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I. Governance

1. Presidential Officers

A. President

Selection Process
The President is elected by the membership. The Nominating Committee chooses one candidate to stand for election; normally it will choose the person who served as First Vice-President in the previous year. Other candidates may be nominated by petition.

Term
The term is one year. Presidents are ineligible for reelection. The term of the President begins at the close of the annual meeting of the MAA in the spring (formal election, confirming the results of the e-mail ballot, takes place at the meeting of the Corporation, or business meeting).

Powers & Duties
The President is a member of the Council and of the Executive Committee and presides at their meetings. The President also presides at the meeting of the Corporation. The President may call special meetings of the Council and of the Corporation, in addition to those held regularly at the annual meeting.

The President appoints the Chair of the Nominating Committee and nominates candidates to stand for election to the committee. The President appoints members of the selection committees for the Haskins Medal and the John Nicholas Brown Prize and may be asked by Council or the Executive Committee to make other appointments to ad hoc committees.

The President is invited to give an address at the annual meeting, which is customarily scheduled for a plenary session and may subsequently be published in Speculum. The President is invited to attend the meetings of the Finance Committee, may be asked to attend meetings of other Academy committees or boards, and may be asked to represent the Academy at various events, such as the International Congress on Medieval Studies at Western Michigan University, meetings of regional medieval associations, and meetings of other learned societies and the American Council of Learned Societies.

As presiding officer of the Council, the Academy's policy-making body, the President has a general responsibility to represent and support the interests and goals of the Academy. The Executive Director consults with the President and with the Executive Committee of the Council on matters of policy that arise between regular meetings of the Council. (Source: Bylaw provisions referring to the office and responsibilities of the President are nos. 4-6, 10-11, 15, 23-25, 27-28 and 34.)

Compensation
The President does not receive compensation. The President is entitled to standard reimbursement (transportation, ground transportation, a $25 per diem (for up to two days), and at least one night at the host hotel, with reimbursement for a second night if the traveler’s itinerary necessitates a second night's stay) for attendance at the fall Executive Committee meeting and at the fall and winter meetings of the Finance Committee. The president is entitled to reimbursement of transportation expenses and hotel accommodation for the duration of the Annual Meeting, as well as the cost of the meeting registration and official meals.

B. First and Second Vice-Presidents

Selection Process
The two Vice-Presidents are elected by the membership. The Nominating Committee chooses one candidate to stand for each office: normally it will choose for First Vice-President the person who served as Second Vice-President in the previous year. Other candidates may be nominated by petition.
Term
The two Vice-Presidents serve terms of one year. The terms of the Vice-Presidents begin at the close of the annual meeting of the MAA in the spring (formal election, confirming the results of the e-mail ballot, takes place at the meeting of the Corporation, or business meeting). They are not eligible for re-election.

Powers & Duties
The Vice-Presidents are members of the Council and of the Executive Committee. In the absence of the President, the First Vice-President presides at meetings of the Corporation, the Council, and the Executive Committee. If the First Vice-President is also absent, the Second Vice-President presides. The First Vice-President is a member of the program committee for the annual meeting held in the year of his or her presidency.

Compensation
The Vice-Presidents do not receive compensation. The Vice-Presidents are entitled to standard reimbursement for attendance at the fall meeting of the Executive Committee (transportation, ground transportation, a $25 per diem (for up to two days), and at least one night at the host hotel, with reimbursement for a second night if the traveler’s itinerary necessitates a second night’s stay). They are entitled to reimbursement of transportation expenses and hotel accommodation for the duration of the Annual Meeting, as well the costs of the meeting registration and official meals. For the meeting of the Planning Committee for the Annual Meeting held in the Fall, approximately eighteen months before the annual meeting, the travel of the First Vice President is open for reimbursement. (Source: Bylaw provisions referring to the Vice-Presidents are nos. 4-6, 11, 24, and 33).

C. History of Presidential Officers
From 1926 until 1970 the presidential officers were a President and three Vice-Presidents, who served three-year terms. The President and the First and Second Vice-Presidents had to be Fellows. Only the President was eligible for re-election. Officers were elected at the Corporation meeting.

The Bylaws were revised in 1969. The electoral provisions contained therein were in effect from 1971 through 1981. The presidential officers were a President and a Vice-President, who served one-year terms. Neither had to be a Fellow and neither was eligible for reelection. Officers were elected by mail ballot, and the possibility of nomination by petition was introduced.

The provisions currently in effect (outlined above) are substantially those of the Bylaws as revised in 1980, which took effect in 1982, with slight modifications introduced by the Bylaws as revised in 2011.
2. **Treasurer**

**Selection Process**
The Treasurer is one of two appointed officers specified in the By-Laws (By-Law 4; the other is the Executive Director. The Treasurer sits with the Executive Committee and with Council, in both cases without vote. The Treasurer’s principal responsibilities are defined in By-Law 13. The appointment of the Treasurer falls under the purview of the Committee on Committees. (Source: By-Laws 11, 9.)

**Term**
No term of service is specified in the By-Laws but the Council has set the normal term at five years, with the possibility of renewal.

**Powers & Duties**
Under the direction of the Council, the Treasurer is charged with the oversight of all aspects of the finances of the Academy, including but not limited to receiving dues and other income, paying bills, and supervising Academy investments and property. The treasurer chairs the Finance Committee.

By established precedent, the Treasurer delivers a formal report on the Academy’s financial state at the public business meeting held as a part of the organization’s annual meeting. This report is subsequently published in the July issue of *Speculum*. The Treasurer also reports on the Academy’s financial health at meetings of the Council and of the Executive committee (By-law 8.)

Exercise of the Treasurer’s duties takes place at a level appropriate to the responsibilities of a volunteer operating at one remove from the organization’s office environment. By-and-large it is achieved through the provision of regular, as well as occasional ad hoc, reports (including the monthly reports of budget-to-actual expenditures mandated in By-Law 28 and through subsequent dialogue between the Treasurer and the Executive Director or other office staff based on questions that such reports may raise. Should the Treasurer identify any issues of concern through this process, he or she will raise them with the Executive Director as well as the President and first and second Vice Presidents. The foregoing arrangement presumes that the day-to-day business of the Academy associated with the conduct of its finances, including receipt of dues and other payments, deposits, payment of its expenses, and provision of the aforementioned reports to the Treasurer and his or her designees is routinely managed by the Executive Director (By-Law 12, who oversees the in-house staff charged with these responsibilities.)

In line with the Treasurer’s responsibility to ensure that the Academy has an appropriate system of financial controls, he or she, in concert with the Executive Director, will hold meetings with the accountant and the auditor of the Academy on an annual basis to assure that needed and/or mandated changes and/or enhancements of office accounting and records systems, both paper-based and electronic, are carried out. Priority on such occasions will be given to achieving assurance that the Academy is in compliance with relevant regulations in the Massachusetts legal code or standards issued by the Financial Accounting Standards Board. During this annual review, attention will also be paid to the effectiveness of standing management reports and to the efficiency of their use as well as to the development of new reports that may be needed.

Preparation of the Academy’s Annual budget follows from ongoing discussions (1 of the Academy’s organizational direction, including short- and long-ranged strategic objectives developed by the Council and Executive Committee in concert with the Executive Director, and (2 of the practical steps required to ensure the continued smooth delivery of customary membership services at the best cost. An initial draft of the budget is prepared by the Executive Director taking into account the Treasurer’s recommendations in so far as specific items or options (including optional forms of presentation are concerned. This draft is reviewed by the Treasurer and Finance Committee at the Committee’s Fall meeting and is then passed on, with emendations and recommendations, to the Executive Committee and Council for official approval. Provisional approval of the budget, after decisions pertaining to the Finance Committee’s recommendations as well as any other additional changes are made, is given by the Executive Committee at its Fall meeting, which occurs after that of the Finance Committee. In this fashion, the Academy begins its fiscal year on January 1 with a working budget that is approved by the Council at its annual meeting.

Consideration of staff salary and benefits is a part of the budgeting process. Recommendations in this important area (which consumes a large portion of the Academy’s annual operating budget are initiated by the Treasurer and the
Finance Committee with input from the Executive Director based on staff evaluations that he or she has carried out. The Executive Committee has final authority in setting annual staff salaries, including setting that of the Executive Director following its annual performance review (By-Laws 11b). This is accomplished at its Fall meeting as a part of its review of the budget proposed for the fiscal year beginning on January 1. (Source: By-Laws 11b.)

The Treasurer’s charge to oversee the management of the Academy’s invested funds carries an obligation that he or she be familiar with the provisions of the Uniform Prudent Management of Institutional Funds Act (UPMIFA (By-Laws 39 and with the accompanying accounting standards announced by the Financial Accounting Standards Board (FASB. Important provisions of UPMIFA are discussed below with respect to the duties of the Finance Committee.)

By provision of the By-Laws, the Treasurer has responsibility for the conduct of the Academy’s annual audit and, by established routine, for the publication of its Financial Statements. In practice, the data gathering and preliminary report production associated with each of these activities is carried out by Academy staff under the supervision of the Executive Director. Since audit reports are directed to organizational boards as well as management, it is important that the Treasurer remain an active participant in both of these related processes, serving as the initial point of input and as the initial audience representing the Council’s point of view.

Compensation
The Treasurer receives no compensation. The Treasurer receives standard reimbursement of travel expenses to attend meetings of the Executive Committee in the Fall, the annual meeting of the Academy in the Spring and the two meetings each year of the Finance Committee (transportation, ground transportation, a $25 per diem (for up to two days), and at least one night at the host hotel, with reimbursement for a second night if the traveler’s itinerary necessitates a second night's stay). For the annual meeting lodging is reimbursed for the entire length of the conference. Typically the Academy pays a maximum of the lowest economy airfare and for accommodation in a designated hotel, ground transportation and parking and a $25 per diem. The Academy also pays for the meeting registration fee and official meals.
3. **Executive Director**

**Selection Process**
The Executive Director is the chief administrative officer of the Medieval Academy and is appointed by the Academy's elected Council.

**Term**
The Executive Director is appointed for a five-year term (with the possibility of renewal for a second term).

**Powers & Duties**
The Executive Director is the chief administrative officer of the Medieval Academy. The Executive Director reports to the Council and the elected President. The Executive Director serves as the Clerk of the corporation, the Secretary of the Fellows, and the Secretary of CARA, and sits on the Council, the Executive Committee, the Committee on Committees, the Finance Committee and the Nominating Committee ex-officio, without vote.

In consultation with the Academy's officers and committees, the Executive Director provides intellectual, pedagogical, and technological leadership, keeping abreast of current developments in the field of medieval studies and recommending ways in which these can be supported or incorporated into the Academy's various activities, including Academy publications. Therefore the Executive Director should hold an advanced degree in a discipline related to medieval studies and must have knowledge of technology sufficient to evaluate the continuously changing electronic resources necessary to maintain the Academy's position in the field and to implement appropriate electronic innovations.

The Executive Director manages the finances, budget and staff, and works with committees and individuals on various projects, including fund-raising and grant administration. The Executive Director manages the Academy's annual cycle of programs and supervises the office staff, including all regular full-time and part-time employees, interns and volunteers.

