



# Humanities Center

# Bylaws

**Last rev 11/2025**

# BYLAWS OF THE HUMANITIES CENTER AT THE UNIVERSITY OF ROCHESTER

## I. PREAMBLE

The purpose of this document is to establish the bylaws for the Humanities Center (hereafter “HC”) at the University of Rochester (hereafter “UR”). The HC, which is housed within the School of Arts and Sciences (hereafter “SAS”), recognizes that it is bound in its actions by UR regulations. The HC bylaws are supplementary to these regulations. Should any part of the HC’s published bylaws or operating procedures conflict with, or not take into consideration any of those passed by SAS or UR, HC’s practices will be revised accordingly.

## II. MISSION STATEMENT

As scholars in the humanities and humanistic social sciences at the University of Rochester, we examine human culture in its myriad forms: literature, language, media, philosophy, religion, history, anthropology, visual and performing arts, and much more. We are committed to critical thinking, reasoned discourse, inclusiveness, civility, empathy, and compassion—values that lie at the center of humanistic inquiry and that are essential for a thriving democratic citizenry. The Humanities Center is our home base for interdisciplinary exchange and collaboration. We offer programs for faculty, students, and the public.

## III. PARTICIPATING PROGRAMS AND DEPARTMENTS

The HC represents and provides opportunities to faculty and students from the following programs and departments: (SAS) American Sign Language; American Studies; Anthropology; Archaeology, Technology, and Historical Structures; Art and Art History; Black Studies; Dance and Movement; Digital Media Studies; East Asian Studies; English; Film and Media Studies; Gender, Sexuality and Women's Studies; History; International Theater; Jewish Studies; Linguistics, Literary Translation Studies; Modern Languages and Cultures; Music and Sound Initiative; Music; Philosophy; Public Health-Related Programs; Religion and Classics; Russian Studies; Visual and Cultural Studies, and Writing, Speaking, and Argument Program (Eastman School of Music) Beal Institute, Composition, Humanities, Music Teaching and Learning, Music Theory, and Musicology, (University of Rochester Medical Center) Health Humanities and Bioethics (HHB). Certain other departments and programs may qualify for HC funding or tutelage when their initiatives and programs are humanistic in nature. Likely examples of this include (SAS) Economics, the Library, the Writing, Speaking and Argument Program, and any future humanistic department or program of the College.

## IV. EXECUTIVE COMMITTEE (“EC”)

**A. Executive Committee Mandate.** The mandate of the Executive Committee will be to advise the Dean of SAS in the selection of a HC Director, and to advise the HC Director and the Associate Director on issues of policy and programming of the HC.

**B. Executive Committee Composition.** The Executive Committee shall consist of the HC Director, the Associate Director, and one faculty representative from each of the humanities and humanistic social sciences departments represented by the HC in the SAS, with one additional representative faculty member from the departments represented at the Eastman School of Music and one from HHB at URMC. For participating departments to be eligible for HC programs and resources (including the Humanities Project, Internal Fellowship, and others), a departmental representative must serve on the Executive Committee. Optimally they shall reflect a mix of junior, mid-career, and senior faculty. Eligible faculty include tenure track and non-tenure track faculty with contracts that are as long as or exceed the length of three-year term they are to serve. Each representative will serve a three-year term, and new members will join on a rolling basis in the following order: Cycle Group 1: Anthropology, Art & Art History, Black Studies, ESM Cycle Group 2: English, History, HHB, Modern Languages & Cultures; Cycle Group 3: Music, Philosophy, Religion & Classics, Linguistics. New members will be selected by their home departments in a democratic process conceived by the Department Chair. The Deans of Arts & Sciences and the Library will act as ex-officio, non-voting members of the Executive Committee and shall be invited to all meetings but will not serve on any subcommittee. The director will work with department chairs to ensure that a representative is in place by the first day of classes of the Fall semester.

**C. Executive Committee Meetings and Voting.** There shall be at least one HC Executive Committee meeting per semester to address the HC's progress and pending business. Meetings may also be called if three or more Executive Committee members request one. Unless there is emergency business to discuss, all meetings shall be announced in writing at least two weeks in advance.

