

**University of Massachusetts Dartmouth
Center for Portuguese Studies and Culture
Bylaws**

I. Mission

The University of Massachusetts Dartmouth Center for Portuguese Studies and Culture (CPSC) is a multidisciplinary international research and outreach unit dedicated to the study of the language, literatures, cultures, and societies of the Portuguese-speaking world. The CPSC has been in existence at UMass Dartmouth since 1996; it evolved from the Center for the Portuguese-Speaking World, originally founded at Southeastern Massachusetts University in 1975. The CPSC is designed to be a liaison, in collaboration with the Department of Portuguese and the Ferreira-Mendes Portuguese American Archives, between the University of Massachusetts Dartmouth and other institutions involved in Portuguese studies both abroad and in the United States. The CPSC supports the production and publication of scholarship related to the Portuguese-speaking world, including diasporic communities in the United States, and the development of pedagogical materials to aid in the teaching and learning of the Portuguese language and cultures at all levels of education. The CPSC promotes outreach efforts in areas such as, but not limited to, the arts, history, education, economic development, health, and politics related to the Portuguese-speaking communities of the United States.

II. Activities

The CPSC sponsors and coordinates research, educational, and cultural activities appropriate to its mission. It is committed to sponsoring an annual Summer Program in Portuguese through the Department of Portuguese and the University Extension. It sponsors and organizes colloquia, lectures, concerts, film series, and other cultural events related to the Portuguese-speaking world. When feasible, the Center provides scholarship awards for students of the Summer Program in Portuguese and for year-round students who take courses in Portuguese studies. It promotes faculty and

student exchanges with institutions of higher education in Portuguese-speaking countries. It administers the Hélio and Amélia Pedroso/Luso-American Foundation Endowed Chair in Portuguese Studies. The Center promotes the acquisition of books, periodicals, special collections, and other research and learning materials pertaining to its mission. It serves as a consultative resource and liaison to other groups and centers both within and outside the University regarding activities appropriate to its mission. The CPSC will engage in fundraising for the support of its programs.

III. Organization

The Center for Portuguese Studies and Culture is a distinct, self-governing unit within the Academic Division of the University of Massachusetts Dartmouth. The Center's organizational structure consists of a Director, an Administrative Assistant, an Executive Board, an Advisory Council, Visiting Distinguished Scholars, and Research Associates, and may include Student Research Assistants and Student Interns. The CPSC includes within its structure a publishing unit known as Tagus Press, which consists of an Executive Editor, Series and Journal Editors, and Series Editorial Boards. The CPSC shall operate according to its own bylaws, subject to the provision that no bylaw shall be in conflict with any official regulation or guideline of the University of Massachusetts, nor with any provision of the Massachusetts General Laws. The CPSC shall be reviewed formally every five years in accordance with the University of Massachusetts Policy on Centers and Institutes.

A. Director

The Director of the CPSC shall be a tenured faculty member with expertise in the studies of the Portuguese-speaking world and shall be elected by the Center's Executive Board and approved by the Dean of the College of Arts and Sciences (CAS). The appointment is for four years and, based on the Director's performance and written recommendation of the Executive Board and the approval of CAS Dean, an individual may be renewed for additional four-year appointments. Should the Director resign, retire, or otherwise be separated from his or her faculty position, the

term as Director shall also be terminated. The CAS Dean is the Director's immediate supervisor on all matters related directly to the operations of the Center for Portuguese Studies and Culture. Upon recommendation from the Executive Board, the Chancellor may call for the resignation of the Director under the same conditions described in the Agreement between the University of Massachusetts Board of Trustees and the University of Massachusetts Dartmouth Faculty Federation, Article V, Section A, clauses 4 and 5, regarding the removal of a Department Chairperson.

