

By-Laws of the Institute of Latin American Studies

Approved by the Executive Committee, July 7, 2010

Revised by Jose Moya, Director, July 16, 2014

Revised by Maria Victoria Murillo and approved by Executive Committee, April 21, 2023

Antecedents:

Columbia University's Faculty Handbook states that "Each Faculty and administrative board functions under stated rules, and each department and institute according to by-laws, that they have adopted and that have been approved by the appropriate dean or vice president and the Provost. The stated rules and by-laws define the criteria for membership in the unit and who may vote on its internal affairs; they identify the unit's chief officers and committees and their respective powers; and they contain provisions for their own amendment. Copies of these documents are kept on file in the offices of the appropriate dean or vice president, the Provost, and the Secretary of the University."

A. Membership

Faculty Members: ILAS Faculty members hold full-time regular appointments as officers of instruction in one of the Arts and Sciences departments, professional schools, Barnard College, or Teachers' College and have an academic specialization that involves teaching and/or research with a substantive focus on the Latin America and the Caribbean region. Members may serve on the ILAS Executive Committee, on other ILAS committees, and are eligible for faculty grants competitions. Junior faculty are eligible to serve on the ILAS Executive Committee with the provision that they may opt to recuse themselves from voting or other tasks.

Associate Faculty Members: ILAS Associates include full-time officers of research, full-time lecturers, and/or part-time faculty members in one of the Arts and Sciences departments, professional schools, Barnard College, or Teachers' College, who do not meet the membership requirements above, and have an academic specialization that involves teaching and/or research with a substantive focus on the Latin America and the Caribbean region. Associates may not serve on the ILAS Executive Committee. Full time Associates may serve on other ILAS committees and are eligible for ILAS faculty grants competitions. Part time associates may serve on other ILAS committees, but are not eligible for ILAS faculty grants competitions.

Affiliate Members: ILAS Affiliate members include post-doctoral fellows, visiting scholars and visiting professors which have an academic specialization that involves teaching and/or

research with a substantive focus on the Latin America and the Caribbean region. Affiliates are not eligible for ILAS governance roles or ILAS faculty grants competitions.

B. Officers

- 1) ILAS and its affiliated Centers will be governed by an Executive Committee, the ILAS academic Director, the Executive Director, and Center Directors.
- 2) The Director will be a tenured member of the faculty of Columbia University who will be elected by a majority of the members of the Executive Committee to a three-year term, which is renewable but limited to two consecutive terms. The Director will be proposed by a committee of members of the EC in consultation with the faculty and the Executive Vice-President for Arts and Sciences.
 - a) The Director reports to the Executive Vice-President for Arts and Sciences.
 - b) The Director serves as the chair of the Executive Committee
 - c) The Director of ILAS will be responsible for the planning and operation of the Institute, including:
 - i) Speaking for the institute in its dealings with the central administration and with units and offices of the University
 - ii) Approving the Institute's budget and supervising expenditures
 - iii) Creating specific committees and selecting and appointing committee members
 - iv) Recommending Directors for affiliated Centers, in consultation with the Executive Committee members
 - v) Overseeing instructional and research activities as well as the administration of the Institute
 - vi) Serving as the Director of Undergraduate Studies (DUS), in charge of the undergraduate Latin American and Caribbean Studies major and concentration. The responsibilities of the DUS are to coordinate the academic advising and administration necessary to support the academic experience of Columbia College and School of General Studies undergraduates, including: providing academic advising to majors in such areas as program planning, study abroad, and options available after graduation; Overseeing the Institute's undergraduate curriculum; participating in and coordinating events and opportunities that connect students with faculty; acting as liaison between the department and the College administration; and participating in important College events.
 - vii) **Process for the recommendation and appointment of ILAS Directors:** The Executive Committee recommends the Director (by a majority vote) for appointment by Arts & Sciences. The nomination process includes:
 - (1) **Nominations:** A Subcommittee of three voting members of the EC will organize the nomination and election process, including

the call for nominations for the entire ILAS membership, the reception of nominations, and the discussion of expectations of directors with potential nominees. The subcommittee will forward nominee names and brief statements written by them to the EC for evaluation and voting.