1. *Meetings.* Executive Committee members will make every effort to attend all related meetings. Members may send a departmental representative in their place to no more than one Executive Committee meeting per academic year.
2. *Voting.* Voting members shall consist of the Executive Committee of the HC, excluding ex-officio members. Voting rights will be exercised on the principle of one vote per person. Voting shall proceed as follows:
  - a) A quorum, defined as one half of Executive Committee members, must be present or have submitted proxy votes to conduct a vote at a HC Executive Committee meeting.
  - b) Any Executive Committee member may additionally decide to abstain from voting on a particular proposal at their discretion.
  - c) For routine HC business, decisions will be made by a simple majority vote of all Executive Committee members.

d) Voting is conducted by unanimous verbal assent or a show of hands unless a faculty member requests a secret ballot.

e) Proxy votes may be cast for any HC business. A proxy must be submitted in writing to the Director, Associate Director, or Assistant Director of Programs.

D. **Subcommittees.** Any additional HC subcommittee that is created may establish its own voting procedures with the approval of the Director. The Director will solicit ranked preferences to try to place Executive Committee members on the subcommittee of their preference but will also have ultimate discretion as to who serves on which subcommittee. Each Subcommittee shall have a minimum of three members. Terms can be renewable.

1. *Fellowships.* The fellowship subcommittee is tasked with reviewing applications for internal and external fellowships, as well the Manuscript Workshop, the Scholar-in-Exile program, and Meliora Global Scholars program. Members will share their feedback and make recommendations for awarding fellowships. The term of this subcommittee shall be one year. If a subcommittee member is among the applicants for a fellowship, they will recuse themselves from the deliberation of their application and must be absent from the deliberative process. Major deliberations will be held in meetings while minor deliberations may occur on email.

2. *Humanities Project.* The Humanities Project subcommittee is tasked with reviewing applications for Humanities Projects. Members will share their feedback and make recommendations for making awards. The term of this subcommittee shall be one year. If a subcommittee member submits their own application, they will recuse themselves from its deliberation. Major deliberations will be held in meetings while minor deliberations may occur on email.

3. *Meliora Scholars Mentors.* Members of this subcommittee will meet with and mentor Meliora Scholars before and during their research projects. Members of this subcommittee have the option for either supplemental research funds (historically \$3000) or a bankable course release after two years of service on the subcommittee as designated by the Dean of Arts & Sciences.

## V. DUTIES AND FUNCTIONS OF THE DIRECTOR

A. **Term of Office.** The Center Director shall be appointed by the Dean of Arts & Sciences following a search according to University policy, procedures, and regulations, and serve at the pleasure of the Dean. The Director's term is determined by the Dean of Arts & Sciences. The Director shall normally serve a renewable 5-year term. Reappointment will follow the procedure set out by the Dean's Office.

B. **Search.** In case of a Director search, the Executive Committee, including the Dean of the Libraries, will act as the search committee and will produce a report that will be advisory to the SAS Dean.

C. **Meetings.** The Director shall set all Executive Committee and subcommittee meetings, at which they shall act as presiding officer.

D. **Public Lecture Series.** The Director shall assume responsibility for organizing the annual public lecture series.

E. **External Grants.** It is expected that the Director shall actively seek external grant funding for HC initiatives. Multiyear grants won by a Director belong to the Center and not to any individual Director, and must be conferred upon transition between Directors. All logistics, management, and reporting for HC grants shall be the responsibility of the Assistant Director of Programs.

F. **Central New York Humanities Corridor.** The Director shall act as Co-PI of the Central New York Humanities Corridor, attending board meetings as necessary. All meetings and business of the CNY Humanities Corridor will be set forth by Syracuse University. The Director is responsible for assigning the two additional UR board seats of the CNYHC. These seats shall be drawn from faculty or staff outside of the HC EC.

G. **Budget and Endowment Funds.** The Director shall be responsible for overseeing the HC budget. The Director shall ascertain that HC endowed and cash funds be used for their identified purposes.

H. **Committees.** The Director shall serve on all subcommittees of the HC.

I. **Newsletter.** The Director shall compose at least two newsletters to the community each semester, for circulation by the Assistant Director of Programs, highlighting relevant news, announcements, and upcoming events.