Traditionally the Executive Director has also served as Editor of *Speculum*, but these positions have been split as of 2014. (See below, *Speculum*, sec. II.1.)

The Executive Director's major responsibilities include:

**LEADERSHIP**

- implementing the organization's long-range planning
- enhancing and maintaining the Academy's web and electronic presence
- overseeing the evaluation and publication program of the Medieval Academy
- preparing grant applications, working with potential donors, and raising funds for the Academy
- overseeing all aspects of a membership organization—the annual cycle of programs, elections, meetings of the Council, Executive Committee, Finance Committee, and Fellows, etc.
- working with the presidential officers and the Council
- organizing materials for and supervising the election of Academy officers, Councillors, and Fellows
- instructing and assisting all committees; also suggesting possible members for committee appointments made by the Council and the President
- supervising the planning of the annual meeting, including negotiating with host institutions and hotels, establishing program and local-arrangement committees, and overseeing meeting events
- communicating with the Treasurer and members of the Finance Committee, attending meetings, and helping the Finance Committee oversee the financial resources of the Academy
- keeping the Academy's books and preparing the annual budget and materials for the annual audit, including hiring and managing accounting staff and, upon Council approval, contracting with outside auditors
- keeping the official records of the governing bodies and reporting to the Council
- serving as liaison with the Committee on Centers and Regional Associations (CARA)
• working with the President to represent the Academy at meetings of the American Council of Learned Societies, the International Congress of Medieval Studies at Western Michigan University, and other academic and professional groups

**MANAGEMENT**

• supervising the staff and administration of the Academy office
• hiring and evaluating staff and renting office space
• maintaining the computer network, including the web site and databases
• overseeing membership services and support and responding to requests and complaints in a timely and helpful manner
• recruiting new members and soliciting payment of dues
• supervising preparation of the online publication of the *Medieval Academy News* and other administrative publications
• overseeing programs for book subventions and prizes, travel grants, research grants, dissertation fellowships and CARA stipends, including publicity, supervision, evaluation, and the appointment of committees

**Compensation**
The Executive Director is a salaried employee of the Medieval Academy and the terms of employees are detailed in the *Officer Policies and Procedures* handbook.

**Administrative Calendar For Executive Director**
Although the administrative calendar is busiest from early September to the middle of May, the Executive Directors expected to be available on a year-round basis, with continuing responsibilities throughout the course of the year. Absence from the office for vacations should not extend beyond two weeks at a time.

The following is an approximate administrative calendar and does not include the day-to-day work of administration (such as financial oversight or responding to e-mail) or occasional duties (such as evaluating book submissions):

**SEPTEMBER**

• Send emails to Councillors, welcoming new first-year councillors and outlining the work of the Committee on Committees and the Executive Committee
• Send memorandum to Fellows, including minutes of Spring business meeting and requesting nominations for next election of Fellows and Corresponding Fellows
• Post general call for Fellows and Corresponding Fellows nominations
• Assist Annual Meeting Program Committee in finalizing sessions (for Spring of following year
• Conduct site visits of hotels and institutions that will host future Annual Meetings
• Prepare, edit and email September issue of *Medieval Academy News* (with letter from the President
• Prepare and mail agenda for Finance Committee
• Organize and participate in virtual meeting of Executive Committee
• Assemble biographical information for Council candidates to be posted on website

**OCTOBER**

• Prepare budget for following year
• Organize and attend Finance Committee meeting and assist Treasurer
• Attend committee meeting to plan Annual Meeting and develop call for papers (for Spring of second year following—i.e., October 2012 for Spring 2014
• Organize Fall Executive Committee meeting and prepare agenda
• Revise budget and prepare and send minutes of the Finance Committee meeting
- Write cover letter for, and oversee preparation and distribution of, annual dues notices
- Oversee submissions for the Haskins Medal and the Brown and Elliott Prizes and organize and mail materials for evaluation committees.
- Manage applications and evaluations for Schallek and Baldwin Fellowship programs
- Prepare, edit and email October issue of Medieval Academy News
- Organize committees for memorials for deceased Fellows and Corresponding Fellows for annual meeting and July issue of Speculum
- Fellows nomination deadline 10/15 — work with Fellows Nominating Committee to balance slate
- Announce nominees for upcoming election, post photos and biographies online

NOVEMBER
- Participate in Executive Committee meeting and assist President
- Attend the ACLS Conference of Administrative Officers (if possible)
- Oversee applications to Travel Grant program and organize and distribute materials to evaluation committee
- Oversee submissions for the CARA Awards for Outstanding Service and Excellence in Teaching and organize and distribute materials for evaluation committees
- Prepare, edit and email November issue of Medieval Academy News (with piece on elections
- Prepare online election and send link by email to electronic ballot
- Work with CARA chair to finalize CARA meeting program for the following year’s Annual Meeting

DECEMBER
- Work with annual meeting program committee to finalize program for meeting the following spring
- Design, edit, and print program (for Spring of following year)
- Prepare and e-mail minutes of the Executive Committee meeting to committee and Council
- Prepare, edit and email December issue of Medieval Academy News (including links to annual meeting program, registration and hotel)
- Manage online election of Officers, Councillors and Nominating Committee

JANUARY
- Prepare Fellows online election materials (including nomination forms) and send link by email to electronic ballot
- Email links to annual meeting program to all members and send letters to all participants who are not members
- Work with staff to close previous year’s financial books, prepare materials for annual audit
- Send memoranda to presidential officers, councillors, and others participating in Spring Council meeting (ACLS delegate, CARA chair, Fellows president, Graduate Student Committee representative, Treasurer, and occasionally chairs of other committees providing information on meeting details and travel arrangements and requesting reports and other agenda items
- Confer with Committee on Committees regarding recommendations for committee assignments and ask candidates if willing to serve
- Send memoranda to members of other committees scheduled for annual meeting, including Nominating Committee and Speculum editorial board
- Prepare, edit and email January issue of Medieval Academy News (including links to annual meeting program, registration and hotel; call for papers for next year's annual meeting
- Dues reminder by mail and email
• Organize and participate in virtual meeting of Executive Committee

FEBRUARY
• Count first Fellows ballots and prepare second ballot, if necessary
• Oversee counting of Academy election ballots and notify those elected and not elected
• Finalize budget for presentation to Council
• Notify winners of Haskins, Brown, Elliott, and CARA teaching and service prizes
• Count Fellows second ballot and notify those elected Fellows and Corresponding Fellows
• Inform Fellows’ Orator who will attend Fellows induction ceremony
• Oversee applications for Dissertation Grant, Constable Award, and Schallek Award programs and prepare materials for and work with evaluation committees
• Work closely with local-arrangements committee and convention hotel to make final arrangements for Spring annual meeting, including Fellows business meeting
• Organize and attend Finance Committee meeting
• Prepare, edit and email February issue of Medieval Academy News

EARLY MARCH
• Prepare report of Executive Director for Council and business meeting
• Solicit and edit reports from the Treasurer, ACLS Delegate, CARA chair, and committee chairs
• Invite administrators from host institutions to attend Fellows reception and dinner
• Prepare and email agenda for Council meeting, annual business meeting, Fellows business meeting, Nominating Committee
• Prepare, edit and email March issue of Medieval Academy News

LATE MARCH/EARLY APRIL
• Organize and attend annual meeting (in various locations
• Attend Council meeting, assist President, and give reports of Executive Director
• Give report to the Council meeting and the business meeting
• Attend and take minutes at Fellows’ business meeting
• Attend receptions and dinners, including Fellows’ events
• Instruct Nominating Committee
• Send email asking for names of Visiting Scholars for following year, post list on website

LATER APRIL
• Prepare reports and minutes from annual meeting
• Update website and Handbook with new Committee members, officers, councilors, etc.
• Oversee financial settlements with hotel, caterers, and local arrangements committee
• Contact candidates and alternates nominated by the Nominating Committee to stand for election in following year
• Prepare presidential appointments materials
• Oversee revision of Website to include new committee appointees, new councilliors, reports, and other changes resulting from Annual Meeting
• Send invitation for Kalamazoo CARA luncheon
• Dues reminder by mail and email
• Prepare, edit and email April issue of Medieval Academy News

MAY
• Contact presidential appointees
• Continue revising officers and committees brochure web pages
• Manage applications for book subvention program, prepare evaluation materials, and mail to evaluation committee
• Oversee applications to Travel Grant program and organize and mail materials to evaluation committee
• Send notification emails to applicants for Dissertation Grant and Schallek Award programs
• Work with annual meeting program committee to organize submissions (for Spring of following year)
• Attend the ACLS annual meeting (if possible)
• Attend International Congress on Medieval Studies (Kalamazoo: organize and attend CARA luncheon, meet with Kalamazoo Program Committee, and participate in sessions sponsored by CARA and the Graduate Student Committee)
• Prepare, edit and email May issue of Medieval Academy News

JUNE
• Complete presidential appointments and finish editing online information on Officers and Committees
• Analyze endowment and Schallek investment reports for preparation of budget and reporting to Finance Committee and Richard III Society
• Oversee deletion of unpaid members from membership database

JULY
• Prepare, edit and email July issue of Medieval Academy News (include guidelines and deadline for Fellows nominations)

AUGUST
• Prepare minutes of the Fellows business meeting
• Prepare, edit and email August issue of Medieval Academy News (include prize deadlines)
4. **Council & Councillors**

**Selection Process**
Councillors are elected by the membership. The Nominating Committee chooses two candidates to stand for election to each vacancy. Other candidates may be nominated by petition.

**Term**
Councillors serve terms of three years. A Councillor is ineligible for reëlection for a period of three years from the end of his or her previous term. There are twelve Councillors. Their terms are staggered so that four Councillors are elected each year. Other vacancies may exist by virtue of the death or resignation of a Councillor. The terms of Councillors begin at the close of the annual meeting of the MAA in the spring (formal election, confirming the e-mail ballot, takes place at the meeting of the Corporation).

**Powers & Duties**
The Council is composed of fifteen members: the three presidential officers and the twelve Councillors. A quorum is eight members. The Council establishes policy for the Academy. It initiates and supervises activities, approves the budget, and appoints the Executive Director and other officers and committees, who report to the Council.

The Council meets regularly at the annual meeting. Other meetings may be called by five members or by the President. The Executive Director and the Treasurer sit with the Council without vote, as do the President of the Fellows, the Delegate to the American Council of Learned Societies, and the Chair of CARA. Committee chairs and others may sit with the Council without vote upon the invitation of the Council. Agenda items may be proposed to the Executive Director by voting members and by nonvoting participants.

The Executive Committee of the Council consists of the three presidential officers, the four Councillors serving in their third year, and two of the second year Councillors. The Executive Director and the Treasurer serve as ex officio members of the Executive Committee. At the annual meeting the four Councillors who are about to embark upon their second year of service should decide among themselves which two will serve on the Executive Committee; the other two will automatically continue their service on the Committee on Committees. The Executive Committee has the power to decide questions of policy between meetings of the full Council. It meets at quarterly intervals between the annual spring Council meetings, at a fall meeting in the MAA offices in Cambridge, and twice in a virtual meeting (by conference call or similar means).