- (2) **Selection:** The Executive Committee will discuss candidates during the EC meeting and voting members of the EC will vote anonymously through an online survey. The candidate selected by the EC must receive a majority of votes. In the event that no candidate receives a majority of votes, a runoff election among the two most voted candidates will take place. Once the EC has decided on a recommendation for the Directorship, the candidate's name (along with details of the voting outcomes) will be forwarded to the Dean of the Division of Social Science and the Executive Vice-President for Arts and Sciences for their evaluation and approval.
- 3) **Executive Director:** The Director will be assisted by a full-time Executive Director in an administrative position, who will be responsible for the day-to-day administration of the Institutes finances, human resources, and academic programs
- 4) **MA Program Director:** The MA Program Director will be in charge of the MA program in Latin American and Caribbean Studies. The responsibilities of the Director of Graduate Studies include: overseeing recruitment and admissions processes; providing academic and professional advising to MARSLAC students and to graduate students in related programs; teaching the two semester core course for MARSLAC students; mentoring MARSLAC students in thesis research and writing; and participating on relevant University committees and events related to graduate programs.
- 5) **Executive Committee:** The Executive Committee of ILAS will be composed of between nine and twelve tenured members of the ILAS faculty and the Director. The Executive Director and the Center Directors serve ex-officio in the Executive Committee (with voice but not voting rights). Members of the Executive Committee will be appointed to a renewable four-year term. They will be nominated by the Director and approved by a simple majority of the sitting Executive Committee (i.e., excluding those in an ex-officio capacity). In proposing nominations, the Director will seek to represent the diversity of schools and academic units at Columbia University, aiming to have representation from at least 3 professional schools, representatives from the Social Sciences and the Humanities in A&S, and from Barnard College. Appointments of Executive Committee members will be staggered such that approximately one-half of the Committee will be appointed or renewed every two years. A quorum will be two-thirds of the voting members.
 - a) The Executive Committee will meet at least four times a year to
 - i) Review and approve the Institute's budget

- ii) Review and approve, in the first meeting of the year, the strategic plan for the Institute as prepared by the Director and the Executive Director.
 - iii) Recommend Directors of ILAS for appointment by Arts and Sciences.
 - iv) Recommend Directors of affiliated Centers for appointment by Arts and Sciences.
 - v) Select Tinker Visiting Professorships
 - vi) Approve the creation of new academic and exchange programs with other institutions.
 - vii) Modify the by-laws of the Institute with a two-thirds majority of votes of voting Executive Committee Members.
 - viii) Discuss any other business introduced to the agenda by any of its members.
- 6) **Center Directors and Governance:** The affiliated centers of the Institute will be governed by a Director and a Faculty Advisory Committee.
- a) The Academic Center Directors provide intellectual leadership for the Centers and make programmatic and budgetary decisions for their Centers, in consultation with the Faculty Advisory Committee.
 - b) The Faculty Advisory Committee convenes at least two times a year, and contributes to the strategic vision and programming of the Centers.
 - c) Center Directors will be tenured Professors or Professors of Professional Practice (including associate or full professors).
 - d) The ILAS Director will forward nominees for Center Director roles for consideration by the Executive Committee. The Center Directors will be recommended by the Executive Committee by a majority vote for appointment by Arts and Sciences.
 - e) Center Directors will be appointed to renewable three-year terms.
 - f) Faculty Advisory Committee members of Centers will be selected from the ILAS Faculty by the Center Directors. Faculty Advisory Committee members of Centers will have at least five members, including the Director. Faculty Advisory Committee members of Centers will serve three year terms.
 - g) The Executive Director will serve as an ex-officio member of Center Faculty Advisory Committees and support Center Directors in the administration and programming of the Centers.

Conflict of Interest Rules: In order to minimize the potential for conflicts-of-interest, all individuals engaged in ILAS governance (i.e., the Executive Director, members of the Executive Committee, members of other ILAS committees, Center Directors, and Center Faculty Advisory Committee members) are expected to disclose any conflicts-of-interest that may influence programmatic and budgetary decisions. Where significant conflicts of interest exist, individuals are expected to recuse themselves from participating in discussions, voting or influencing decision-making, as appropriate.