J. **Director Review.** The Director will be evaluated by the Dean of SAS on a timeline that they determine.

## VI. DUTIES AND FUNCTIONS OF THE ASSOCIATE DIRECTOR

- A. **Term of Office.** The Center Director shall be appointed by the Dean of Arts & Sciences following a search according to University policy, procedures, and regulations, and serve at the pleasure of the Dean. The Associate Director's term is determined by the Dean of Arts & Sciences. The Associate Director shall normally serve a renewable 3-year term. Reappointment will follow the procedure set out by the Dean's Office.
- B. **Committees.** The Associate Director shall serve on the Executive Committee and on all subcommittees.
- C. **Humanities in the World Book Series.** The Associate Director, in collaboration with the Director, shall share responsibility for organizing and editing the book series in conjunction with UR Press.
- D. **Associate Director Review.** The Associate Director will be evaluated by the Director on a timeline that they determine.

## VII. DUTIES AND FUNCTIONS OF THE ASSISTANT DIRECTOR OF PROGRAMS

- A. **Term of Employment.** The Assistant Director of Programs is hired to an indefinite term by the SAS Dean's Office and reports directly to the Director.
- B. **Operations.** The Assistant Director of Programs shall take central responsibility for the running of the HC and perform the functions necessary to implement all phases of its operations, including: overseeing logistical coordination for workshops and lectures; oversight of all departmental finances; interpreting policy and acting as point of contact for faculty, staff, and students; maintaining the Center's website and Facebook and Instagram accounts; sending emails to listservs and individuals as necessary; and responding to email and phone calls.

## VIII. DUTIES AND FUNCTIONS OF THE ADMINISTRATIVE COORDINATOR

- A. **Term of Employment.** The Administrative Coordinator is hired to an indefinite term by the SAS Dean's Office and reports directly to the Director. This position is classified as part-time.
- B. **Operations.** The Administrative Coordinator shall provide support for the running of the HC and perform the functions necessary to implement its operations, including: coordinating logistics for workshops and lectures; oversight of and scheduling for HC meeting and event spaces, general administrative assistance to the Director and Associate Director; and responding to email and phone calls.

## IX. PROGRAMS

- A. **Associate Professors Advancement Fund.** This fund is intended to help Associate Professors seeking promotion to receive fully subsidized support from a grant

writing and or editorial professional for intensive developmental editing for applications to highly competitive national grants and fellowships. Applicants must be tenured associate professors in a humanities department who have been at the University of Rochester no less than two years. Applicants must not be anticipating going up for promotion within the 18 months following the application deadline. Applicants must be applying for an ACLS, NEH, Carnegie, Guggenheim Fellowship or other highly competitive non-residential national fellowship. Certain residential fellowships like the National Humanities Center and the Institutes for Advanced Studies at Princeton, Stanford and Radcliffe may also be eligible. Applications will be reviewed by a committee formed by the HC Director. Funds must be spent in the fiscal year in which they are awarded.

**B. Central New York Humanities Corridor.** The Center Director will serve as co-PI of the Central New York Humanities Corridor along with the center directors at the two other core centers: Cornell and Syracuse Universities. The Corridor promotes interdisciplinary collaboration among faculty, postdoctoral fellows and graduate students at Syracuse University, Cornell University, and the University of Rochester, as well as six liberal arts colleges in Central New York, by sponsoring working groups, conferences, and other events in several areas of humanistic inquiry. The Corridor will solicit, review, and award working groups, while the HC will manage the endowment account that funds working group events on the UR campus. Logistical considerations for all associated working group events including room reservation, guest speaker travel arrangements, food and beverage orders, and all subsequent payments are managed by the home departments of the working group's faculty. The HC Director will encourage applicants from UR for the Corridor's Annual Minnowbrook Writing Retreat and, as co-PI, will sit on the selection committee for the retreat.

**C. Distinguished Visiting Humanist.** This biennial program brings eminent scholars and public intellectuals to the University of Rochester for three or four days to engage in such activities as public lectures, course participation, workshops/demonstrations, or individual and group discussions. Any faculty member or group of faculty members may nominate a distinguished scholar in the humanities to participate in the program. Invited participants should be prominent scholars in one of the fields represented in the humanities and humanistic social sciences, and nominations should include a description of the nominee's work and accomplishments (publications, creative works, awards). The term of a resident scholar's visit will be at least three days, with the understanding that flexibility in scheduling (arrival, departure, unstructured time during the week) will facilitate attracting people whose schedules are likely very crowded. The HC Executive Committee or an ad hoc committee agreed upon by the Executive Committee will review the nominations and create a ranked list of three nominees based on both the individual's accomplishments and the likely interest their residency would generate. The faculty member(s) who nominated the scholar will, in collaboration with the selection committee, determine the scope and nature of events and activities in which the visiting scholar will engage based on that person's scholarship and

interests. The selection committee will work to ensure a wide range of disciplines among invited scholars; the same broad discipline will not typically be represented in any two consecutive years. The call for nominations from faculty will go out in the fall semester.

