Governing Policies and Procedures for the CSUSB’s Center for Islamic and Middle Eastern Studies (CIMES)

1. **CIMES ORGANIZATIONAL STRUCTURE AND FACULTY EXECUTIVE BOARD APPOINTMENT POLICIES**

Overview: To ensure a collegial environment within the CIMES Faculty Executive Board and to draw from the wide range of expertise of the CIMES Faculty Executive Board, all members are asked to assist in the operation of CIMES. The Director and Associate Director consult with and work in coordination with the CIMES Faculty Executive Board in the daily operation of the organization. Through a subcommittee organizational structure, CIMES Faculty Executive Board members contribute to the programmatic development of projects sponsored or co-sponsored by CIMES.

**A-1. Appointment of the Director of CIMES** – The director is appointed by the current Dean of the College of Social and Behavioral Sciences for a 3-year-term, renewable for no more than 2 terms and in consultation with current CIMES Faculty Executive Board members. The candidates for the Director position will either be nominated by another Board member or self-nominate. CIMES Faculty Executive Board members will take a vote on the candidates, and present the results to the Dean along with their recommendation. The Director is responsible with managing the daily operation of CIMES and its related activities, and managing the budget for CIMES – with assistance with the Administrative Support Coordinator (ASC) assigned by the Dean of the CSBS. The Director chairs all CIMES Faculty Executive Board meetings and serves as a voting member on the CIMES Faculty Executive Board.

**A-2. Appointment of the Associate Director of CIMES** –The Associate Director is appointed by the current Dean of the College of Social and Behavioral Sciences for a 3 year-term, renewable for no more than 2 terms and in consultation with current CIMES Faculty Executive Board members based on a nomination and voting process similar to the Directorship position. The Associate Director is responsible with assisting the Director with the management of the daily operation of CIMES and its related activities, assisting in managing the budget for CIMES – with assistance with the Administrative Support Coordinator (ASC) assigned by the Dean of the CSBS. In absence of the Director, the Associate Director will chair CIMES Faculty Executive Board meetings and serve as a voting member on the CIMES Faculty Executive Board.

**A-3. Appointment of the Subcommittee Chairs** – Approved by the full CIMES Faculty Executive Board. Help to coordinate the activities of their subcommittees and act as a contact point between the Faculty Executive Board and the members of the subcommittee. Will be responsible for creating a working agenda for the committee for the given academic year.

**A-4. Appointment of the Faculty Executive Board** – Members of the Faculty Executive Board are responsible for the long-term strategic planning of CIMES and decision-making related to the three main objectives of the Center -- curriculum & teaching; outreach; and research and grants. All members of CIMES Faculty Executive Board are recommended and appointed through a vote of the full Board. Only tenured or tenure-track CSUSB faculty members who have expertise in Islamic and/or Middle Eastern Studies as reflected in their teaching and/or research are eligible for CIMES Faculty Executive Board membership. Exception might be given to outstanding full-time lecturers whose research, teaching, and/or service expertise are in Islamic and/or Middle Eastern Studies. Part-time faculty is not eligible for the Board membership. The CIMES Faculty Executive Board will strive to ensure diversity amongst its membership. It is preferred that CIMES Faculty Executive Board members will be drawn from across the various colleges at CSUSB. This is to ensure one or more CIMES representative(s) in every college.

Process: Recommendations for possible CIMES Faculty Executive Board membership can be made to the Board by any member. The potential candidates will be asked to provide a CV and a statement of interest to the CIMES Faculty Executive Board that will include the following: name, department affiliation, why they have an interest in becoming a member of the CIMES Faculty Executive Board, the skills set they bring to being a member of the Board and any other information about their background and expertise they think is relevant. Following review of the CV and statement of interest, a vote by the CIMES Faculty Executive Board will be taken. If the potential candidate is approved, they will be informed of their acceptance by the Director or Associate Director of CIMES. They will become a voting member of the CIMES Faculty Executive Board immediately upon Board approval.

**B. AMENDMENT AND APPROVAL OF GOVERNING POLICIES AND PROCEDURES FOR CIMES**

Overview: To ensure a collegial environment within the CIMES Faculty Executive Board, all additions, deletions and amendments of the governing policies and procedures of CIMES will be made collectively.