The duties of the Director are:

1. to convene and preside over meetings of the CPSC Executive Board;
2. to submit for the Executive Board's approval, by the end of the second week of the Fall semester, a proposed annual budget of the CPSC;
3. to review and evaluate all proposed research projects and all other activities to be carried out under the auspices of the CPSC, and to submit them for approval to the Executive Board;
4. to report in writing to the Executive Board on all projects and cultural activities being carried out under the auspices of the CPSC, including the title of the project or cultural activity, the names and titles of the principal researchers or performers, the amount of funding, and the sources of all internal and external funding of the project or cultural activity;
5. to appoint Distinguished Visiting Scholars and Research Associates, subject to the approval of the Executive Board and CAS Dean;
6. to work with the appropriate Department Chairpersons, the CPSC Endowed Chair Committee, and the Executive Board to identify and invite prospective occupants of the Hélio and Amélia Pedroso/Luso-American Foundation Endowed Chair in Portuguese Studies, with the approval of the appropriate Deans and the Provost of the University of Massachusetts Dartmouth;
7. to appoint Student Research Assistants working on projects sponsored or funded by the CPSC;
8. to approve Student Interns working on projects sponsored or funded by the CPSC;
9. to conduct fundraising in careful coordination with the Chancellor, the University

of Massachusetts Dartmouth Foundation, University Advancement, the Department of Portuguese, and the Ferreira-Mendes Portuguese-American Archives;

10. to appoint the CPSC Advisory Council, subject to the approval of the Executive Board and the CAS Dean, and to periodically consult with the Advisory Council;

11. to appoint an Acting Director, subject to approval by the CAS Dean, whenever the Director is expected to be absent for a period exceeding twenty (20) working days;

12. to evaluate the performance of the Administrative Assistant and the Executive Editor of Tagus Press on a yearly basis;

13. to recommend to the Executive Board the creation or discontinuance of functional Committees of the CPSC and individuals for appointment and removal as Chairs of such Committees;

14. to maintain a documentary record of all policies governing the operation of the Center and its personnel;

15. to submit an annual report in writing to the CAS Dean describing the Center's activities, personnel, expenditures, and sources of funding. This report shall include (a) the sources of revenue specifying the amounts from state, local, and federal government, sources external to the United States, private contributions or contracts, and university support; (b) an itemized list of expenditures and all outstanding encumbrances; (c) the total fund balance of unexpended and unencumbered revenues available to the Center.

The Director's performance as regards his or her responsibilities to the CPSC will be evaluated by the Center's Executive Board in accordance with the procedures outlined in the University of Massachusetts Policy on Centers and Institutes. As a faculty member of the University of Massachusetts Dartmouth, the Director will also be evaluated in the department where he or she holds an academic appointment, as part of the annual evaluation process and in accordance with the Agreement between the University of Massachusetts Board of Trustees and the University of Massachusetts Dartmouth Faculty Federation.

An individual shall only be removed as Director of the Center for Portuguese Studies and Culture before the expiration of his or her term of appointment by two-thirds vote of the full Executive Board, and subject to the approval of the Provost. To avoid

conflict of interest, the Director cannot vote on the issue of his or her own termination.

B. Administrative Assistant

The full-time Administrative Assistant of the CPSC is hired by the Director of the Center with approval by the Executive Board. The Director is the Administrative Assistant's immediate supervisor in all matters pertaining to the running of the CPSC office. The evaluation of the performance of the Administrative Assistant is determined by the Director of the Center in accordance with the regulations that govern AFSCME contracts.

C. Executive Board

The Executive Board will consist of the Director of CPSC, *ex-officio*; Executive Editor of Tagus Press, *ex-officio*; no more than fifteen other individuals, who shall be faculty members or librarians of the University of Massachusetts Dartmouth with a proven academic record in the studies of the Portuguese-speaking world; and an elected graduate student representative. Executive Board members are appointed by the CPSC Director, upon recommendation from the Executive Board, for renewable five-year terms. In order to establish an annual record of activities, all Executive Board members shall submit to the Director of the CPSC by June 1 a brief annual summary of their scholarly and community outreach activities related to their service to the CPSC during the course of the academic year.