The faculty selection committee will meet shortly thereafter to make its selection for the following academic year. As necessary, a schedule that accommodates inviting speakers more than one year in advance will be developed. Logistical considerations for all associated events including room reservation, guest speaker travel arrangements, food and beverage orders, and all subsequent payments, will be made by the Administrative Coordinator of the Humanities Center in consultation with faculty from the nominating department. The selected speaker will be approached by the faculty overseer of the DVH program.

**D. Ferrari Global Scholars.** Launched in 2025 through the generosity of University of Rochester Trustee Bernard T. Ferrari '70, '74M (MD) and his wife, Linda Gaddis Ferrari, the annual Ferrari Global Scholars Award offers three graduate students opportunities to broaden their intellectual and professional horizons. Rooted in the Ferraris' commitment to the humanities and global citizenship, the \$10,000 grants provide funding to support graduate student research conducted in situ, including travel to archives, fieldwork sites, and other locations critical to their scholarly work. These awards are open to graduate students in the humanities or humanistic social science programs affiliated with the Humanities Center. Applicants must have completed all coursework by the time of proposed travel but do not need to be ABD. Preference will be given to students who have not yet begun writing their dissertations or are at the early stages of their dissertation writing. Grants cannot be used for salaries or stipends, and travel expenses will be paid using a declining Purchasing Card. All recipients are expected to present their work at a Humanities Center Work-in-Progress seminar.

**E. Ferrari Humanities Symposium.** The annual symposium features a public talk from a visiting scholar with expertise in humanistic thought from the 14th to 17th centuries. Any faculty member or graduate student may nominate a distinguished scholar in the humanities to participate in the program by submitting their name and a description of their accomplishments (publications, creative works, awards) to the HC Director and a medievalist or early modernist faculty member designated by the Director, who will act as overseer of the Symposium. Nominees are then selected in conversation with Trustee Bernie Ferrari. The faculty overseer of the Symposium will make initial contact with the selected keynote speaker to confirm their participation, after which the President's office will issue a formal invitation letter. The visiting scholar also participates in other activities on campus designed to complement the lecture, which are scheduled and arranged by the faculty overseer of the Symposium in conjunction with the Assistant Director of Programs for the Humanities Center. This may include an Early Careers panel, a reception at MAG, or whatever else the organizers see fit. Logistics for the keynote lecture, including speaker travel, meeting room reservations, food and beverage orders will be made by the Advancement office, while logistics for the Early Careers

Panel and any other related events will be the responsibility of the Administrative Coordinator. Standard honorarium for the keynote speaker will be \$15,000. In odd years, the Ferrari Humanities Symposium will include only the keynote lecture followed by a reception and a dinner, and all logistics will be coordinated by the office of Advancement. All payments will be handled by the Assistant Director of Programs.

**F. Humanities Project.** The Humanities Project offers financial support to full-time faculty and postdoctoral fellows across the University of Rochester to organize on the UR campus activities such as conferences, lectures, art exhibitions, performances, symposia, film series, events in the Rochester community, and meetings between UR faculty and scholars outside of the CNY Humanities Corridor that contribute to knowledge in and the promotion of the humanities and humanistic social sciences. In addition, it funds small Working Groups of faculty, students, and other members of the University community focused on an area of humanistic inquiry.

1. *Eligibility.* Proposals may be submitted by one or more full-time faculty members or postdoctoral fellows in the following departments and programs: (River Campus) Anthropology, Art and Art History, Black Studies, English, Environmental Humanities, History, Humanities Center, International Theater Program, Linguistics, Modern Languages and Cultures, Music, Philosophy, Program in Dance and Movement, Religion and Classics, Susan B. Anthony Institute for Gender, Sexuality and Women's Studies, (Eastman School of Music) Beal Institute, Composition, Humanities, Music Teaching and Learning Music Theory, Musicology (University of Rochester Medical Center) Health Humanities and Bioethics. Proposals must be submitted no less than three weeks in advance of the first proposed event date to be considered. A UR faculty member from outside of one of these departments or programs may petition the Director to be eligible for funding on an ad hoc basis. In such a case, the Director shall present the case to the Humanities Project Subcommittee, who will have ultimate say on whether the project meets program criteria.

