



Policies and Procedures for Statements in the Department of Ethnic Studies

[Adopted by Faculty Vote, December 2024]

The following guidelines are for the Department of Ethnic Studies to create, approve, and post statements to the Department website and for possible sharing on social media and through email. This is a “living” document and may be amended by faculty discussion and vote.

1. Any member of the Ethnic Studies department (students, staff, faculty) can request to have a statement shared on the department website.
 - A. Requestor(s) should submit by email to the Department Chair a statement between 100-500 words—the shorter the better.
 - B. Statements should include hyperlinks to provide greater context.
 - C. Requestor(s) should explain why they are seeking this statement to be made public by the Department of Ethnic Studies.
2. All statements will be sent to the Executive Committee by way of the Department Chair of Ethnic Studies for review.
 - A. The committee can ask for clarification and further edits to the statement.
 - B. The committee can talk with the requestor(s) about the need for the statement if the committee feels there is not sufficient need.
 - C. The committee will consult the [Academic Unit Guidance for Issuing Public Statements Using University Websites](#) during their deliberation.
 - D. A majority vote of the committee will decide if the statement is brought forward for a vote by the full faculty or declined. Per Department bylaws, a quorum of the Executive Committee shall be constituted by three members of the Executive Committee. Abstentions do not count as votes.
 - E. The committee will return a decision to the requestor(s) no later than 2-4 weeks after receiving the complete and final copy of the statement. While the need for the statement is likely due to a current event of some urgency, the

decision and process of putting a statement on the department website needs careful consideration and deliberation by the Executive Committee and then by the faculty (see Section 3). The requestor(s) may ask for an expedited review, which the committee will consider in its review timeline.

3. If the majority of the Executive Committee approves of the statement, it will be sent for discussion by the full faculty during a special faculty meeting.
 - A. The discussion's aim is for faculty to learn about the statement's rationale and impetus. The requestor(s) of the statement should be present during the discussion and be available to share their rationale and impetus for the statement. However, if the requestor(s) are not faculty, they will have to leave ahead of the vote.
 - B. Members of the larger faculty body may request additions and/or revisions to the statement.
 - C. The discussion will strive for consensus in approving the statement. If consensus cannot be attained, the issue will be put to a vote of the faculty.
 - D. In the absence of consensus, a supermajority (three-fourths) vote of the tenured and tenure-track faculty will be required for a statement to be put on the Ethnic Studies department website. A TTT faculty-only vote prevents Teaching Faculty, students, and staff from being held liable for any potential political fallout. An anonymous online ballot will be sent out to the TTT faculty during the meeting. Faculty who are not present at the special meeting will have until 11:59pm the day of the special meeting to vote. Per Department bylaws, abstentions do not count as votes. Further, to account for possible delays in faculty responses, the absence of a vote by the deadline of 11:59pm shall indicate assent.
 - E. The author of the statement will be known as The Department—no other authors will be publicly disclosed or made known to the public. A note will be put on all statements that Teaching Professors, staff, and students neither endorse nor don't endorse department statements out of concern for harassment and political reprisal.