The Executive Board will convene at least six times per year (in September, October, November, February, March, and April) for the following purposes:

1. to review the Director's current statement of the budget for the Center and to make recommendations for expenditures and encumbrances from the budget;
2. to review the Director's current update on research projects, cultural events, and other activities;

3. to approve or reject nominations of individuals for appointment to the Center as Visiting Distinguished Scholars and Research Associates, including to the Hélio and Amélia Pedroso/Luso-American Foundation Endowed Chair in Portuguese Studies;
4. to approve or reject nominations of individuals for appointment to the Executive Board;
5. to approve or reject the Director's recommendations for creating or discontinuing functional Committees of CPSC and recommendations of individuals for appointment or removal as Chairs of the Committees;
6. to review, recommend, and approve any policies governing the Center's operations as specified in the bylaws;
7. to approve or reject recommendations from the Executive Editor and Series Editors of Tagus Press for the publication of books under the auspices of CPSC on the basis of a considered assessment of their rationale for publication, external readers' reports, estimated budget, and sales potential;
8. to approve or reject recommendations from Series and Journal Editors for appointments of members to their respective Editorial Boards;
9. to approve or reject support for the publication of research findings as official documents of the Center for Portuguese Studies and Culture;
10. to amend or approve the Director's proposed annual report, financial statement, and budget before it is submitted to the CAS Dean or other officers of the University.

The Director of the Center for Portuguese Studies and Culture must notify all members of the Executive Board of the time, date, and place of all meetings at least one week prior to said meetings. A majority of the Executive Board shall constitute a quorum. A majority of those members present and voting shall be sufficient to grant or withhold the approval of the Executive Board on all matters except as specified elsewhere in the bylaws.

D. CPSC Advisory Council

The Center for Portuguese Studies and Culture is linked to the wider community through an Advisory Council. The Advisory Council shall be composed of individuals, appointed by the CPSC Director and approved by the Executive Board and the Dean

of the College of Arts and Sciences, who are drawn from positions of leadership in the public, non-profit, and private sectors. The Council will assist in resource development and in providing advice on cultural activities and issues of interest to the Portuguese-speaking communities of the United States. Advisory Council members are expected to support the work of the Center in various ways, including attendance at Center-sponsored events, when possible.

The Advisory Council will meet at least once per semester during the academic year; during the Fall term, the Advisory Council shall meet jointly with the Executive Board. Advisory Council members who do not attend at least one meeting during an academic year (whether in person, by proxy, or remotely via online media) shall be contacted by the CPSC Director regarding their willingness to continue their service on the Council. Advisory Council members are appointed for renewable three-year terms. All members of the Council will submit to the CPSC Director a brief annual statement (due by September 1) of their contributions to furthering the mission of the CPSC.

E. Visiting Scholars and Research Associates

An individual may be appointed to the Center for Portuguese Studies and Culture as a Visiting Distinguished Scholar, Senior Research Associate, Research Associate, Visiting Research Associate, or Junior Research Associate. The qualifications for appointment to the CPSC are as follows:

1. Visiting Distinguished Scholar: a scholar and professor with an extraordinary, nationally and/or internationally recognized record of scholarship in the studies of the Portuguese-speaking world.
2. Senior Research Associate: (a) a tenured or tenure-track faculty member of the University of Massachusetts Dartmouth with a documented record of scholarship in Portuguese studies, or a qualified researcher with a documented record of scholarship in Portuguese studies, and (b) a member of the CPSC Executive Board.

3. Research Associate: a tenured or tenure-track faculty member at the University of Massachusetts Dartmouth or a qualified researcher, including at the post-doctoral level, who is developing or executing a research, artistic, or educational project under the auspices of the CPSC.
4. Visiting Research Associate: any faculty member at an accredited college or university, or a qualified researcher, including at the post-doctoral level, who is developing or executing a research, artistic or educational project under the auspices of the CPSC.
5. Junior Research Associate: a graduate student in the area of Portuguese studies who is developing or executing a research, artistic or educational project under the auspices of the CPSC.

