Department of American Culture
Director of Arab and Muslim American Studies
Draft February 2014

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

- Serve as an ex-officio member of the executive committee
- Chair the Arab American Studies committee (hold meetings)
- Hold one meeting per semester and additional meetings depending on need to discuss curriculum (course offerings, scheduling, course content) and programming
- Oversee the awarding of the Arab American Studies certificate (and in the future, the minor)
- Oversee Arab American Studies course offerings and scheduling
- Work with DUS on course planning to determine faculty Arab 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 American Studies
- Promote Arab American Studies (through outreach, events, etc)
- Respond to inquiries from current and prospective students
- Attend graduate student recruitment breakfast to represent Arab American Studies
- Attend graduation reception at end of academic year
- Oversee and develop internship program with Arab American community organizations, AMCULT 390
- Oversee AAS budget and funding of relevant student events

The Director of Arab American Studies will receive the same financial support as other ES directors ($2,000 in research funds and a $6,000 stipend) and Arab American Studies will receive equivalent funding as other ES units ($8000).