

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

**GUIDELINES AND  
OPERATING PROCEDURES**

**Adopted on 28 September 1992  
Revised: 9 December 1993; 5 May 1998; 20 May 2004; 12 May 2006; 20 February 2007;  
15 May 2009**

**Edith Clowes, Director  
320 Bailey Hall**

# **KU REES GUIDELINES AND OPERATING PROCEDURES**

## **Outline**

### **I. Statement of Purpose and Objectives**

### **II. Structure and Administration**

- A. Structure
- B. General Administration
  - 1. Director
  - 2. Associate Director
- C. Grants Administration
- D. Standing Committees
- E. REES Faculty Meetings
- F. Staff Support
- G. REES Assistance to Faculty
  - 1. Clerical and Supplies
  - 2. Travel
- H. Visiting Lecturers

### **III. Programs**

- A. Undergraduate Program
- B. Graduate Program

### **IV. Faculty**

- A. Membership
- B. Rights and Privileges
- C. Recruitment

### **V. Students**

- A. Status of Students in REES
- B. Election of Student Representatives
- C. Advising
- D. Petitions and Grievance

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

Guidelines and Operating Procedures

**I. Statement of Purpose and Objectives**

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

1. To promote the study of Russia, East Europe and Eurasia within an integrated, interdisciplinary framework, as well as within each of the traditional academic disciplines;
2. To promote the study of languages in the Department of Slavic Languages and Literatures, at all levels of instruction and research;
3. To promote better understanding of the societies and cultures of the Russian, East 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 languages and of Russia, East Europe and Eurasia 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, East 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, East European and Eurasian area.

**II. Structure and Administration**

**A. Structure**

1. The Russian, East European and Eurasian Program (REES) consists of the REES 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 REES, the chairperson of the REES Executive Committee, Faculty Committee, and FLAS Selection Committee

meetings, and an *ex officio* member of all REES sub-committees. As a faculty member, he or she retains all rights and privileges thereof. The Director is the official representative of REES 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 REES to represent the Director.

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

c. The Director reports to the Dean or designated Associate Dean of the College of Liberal Arts and Sciences. He or she works closely with the Dean of International Programs.

d. The Director decides strictly administrative matters without consultation.

e. In those cases in which REES'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 on which the Director needs to act on behalf of REES, it is desirable that he or she should ascertain by consultation the will of REES, 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 REES is automatically Director of the National Resource Center, when the KU REES Program 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 REES 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 REES office.

g. The term of office of the Director is determined by the Dean of the College, but is usually for a period of from 3 to 5 years, renewable. The Director is appointed by the Deans, after an appropriate search by a search committee, and usually with the consent of the faculty of REES. Searches are governed by University and College regulations and procedures (see *Handbook for Faculty and Other Unclassified Staff*, Appendix IV, under the title "Selection, Appointment, Tenure and Review of Vice Chancellors, Deans, Directors and Chairpersons," February 1, 1978), 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 in the *REES Operating*

***Guidelines and Procedures*** during the preceding academic year and sending copies of the changes to members. The Director makes copies of 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 may approve the appointment of an Assistant and/or Associate Director at the Dean's discretion. The Assistant Director is named by the Director, in close consultation with and approval of the Executive Committee. The Associate Director is appointed by the Dean of the College 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, and other aspects of the academic Degree Programs in REES, assisting in grant development and proposal writing, and working with special projects as assigned by the Director. The Associate Director may serve as Interim Director and may chair REES 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 REES. 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. He or she, as Principal Investigator, 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 Office of International Programs, College of Liberal Arts and Sciences, other Departments, Schools, and units, and with REES faculty and staff as necessary to pursue funding of interest and advantage to REES. The Director has discretion in these endeavors unless major questions of REES policy are involved, in which case the Director consults with the Executive Committee or the REES Faculty

Committee.

## **D. Standing Committees**

### 1. Executive Committee.

a. Purpose: The REES 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 degree 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 REES Committee for discussion and vote.