*Full-Scale Projects.* Applications are due on the first of each month, with a reprieve from two weeks prior to the end of the Spring semester through the first day of Fall semester classes. Exceptions for urgent requests can be submitted to the Director. The subcommittee will strive to review all proposals and provide feedback to applicants within two weeks of the initial submission. The maximum funding for a single project will ordinarily be \$10,000, with honorariums not exceeding \$1,500 of the budget (per speaker). Humanities Projects cannot contain requests for release from teaching, nor can they be for individual research or travel. Projects that are not based fundamentally in research, research-intensive projects with students, or creative production are unlikely to be approved. The Humanities Project committee welcomes applications for projects on any aspect of humanistic research or artistic production. Projects and initiatives that will further faculty research and consequently significantly elevate the profile of the humanities at Rochester are given priority. Priority will be given to projects that are most dependent on the Center's financial contribution, that have strong community and student involvement, and that are unique, non-recurring events.

The committee welcomes proposals of broad appeal that are interdisciplinary in nature, and it also endorses smaller projects aimed at more specialized audiences. The committee is especially interested in projects that seek to secure funding above departmental support and that otherwise might not be possible as well as in projects that can have a tangible impact on the UR community and beyond, and/or in those that might have a continuing presence or effect. The committee expects all applicants to demonstrate efforts in securing funding support from relevant departments and clearly state the amount requested from the HC. The committee also typically expects that established and continuous departmental projects will be funded by their home departments after receiving initial support from the HC. Faculty will demonstrate that they have kept their departmental faculty webpage up to date, including publications, awards, courses taught, and other relevant activities. Faculty will also be required to add events associated with their HP to the HC website. Department administrators are responsible for managing project logistics including speaker travel, room reservations, food and beverage arrangements, etc. and processing all payments.

2. *Working Groups.* Working groups can be reading groups, recurring brainstorming sessions, or any other creative or critical enterprise in which faculty interact to work on a problem or project. Graduate students may be part of Working Groups, but there must be a faculty member involved. Working groups may be on any theme under the Humanities Project purview, and experimental ideas are encouraged. Up to \$500 per semester can be used for food and reading materials. Working groups may be renewed, and they may start any time; proposals are accepted on a rolling basis. Department administrators are responsible for managing project logistics including speaker travel, room reservations, food and beverage arrangements, etc. and processing all payments.

**G. Manuscript Workshop.** This program enables full-time, tenure-track or tenured members of the University of Rochester faculty in the School of Arts & Sciences who are close to completing a book-length manuscript to benefit from an on-campus discussion of the project by three senior, external scholars in their field. The Humanities Center will contribute up to \$3,750 for honoraria and travel expenses for visiting scholars. All additional required funding must be contributed by the faculty member's home department. University of Rochester faculty members who agree to read the manuscript may also participate in the workshop, which is anticipated to run approximately three hours. In its initial phase, the Manuscript Workshop program will fund one workshop per semester. Preference will be given to untenured tenure track faculty members in Arts & Sciences who are not Humanities Center fellows at the time of the workshop. All interested faculty must complete an application and send relevant materials via email by January 15 of each year for review by the Fellowship Subcommittee.

**H. Meliora Scholars.** This program offers undergraduates up to \$1,000 in funds to conduct independent research in the Humanities and Humanistic Social Sciences as well as individual and small-group mentoring by faculty members, activities that explore the

nature and rewards of humanistic research, such as discussions, field trips, and special opportunities to connect with both UR faculty and visiting scholars, a humanities-based peer group, and recognition of participation in the program on the students' resumes or transcripts. First year students will apply using the online application form by May 1 of their second semester. The HC Director and Assistant Director of Programs will review all applications in May, admitting up to 10 students to the program each year, and will notify students directly of their decision. The Meliora Scholars Program is open to first-year students in any major who are interested in the humanities and humanistic social sciences. Funding will become available to students in their senior year and will be administered by the Humanities Center. Research mentoring is provided by the Meliora Scholars Mentor subcommittee of the HC Executive Committee. Programming is managed by the Assistant Director of Programs and will consist of one social and one academic initiative each semester based on student interest. Students are expected to attend 1-2 programs each semester to qualify for fund disbursement in their senior year. Meliora Scholars will also have swipe access to the Humanities Center Lounge (RRL 212).