Process: All proposed additions, deletions, and amendments to CIMES governing policies and procedures will be submitted to the Director in writing prior to board meetings. These proposed changes should include the exact wording of the new language or what is to be deleted. These proposals will then be distributed to the rest of the CIMES Faculty Executive Board via email. During the next Board meeting, these proposed changes will be included on the agenda. At the meeting, the person making the proposal will be given 5 minutes to explain the reasoning behind the change to the rest of the Board. Questions and comments will then be asked for and the total time allowed for this discussion will be limited to no more than 20 minutes. A vote will then be taken.

**B-1. Voting Procedures**

Overview: Quorum is necessary for a vote to be taken. Quorum is two thirds (2/3) of the CIMES Faculty Executive Board in a given academic year. Ex officio members of the CIMES Executive Board, such as those who are FERPing or on leave, do not count toward a quorum but can vote if present at the Board meeting. Emeritus board members can attend the Board meetings and contribute without vote.

Process: A simple vote majority vote (50% +1) is needed for the Board to make a decision once a quorum is reached. For outreach policy decisions, the Board can resort to email discussions and votes if necessary and/or consider votes from Board members teleconferencing via phone or Skype. For the approval of governing policies and appointment of Director, Associate Director, Subcommittee chairs and Faculty Board members, a vote should be taken in person (which includes teleconferencing) during a CIMES Faculty Executive Board meeting following deliberations. The Director and Associate Director of CIMES are considered full voting members in this process.

**C. OUTREACH POLICIES**

**C-1. Sponsorship or Co-Sponsorship of Events or Programs**

Overview: All decisions concerning CIMES sponsorship or co-sponsorship of events on and off campus will be made through a vote of all voting members of the CIMES Faculty Executive Board following recommendations and deliberations. The overall mission and goals of CIMES should be kept in mind when making decisions to approve events to sponsor and/or co-sponsor.

Process: After a discussion of the CIMES sponsorship or co-sponsorship of a particular event or program by the CIMES Faculty Executive Board, a vote will then be taken concerning the approval of sponsorship or co-sponsorship. A separate vote will need to be taken if CIMES will take on a fiscal responsibility as a sponsor or co-sponsor of the approved event (see C-2.) If approved, the Director or Associate Director of CIMES will execute the decision as related to financial and/or administrative support of the event.

**C-2. Placing CIMES Name as a Sponsor or Co-sponsor of a Given Event or Program**

Overview: Only the Director or Associate Director has the power to place the CIMES name as a sponsor or co-sponsor on a given event. This will only be done following approval by the CIMES Faculty Executive Board (see B-1. Sponsorship or Co-Sponsorship of Events or Programs)

Process: When CIMES sponsorship or co-sponsorship of events on and off campus is approved by the CIMES Faculty Executive Board, the Director or Associate Director of CIMES will execute the decision, including the approval of the inclusion of the CIMES label on any advertisements of events to be sponsored or co-sponsored by CIMES.

**C-3. Social media, marketing and advertisement policies**

Overview: Only the Director, Associate Director or the Faculty Board members designated specifically for this task will oversee the creation and dissemination of CIMES promotional materials, website update, the management of CIMES social media accounts, marketing of the CIMES programs and journal, and the advertisement of events sponsored or co-sponsored by CIMES. The Board members in charge are expected to familiarize themselves with and adhere to CSUSB’s “Guidelines for Using Social Media,” specifically those articulated in the “Social Media Handbook” found here: https://www.csusb.edu/sites/csusb/files/csusb-social-media-handbook.pdf

Process: Any content change on CIMES website, and the creation and distribution of other promotional materials, such as newsletters and brochures, require a CIMES Faculty Executive Board approval. CIMES quorum and voting criteria will be followed. All promotional materials such as posters, newsletters, flyers, brochures, etc. will include the CIMES logo. CIMES social media accounts (Twitter, Facebook and YouTube) will ONLY be used to share CIMES news, such as the promotion of events sponsored or co-sponsored by CIMES, and CIMES Faculty Executive Board members’ news, such as their publications, public presentations, awards and links to their media appearances.

Approved by the CIMES Faculty Executive Board on May 31, 2018, and the SBS Dean on September 17, 2018.