The Committee on Committees, which nominates most committee appointments to the Council for its action, is comprised of the four Councillors serving in their first year, and two of the second-year Councillors. (see special section below on this committee).

The annual business meeting of the Academy (the meeting of the Corporation) is held at a time and place fixed by the Executive Committee. Special meetings of the Academy may be called by the President or by a majority of the members of the Council.

Amendment of the Bylaws requires a two-thirds vote of the members of the Council who vote. (Source: Bylaw provisions referring to the Council, Executive Committee and Committee on Committees are nos. 2, 5-13, 15, 18-, 21-22, 24, 26-27, 29-37.)

**Compensation**
The councillors are not entitled to compensation. The councillors are entitled to standard reimbursement for attendance at the Annual Meeting (transportation, ground transportation, a $25 per diem (for up to two days), and at least one night at the host hotel, with reimbursement for a second night if the traveler’s itinerary necessitates a second night’s stay). Executive Committee members are entitled to standard reimbursement for attendance at their fall meeting in Cambridge.

**History**
From the beginning there have been twelve Councillors, serving three-year terms, staggered so that four new Councillors are elected each year.
Also from the beginning, the Council has consisted of the Councillors plus the other elected officers. The body of elected officers has varied. From 1926 until the 1969 Bylaw revision there were six: the President, three Vice-Presidents, the Treasurer, and the Clerk. The 1969 revision replaced the three Vice-Presidents with a single Vice-President. The 1980 Bylaw revision made the Treasurer an appointed officer, eliminated the Clerk, and replaced the single Vice-President with two Vice-Presidents. The elected officers since then have been the President and the two Vice-Presidents, and the Council has consisted of fifteen members.

The 1969 Bylaw revision introduced the mail ballot for the election of officers and Councillors, replacing election at the Corporation meeting. It also introduced the possibility of nomination by petition. Both provisions were retained in the 1980 revision.
5. **Delegate to the American Council of Learned Societies**

**Selection Process**
The Delegate to the American Council of Learned Societies is appointed by the Council, upon the recommendation of the Committee on Committees.

**Term**
One delegate is selected every four years for a four-year renewable term.

**Powers & Duties**
The Delegate to the American Council of Learned Societies represents the Medieval Academy of America at the annual meeting of the American Council of Learned Societies (ACLS in the spring and presents a report on that meeting at the MAA Annual Meeting. The delegate to the ACLS sits with the Council without vote at its annual meeting and presents his/her written report.

**Compensation**
The Delegate to the American Council of Learned Societies is not entitled to compensation. The delegate receives standard reimbursement for his/her attendance at the MAA Annual Meeting, including transportation, ground transportation, hotel accommodation for the duration of the annual meeting and a $25 per diem. The Academy also pays the meeting registration fee for the delegate and the cost of official meals. The MAA also pays expenses to travel to the ACLS Annual Meeting. The ACLS itself covers registration, hotel, and meals.

<table>
<thead>
<tr>
<th>MAA Delegate(s)</th>
<th>Term(s) ending</th>
<th>*Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Delegates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charles H. Beeson</td>
<td>1928, 1932, 1936</td>
<td></td>
</tr>
<tr>
<td>John S. P. Tatlock</td>
<td>1930</td>
<td></td>
</tr>
<tr>
<td>Robert P. Blake</td>
<td>1931*, 1934, 1938</td>
<td>* replaces Tatlock</td>
</tr>
<tr>
<td>Richard P. McKeon</td>
<td>1940*, 1944, 1948</td>
<td>* replaces Beeson</td>
</tr>
<tr>
<td>Samuel H. Cross</td>
<td>1942,* 1946</td>
<td>* replaces Blake</td>
</tr>
<tr>
<td>B. J. Whiting</td>
<td>1950*</td>
<td>* replaces Cross</td>
</tr>
</tbody>
</table>

**Change to one Delegate (March 1949)**

<table>
<thead>
<tr>
<th>Delegate</th>
<th>Term(s) ending</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.J. Whiting</td>
<td>continues through 1975</td>
</tr>
<tr>
<td>Pearl Kibre</td>
<td>1977</td>
</tr>
<tr>
<td>Katherine Fischer Drew</td>
<td>1981</td>
</tr>
<tr>
<td>Susan M. Stuard</td>
<td>2005, 2009</td>
</tr>
<tr>
<td>Nancy Partner</td>
<td>2010, 2014, 2018</td>
</tr>
</tbody>
</table>
6. Committees

A. Finance Committee

Purpose
To advise the Treasurer, Executive Director and Council regarding the budget, investments, and other aspects of the Academy's finances.

Composition
The Finance Committee consists of five persons together with the Treasurer, who is the Committee's chair and ex officio voting member, and the Executive Director, its clerk and ex officio non-voting member. The President sits with the Committee without vote. Beginning in 2016, one member of the Finance Committee shall be appointed or re-appointed each year.

Selection Process
Appointments to the Finance Committee are by the Council and fall under the purview of the Committee on Committees. Reappointments are common owing to the recognized need to draw upon the seasoned judgments of committee members with reserves of experience in dealing with the Academy’s finances. The Finance Committee’s composition and its responsibilities are described in By-Law 28.

Term
Five-year, rotating, renewable terms.*

*The date in parentheses is the final year of the incumbent's current term in office. The administrative year for committees runs from the end of the annual meeting to the end of the next annual meeting.

Powers & Duties
The Finance Committee meets at least twice a year, normally in the Fall and in the Winter, to review: (a) progress to date on the budget for the current fiscal year, (b the proposed budget for the following year, and (c) the Academy's investments. The Executive Director shall prepare and circulate to the Finance Committee a report of budget-to-actual expenditures on a monthly basis or on such schedule as the Treasurer shall direct.

The Winter meeting of the Finance Committee takes place soon after the Academy’s fiscal year begins on January 1, and the Finance Committee holds a Fall meeting in Cambridge, MA at least two weeks prior to the Fall meeting of the Executive Committee. The mandated attendance of the President at this meeting, and the possibility of attendance by the First Vice President, serves to ensure that financial considerations in the budget planning process are balanced against all other needs and goals of the organization. Prior to the meeting, the committee receives a draft budget from the Executive Director that has been prepared with the Treasurer’s input. The committee reviews this budget at the meeting, suggests emendations and makes recommendations that are brought before the Executive Committee by the Treasurer. Such considerations include recommended salary adjustments for the Academy’s paid staff. The Finance Committee’s interests and the scope of its responsibilities extend to the budgeting of income as well as expenses. It is its members’ responsibility, along with the Treasurer’s, to think carefully and prospectively about conditions that will have impact on the Academy’s income from all sources, investments and membership included. The Committee also evaluates the impact and utility of expenditures over the preceding fiscal year, an exercise assisted by its members’ receipt, during the course of the year, of regular reports on budget-to-actual expenditures.

During its Fall meeting, the Finance Committee also receives reports from the Academy’s investment manager(s and makes recommendations in response to proposed changes in the Academy’s investments. Such changes are officially transmitted to the appropriate investment manager in a written communication bearing the signatures of the Treasurer and the Executive Director.

The Finance Committee also normally holds February meetings at the offices of the Academy’s investment managers. Such meetings entail reviews of investment strategies as well as consideration of changes that have been introduced into the Academy’s Budget since the Committee’s last deliberations on that subject.
Members of the Finance Committee bear delegated responsibilities associated with the investment and expenditure of the Academy’s endowment funds. In these roles, their duties, which are shared by the Treasurer as well as the Academy’s other officers and members of Council, are articulated in the Uniform Prudent Management of Institutional Funds Act as adopted by the Massachusetts legislature and as incorporated by reference in the Academy’s By-Laws (By-Law 39). Those regulations enjoin individuals charged with responsibilities in the investment of the Academy’s funds to observe standards of “prudent” behavior as defined in the Act.

Individuals with responsibilities that entail the investment of institutional funds must also manage and invest “in good faith and with the care an ordinarily prudent person in a like position would exercise under similar circumstances.” The following factors are identified as a guide to what must be taken into account in making investment decisions:

- general economic conditions;
- possible effect of inflation or deflation;
- expected tax consequences of investment decisions;
- the role of each investment in the whole portfolio;
- the expected total return from income and appreciation of investments;
- other resources of the organization;
- the needs of the organization and the fund to make distributions and to preserve capital; and
- an asset’s special relationship or special value, if any, to the charitable purposes of the organization.

The diversification of investment must be borne in mind and the costs of investment must be held to what is “appropriate and reasonable.”

Furthermore, in its budget deliberations, as the Finance Committee considers expenditures from endowment income, its members are asked by UPMIFA to consider the following factors:

- the duration and preservation of the endowment fund;
- the purposes of the institution and the endowment fund;
- general economic conditions;
- the possible effect of inflation or deflation;
- the expected total return from income and the appreciation of investments;
- other resources of the institution; and
- the investment policy of the institution

From time to time, members of the Finance Committee will be asked to review reports and financial reconciliations so that the Academy may have appropriate “objective” view of its financial processes in order to satisfy requirements imposed by its external auditors. The fulfillment of such assignments, which will be rotated among committee members as far as possible, plays an essential role in maintaining the integrity of the Academy’s books.

The Treasurer and Finance Committee may select from among their number a member to direct any fund raising efforts. They may also choose to select from among their number a member responsible for monitoring membership levels and to undertake campaigns to recruit new members and renew existing membership. The Finance Committee initiates planning and oversees any general fundraising efforts.

**Compensation**

Members of the Finance Committee are not entitled to compensation. Members of the Committee receive standard reimbursement for travel expenses for the two meetings each year (transportation, ground transportation, a $25 per diem (for up to two days), and at least one night at the host hotel, with reimbursement for a second night if the traveler’s itinerary necessitates a second night's stay).

**Current & Past Committees**

**CURRENT MEMBERS**

Eugene W. Lyman (2020), URI Graduate School of Oceanography, Treasurer and Chair
John J. Contreni (2016), Purdue Univ.
Mark Kerwin (2021), Museum of Fine Arts, Boston
HISTORICAL LIST
Daniel Weiss 2014-15
William P. Stoneman 2010-14
Eugene Lyman 2005-10
Lester Little 2006-10
Emily Rose 2004-09
David Anderson 2001-06
Milton McC. Gatch 2001-10
Elizabeth C. Parker 2000-10
Barbara A. Shailor 1999-01
Paul E. Szarmach 1995-05
John B. Henneman, Jr. 1990-98
Charles Blyth 1987-95
John F. Leyerle 1985-01
Stanley J. Kahrl 1985-87
Florence H. Ridley 1979-00
Charles T. Wood 1979-90
Larry D. Benson 1974-87
Bryce D. Lyon 1968-85

CHAIR OF THE ENDOWMENT
John F. Leyerle 1988–00

CHAIR OF MEMBERSHIP
Florence H. Ridley 1991–00
B. CARA (Committee on Centers, Programs, Regional Associations, and Libraries)

Purpose
Developed from organizations active in the 1960's (e.g., ACOMARS headquartered at Ohio State, CARA became a standing committee of the Medieval Academy in 1969 to serve as a forum for those who are concerned with the administration of institutes, graduate centers, undergraduate programs and committees, and research libraries; with the organization of regional and local groups of medievalists; and with teaching. CARA assists institutions and individual medievalists in meeting the challenges that face medieval studies in the classroom, the library, and other institutional settings locally and nationally. It supports those who work to develop special projects and programs of instruction, local and regional networks of medievalists, and centers of research and institutions in medieval studies. It is concerned with pedagogy at all levels. Institutions and individuals who wish to support and enhance medieval studies are invited to join CARA and participate in its meetings and programs.