Individuals from any academic or professional area may apply or be nominated by an officer or faculty member of the University of Massachusetts Dartmouth for appointment as a Research Associate. The procedure for appointment to any Research Associate position in the CPSC will be as follows: (a) an individual must submit a written application or nomination to the Director of the CPSC; (b) the application or nomination must be accompanied by a bona fide written proposal for a research, artistic or educational project; (c) the Director will present the proposal for review by the Executive Board at the next meeting of the Board; (d) all appointments as Visiting Distinguished Scholar, Senior Research Associate, Research Associate, Visiting Research Associate, or Junior Research Associate must be approved by a majority of the Executive Board; and (e) if a nomination for appointment to the CPSC is approved by a majority of the Executive Board, the Director shall forward the nomination to the Dean of the College of Arts and Sciences. Appointments may range in duration from one month to two years.

Senior Research Associates and Research Associates may have their teaching load reduced by three units or one course per semester during their appointment and may, with the approval of the Provost and the appropriate College Dean, buy additional release time with grant funding or funds allocated by the Executive Board for this

purpose. However, no individual who is also a member of the regular full-time faculty of the University of Massachusetts Dartmouth may carry a teaching load of less than three units, or one course, per semester, unless specifically authorized by the Chancellor.

Any Visiting Distinguished Scholar, Senior Research Associate, Research Associate, Visiting Research Associate, and Junior Research Associate who receives financial or other support from the CPSC shall acknowledge the Center's assistance in any publications resulting from such support. All Senior Research Associates shall submit to the CPSC Director by June 1 a brief annual summary of their research and publication activities during the course of the academic year.

F. Standing Committees

1. Ferreira-Mendes Portuguese-American Archives Advisory Committee

A standing Committee of three Senior Research Associates shall be appointed by the CPSC Director for a three-year term for the purpose of recommending to the Faculty Director of the Archives books, scholarly journals, other publications, and archival materials to be acquired or purchased and subsequently maintained on a regular basis by the Ferreira-Mendes Portuguese-American Archives, in accordance with the FMPAA Vision Statement and Collection Acquisition and Management Policy. The Archives Committee shall meet at least once annually to review the Archives' acquisitions and collection needs, and shall advise and assist the Faculty Director of the Archives at his or her request throughout the academic year.

2. Selection Committee for the Hélio and Amélia Pedroso/Luso-American Foundation Endowed Chair in Portuguese Studies

A standing Committee consisting of at least three Senior Research Associates and the CPSC Director shall be appointed by the Executive Board for a three-year term for the purpose of evaluating candidates annually for the Hélio and Amélia Pedroso/Luso-American Foundation Endowed Chair in Portuguese Studies. The

Selection Committee's recommended candidate shall be confirmed by a majority vote of the CPSC Executive Board.

G. Tagus Press

Tagus Press is the publishing arm of CPSC, dedicated to fostering the research and outreach mission of the Center, promoting the development and production of scholarship by the University of Massachusetts Dartmouth faculty and graduate students, and stimulating intellectual dialogue among the global community of scholars working in the area of Portuguese studies.

1. Executive Editor

The full-time Executive Editor of Tagus Press is appointed by the Director of the Center upon recommendation by the Executive Board.

The Executive Editor oversees or advises on all acquisition, editorial, and production functions of Tagus Press at UMass Dartmouth. In close consultation with the CPSC Director, Series and Journal Editors, and the Executive Board, the Executive Editor designs, implements, and sustains the overall editorial program of Tagus Press and any other publications of the CPSC in a manner consistent with the qualitative and financial goals set by the CPSC Director, Series and Journal Editors, and the CPSC Executive Board. The Executive Editor oversees all facets of the editorial process, including but not limited to editorial development and transmittal to production, origination of ideas for books, evaluation of manuscripts, and consultation. He or she collaborates with the distributors, promoters, and sellers of all CPSC publications. The Executive Editor participates in the meetings and discussions of the Executive Board as a non-voting member.

2. Series and Journal Editors

Each book series and journal published by Tagus Press is directed by one or more Editors who are Senior Research Associates of the CPSC and are appointed by the CPSC Director upon recommendation from the Executive Board for renewable four-year terms. The Editors provide leadership for the publication agenda of their series or journal and actively represent and promote the interests of Tagus Press and the CPSC throughout the university, the academy more broadly, the regional cultural community, and the publishing industry.