**I. Public Lecture Series.** The HC Director will schedule at least two public lectures each semester with an eye toward a diversity of disciplines and scholarly stages. The HC Director will contact selected speakers to confirm lecture dates and topics, which will be solidified before the start of each academic year. All logistics, including travel arrangements, room reservations, and all subsequent payments, will be managed by the Administrative Coordinator. Honoraria for speakers will range from \$2,000-\$5,000 based on seniority and publication record and will be determined by the HC Director.

1. *Dinners.* There will be a dinner for the speaker and invited guests following each lecture. The HC Director will select the restaurant and compile the guest list for smaller events. One dinner per semester will be held at Witmer House at the discretion of the University President. The Assistant Director of Programs will work with the President's Office to submit a request for these events when they are solicited each year. For dinners at Witmer House, the HC Director will work with Advancement and the President's Office to compile the guest list with a goal of 40 attendees.

2. *Posters.* Posters for digital and print publicity will be created by a graphic designer of the Director's choosing. Standard size posters will be printed and delivered to each of the Executive Committee's represented departments for display in high traffic areas. One large 24"x36" poster will be printed and dry mounted for visual display in the Humanities Center. Posters should be circulated through the community (in both print and digital format) no less than two weeks in advance of the event.

**J. Robin Lynn Lecture Series.** This endowed lecture series explores key themes in urban studies and urban history. It brings together leading scholars and thought leaders to examine the historical, social, and cultural dynamics of cities, as well as the challenges and opportunities facing urban environments today. The keynote speaker for

this event will be chosen by the HC Director. Event logistics, including speaker travel, room reservations, audio/visual setup, and food and beverage, and all subsequent payments, will be the responsibility of the Administrative Coordinator.

**K. Rosenberger Work-In-Progress Seminar.** The HC will host roughly two lunchtime work-in-progress seminars per month during the academic year. The schedule will first be filled with internal and external fellows, the bridging fellow (if applicable), Ferrari Global Scholars recipients, and Humanities NY Graduate Public Humanities fellows (if applicable). Remaining vacancies in the schedule can be filled by first-year faculty members. All presenters must be in person. The HC will provide lunch as the budget permits, arranged by the Administrative Coordinator. Each summer, the Assistant Director of Programs will propose and confirm the schedule with the HC Director and then contact the presenters to confirm their presentation date. The HC Director will reach out to additional faculty to fill any schedule vacancies.

**L. UR Press Book Series.** The HC Director, together with the Associate Director and University of Rochester Press, will edit a book series entitled “The Humanities in the World.” The series will produce high-quality scholarship on urgent issues in the humanities. The Director will oversee an editorial board of international scholars and leaders in the humanities. Duties of the editorial board include: recommending manuscripts for consideration, advising on peer reviewer selection, and helping the editor to interpret and assess readers’ reports when appropriate. These publications shall be open access.

## X. FELLOWSHIPS

**A. Internal Fellowship.** Internal fellowships will be awarded to four members of the University of Rochester faculty, with preference for tenure track Assistant Professors. Applicants may be in any department or program represented by the Humanities Center. Fellows will participate in the bi-weekly Humanities Center seminar and in the Center's other workshops, conferences, and programs. They are expected to be in residence in Rochester and to play an active role in the Center's community of faculty, graduate students, and undergraduates. Fellows will present the results of their research at least once during their tenure at the Center. Internal fellows will continue to receive their regular compensation from their home department. During their time as a fellow, they will be relieved of regular teaching responsibilities, though obligations for University service continue. Two internal fellows will be chosen for each semester. Applicants may specify a preference for the fall or spring semester when they apply. HC internal fellowships will not count as junior faculty leave and should not be substituted for junior leave as stipulated in the faculty handbook. The Dean of SAS will fund any necessary hiring for course coverage during an internal fellowship. Fellows may apply for up to \$1,000 in research funds; awards will be contingent on the availability of Center resources. Faculty who have already held internal fellowships with the HC may become eligible again 12 semesters after the completion of their previous fellowship.