CARA’s mission is advocacy and problem-solving. To accomplish its purposes, CARA organizes its own meetings as well as sessions at the annual meeting of the Medieval Academy and at other meetings of medievalists. It compiles and disseminates information about its constituent institutions and participates in international meetings of centers of medieval studies. It publishes in the Medieval Academy’s newsletter, on electronic networks, and elsewhere the kind of information that medievalists find useful in their work as teachers and as advocates of medieval studies in their schools, colleges, universities, libraries, museums, or regional associations.

Governance

COMPOSITION
The officers of CARA are the Chair, the Secretary, and four representatives of member institutions, including the immediate Past Chair, chosen with a view toward balancing the type of institution and geographical location. These members comprise the Executive Committee. In addition to the regular officers, individuals may be appointed by the Executive Committee to take charge of specific CARA projects. They meet with the Executive Committee but without vote.

Term
Each officer is a voting member and serves a three-year term, which is renewable for one additional three-year term. The exception is the Secretary, who can serve multiple terms. Terms begin and end at the annual fall meeting of CARA. The terms of appointed members are three years, renewable as appropriate for the project. As of September 2005, such special appointees included the Director of Conference Programs, Director of the CARA Data Project, the Visiting Scholars Coordinator, and the European Medieval Networks Representative; as of October 2013, the CARA Data Project and Visiting Scholars list have been moved to the Academy’s main server administered in the Cambridge office, co-ordinated by the Executive Director; the CARA Chair serves as liaison to CARMEN (formerly the European Medieval Network) and appoints the Director of Conference Programs. Other individuals who meet with the Executive Committee but without vote include the Executive Director of the Medieval Academy and President of TEAMS.

Chair
The Chair of CARA is the executive officer responsible for the entire range of CARA’s activities. The Chair is usually invited to attend meetings of the Council of the Medieval Academy of America (MAA, presents a written report to the MAA Council at its annual meeting, helps organize the CARA conference that takes place at the end of the Academy’s Annual Meeting, sets and distributes (in advance) the agenda for the annual meeting of the CARA Executive Committee, presents a written report to the CARA Executive Committee, chairs the Executive Committee meeting and the general business meeting at the CARA conference, works with other officers and directors of CARA projects to determine activities (including programs for the plenary session at the Medieval Academy meeting and sessions at the International Congress on Medieval Studies, organizes the CARA luncheon in May at the International Congress on Medieval Studies, is responsible for all communication with member institutions about the activities of CARA, and sits on the Committee adjudicating applications for the MAA/CARA Summer Language Scholarships (to be implemented in 2015). In 2014, the Chair will continue to oversee arrangements concerning CARA scholarships for students participating in summer courses (such as those in Medieval Latin at the
University of Notre Dame and University of Toronto, the summer seminar on paleography and codicology at the University of New Mexico, and others).

The Chair of CARA receives standard reimbursement for travel expenses to the annual meeting of the Council (which typically includes a maximum of the lowest economy airfare, ground transportation and parking and a $25 per diem, in addition to meeting registration and standard reimbursement lodging in a designated hotel for the length of the meeting.

Secretary
The Secretary is the keeper of CARA’s records. The Secretary prepares and distributes minutes of the annual fall CARA conference and the Executive Committee meeting, and prepares and distributes the CARA Newsletter. The Secretary serves a term of three years, renewable for multiple terms. As of 2014, the Executive Director is serving as Secretary ex officio.

Executive Committee
The four representatives of member institutions on the Executive Committee, including the immediate Past Chair, attend and participate in CARA meetings, provide guidance to CARA, and generate ideas for ongoing and new projects and activities. Each officer is a voting member and serves a three-year term, which is renewable for one additional three-year term.

Director of Conference Programs
The Director of Conference Programs, in consultation with the Executive Committee, plans, organizes, and makes all necessary arrangements for CARA-sponsored programs at the annual meeting of the Medieval Academy and the International Congress on Medieval Studies in Kalamazoo. He or she reports to the CARA Executive Committee and to the general assembly of CARA representatives at the annual fall business meeting. The Director of Conference Programs is appointed by the Executive Committee, which discusses potential candidates and confers with the proposed candidate to determine his/her interest and willingness to serve. Once the candidate has agreed to serve, ratification is requested of assembled CARA representatives at the annual fall business meeting. The term of service is three years, renewable as appropriate for the project. The term is staggered with those of other project officers so that terms end in different years.

Director of the CARA Data Project
The Director of the CARA Data Project keeps the web-based list of CARA members current through direct solicitation of each program for updates and description changes. He or she reports to the CARA Executive Committee and to the general assembly of CARA representatives at the annual fall business meeting and is appointed by the Executive Committee, which discusses potential candidates and confers with the proposed candidate to determine his/her interest and willingness to serve. Once the candidate has agreed to serve, ratification is requested of assembled CARA representatives at the annual fall business meeting. The term of service is three years, renewable as appropriate for the project. The term is staggered with those of other project officers so that terms end in different years. As of 2014, the Data Project is being managed by the Executive Director.

Visiting Scholars Coordinator
The Visiting Scholars Coordinator solicits and disseminates, via regular and electronic mail and by articles published in the Medieval Academy News, information about visiting scholars in North America. He or she reports to the CARA Executive Committee and to the general assembly of CARA representatives at the annual fall business meeting and is appointed by the Executive Committee, which discusses potential candidates and confers with the proposed candidate to determine his/her interest and willingness to serve. Once the candidate has agreed to serve, ratification is requested from the assembled CARA representatives during the annual fall business meeting. The term of service is three years, renewable as appropriate for the project. The term is staggered with those of other project officers so that terms end in different years. As of 2014, the Visiting Scholars list is being managed by the Executive Director.

International Medieval Networks Representative
The International Medieval Networks Representative is a member of the Executive Committee of CARMEN (Cooperative for the Advancement of Research through a Medieval European Network) and selected by CARMEN.
The Nominating Committee for the selection of the Chair consists of the Executive Director of the Medieval Academy of America, the Secretary of CARA, and one member of the Executive Committee of CARA (usually the immediate Past Chair), who meet in the penultimate year of the current Chair’s term to discuss election of a new Chair and, after consultation with the proposed candidate, makes a nomination during the annual fall business meeting where those CARA representatives who are present vote.

The Nominating Committee for the selection of the other voting officers consists of the Executive Director of the Medieval Academy of America, the Chair of CARA, and one member of the Executive Committee of CARA, normally the longest-serving member, with the exception of the immediate Past Chair. The Nominating Committee meets in the penultimate year of the current officer to discuss the election of a replacement and, after consultation with the proposed candidate, presents a single candidate for discussion, as appropriate, by the Executive Committee at the annual fall meeting. Once the candidate agrees to serve, he or she is proposed to the assembled CARA representatives for election during the annual business meeting, where those CARA representatives who are present vote.

Current Members of Executive Committee

Chair Anne Lester (2018), Univ. of Colorado, Boulder

Secretary Lisa Fagin Davis (ex officio, Medieval Academy of America)

Executive Committee
Phil Adamo (2017), Augsburg College
Graeme M. Boone (2019), The Ohio State Univ.
Tom Burman (2018), Univ. of Tennessee, Knoxville
Lilla Kopar (2017), Catholic Univ. of America
Sarah Davis-Scord (2018), Univ. of New Mexico

CARA Teaching Award Committee 2017
Graeme M. Boone (2019), The Ohio State Univ.
Anne Lester, University of Colorado, Boulder
Lilla Kopar (2017), Catholic University of America

Kindrick-CARA Service Award Committee 2017
Anne Lester, University of Colorado, Boulder
Phil Adamo (2017), Augsburg College
Tom Burman (2018), Univ. of Tennessee, Knoxville

Director of Conference Programs
Sara Davis-Scord (2018), University of New Mexico

International Medieval Networks Representative
Simon Forde, Western Michigan Univ.

Ex Officio, Non-Voting Members
Lisa Fagin Davis, Executive Director of The Medieval Academy
Thomas Goodmann, President of TEAMS, University of Miami

The date is the final year of the incumbent's current term in office. The administrative year for committees runs from CARA annual meeting to annual meeting.

Membership
CARA has institutional members in three main categories:
1. centers, programs, and committees of instruction;
2. local and regional groups and associations; and
3. research libraries, research institutes, and museums.

CARA also has individual members. These members are people who share CARA’s concerns and wish to participate in the committee’s activities as individuals, without a formal institutional base. As of 2014, CARA does not charge dues.

Meetings
Until 2013, CARA met annually in the fall in September or October, depending on representatives’ schedules and the availability of accommodation at the host institution. An institutional member of CARA serves as the host institution. The planning of this meeting is the joint responsibility of the Chair, the Executive Committee, and the host institution. Beginning in 2014, the CARA meeting will take place immediately following, and in the same location as, the Annual Meeting of the Medieval Academy.

The annual meeting is programmed to benefit CARA and its members as well as medievalists at the host institution and in its region. The program is a mix of committee business, presentations by member institutions and individuals, and special programming. The special programming often focuses on the strengths of the host institution. The host institution should use the meeting as an occasion to strengthen its own program and publicize its activities at the local level among administrators and colleagues.

The meeting typically includes a panel or roundtable discussion, planned by the host institution, with an eye toward broad-based appeal to a general audience. It can focus on teaching, administration, or an academic topic. Time is also set aside at the meeting of the delegates to share information on their individual centers and programs. Sessions or small group discussions about select issues of administration and teaching may also be scheduled. Further information about the meeting can be found below, in the CARA meeting guidelines.

The annual CARA meeting is open to nonmembers, and regional mailings are used to invite the participation of local medievalists.

CARA MEETING GUIDELINES
At Least One Year Prior to Meeting
- Determine the meeting date, customarily the Sunday immediately following the close of the Academy’s Annual Meeting
- Work with the Local Programming Committee of the Annual Meeting to reserve a block of rooms at the hotel(s) (recommended 25 for Saturday).
- Notify the Medieval Academy to announce the meeting and post information in their newsletter and on their website.
- Determine the meeting theme, and begin lining up speakers for the panel presentation.
- Begin working with the Cambridge office and the Local Arrangements Committee to make arrangements for reserve a room for the meeting and arrange for breakfast and lunch.
- Develop and send a draft of the schedule to the Executive Director of the Medieval Academy and Chair of CARA in order to confirm the timing of the meeting, which is important for reserving rooms on campus.
- Arrange transportation (buses, vans, etc. to remote events for tours and excursions, if necessary.