The duties of Series and Journal Editors of Tagus Press are:

- a. in collaboration with the Executive Editor of Tagus Press, the CPSC Director, the CPSC Executive Board, and the respective Series or Journal Editorial Board, to set the editorial plan (qualitative goals and objectives) of the respective series or journal and to oversee the execution of approved projects;
- b. to work with the Executive Editor on the acquisition of manuscripts and the presentation of projects to the Executive Board, ensuring that proposed projects possess editorial merit;
- c. to promote the publications of the respective series or journal in appropriate academic fields by attending academic conferences, encouraging course adoption, soliciting reviews in appropriate online and print academic journals, and organizing lectures, book talks or conferences related to publications;
- d. in collaboration with the Executive Editor, CPSC Director, and the UMass Dartmouth Foundation, to lead fundraising efforts for the respective series or journal by obtaining publication subsidies for projects, including coordinating grant applications;
- e. to explore new models for publishing, disseminating, and promoting scholarly work;
- f. to present an annual report of the series or journal's activities at the April meeting of the Executive Board.

3. Series and Journal Editorial Boards

Each Editorial Board of a book series or journal published by Tagus Press consists of at least three and up to six scholars, who are faculty members at accredited colleges or universities (which may include UMass Dartmouth), or qualified researchers, and who are experts in the area of scholarship fostered by the respective series/journal. The Editorial Boards are formed and individual members added or removed upon recommendation from the Series or Journal Editor(s), with the approval of the CPSC Executive Board, for renewable four-year terms. Members of the Editorial Boards work closely with the respective Series or Journal Editors to advise on the publication agenda and direction of the series/journal, help acquire appropriate manuscripts, select outside reviewers, and make editorial and publication decisions, subject to financial feasibility and approval by the CPSC Executive Board.

IV. Other Regulations

A. Travel Reimbursement

All Senior Research Associates shall be eligible to receive supplemental funding for travel, if approved by the Director in accordance with the application criteria and annual budget allocation approved by the CPSC Executive Board, and subject to University policy. An individual shall ordinarily have exhausted all other sources of travel funding, including University entitlements, discretionary funding, and any grant funds allocated for travel before requesting funds from the CPSC. Funding for travel shall be given to support:

- a. the presentation of Portuguese studies-oriented papers at scholarly conferences;
- b. the conduct of individual research that is oriented toward Portuguese studies;
- c. reimbursement for travel directly related to the operations of the CPSC.

All papers presented at a scholarly or professional conference with travel assistance from the CPSC must include the individual's affiliation with the CPSC on the title page. Any publications that include findings obtained through travel assistance from the CPSC must note such support from the CPSC.

All Distinguished Visiting Scholars, Senior Research Associates, Research Associates, Visiting Research Associates, Junior Research Associates, and other individuals receiving financial or other support from the CPSC are expected to forward to the Director copies of all publications, conference papers, and media citations authored by or credited to them during the course of each academic year.

B. Website of the Center for Portuguese Studies and Culture

The CPSC shall fund the regular publication and maintenance of a website that includes the following:

- a. a statement of the mission of the CPSC emphasizing its commitment to the fostering of the study of the language, literatures, cultures, and societies of the Portuguese-speaking world;
- b. a list of the current Distinguished Visiting Scholars and Research Associates featuring their university titles, departments, fields of expertise, current project, titles of selected publications in the area of Portuguese studies, and other information designed to enhance the prestige of the CPSC;
- c. a list of publications sponsored by the CPSC;
- d. a list of events sponsored by the CPSC and its affiliated organizations;
- e. a list of the financial sponsors of the CPSC.

C. Amendments and Changes to the Bylaws

Any new bylaws or amendments to existing bylaws must be submitted in writing and distributed to the Executive Board at least one week before any meeting of the Executive Board. All changes to the bylaws require the approval of a majority of the full Executive Board, before submission to the CAS Dean.

CPSC EB approved on April 15, 2017.