UNIVERSITY OF MICHIGAN

Evelyn Alsultany <alsultan@umich.edu>

For our meeting on February 27

1 message

Evelyn Azeeza Alsultany <alsultan@umich.edu> Wed, Feb 26, 2014 at 10:28 AM
To: June Howard <jmhoward@umich.edu>
Cc: Mary Freiman <mlfr@umich.edu>, Evelyn Azeeza Alsultany <alsultan@umich.edu>

Hi June,

In preparation for our meeting tomorrow, I am sending a few attachments. I wanted to meet to follow up on our last meeting, but this time I am coming with requests to formalize/develop Arab and Muslim American Studies. I met with Anthony yesterday about the Associate Chair position and he indicated that much of what I want to meet with you about is in process already!

1. Establish official Director of Arab and Muslim American Studies position. I am attaching a description of the director's position as well as a list of what I have done this academic year as chair. Ideally, this would come with compensation equivalent to other Ethnic Studies directors.

2. Increase in funding for Arab and Muslim American Studies. As part of my contract in 2005, Arab American Studies has received $3,000 per year since I was hired. It is very difficult to operate on such a small budget. I am attaching a financial report for 2013-14 to show how the funds were spent. Again, ideally Arab and Muslim American Studies would receive the same amount of funding as other ethnic studies units. AMAS needs funds to be able to organize one or two events per year, to support a few guest speakers in classes, to co-sponsor relevant events on campus, to pay our undergraduate student assistant, and to promote itself at national conferences.

3. Hiring for next year. As you might recall, I have drafted a job posting that was approved by the faculty and for which we need college approval. I wanted to follow up to see if the request has gone to the college.

4. Other issues: Rima Hassouneh, Emily Lawsin, Scott Kurashige.

One Attachment with the following:

- Arab American Studies Director description
- What the Certificate and Internships entail
- What I have actually done in AY 2103-14
- Financial report for 2013-14
- AMAS Job Description

See you tomorrow at 10:30am.

Evelyn

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Department of American Culture
Director of Arab and Muslim American Studies

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).

Internship in Arab American Studies
How-To
July 2013

- Send an announcement about the AAS Internship to various departments at the beginning of each term requesting that they forward it to their students.
- When interested students contact you for more information about the AAS Internship, instruct them on what to do to set up the internship using the prepared document (with any needed modifications and updates).
- Answer questions about the academic components and requirements.
- Once the student has confirmed the internship, ask the AC administrator to issue an override for AMCULT 390.
- Contact each participating organization at least once per year to see if they still need interns and to update their internship description.
- E-mail students 2-3 weeks before the last day of classes to remind them that their paper is due and provide a deadline.

Certificate in Arab American Studies
How-To
July 2013

Every January/February, ask the AC administrator for print outs of students who have taken classes in AAS.

Examine to see who has completed three courses in AAS.

Examine to see which are in fact graduating.

E-mail all students who have completed 2 and who are not yet graduating to inform them that they are only one course away from completing the certificate.

E-mail all students who have completed to congratulate them and invite them to the AC graduation.

It is important that all transcripts of students who appear to have completed the requirements are checked since sometimes students fail classes or withdraw from classes and this does not appear on the standard print out.

The AC administrator will have to assist with compiling the needed excel sheets and pulling transcripts.

Since the Certificate is in-house, there is no automatic way to do this and it must be done manually.

Arab and Muslim American Studies
List of Things Accomplished in AY 2013-2014
February 21, 2014

- Updated website in August 2013
- Working on revised website for August 2014
- Oversaw internship in Spring and Summer terms 2013
- Met with representative from the Arab Community Center for Economic and Social Services regarding internship placements
- Worked with Judy Gray in drafting legal agreements for internships (resulted in no legal agreement, just a disclaimer)
- Worked with Emily Lawsin in overseeing internship in Fall and Winter 2013-14
- Created and formalized partnership with Near Eastern Studies' Arabic Flagship program on the internship
- Organized backpacking event in fall and winter terms with Near Eastern Studies to promote course and internship offerings
- Drafted hiring proposal to replace Nadine Naber (after exploring three potential target of opportunity hires)
- Drafted and submitted proposal for an Arab and Muslim American Studies minor
- Worked with Associate Director to determine Arab and Muslim American Studies courses for fall 2014 and winter 2015
- Communicated with DGS on graduate student admissions related to Arab and Muslim American Studies
- Organized one major event: Leila Buck one-woman show, "Hkeelee" (Talk to Me)
- Oversaw funding of relevant events on campus
- Developed and updated e-mail list of prospective students
- Administered the awarding of Arab American Studies certificates
- Advised Arab American Studies undergraduate and graduate students
- Explored potential partnership with Intergroup Relations (held meeting with Rima Hassouneh, Adrienne Dessel, and Kelly Maxwell)
- Outreach: Had student assistant, Zeinab Khalil visit Arab American Studies and Arabic language courses to promote Arab American Studies
- Currently working on identifying potential certificate recipients