Three to Six Months Prior to Meeting
- Review the presentation proposals, and notify the presenters with any appropriate details.
- Determine if audiovisual equipment is necessary, and schedule it for appropriate rooms.
- Attend the CARA luncheon at Kalamazoo in May, announce the upcoming CARA meeting, and distribute meeting flyers.
- Work with the Annual Meeting program committee to organize registration for the CARA meeting and include the meeting in the Annual Meeting Programme.

Three Weeks to One Month Prior to Meeting
- Confirm all arrangements (rooms, extra tables, A/V equipment, food, volunteers, transportation, etc.)
Week of Meeting
• Provide a final count to Executive Director.

Programs
CARA’s core services are the following:

(1) Conferences and conference sessions. Public programs are designed for the exchange of information, for networking, and for substantive programming on topics of interest to the members of CARA.

(2) Compilation and dissemination of information. The following list of types of information is not meant to be exhaustive:
   • Administrative resources
   • Teaching resources
   • Member institutions and their programs
   • Nonmember teaching centers and programs
   • Lists of visiting scholars
   • Data on the state of medieval studies

(3) Consultation and assistance of other kinds in the development of programs, committees, and centers.

(4) International liaison.

SPECIAL PROJECTS
CARA may develop special projects that are appropriate to its mission. Sometimes these projects are spun off as independent organizations, as in the case of Medieval Academy Reprints for Teaching (MART). All special projects, and especially those requiring grant support, need to be developed with attention to their place within the Medieval Academy’s program of activities as a whole.

PRIZES
(1) The CARA Award for Excellence in Teaching Medieval Studies recognizes Medieval Academy members who are outstanding teachers who have contributed to the profession by inspiring students at the undergraduate or graduate levels, or by creating innovative and influential textbooks or other materials for teaching medieval subjects.

(2) The Robert L. Kindrick-CARA Award for Outstanding Service to Medieval Studies recognizes Medieval Academy members who are individuals who have provided leadership in developing, organizing, promoting, and sponsoring medieval studies through the extensive administrative work that is so crucial to the health of medieval studies but that often goes unrecognized by the profession at large.

(3) The John Leyerle-CARA Prize for Dissertation Research supports the doctoral research of a Medieval Academy member who needs to consult materials available in Toronto collections.

(4) CARA Tuition Scholarships provide full tuition to students who are members of the Medieval Academy and who are participating in Latin and other approved summer programs offered at institutions in
North America. At present, CARA supports students participating in programs at the University of Notre Dame, the University of Toronto, and the University of New Mexico, but by vote of the Executive Committee, it may support students participating in other programs as well. Host institutions receiving tuition or other funding support from CARA are responsible for selecting and notifying applicants if they receive an award or not. They are also required to submit a report on the scholarship process and recipients at the annual fall meeting of CARA, preferably in person, but if not, via a written report. The report will be published in the CARA minutes and/or newsletter. Application guidelines, nomination requirements, and deadlines are announced in the Medieval Academy News and can be found at the Medieval Academy’s website www.MedievalAcademy.org. As of 2015, this program will be replaced by the MAA/CARA Summer Language Scholarships.

CARA SESSIONS AT OTHER MEETINGS
CARA sponsors sessions at the Medieval Academy’s annual meeting and the International Congress on Medieval Studies at Kalamazoo. They are the responsibility of the CARA Chair and Executive Committee, but much of the planning and organization of these sessions is delegated to the Director of Conference Programs.

The CARA session at the Medieval Academy’s annual meeting is an occasion for presenting CARA’s concerns and interests to a wider audience, or for thematic programs on scholarly topics of importance to medievalists across the disciplines. CARA-sponsored sessions at the International Congress on Medieval Studies and at other meetings are designed to adapt to their various settings. CARA also sponsors a lunch meeting at the International Congress on Medieval Studies.

Finances
CARA is supported by contributions from the operating budget of the Medieval Academy, and by project grants. The CARA Meeting is supported by registration fees, subsidies from CARA’s budget, subsidies and in-kind contributions from the host institution, and grants secured by the host institution.

Financial management is the joint responsibility of the Chair of CARA and the Executive Director of the Medieval Academy. Applications for project grants require the prior approval of the Executive Director. The Executive Director reports on CARA finances at the annual fall meeting of CARA.

DUES

As of 2014, there are no dues to join CARA. All that is required is an expression of interest.
C. Committee on Committees

Purpose
The Committee on Committees appoints on behalf of the Council or recommends to the Council appointments to all committees of the Academy appointment to which is not otherwise specified. Appointments regarding Speculum shall not fall under the purview of this Committee, remaining the responsibility of the Editor. Except in the case of the Finance Committee, members of committees of the Academy shall be members of the Academy. The Council may at its discretion delegate to the Committee on Committees the power of appointment to committees, or it may ask the Committee on Committees for recommendations for such appointments.

Composition
Unless otherwise specified by the Council, membership of the Committee on Committees consists of the six Councillors who do not sit on the Executive Committee (the four first-year Councillors and two second-year Councillors), one of whom the Council shall appoint as chair. The Executive Director sits without vote on the Committee and serves as its clerk.

Term
All members of the Committee may serve for more than one year.

History
The Council voted to establish a Committee on Committees, and the appointment of the Treasurer fell under the purview of the Committee on Committees, as voted by the Council on 11 April 1996. Until 2011–2012 the Committee on Committees was comprised of the four Councillors serving in their second year. Each year the Committee on Committees presented a slate of candidates for appointments to be made by the Council. The Executive Director served as chair of the committee.

Guidelines
Members of the Committee on Committees should consult the lists of current and recent appointees to committees, which are included with descriptions of the various committees, when they prepare a slate of candidates so that they put forward a list that is diverse geographically and in areas of specialization.

Appointments
The appointments currently made by or recommended to the Council by the Committee on Committees include:

- Treasurer
- Members of the Finance Committee
- Delegate to the American Council of Learned Societies
- Committee for Professional Development
- Publications Advisory Board
- Digital Initiatives Advisory Board
- American Historical Association Committee
- Kalamazoo Program Committee
- Leeds Program Committee
- Graduate Student Committee
- Schallek Award Committee
- Baldwin Award Committee
- Constable Award Committee
- Graduate Student Committee

In the past, appointments were also made to the following committees and positions:

- Chair of the Endowment
- Chair of Membership
- Committee on Library Preservation
1. Treasurer
SEE also Section I.2 above.
Appointment by: Council, upon the recommendation of the Committee on Committees
Purpose: Under the direction of the Council, to oversee all aspects of the finances of the Academy including but not limited to receiving dues and other income, paying bills, and supervising Academy investments and property. The treasurer chairs the Finance Committee.
Term: No term of service is specified in the By-Laws, but the Council has set the normal term at five years, with the possibility of renewal.
Source: By-Laws #4, 8; Council action (1986)
The Treasurer is one of two appointed officers specified in the By-Laws (By-Law 4; the other is the Executive Director. The Treasurer sits with the Executive Committee and with Council, in both cases without vote (By-Law 9. The Treasurer’s principal responsibilities are defined in By-Law 13.
By established precedent, the Treasurer delivers a formal report on the Academy’s financial state at the public business meeting held as a part of the organization’s annual meeting. This report is subsequently published in the July issue of Speculum. The Treasurer also reports on the Academy’s financial health at meetings of the Council and of the Executive committee (By-law 8.
The Treasurer receives standard reimbursement of travel expenses to attend meetings of the Executive Committee in the Fall, the annual meeting of the Academy in the Spring and the two meetings each year of the Finance Committee (transportation, ground transportation, a $25 per diem (for up to two days), and at least one night at the host hotel, with reimbursement for a second night if the traveler’s itinerary necessitates a second night's stay). For the annual meeting lodging is reimbursed for the entire length of the conference.

2. Finance Committee
SEE also Section I.6.A above.
Appointment by: Council, upon the recommendation of the Committee on Committees
Purpose: To advise the Treasurer, Executive Director and Council regarding the budget, investments, and other aspects of the Academy’s finances.
Composition: five members appointed by the Council; the Treasurer, who serves as chair and ex officio voting member; and the Executive Director, the Finance Committee’s clerk and ex officio non-voting member. The President sits with this Committee without vote.
Term: Five years, rotating. Reappointments are common owing to the recognized need to draw upon the seasoned judgments of committee members with reserves of experience in dealing with the Academy’s finances. Beginning in 2016, one member of the Finance Committee shall be appointed or re-appointed each year.
Source: By-Law #28; Council action (1996.)
The Finance Committee meets at least twice a year, normally in the Fall and in the Winter, to review: (a) progress to date on the budget for the current fiscal year, (b) the proposed budget for the following year, and (c) the Academy's investments. The Executive Director shall prepare and circulate to the Finance Committee a report of budget-to-actual expenditures on a monthly basis or on such schedule as the Treasurer shall direct.
In order to carry out its responsibilities with respect to the construction of the annual budget in time for the start of the Academy’s fiscal year on January 1, the Finance Committee holds a fall meeting in Cambridge, MA, at least two
weeks prior to the fall meeting of the Executive Committee. The Finance Committee also normally holds February meetings at the offices of the Academy’s investment managers.

Members of the Finance Committee receive standard reimbursement for travel expenses for the two meetings each year (transportation, ground transportation, a $25 per diem (for up to two days), and at least one night at the host hotel, with reimbursement for a second night if the traveler’s itinerary necessitates a second night's stay).

3. Delegate to the American Council of Learned Societies
SEE also Section 1.5 above.

Appointment by: Council, upon the recommendation of the Committee on Committees

Purpose: To represent the Medieval Academy of America at the annual meeting of the American Council of Learned Societies (ACLS in the spring and present a report on that meeting at the MAA Annual Meeting.

Composition: One delegate

Term: Four years, renewable

(Source: By-Law #8.)

Since the Delegate to the American Council of Learned Societies is scheduled to take part in the Annual Meeting, he or she receives standard reimbursement for travel expenses for the annual meeting (transportation, ground transportation, a $25 per diem (for up to two days), and at least one night at the host hotel, with reimbursement for a second night if the traveler’s itinerary necessitates a second night's stay). The MAA also pays expenses to travel to the ACLS Annual Meeting. The ACLS itself covers registration, hotel, and meals.

4. Committee for Professional Development
SEE also Section II.2.A above.

Appointment by: Council, upon the recommendation of the Committee on Committees

Purpose: To assist independent scholars, scholars in part-time employment or not on tenure-track lines, and senior graduate students by awarding travel grants for independent scholars, adjuncts and unaffiliated faculty (including emeriti to present at national and international conferences. The committee also awards grants to Academy student members.

Appointment: One each year appointed by Council upon the recommendation of the Committee on Committees.

Term: Three years, rotating (the third-year member serves as Chair

Pool: Open to all Academy members except student members

Source: Council action (1996, 1998.)

History: The Committee for Professional Development was formed in 1998–1999.

5. Publications Advisory Board
SEE also Section III.2.A above.

Appointment by: Council, upon the recommendation of the Committee on Committees

Purpose: To recommend readers for manuscripts submitted for publication by Medieval Academy Books, advise the Executive Director regarding the acceptance or rejection of book manuscripts, participate in long-range planning for the book series and help attract submissions, and suggest improvements in the Academy's book publication program. The committee also evaluates applications to the Academy’s book subvention program.