### b. Structure:

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

2) Representatives serve from the Departments of Slavic Languages and Literatures, 2; History, 1; Political Science, 1; Library, 1; Professional Schools, 1; Other Departments, 1; and REES student body, 1. The student representative is named in accordance with procedures outlined in V.B.1.

3) At the start of every academic year, the departmental representatives are elected by the faculty they represent. The remaining representatives are elected by mail ballot from the REES faculty of schools and departments outside Slavic Languages and Literatures, History, Political Science, and the Library. Only full-time tenured and tenure-track 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 "Guidelines and Operating Procedures" of REES to the Executive Committee, who may present them for approval to the faculty as a whole. The REES Executive Committee agenda will be published and distributed to all members at least two weeks 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 Languages and Literatures, History, and Political Science, named by their REES faculty; and one from the REES

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 the REES Program. FLAS Fellowships are awarded exclusively on the basis of applicant merit, not on the basis of demonstrated need. Only citizens and permanent residents are eligible, by law. REES 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 the Department or directly to REES. 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 the REES Program.

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

#### **E. REES Faculty Committee Meetings**

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

2. The REES faculty will meet together as the REES Faculty Committee at least once per semester. It has been customary for the REES 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 REES 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 REES faculty informed of the status of the Program; soliciting faculty input in order to assist the Director and Associate Director in overseeing grants and the overall Program; and discussing and voting on policy changes to the REES Program.
6. If necessary, the REES 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. REES Assistance to Faculty**

1. Clerical and Supplies.
  - a. The staff is employed by REES primarily to handle REES clerical, budgetary, and administrative work: official correspondence, memos, funding applications, official reports and forms, grant and institutional budgets, and material pertaining to REES courses and seminars. Time permitting, and on an *ad hoc* basis, the staff may be able to assist REES 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 fax messages by REES members relating directly to REES, 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, REES 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, REES may provide support for visiting lecturers. The Director and/or Executive Committee may authorize the expenditure of designated lecture funds. Typically, REES 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 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**

**1. Undergraduate Program.** A Bachelor of Arts in Russian, East European and Eurasian Studies is available only as a co-major in conjunction with a major in one of the more traditional academic disciplines.

a. Freshman/Sophomore Preparation: Students planning to co-major in Russian, East European and Eurasian Studies should fulfill the University language requirement (16 credit hours or proficiency determined by examination) in a Slavic or East European language before the beginning of the junior year. Students may benefit from spending a summer in intensive language training.

b. Requirements for the Co-Major are as follows:

1. Three hours of a Slavic language, in addition to the sixteen hours specified in College Requirements for the Bachelor of Arts Degree.

2. Three hours in the Department of Slavic Languages and Literatures in a course numbered 500 or above and involving the use of a Slavic language.

3. REES 492 and REES 496, Seminars in Russian, East European and Eurasian Studies.

4. REES 110/111 Understanding Russia and Eastern Europe.

5. Fifteen hours in courses in: 1) Literature and the Arts; 2) History; 3) Political Science, 4) Philosophy and Religion, 5) Business, Economics and Geography, with a minimum of one course in each category, as per the current Undergraduate Catalog.

**2. Graduate Program.** A Master of Arts degree is awarded in Russian, East European and Eurasian Studies.

a. Prerequisites: A general prerequisite for admission to this Program is the completion of a baccalaureate degree in the social sciences or humanities. In addition, each applicant must take the Graduate Record Examination and have a copy of the results sent to the REES office.

b. Requirements for the degree are as follows:

1. One course of advanced language (in addition to the three years required below).
2. Three courses for a total of 9 credit hours in the department or subject area of the student's special interest. At least two of these must focus on Russia or Eastern Europe.
3. One area course in each of the other four groups below (see III.B.2.e.), for a total of 12 hours.
4. REES 898 and REES 899, interdisciplinary M.A. seminars (6 credit hours). In these two courses, students must write a paper involving the use of materials in Russian, Polish, Ukrainian, or Bosnian/Croatian/Serbian (or other approved area languages). Before enrolling in this course, a student must have completed a total of 22 semester credit hours (three years), or the equivalent, of Russian, Polish, Ukrainian, or Bosnian/Croatian/Serbian.
5. Course groups: 1) Literature and the Arts; 2) History; 3) Political Science, 4) Philosophy and Religion, 5) Business, Economics and Geography.
6. Comprehensive Examinations.
  - a) Every graduate degree candidate at the University of Kansas must pass a general examination, in addition to the regular course examinations. The MA examination is given once each semester, the date to be determined in accordance with the regulations for meeting degree requirements set by the Graduate Division of the College of Liberal Arts and Sciences.
  - b) The Comprehensive examination in REES is a four-hour written exam, typically taken during the last semester of enrollment in the Program, prior to receiving the degree. The exam is composed of questions from each of the five principal fields in which the student has completed course work in the REES Program. Faculty members are invited to submit appropriate questions by the REES Office, which prepares and administers the exam. The examinations are graded pass/fail by a REES examination committee of three faculty, named by the Executive Committee and including the graduate advisor. To pass the comprehensive examination a student must pass at least three questions, covering at least three of the five principal fields in the program.
  - c) Routine exceptions for individual students to the above requirements require the approval of the Director or the Associate Director.

### **3. Curricular Administration**

a. REES Rubric

Courses under the REES rubric must be explicitly interdisciplinary in nature

b. Curricular Changes and Additions

All course proposals must be approved by the REES Executive Committee. New course proposals include a proposed catalogue description and a course outline. Note: to move through the CUSA approval process, new course proposals must have evidence of support from relevant departments.

**B. Outreach Program.** The REES Program is mandated by the Department of Education and University of Kansas policy to engage in outreach activity. Toward this end REES cooperates with the Outreach Coordinator appointed by the area centers he or she serves and the Dean of the College of Liberal Arts and Sciences.

## **IV. Faculty**

### **A. Membership.**

1. Eligibility. Except as noted in IV.A.1.d. below, eligibility for full membership in REES, 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 REES;

2) the faculty member must teach a course that can be cross-listed in REES and that counts towards the degree requirements of the REES;

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

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

1) hold an appointment in the Slavic Studies Unit of the University Library, or

2) work directly on the Slavic and East European Collection as part of his or her assigned duties.

d. Exceptions to these rules:

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

2) Additional individuals may be invited to be members of the Program 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.

## 2. Admittance to Membership

a. Permanent membership in the REES Program is decided by vote of the REES faculty. After an affirmative vote, an invitation to join REES is made by the Director. If the invitation is accepted, the invitee is a member of REES 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 REES upon appointment to the University. The Executive Committee and/or the Faculty Committee of the Whole 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 REES members have the right to attend REES faculty meetings.

### 2. Voting:

a. The following REES members have voting privileges:

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

2) library staff of equivalent rank;

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

4) those emeriti of REES 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 REES Faculty Committee.

b. A quorum at all REES 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 a mail 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 two weeks 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 active tenured or tenure-track faculty are eligible to serve on the REES Executive Committee, the FLAS Committee, and any other REES Committees that may be constituted.
4. Policy Making
    - a. The REES faculty sets policy for REES and is responsible for establishing rules for the governance of REES, providing that such rules do not violate University Rules and Regulations, Kansas State Law, federal law, or any individual's rights.
    - b. The REES faculty sets the academic requirements for REES Programs, in conformity with University regulations.
    - c. The REES 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 REES, 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 REES 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 Co-Majors, MA Candidates, and FLAS Fellowship holders will be considered Students of the REES Program.

**B. Election of Student Representatives**

1. At the start of each academic year, the graduate students of the REES MA Program

will elect by mail ballot the student representatives to serve on the REES 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 REES Program graduate students currently taking course work on campus. The top vote-receiving candidates will serve as representatives.

- a. The number of student members on REES policy-making Committees will be equivalent to twenty per cent (20%) of the voting faculty membership.
2. At the start of each academic year, the Director of REES will appoint one undergraduate co-major to serve on the REES Faculty Committee.

**C. Advising of Students.** Responsibility for student advising lies with the Director of the REES Program, who may delegate the task as he or she deems appropriate.

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