LSA AMERICAN CULTURE
UNIVERSITY OF MICHIGAN

June 18, 2015

Professor Evelyn Alsultany
Department of American Culture
3700 Haven Hall

Dear Evelyn,

I am delighted that you have agreed to serve as Director of the Arab and Muslim American Studies program for three years (July 1, 2015 – June 30, 2018). The AMAS program and the Department will benefit greatly from your leadership.

For each year during the term of your directorship, the Department of American Culture will provide you with the following resources:

- $2,000 in research funding
- You will have the option of one course release **OR** $8,500 in additional salary. The additional salary may be taken as a monthly stipend or summer salary.

I hope that these arrangements will assist you in maintaining your research agenda and teaching excellence over the next three years. I encourage you to discuss the options with Judy Gray, as there may be other ways to configure the salary or research funding that might be of interest to you.

Let us plan to meet in the Fall, and then intermittently during your term, to talk about the needs and your plans for the AMAS program.

I know you are already an experienced leader and have done incredible work on behalf of the Department and AMAS in the past. I am confident that AMAS will continue to thrive with you as Director in the coming years, and I very much look forward to our work together.

Sincerely,

June Howard
Chair

3700 Haven Hall, 505 South State Street
Ann Arbor MI 48109-1045

T: 734 763-1460 F: 734 936-1967
lsa.umich.edu/ac

Please recycle

Department of American Culture
Director of Arab and Muslim American Studies

The Director of Arab and Muslim American Studies (AMAS) is appointed by the Chair of the Department of American Culture for a term of (typically) three years to provide oversight and leadership to the Arab and Muslim American Studies program and its activities. The Director of Arab and Muslim American Studies duties will include:

- Serve as an ex-officio member of the American Culture executive committee
- Chair the Arab and Muslim American Studies committee (hold meetings)
- Meet with chair once per semester and schedule additional meetings depending on need to discuss curriculum (course offerings, scheduling, course content) and programming
- Oversee the awarding of the Arab and Muslim American Studies certificate (and in the future, the minor)
- Oversee Arab and Muslim American Studies course offerings and scheduling
- Work with the Associate Chair on course planning to determine faculty assigned to Arab and Muslim American Studies courses for fall/winter terms; oversee curriculum to ensure consistency and comprehensiveness in course offerings
- Communicate with DGS on graduate student admissions related to Arab and Muslim American Studies
- Promote Arab and Muslim American Studies (through outreach, events, etc)
- Respond to inquiries from current and prospective students
- Attend graduate student recruitment breakfast to represent Arab and Muslim American Studies
- Attend graduation reception at end of academic year
- Oversee and develop internship program with Arab American community organizations, AMCULT 390
- Oversee AMAS budget and funding of relevant student events

The Director of Arab and Muslim American Studies will receive the same financial support as other ES directors ($2,000 in research funds and the option of a course release OR an $8,500 stipend). Arab and Muslim American Studies will also receive equivalent programming funding as other ES units ($9625).

June, 2015