty member may be jointly appointed will be specified in the letter of offer upon hiring.

## Benefits

Permanent faculty members are presently eligible to apply for an annual award from the Center for Canadian-American Studies and the Salish Sea Institute: up to \$1000 per year (to be collectively funded between the Center and SSI), available as university funds or travel credit that can be used for professional development, consistent with the policies and procedures of WWU. This is in addition to professional development funds awarded to faculty in the Collective Bargaining Agreement. To apply, permanent faculty members are required to write a one-page proposal accompanied with an itemized budget before any purchases are made. The source and amount of these available funds may change with any new jointly-appointed tenure-track hires.

They will also be eligible to apply for additional funds available from – and advertised by – the Center to be used for interdisciplinary teaching and research support (including student support). Additionally, permanent faculty members have priority for use of the Canada House conference room for teaching and program activities.

The Center benefits from permanent faculty who will teach required and elective courses, develop funding proposals, and bring excellence to the program's missions. The home unit will benefit by having a faculty member with teaching and research expertise that meets the needs of the unit..

## Teaching

Permanent faculty members' teaching load (as defined by the department and college) will be evenly split between C/AM Studies and their other units. For example, if a faculty member is jointly appointed with C/AM Studies and two other academic units, a regular 6-course teaching load per academic year will equal contributing two courses to each academic unit. Courses taught in C/AM Studies will directly support the C/AM Major and Minor and the curriculum of their other units.

Substitutions that allow some of the C/AM-specific classes to be taught by another faculty member may be permissible by agreement between the chairs or directors of each unit, under special circumstances. For instance, if an upper-division course in the faculty member's home unit could best be taught by a permanent C/AM Studies faculty on a short-term basis (perhaps to cover a sabbatical), that could be arranged as long as the C/AM-specific classes are also covered from within that home unit department.

The Academic Program Director of the Center for Canadian-American Studies will work in collaboration with the Academic Program Directors of each unit to establish the teaching schedule for C/AM courses, including assignment of faculty to teach those courses. All student credit hours associated with a C/AM Studies class shall follow the faculty member who teaches the class and be accounted for in the faculty member's home department. Courses that serve both the Center and all other units are encouraged.



## Research

All permanent faculty members will be expected to maintain an active research program that contributes to Canadian-American Studies. They will be encouraged to engage in interdisciplinary, scholarly activity (broadly defined) with other affiliated faculty members. Faculty members may have research-specific stipulations in their letter of offer, such as the expectation to conduct community-engaged research that contributes to one or more academic units.

## Service

Upon attaining tenure, permanent faculty shall serve on at least one of the committees enumerated in the Bylaws for the Center for Canadian-American Studies and their other academic units per year. Service to the Center will count towards that faculty member's overall service duties. Faculty shall be encouraged to perform community outreach and engagement that furthers the missions of the Center and their other academic units.

## Review

The faculty's home unit will conduct the promotion and tenure processes, as well as post-tenure review, while allowing for substantive input from the Center for Canadian-American Studies and any academic unit that is not the home unit of the faculty member. When the candidate is up for annual evaluation (e.g., probationary faculty), tenure, promotion, or post-tenure review, the tenured members of the Center for Canadian-American Studies' Faculty Advisory Council shall review the candidate's dossier using the approved evaluation form. The Director of Canadian-American Studies will summarize the candidate's accomplishments in teaching, research, and service as they pertain to the mission and activities of the Center. The Director will draft a letter for review and will forward it to the faculty member's department chair. This letter will be included with the candidate's dossier. This is not to be considered a "vote" in the process. For probationary faculty, at each annual evaluation, the home unit chair shall meet with the Academic Program Directors for Canadian-American Studies and the other academic units to discuss the candidate's progress and professional development.

## Retention of Faculty Lines

Permanent faculty positions can be vacated through the ending of employment with the University or through a consensual renegotiation of the original letter of offer as allowed by the Collective Bargaining Agreement. In either case the position is retained by the Center at the discretion of the Provost. If the position is vacated through renegotiation, the Department/College receiving the faculty member is responsible for funding the faculty member's position so that Canadian-American Studies and the other academic units retain the original line.

## Non-Tenure Track Faculty

Non-tenure track faculty are appointed and evaluated based on expectations and duties defined in the letter of offer, which primarily refers to teaching responsibilities. Non-tenure track faculty are not

expected to pursue scholarly activity, although it often contributes to the quality of instruction. Service contributions are not expected as part of their employment unless otherwise indicated in the letter of offer.

Procedures for appointment, titles, and evaluation of NTT faculty teaching under the C/AM rubric will be in accordance with the most recent, ratified Collective Bargaining Agreement negotiated by the University and United Faculty of Western Washington, Section 8.1.15. Additional information described here is for the purpose of clarity and does not supersede the CBA. The Director of Canadian-American Studies is primarily responsible for hiring NTT faculty, but core faculty members and members of the Center's Faculty Advisory Council are welcome to participate in the hiring and evaluation process.