Composition: The Director of Publications and four members appointed by Council.

Term: Four years, renewable, rotating. The Senior member serves as Chair.

6. Digital Initiatives Advisory Board
SEE also Section III.2.B above.

Appointment by: Council, upon the recommendation of the Committee on Committees

Purpose: To advise the Medieval Academy on the Academy's own digital initiatives and on its participation in related initiatives.

Composition: A chair and five other members appointed by the Council, plus the Executive Director, ex officio.

Term: Three years, renewable for a second term.

Members:
Lisa Bitel (2016), University of Southern California
Todd Chavez (2017), University of South Florida
Lisa Fagin Davis, Medieval Academy of America, Executive Director (ex officio)
James Ginther (2016), Chair, Saint Louis University
Maryanne Kowaleski (2018), Fordham Univ.
Scott Kleinman (2016), California State University, Northridge
Timothy Stinson (2017), North Carolina State University

* The date in parentheses is the final year of the incumbent's current term in office, which is renewable for a second term. The administrative year for committees runs from annual meeting to annual meeting.

7. Kalamazoo Program Committee
SEE also Section II.1.B.i below.

Appointment by: Council, upon the recommendation of the Committee on Committees

Purpose: To identify and invite a scholar to be the Medieval Academy-sponsored plenary speaker, as well as organize Academy-sponsored sessions, for the annual conference of the International Congress on Medieval Studies in Kalamazoo.

Composition: A class of three (chair and two other members, one appointed each year by the Council).

Terms: Three years, rotating, from June 1 of the year of the appointment. In March of their final year on the Committee, Chair begins working with the following year’s speaker to develop two sessions related to the plenary topic and is responsible for introducing the speaker the following year (the Medieval Academy will pay for the past Chair to travel to Kalamazoo if funds are not otherwise available from their home institution).

Source: Council action (1996), revised 2015

History: The Kalamazoo Program Committee was formed in 1993–1994. In February 2012 the Executive Committee decided to change the term to begin and end with the conclusion of the Congress and to appoint a class of four members of this committee each year to carry out the planning of the Kalamazoo conference to take place two years later. In 2015, the term was changed to begin on June 1 and the Committee structure changed to include three members serving in rotation (see section II.1.B.i below)

8. American Historical Association Program Committee
SEE also Section II.1.B.ii below.

Appointment by: Council, upon the recommendation of the Committee on Committees

Purpose: To ensure that sessions on medieval history are included in the annual program of the American Historical Association (AHA).

Composition: A chair and four other members appointed by the Council.
Terms: Three years, rotating
Source: Council action (1996)

History: In February 2012, the Executive Council decided to eliminate this committee since it is not crucial to the existence of sessions on medieval topics at AHA and also because the MAA does not have committees to ensure medieval sessions at parallel disciplinary organizations such as the Modern Language Association (MLA and the College Art Association (CAA).

9. Leeds Program Committee
SEE also Section II.1.B.iii below.

Appointment by: Council, upon the recommendation of the Committee on Committees

Purpose: To identify and invite a scholar to be the Medieval Academy-sponsored plenary speaker; and to organize Academy-sponsored sessions, for the annual International Medieval Congress at the University of Leeds.

Composition: A class of four (chair and three other members appointed each year by the Council). Ideally, the Committee would be comprised of members who are Corresponding Fellows or members living in Europe.

Terms: Two years, from after the Annual Meeting of the year of the appointment.

SUSPENDED COMMITTEES

6. Editorial Board of Medieval Academy Reprints for Teaching [DEFUNCT as of 2014]

Purpose: To select titles for and oversee the Medieval Academy Reprints for Teaching.

Composition: A chair and four members appointed by the Council and one or two representatives of the University of Toronto Press.

Term: Five years, renewable, rotating

Source: Council action (1996)

History: MART began in 1978 as a result of the Academy’s surveys of out-of-print books needed for classroom usage. In 2007, The University of Toronto Press, which had been publishing the series, announced that they would no longer issue more reprints; in 2014, the Council voted to dissolve the Committee.

7a. Committee on Electronic Resources

Appointment by: Council, upon the recommendation of the Committee on Committees

Purpose: To advise the Medieval Academy on the uses of electronic technology in research, pedagogy, and the functions of the Academy.

Composition: A chair and four other members appointed by Council.

Term: Three years, renewable, rotating.

Source: Council action (1996)

History: The Committee on Electronic Resources was formed in 1995–1996.

7b. Electronic Editions Advisory Board

Appointment by: Council, upon the recommendation of the Committee on Committees

Purpose: To advise the Medieval Academy on the publication of electronic editions, to recommend readers of submissions, to advise the Executive Director regarding the acceptance or rejection of submissions, to provide long-range planning for the electronic series, and to suggest directions in the Academy’s electronic publishing program.
Composition: The Executive Director, chair, and four members appointed by Council.
Terms: Three years, renewable, rotating
Source: Council action (1996)
History: The Electronic Editions Advisory Board was formed in 2005–2006.

10. Chair of the Endowment
Appointment by: Council, upon the recommendation of the Committee on Committees
Source: Council actions (1988, 1995)
History: The last year for this position was 1999–2000.

11. Chair of Membership
Appointment by: Council, upon the recommendation of the Committee on Committees
Source: Council action (1991)
History: The last year for this position was 1999–2000.

12. Committee for the Support of Medieval Studies
Appointment by: Council, upon the recommendation of the Committee on Committees.
History: The last and apparently the only year of existence for this committee was 1997–1998.

13. Committee on Library Preservation
Appointment by: Council, upon the recommendation of the Committee on Committees.
History: The last year for this committee was 1994–1995. It was superseded by committees on electronic publications.

14. ACLS Travel Grant Committee
Appointment by: Council, upon the recommendation of the Committee on Committees.
History: The last and apparently the only year for this committee was 1995–1996.
D. Nominating Committee

Purpose
The Nominating Committee shall nominate at least two members of the Academy for each vacancy among the Councillors. It shall nominate one member of the Academy for vacancies in the offices of President, First Vice-President, and Second Vice-President.

Composition
The Nominating Committee consists of four members and a chair. Of the four members, two will be elected each year to serve for two years.

Selection Process
Each year the President will nominate four members of the Academy to stand for election to the Nominating Committee, and other members may be nominated by petition as specified below. The chair of the Committee will be appointed by the President from among members of former Nominating Committees to serve for one year.

Compensation.
Nominating Committee members receive no compensation. Nominating Committee members receive standard reimbursement for travel expenses (transportation, ground transportation, a $25 per diem (for up to two days), and at least one night at the host hotel, with reimbursement for a second night if the traveler’s itinerary necessitates a second night’s stay).

Guidelines
Objective
The Nominating Committee shall nominate at least two members of the Academy for each vacancy among the Councillors. It shall nominate one member of the Academy for vacancies in the offices of President, First Vice-President, and Second Vice-President. Normally, the Second Vice-President will proceed to the first vice-presidency, and First Vice-President to the presidency; the committee is thus required to choose a new candidate only for the second vice-presidency. In view of the presumption that the Second Vice-President will advance to the two higher offices, serving three successive one-year terms, the committee will want to choose a candidate who is likely to be willing and able to attend to the Academy's interests for three years. Since the committee presents an unopposed slate of presidential candidates, the committee shall take special care to select nominees who are likely to be regarded by the membership as consensus choices, distinguished as scholars and leaders in the field of medieval studies. It is appropriate for the committee to take into consideration the relative seniority of proposed candidates. Presidential officers must be members of the Academy; they need not be Fellows. An effort should be made to avoid duplicating the disciplines, institutions, and geographical locations of the candidates' immediate predecessors.

The Bylaws require that two candidates be nominated for each vacancy on the Council. There are twelve Councillors, four of whom are elected each year to serve three-year terms. Unless there are also vacancies among the Councillors serving in the second and third years of their terms, the Nominating Committee will choose eight candidates. When the slate is submitted to the Executive Director, the committee shall include four alternates. These can be ranked in order of preference or designated as substitutes for specific candidates on the first list who decline to stand for election. Candidates must be current members of the Academy. The renomination of those who have been unsuccessful candidates in the two previous elections must be avoided.

In all cases the Nominating Committee should work to ensure adequate representation of the membership among the Academy's officers, avoiding overrepresentation of any geographical area, of any single university, or of any single discipline. To assure institutional balance, the slate for the election in a given year must not contain more than one candidate from the same institution, and the Committee should make an effort to represent various kinds of institutions—colleges and small universities as well as major research institutions—in the slates of nominees. Given the increasingly worldwide membership of the Academy, the Nominating Committee should consider candidates...
teaching in institutions in Canada and throughout the United States, as well as those teaching outside of North America. Although travel costs must limit the number of such candidates, the committee may occasionally nominate overseas members. When discussing possible candidates, preference should be given to those who are not already serving in appointed positions or on editorial boards. Candidates at institutions represented on the Nominating Committee must be avoided.

The Nominating Committee exercises its powers independent of the Officers and the Council and may consult with anyone it chooses. The Executive Director shall provide the Nominating Committee with such information as it requires in advance of its deliberation and shall attend such portions of its meetings as he or she is invited to attend to provide further information about members.

**The Committee Process & Timeline**

The Nominating Committee reaches its decisions through discussion when it meets during the annual meeting. Each member is encouraged to suggest names for discussion. To the extent possible, committee decisions shall be reached by consensus rather than by majority vote. The Nominating Committee meets only once, generally on the Saturday morning at the Academy's annual meeting in spring, usually in early April. Thereafter committee work is conducted by correspondence, e-mail, and telephone.

**MEETING**

The purpose of the spring meeting is to review the guidelines for the selection of candidates, to begin the selection of candidates, and to establish a schedule for the completion of the slate. After reviewing the disciplines, institutions, and geographical locations represented by the current presidential officers and Councillors, the committee will determine which categories are to be avoided and which should be represented on the final slate. The criteria established in this way will govern the selection of appropriate candidates. Members of the committee should come to the meeting with a list of likely candidates in mind. The Executive Director also provides a list of suggested candidates, including those who were alternates recommended by previous committees. At the meeting the committee Chair will guide the discussion of proposed candidates, so as to produce a pool of eligible candidates who provide needed balance within the slate and with the incumbents. The committee may select its preliminary slate at the meeting, or it may defer this step to allow time for further deliberation, making its final choices by correspondence. Either way, the slate should have the support of the entire committee and be complete by 15 May.

**REPORT**

The Chair shall submit the preliminary slate and alternates to the Executive Director no later than 15 May. The alternates may be ranked in order of preference, or they may be designated as substitutes for specific candidates. The Executive Director will then review the slate to make sure that all the candidates are eligible and that the guidelines regarding the desired balance among the candidates have been respected. If this is not the case, the Executive Director will inform the Chair and request reconsideration by the committee. Once the preliminary slate is completed, the Executive Director will notify the proposed candidates and ascertain their willingness to serve. The final slate must be ready by 1 July of the year preceding the election. The alternate will be substituted if the first choice declines to stand for election. The final slate will consist of those candidates or alternates who have agreed to stand for election. The deadline for the completion of the slate is 1 July.