Applications are due by March 1 of each year and should be emailed directly to the HC Director.

**B. External Fellowship.** External fellows will participate in the bi-weekly Humanities Center seminar and in the Center's other workshops, conferences, and programs. They are expected to be in residence in Rochester and to play an active role in the Center's community of faculty, graduate students, and undergraduates. Fellows will present the results of their research at least once during their tenure at the Center and will be responsible for the planning of one event on the UR campus. Applicants may be in any field of humanistic study. There are no teaching requirements for external fellows. The HC will host two external fellows at any given time. The HC Executive Committee may decide to open applications to tenure-track faculty, postdoctoral researchers, or both. Applications will be due by January 15 each year and should be submitted through the FORT system. The Assistant Director of Programs will work with the FORT administrative team to build and open each year's search and post the job ad on the Chronicle of Higher Education website and the academic job wikis.

1. *Tenure-Track Faculty Level.* Faculty at the rank of Assistant, Associate or Professor at an institution outside of the University of Rochester are eligible. The fellowship period will be for one academic year, and fellows will receive a stipend of \$60,000 and may apply for funds to support research and travel, contingent on available resources. Fellows at this level are not eligible for health benefits and may elect to be assumed to a no-pay appointment at UR in order to maintain their salary and benefits at their home institution. In this case, UR and

the HC would enter into an Employee Lease Agreement with the fellow's home institution and divert the agreed upon salary directly to the institution.

2. *Postdoctoral Level.* The fellowship period at the postdoctoral level will be for two years. The fellowship can be extended for one year, not to exceed three years in total. Current fellows wishing to extend their fellowship will apply for an extension by January of the second year of the original term of the fellowship. The extension is not guaranteed and will be granted only if the Committee decides that such an extension will benefit both the applicant and the HC. Fellows will submit their request (including their updated CV and a personal statement) for a third-year extension no later than November 1<sup>st</sup>, and the decision will be made by the Fellowship Subcommittee no later than December 31. Fellows will receive a stipend in accordance with University and federal requirements. They will also be eligible for health benefits from UR. Postdoctoral fellows will receive \$4,000 in research funds to support research and travel, contingent on available resources.

**C. Meliora Digital and Interdisciplinary Graduate Fellowship.** The graduate fellowship provides two years of support to three select PhD students from among the departments / programs of English, Visual and Cultural Studies, History, Linguistics, and Philosophy as well as graduate students from the Eastman School of Music. The Program Director for this fellowship will be appointed by the Dean of SAS and may or may not be the Director of the HC. A selection committee of at least 3 UR faculty working in the digital humanities will be formed by the Program Director. The selection committee will review applications annually and work with the Office of the Dean of Graduate Education and Postdoctoral Affairs to issue acceptance letters. Administrators in the fellows' home departments will complete the necessary paperwork appointing fellows to these positions. Program logistics and accounting will be managed by the Assistant Director of Programs. Fellows will receive a fund for research travel and expenses which will replenish every year and not carry forward. The use of these funds must be in line with the goals of the fellowship as determined by the Program Director, and within the bounds of University policy. Fellows will be required to attend a weekly colloquium led by the Program Director.

**D. Faculty Bridging Fellowship.** The Bridging Fellowship program supports faculty members in interdisciplinary study. Specifically, the program releases members from departmental obligations for one semester to allow them to move to another part of the University for the purpose of learning aspects of another discipline. The application and award process for the bridging fellowship is managed by the SAS Dean's Office, as are matters of academic leave and funding. The HC supports bridging fellows by hosting a presentation of their research at a Work-in-Progress seminar. Bridging fellows may use Humanities Center space for their work at an unassigned carrel.

**E. Humanities New York Graduate Student Public Humanities Fellowship.** This fellowship was developed by Humanities New York in partnership with nine New York research universities to bring humanities scholarship into the public realm, encourage emerging humanities scholars to conceive of their work in relation to the public sphere, develop scholars' skills for doing public work, and strengthen the public humanities community in New York State. The HC supports this fellowship by hosting the fellows in a joint presentation of their research at a Work-in-Progress seminar.

**F. Scholars in Exile.** The HC is committed to supporting scholars and public intellectuals whose ideas and humanistic values have put them in the crosshairs of political conflict and/or forced them into exile. We work with the appropriate departments at the UR to contribute to the financial support for short-term appointments of scholars meeting these criteria. These scholars will be selected ad-hoc by the HC Director and their financial support will be determined in conjunction with the SAS Dean's Office. These scholars will not have any presenting or attendance requirements to the HC and will not be assigned an office space in the HC.