## Evaluation

NTT faculty shall be evaluated by the Director of Canadian-American Studies in a manner established, based on expectations and duties defined in the letter/email of offer. The evaluation will be based on student evaluations of the instructional quality for all courses taught, the Director's observations of the various C/AM classes taught by the NTT, review of the instructor's learning management site for the course (if available), and interactions and observations of the NTT in their professional C/AM Studies employment capacity. NTT faculty are expected to provide an opportunity for all students enrolled in their courses to complete evaluations for all sections. All evaluations will be provided to the Director during or after spring quarter so the evaluation can be completed. The Director may consult with other faculty or request other faculty to observe the NTT's classes, if deemed appropriate. The Director shall summarize the results of the evaluation in a letter. The NTT faculty member shall receive a copy and will have two weeks from the date of the letter to respond to any factual inaccuracies before it is submitted to the Provost (or the Provost's designee), who will review it to verify compliance with university standards. A copy of the final letter shall be provided to the faculty member and the Provost (or designee). Senior instructors are evaluated once every three years. All other non-tenure track faculty are evaluated annually.

## Working Conditions

NTT teaching faculty shall have access to workspaces, support staff, supplies, and materials as needed and appropriate, in order to perform duties outlined in the letter of offer and as determined by Canadian-American Studies and any other academic unit. Such materials may include, but are not limited to, a computer and access to a printer in Canada House.

## Affiliated Faculty

### Appointment

Affiliated faculty members will have an academic appointment in another unit at the university (e.g., Economics, Political Science, Fairhaven College, etc.). They shall be regular faculty members of that unit according to its unit evaluation plan.

### Benefits

Affiliated faculty members play an important role in the development and enhancement of the Center. To recognize their contributions, affiliated faculty members who teach Canadian-American Studies courses under the C/AM rubric, including cross-listed courses, are eligible for funding for experiential learning activities in those courses (e.g. guest speaker honoraria, field trip transportation, etc.). Up to \$500 per faculty member teaching C/AM courses is available per academic year.

Affiliated faculty teaching courses in their home units that are in the electives list for the C/AM Major or Minor may apply for funding for experiential learning activities related to the Center's mission and goals. A call for applications for funding will be sent to affiliated faculty each Spring for the following academic year; the number of awards and amount of funding will be contingent on the Center's budget.

Affiliated faculty are also eligible to apply for additional funds from the Center for specific projects, including for interdisciplinary teaching and research support (including student support). This is in addition to professional development funds awarded to faculty in the Collective Bargaining Agreement. Non-tenure track faculty will be eligible for travel funding based on their FTE status, and as described in the Collective Bargaining Agreement. Additionally, affiliated faculty may apply for use of the Canada House conference room for teaching and program activities.

### Election

All nominations (self-nominations are welcome) shall be submitted and renewed through the annual *invitation for program affiliation* (via webform). New applications will be reviewed by the Director before recommending the faculty member for election by a simple majority vote of the Faculty Advisory Council. Affiliated faculty members are then appointed by their college Deans (or designee) as part of their teaching or service load. The Director will provide information to the department chair and Dean about the affiliated faculty member's contribution to the Center, so the affiliated faculty member's workload is properly recognized.

### Term

Affiliated faculty membership with the Center shall be periodically reviewed by the Director, at least once every four years, in consultation with the Faculty Advisory Council. There shall be no limit to the

consecutive or intermittent terms a member of the Center may serve. Continued affiliation and support are based on a level of participation in program activities.

## Responsibilities

Responsibilities for affiliated faculty include:

- Service on Center committees
- Regular, reasonable participation in programming and program meetings
- Willingness and ongoing commitment to participate in the teaching of interdisciplinary course offerings as negotiated with their home unit
- Willingness and ongoing commitment to participate in program outreach activities
- Willingness and ongoing commitment to seek external funding in support of scholarly, instructional, and programmatic development projects in Canadian-American Studies
- Mentoring (as needed) of students in research projects during the academic year
- Appropriate acknowledgement of the Center in scholarly work where and when appropriate

## Annual Report & Meeting

The Director shall prepare an annual report that will include a summary of activities for the Center and budget information. The Director will present this to the Faculty Advisory Council at an annual meeting. Following approval, the report will be submitted to the Provost who will share it with the Dean and more broadly, as needed.

## Funding & Gifts

Gifts to the Center (e.g., cash, equipment, etc.) shall be controlled by the Western Foundation and managed by the Director with oversight by the Provost's Office.

When Center faculty or other center-funded personnel (e.g., postdoctoral fellows, research associates, etc.) receive external grants related to the program, a portion of indirect costs equal to half the amount returned to the colleges will be returned to the Center and used toward internal research grants. Qualifying grants shall be identified as such by the Research and Sponsored Programs office upon the recommendation of the Director.

## Bylaws Amendment

These Bylaws may be amended by an affirmative vote of a simple majority of the Faculty Advisory Council, present at any regular or special meeting, provided that the amendment is distributed in writing to the council members at least 7 days prior to the meeting for which the vote is scheduled.