**PUBLICATION**

The Nominating Committee shall transmit its report to the President who shall add to it his or her nominations for positions on the Nominating Committee. Once the slate is established, the Executive Director will seek biographical information from those who agree to stand for election, and the Academy staff will proceed with the publication of names and the election, as scheduled. Nominations made by the Nominating Committee and those made by the President to the Nominating Committee shall be circulated by the Executive Director to the membership (for example, by email and/or by publication on the Academy's website before 1 December of the calendar year preceding the election.)
NOMINATIONS BY PETITION
Nominations of other members of the Academy for elected officers, Councillors, or members of the Nominating Committee may be made by written petition signed by at least seven members of the Academy. A nomination by petition may be for a single office, several offices, or an entire slate. Such petitions must be received by the Executive Director within twenty days of the circulation of the report of the Nominating Committee (by-law 25, unless the Council extends the period for making nominations by petition.

ELECTIONS AND VOTING
The elected officers of the Academy, the Councillors, and the members of the Nominating Committee shall be elected at the annual meeting by majority vote of all members of the Academy who vote. Every non-institutional member of the Academy shall be entitled to one vote in person upon each subject properly submitted to a vote of the members by electronic proxy ballot prior to the annual meeting or any special meeting. The ballot shall contain the slate of officers, Councillors, and members of the Nominating Committee made by the Nominating Committee and those made by petition; members shall vote for those for whom they choose to vote. The proxy ballot may also include a provision authorizing a proxy to cast a vote at the meeting on behalf of the member about any other matter noted on the ballot, but authorizing such a proxy shall not be a condition of casting a valid vote by proxy for those nominated to be officers, Councillors, and members of the Nominating Committee.

At the Annual Meeting the results of the balloting are presented at the Business Meeting by an officer of the MAA who is not standing for election at the time. Upon a motion, the results of the balloting are then confirmed by a vote of the members attending the Annual Business Meeting.

The terms of the newly-elected officers and Councillors shall begin at the end of the annual meeting. The terms of the newly-elected members of the Nominating Committee shall begin with the annual meeting. No proxy shall be valid after the end of the annual meeting.
E. Graduate Student Committee

Purpose
To act on behalf of the graduate student members, promoting their participation within both the Academy and the broader academic community and providing a forum for the expression of their concerns and interests. In addition to fostering international and interdisciplinary exchange, the committee is especially dedicated to providing guidance on research, teaching, publishing, professionalization, funding, and employment. The Complete Graduate Student Committee Handbook is available as an appendix to this Administrative Handbook.

Composition
Six appointed members, including a chair who has a nonvoting seat on Council. All members must be graduate students and members of the Medieval Academy.

Term
One two-year, staggered term. The date in parentheses (below is the final year of the incumbent's term in office. The administrative year for committees runs from annual meeting to annual meeting.

The President of the GSC sits with the Council without vote at its annual meeting, and receives the standard reimbursement for his/her expenses for attendance at this meeting (transportation, ground transportation, a $25 per diem (for up to two days), and at least one night at the host hotel, with reimbursement for a second night if the traveler’s itinerary necessitates a second night's stay).

Selection Process

Criteria for Eligibility
Membership of the GSC is open to any graduate student who is a member of the MAA, and who is willing to commit to the two-year term of office.

Selection of members
New members are chosen each year from a pool of (generally) self-nominations. Notices are sent out in January, encouraging students to nominate themselves for these positions, with the nomination forms made available by link or attachment. Nominations are generally due in by February 15. The nominations are presented to the current GSC for recommendations. The names and the GSC recommendations are then brought before the Committee on Committees, which selects two or three candidates to fill the vacant positions.

The final decision will take into account the need to ensure diversity of discipline among members of the new committee, as well as the custom that no two members of the committee may represent the same university and that at least one member should represent a university outside North America.

Choosing the Chair
The GSC’s outgoing Chair will submit to the Executive Director the names of those current GSC members who have expressed interested in this position, along with the Chair’s own recommendation. The Committee on Committees will consider the GSC recommendations and make a formal recommendation.

All committee appointments will be approved by the Council.

Vacancies
In the case of a mid-term vacancy, the GSC shall have the autonomy to decide if it is necessary to appoint a replacement (e.g. if the vacancy occurs six months before the end of the term, it is likely that the committee will continue with its present members until the next nomination cycle; if the vacancy is for a longer term, the committee will likely request to fill the spot. If the GSC decides that the vacancy should be filled, it will recommend a candidate or candidates from the previous pool of applicants, for the Executive Director’s approval.
II. Programs

1. Meetings

A. Annual Meeting

The purpose of the program of the annual meeting is to encourage substantive intellectual exchange among scholars in all fields of medieval studies. The content of the program is the responsibility of the program committee. The committee has the important task of planning programs with high scholarly standards and a balance of disciplines, subfields, geographic areas, time periods, topics, and speakers. Institutions interested in hosting the annual meeting of the Medieval Academy should contact the Executive Director at least three years and preferably five years before the planned meeting. The Academy attempts to rotate annual meetings to different regions (South, North-East, Mid-West, and West), and also schedules meetings in Toronto (Mid-West) and Boston (North-East) every ten years. Meetings scheduled for the West region may be usually joint meetings with the Medieval Association of the Pacific. Most meetings require subventions from the host institution(s) and co-sponsors of around $25,000-$45,000, depending on local costs and the subsidies given to keep registration costs down. The Executive Director is responsible for signing catering contracts for off-program meetings such as the Executive Committee meeting, the Council meeting, and the Fellows Dinner, while the chair of the local arrangements committee or the chair of the program committee signs contracts with the caterers for events on campus.

THE PROGRAM COMMITTEE

The chair of the committee is an Academy member at the host institution. The chair is the contact person for the Executive Director on all matters involving the program; s/he also serves as a liaison to the local arrangements committee.

The Executive Director and the First Vice-President of the Medieval Academy sit ex officio on the program committee and attend its first meeting, when session titles, session organizers, the plenary speakers, and possible conference themes are discussed.

The remainder of the program committee consists of additional members of the Medieval Academy chosen by the meeting's local organizers. Representatives from the host institution(s) shall be included on the committee. Medievalists from other institutions in the region are often included. In the case of joint meetings (such as with the Medieval Association of the Pacific), members from the cosponsoring organization shall be included.

The members of the committee shall represent a diversity of fields and interests. Important qualities for members of the committee are wide-ranging competence and good scholarly judgment.

LOCAL ARRANGEMENTS COMMITTEE

The local arrangements committee chair is normally from the host institution. It is important to recruit members for this committee over two years in advance since they will be responsible for many of the logistics of the conference, such as arranging catering, venues for the individual sessions, AV, shuttle transportation (if venues are not within easy walking distance of the hotel) and the book exhibit; overseeing the registration process and student volunteers; and coordinating other events, such as tours or special exhibitions at the annual meeting.

PROGRAM PLANNING MEETING

The program committee meets at the host institution approximately eighteen months prior to the annual meeting. Local committee members will usually have additional meetings to discuss session and paper proposals but many duties may be handled by telephone and e-mail. The purpose of this meeting is threefold: to review preliminary arrangements, to begin planning the program and the call for papers, and to assign specific administrative tasks and deadlines.

During the initial planning meeting the program committee discusses the theme of the program, if any. It considers the number and kinds of sessions to be included, and the schedule of those sessions, in accordance with the provisions noted in the program guidelines. It begins the process of choosing speakers for plenary sessions. It begins to consider topics of concurrent sessions and outside organizers for some of those sessions as well as which
concurrent sessions are to be included in the call for papers and which are to be commissioned. The call for papers is composed in the following months.

The program committee chair usually chairs the initial program planning meeting.

**GENERAL COMMITTEE PROCEDURES**

The program committee chair, in consultation with the Executive Director, presides over the work of the program committee. He or she organizes program planning and the call for papers, communicates with those who submit paper proposals, and supervises session organizers and session chairs. He or she works with the chair of the local arrangements committee to plan for meeting rooms and audiovisual facilities and to oversee the meeting when it is in progress.

The program committee determines the number of plenary and concurrent program sessions that will be offered and the scheduling of those sessions. The norm for concurrent sessions is around forty to fifty, most of which are filled through a call for papers.

Concurrent sessions may be planned by the program committee or by outside organizers selected by the committee. Outside organizers work under instructions from the program committee, and their session proposals are submitted to the program committee for approval. All final decisions are the responsibility of the program committee.

Local medievalists who are not on the program committee are often asked to contribute program ideas. Ideas may also be solicited more widely.

Joint meetings with other organizations have a single program, planned by a program committee on which the cosponsoring organization is represented.

**PROGRAM THEME**

Programs with an overall theme may be considered, but they are difficult to manage, given the diversity of the Academy's constituency. It is essential that most disciplines and research areas of interest to Academy members be represented on the program and that any overall theme be broadly inclusive. A program theme should aim to embrace directly only a selection of the panels, allowing room for a wide variety of papers and participants.

**ELIGIBILITY FOR PARTICIPATION IN PROGRAM**

The Academy is committed to presenting a program that is as inclusive as possible and involves as many participants as possible. Therefore, no individual may present more than one paper and no paper presenter may chair a session, comment on another session, or participate in a roundtable.

Membership in the Medieval Academy is a requirement to give a paper or organize a session at the annual meeting, although—in unusual circumstances—these requirements may be waived in the interest of increasing the participation of scholars from overseas or non-medievalists working in allied fields and periods. Waivers of membership fees for overseas speakers will be at the discretion of each year's Program Committee.

**HONORARIA AND TRAVEL SUBSIDIES**

As a rule, plenary speakers receive honoraria (except for the President) and reimbursement of all travel costs. Some limited funding may be available by special arrangement for other speakers, especially those from abroad. This funding can be authorized only by the Executive Director and should not be promised before receiving authorization. Session chairs and organizers do not receive funding.

**GRADUATE STUDENT PAPER PRIZES**

The Medieval Academy offers a $500 Prize for the Best Graduate Student Paper given at the Annual Meeting. The Academy will also award travel reimbursements (called Medieval Academy Annual Meeting Bursaries) of up to $500 each to graduate students for papers judged meritorious by a local committee appointed by the program committee chair. The amount of each bursary will be determined by the number of eligible graduate students, the amount budgeted by the Academy ($2,100), the quality of the paper, and the amount of a student’s expenses not covered by other sources. To be eligible for these awards, graduate students must be members of the Medieval Academy and, once their proposed papers have been accepted for inclusion in the program, must submit complete papers to the program committee by a date set by the program committee chair.
Once the program committee has selected the papers to be presented at the meeting, the program committee chair should notify any graduate student whose paper proposal has been accepted that he or she is eligible to be considered for the prize and bursaries. The prize-winner is also eligible for a travel bursary from the Academy.

The committee chair should provide the names and addresses of all applicants for the paper prizes to the Executive Director and list those selected eight weeks prior to the Annual Meeting. The program chair or his/her designee alerts the winners and notifies those not selected.