ARAB AMERICAN STUDIES INTERNAL FINANCIAL RECORD					
DATE	DEBIT	CREDIT	EXPLANATION	NOTES	BALANCE
8/15/13					$3586.27
August 2013	$300		Jasbir Puar talk, "Intersections of Diaspora, Queerness, Theory, and Empire," Associate Professor, Rutgers University, April 17-18, 2014. Organized by the Deleuze Graduate Student Group.		$3286.27
August 2013	$150		Adam Abel talk and exhibit, "Palestine Interrupted," artist, New York. Organized by Rebekah Modrak, Dept. of Art and Design		$3136.27
9/20/13	$162.50		Arab American Studies Reception at Critical Ethnic Studies Association conference, University of Illinois-Chicago, September 20, 2013	Joint reception with Asian American Studies (Nadine Naber) at the University of Illinois – Chicago.	$2973.77
11/2/13	$150		Daisy Khan lecture, "Imagine: Muslim Women as Co-Stewards of Society," organized by Shazia Iftkhar, Communication Studies, November 14, 2013		$2833.77
11/2/13	$150		Precious Rasheeda Muhammad lecture, "Reflections from a 21st Century Muslim History Detective,"		$2673.77

			organized by Shazia Iftkhar, Communication Studies, December 5, 2013		
11/16/13	$150		Three undergraduate students attend Arab American National Museum event, "Creative Dissent: Art of the Arab World Uprising, A Cultural Salon," November 16, 2013		$2423.77
1/30/14	$0	Raised $2600 from other depts.	Arab American Studies Event: Leila Buck performance of one-woman show, "Hkeelee," January 30, 2014	This was our one and only key event of the AY	$2423.77
Jan. 2014	$200		Arab American Studies Association institutional membership		$2223.77
Feb. 2014	$150		American Culture book party, February 26, 2014		$2073.77
April 2014	$600	$250 from AC undergraduate course fund	Independent filmmaker, Rola Nashef lecture in AMCULT 235 about her film, "Detroit Unleaded."		$1723.77
AY 13-14	$500		Undergraduate assistant to AAS, Zeinab Khalil – salary		$1223.77
March 2014	$200		NES-AAS joint Backpacking Event	NES paid for the event last semester, AAS will pay for it this semester.	$1023.77
April 2014	$500		Advertising in the Arab American Studies Association	This will pay for recognition	$523.77

			conference program	in program book; exposure on AANM website for one year; and admission for five students	
February 2014	$150		Muslim Students' Association event: American Muslim women media artists		$373.77
March 2014	$150		Arab American Heritage Month event organized by MESA, lecture by "Rashid Khalidi," Professor, Columbia University		$223.77
February 2014	$150		Matt Stiffler, honoraria for guest speaker in his class AMCULT 311, Meiver De La Cruz, Ph.D. Candidate, Northwestern University, on belly dancing.		$73.23

Arab and Muslim American Studies Faculty Search
Department of American Culture

The University of Michigan's Department of American Culture and its Arab and Muslim American Studies program seek qualified applicants for a faculty appointment in Arab and/or Muslim American Studies at the rank of tenure-track assistant professor or tenured early associate professor. This is a university-year appointment with an expected start date of September 1, 2015.
Scholars with a demonstrated expertise in Arab and/or Muslim American Studies are encouraged to apply. Candidates with scholarly expertise and teaching interests in the frameworks of race, gender, and sexuality, or in comparative and transnational settings are particularly encouraged to apply. Interested applicants are required to hold a Ph.D. degree prior to appointment in any relevant field in the humanities or the social sciences. Applicants must demonstrate evidence of excellence in teaching and research.

Candidates should submit a digital application dossier via email attachment (in Microsoft Word or PDF format) to ac-position@umich.edu. Include:

- Cover letter addressed to Chair, Arab/Muslim American Search Committee
- Vita
- Writing sample (no more than 25 pages)
- Statement of teaching philosophy and experience
- Evidence of teaching excellence (i.e., student evaluations of teaching, course syllabi, teaching awards)
- Statement of current and future research plans
- Three letters of recommendation, which should be sent to ac-position@umich.edu directly from the signer's (or credentialing service's) institutional email address.

Deadline to apply is September 30, 2014. Women and minorities are encouraged to apply. The University of Michigan is supportive of the needs of dual career couples and is an Equal Opportunity/Affirmative Action Employer.