**G. Non-Stipendiary Fellows.** These fellows will be appointed on an ad-hoc basis by the HC Director. Appointments must be justified to the SAS Dean's Office and all appointments are approved by them. Non-stipendiary fellows will not receive any financial support from the HC or UR, nor will they have any presenting or attendance requirements to the HC and they will not be assigned an office space.

## XI. SPACE

The Humanities Center occupies the south wing of the second floor of Rush Rhees Library, including conference rooms 202, 209, 210, and 211, storage closet (208), and the main lounge and office area (212).

**A. Offices.** Numbered offices are reserved as follows:

1. 212B is reserved for the Administrative Coordinator.
2. 212C is reserved for the HC Director.
3. 212D is reserved for the Scholar in Exile.
4. 212E will remain unassigned unless designated by the HC Director.
5. 212G is reserved for the Assistant Director of Programs.
6. 212H is reserved for the Associate Director.
7. 212I is reserved for the Lisio postdoctoral associate
8. 212J and 212K are reserved for external fellows and will be randomly assigned by the Assistant Director of Programs unless either indicates a strong preference.

**B. Conference Rooms.** Conference Rooms A, B, and D (RRL 209, 210, and 202) are available to faculty, staff, and student groups by reservation only, to be made using the Virtual EMS system. The Administrative Coordinator will be responsible for approving reservation requests in Virtual EMS and responding to any inquiries via email. Conference room doors automatically unlock 15 minutes prior to any time they are reserved and remain unlocked for the duration of a reservation. Conference rooms cannot

be reserved or accessed outside the business hours of Rush Rhees Library. HC conference rooms may not be used by the Registrar for the scheduling of recurring classes.

Humanities-related classes or special class events may be scheduled in the HC with special permission by working directly with the Administrative Coordinator. The HC may reserve the right to relocate and cancel a reservation in the event of a scheduling conflict; HC events and high profile/high impact humanities events will take priority for the use of HC space. Guidelines developed by the Dean's Office for the reconfiguration of furniture in RRL 202 will accompany electronic reservation confirmation emails and failure to comply with those guidelines will result in loss of reservation privileges for the remainder of the semester for the entire offending department.

**C. Meliora Digital & Interdisciplinary Graduate Fellowship Lab.** RRL 211 will be equipped with three (3) MacBook Pros and can be accessed via swipe access by Meliora Digital & Interdisciplinary Graduate Fellows only. This space will act as the meeting room for the weekly DMST 501 colloquium. This space may not be reserved by faculty, students, or staff outside of the Meliora Digital & Interdisciplinary Graduate Fellowship program, and will be shared on a first-come, first-served basis by all Meliora Digital & Interdisciplinary Graduate Fellows and program alumni. This space will also be used as a podcast studio for the Institute for Public and Creative Scholarship.

**D. Lounge.** The lounge space (RRL 212) is accessible during Library hours by faculty and staff with a River Campus Employee ID card only. Meliora Scholars will also be granted swipe access, as well as other undergraduates who request access by contacting the Associate Director under the auspices of the Undergraduate Affiliate program. The lounge space can only be reserved for special events by humanities departments by contacting the Assistant Director of Programs via email at least three days in advance of any event. The Center lounge will act as the display location for a satellite installation from the Memorial Art Gallery. The Center Director will appoint a Graduate Curatorial Associate to manage the display and upkeep of the installation.

## XII. ANNUAL REPORT

By October 1 of each year, the Assistant Director of Programs will complete and distribute an annual report of all Humanities Center programs and activities for the previous academic year. The report will be distributed via email to the newsletter distribution list and published on the Humanities Center website.

## XIII. AMENDING THE BYLAWS

Future amendments to the bylaws may also be proposed by any member of the Executive Committee. The Director must circulate proposed amendments to the Executive Committee via email at least one week before a meeting. Amendments must be approved by a two-thirds majority of Executive Committee members. Votes may be cast in person or by proxy according to HC guidelines. Amendments go into effect immediately upon their approval. After the initial approval of bylaws by the Dean of SAS, all future amendments will be approved and ratified at the committee level.