PROGRAM CONTENT
The Call for Papers
At least three quarters of the sessions are allotted to a call for papers, which is announced approximately one year before the meeting.

The program committee chooses topics for these sessions. The topics must represent the variety of disciplines within medieval studies, including but not restricted to art history, history, languages and literatures, music, philosophy, and religion. Ideally, many topics will appeal to cross-disciplinary papers. It is desirable to have a mix of specialized and general topics. For some sessions the topics may be left entirely open.

The committee will itself organize some sessions and will assign others to outside organizers. Outside organizers are chosen for their scholarly expertise, and the topics proposed for their sessions may be refined or changed with their advice. Individuals may also submit complete sessions independent of those listed in the call for papers. Other sessions may be organized by the program committee from worthy abstracts submitted independently or passed on by session organizers who have received too many papers for their sessions. The program committee chair, in consultation with the program committee, is also responsible for arranging the times of accepted sessions to avoid conflicts of topic and assure that themed or linked sessions follow one after the other.

Sessions last 1 3/4 hours. The usual format is three twenty-five -minute papers, allowing fifteen to twenty minutes for introductions and discussion. Other formats are permitted (e.g., roundtable, flash sessions, four short papers; a respondent). Whatever the format, organizers should emphasize that papers be kept within set time limits.

The call for papers appears in the newsletter and is posted on the Academy website, is distributed at the preceding Annual Meeting, and is emailed to members. It lists session topics and gives instructions for submitting proposals. Proposals are submitted online using a dedicated Medieval Academy email address for that meeting.

When the deadline for the call for papers has passed, the program committee and outside organizers may commission papers if they have not received enough good submissions to fill their sessions.

Outside organizers present their proposed sessions to the program committee for approval. The program chair sends notification of acceptance or rejection to those who submitted papers.

In most cases session organizers chair their sessions, but they may recommend someone else to serve as chair. It is best for session organizers not to give papers in their own sessions and the session chair must not give a paper.

Commissioned Sessions
A few concurrent sessions may consist entirely of commissioned papers. The program committee can use this option to develop a thematic emphasis within the program, to include foreign scholars whose participation requires invitations well in advance of the meeting, or to experiment with varied formats and kinds of presentations. The number of commissioned sessions should be kept small and should never exceed 15% of all concurrent sessions.

The program committee may take full responsibility for organizing such sessions or it may assign them to outside organizers.

Plenary Sessions
The program includes an unspecified number of plenary sessions, including the following:  
• Opening meeting with welcomes (75 minutes). This meeting is the first scheduled for Thursday afternoon, usually beginning at 2:00. It consists of the following:  
  o Welcomes from members of the program and local arrangements committees and representatives of the host institution(s).  

Major scholarly address (a plenary lecture of 45-50 minutes).

Announcements and any program changes.

- Business meeting (60 minutes). This meeting is usually scheduled on Friday, after lunch. The Medieval Academy President presides. It is essential that 1½ to 2 hours be scheduled for the business meeting if it is combined with lunch; seating should be provided for those who do not attend the lunch but who wish to attend the business meeting. There are three essential components:
  - Business: Reports of the Executive Director, Treasurer, Editor of Speculum, Delegate to the ACLS, et al.; election of officers.
  - Awarding of prizes: Prize for the Best Graduate Student Paper at the Annual Meeting, and CARA awards.
  - Thanks given to the host institution(s) and key organizers.

- Presidential address (plenary lecture, 60 minutes).
  - This Plenary should take place on Saturday morning.
  - Awarding of publication prizes: John Nicholas Brown Prize, Van Courtlandt Elliott Prize, Digital Humanities Prize, Haskins Medal
  - The incoming Academy President presides and introduces the outgoing President, who delivers a major scholarly address (45-50 minutes).

- A session organized by CARA (60 minutes).
  - CARA, the Academy's Committee on Centers and Regional Associations, is traditionally allotted a time on Friday mornings. Its program focuses on professional or teaching issues.

- Fellows Plenary (75-90 minutes).
  - This meeting is usually held on Saturday afternoon and is often the last session of the conference, followed by a closing reception. The President of the Fellows presides. There are two components:
    - Induction of new Fellows (30-40 minutes, on the assumption that introductions of each new Fellow take 5-7 minutes, and the number of new Fellows inducted annually is about six)
    - Major scholarly address (plenary lecture, 45-50 minutes). The program committee should consult the President of the Fellows before choosing the speaker, who is normally a member of the Fellows.

- An additional plenary session devoted to a major scholarly address may also be scheduled to replace a block of concurrent sessions (60 minutes).

The program committee chooses the speakers for the Opening plenary session; the Fellows plenarist is chosen by the program committee, in consultation with the President of the Fellows. The Presidential plenary speaker is always the Academy President. The Academy's Executive Director plans the business meeting, and the CARA plenary is organized by the CARA program committee.

Special care needs to be taken in choosing plenary speakers. They should be distinguished scholars who are known to be good speakers, capable of addressing a general audience of medievalists, and should not have served as a plenary speaker in a previous annual meeting. The speaker should be told to take no more than forty-five minutes. The “extra” time scheduled with luck will just about accommodate late starts (while the audience gets settled), ceremonial introductions (brief!), and the inevitable miscalculations by the speaker.
SCHEDULE

The program committee should establish and follow a schedule. Its details should be determined by the committee, but should include the following deadlines:

**Autumn, 2 Years before the Meeting**
Program planning meeting. Hotel and meeting venue(s) identified. Funding sources identified. The Executive Director and First VP often invited to meet with institutional representatives (such as deans) in charge of funding.

**Late December, 2 Years before the Meeting**
Call for papers sent to the Executive Director.

**Winter, 1 Year before Meeting**
Invite plenary speakers.

**1 Year before Meeting**
The call for papers is issued.

**Around 15 May, 1 Year before Meeting**
Deadline for submission of proposed papers to the chair of the program committee. Organizers of independent sessions submit abstracts in their session and other required information. The chair will send abstracts to session organizers for evaluation; individual paper proposals and independent session proposals sent to program committee for consideration.

**Around 15 August, 1 Year before Meeting**
Deadline for organizers of regular and commissioned sessions to submit proposed sessions to the chair. The program committee evaluates sessions and organizes any additional sessions composed of papers not submitted to a session listed in the call for papers.

**Around 15 September, 1 Year before Meeting**
Deadline for the program committee's decision on proposed sessions. The committee chair sends acceptance letters to the organizers and speakers, rejection letters to the authors of unsuccessful proposals. The chair should send a list of accepted papers to the Executive Director, who will check membership status and notify those who need to join the Academy. The committee chair will invite graduate students to submit full papers to be evaluated by the program committee. Prize decisions should be made eight weeks prior to the meeting.

**Around 1 October, 1 Year before Meeting**
Deadline for copy to publicize the meeting in the November online issue of Medieval Academy News. It is important to begin marketing the meeting in the newsletter by letting members know what attractions will be offered to them as travelers (i.e., excursions and tourist sites) and as medievalists (program theme, plenary speakers).

**December, 1 Year before Meeting**
Completion of program and local arrangements. The information about session chairs, speakers, and paper titles must be final, and the schedule for all events (public and private) must be fixed. The program is sent by e-mail attachment to the Executive Director for editing and printing. The 1 December deadline is firm.

**January, Year of Meeting**
Publication of the program and other annual meeting information on the Medieval Academy website. Program and registration materials made available to members online.

(Deadline established by Program Committee)
Graduate students wishing to be considered for paper prizes must submit complete final papers to be evaluated by the program committee. Prize decisions should be made eight weeks prior to the meeting.

**Four weeks prior to the meeting.**
Registration deadline should be scheduled about 3 to 4 weeks before the meeting, to coincide with hotel registration deadline.
B. Other Meetings (Kalamazoo, AHA)

i. Kalamazoo Program Committee

PURPOSE
The Kalamazoo Program Committee selects the plenary speaker and organizes sessions sponsored annually by the Medieval Academy at the International Congress on Medieval Studies, Kalamazoo. This Committee is charged with identifying and inviting a scholar to be the Medieval Academy-sponsored plenary speaker, as well as organizing Academy-sponsored sessions, for the annual conference of the International Congress on Medieval Studies in Kalamazoo. In order to align with the Kalamazoo planning schedule, terms will begin on June 1 of the year of appointment, when planning begins for the IMC scheduled for two years later (i.e. the member whose term begins in June 2016 will serve for three years, on committees planning 2018, 2019, and 2020).

COMPOSITION AND SELECTION
Three members serving in rotation for a three-year term, with a new member appointed each year and the senior member serving as Chair.

TERM
From June 1 of the year of appointment, for three years.

POOL
Open
(Source: Council action 1996; revised 2015)

DUTIES & RESPONSIBILITIES
The chair is responsible for communicating with the Kalamazoo program organizers (Congress Director and Assistant Director) concerning the selected plenary speaker and paper title, as well as other sessions sponsored by the Academy. Committee members are responsible for helping to identify the plenary speaker, and to organize (or invite others to organize) Academy-sponsored sessions on theme(s) of their choosing. Typically the chair introduces the plenary speaker, and committee members preside over sponsored sessions, at the Congress. The Medieval Institute requires an Organizer Contract to be completed by the appropriate organizer(s). Other pertinent information for session organizers and presiders is available online.

The Plenary Speaker
The lecture is given at a session that starts at 8:30 a.m. on the Friday of the Congress. The lecture is expected to be 40 minutes in length and to present current research. The audience is comprised of professional medievalists across all disciplines. The lecture proper is preceded by a university welcome and the awarding of a book prize. No questions are entertained at the plenary session. The onus is on the chair of the Kalamazoo Program Committee to inform the Director of WMU's Medieval Institute as to who will introduce the plenarist. Ideally, the Chair will introduce the Speaker they invited, even though that plenary will take place after the Chair’s term has ended. If the Chair is not going to be at Kalamazoo that year and cannot introduce the speaker, they should take responsibility for inviting someone else to introduce the Speaker and informing the Director of the Medieval Institute of the change.

The plenary speaker receives an honorarium ($750 as of 2014) from the Medieval Academy, in Kalamazoo, from the Executive Director.

The Medieval Institute absorbs travel expenses, Congress registration fee, room at the Radisson and room charges for meals (excluding alcohol), as well as providing meal tickets to the cafeteria.

Timeline for Planning
June 1: The new Committee member joins and the new Chair is seated. The Committee begins work on identifying and inviting a plenarist. Once a plenarist has been invited and has accepted, the Committee works with the plenarist to assemble two associated sessions. The names and titles of lectures for the plenarist and the related sessions must be submitted to the Medieval Institute by the following May 31 at the latest, but preferably several months before that date.
For example, after June 1, 2015, the Committee will begin work on Kalamazoo 2017, submitting the Plenarist and Sessions to the Medieval Institute by May 31, 2016. The 2015-16 Chair will be asked to introduce the 2017 speaker. In order to transition to the new composition, the following terms will be adopted (the date after each name is the end of the term):

Planning 2017 (June 2015-May 2016):

Sara Lipton, Chair and 2017 Introduction (05/2016)
Monica Green (05/2017)
Alfred Andrea (05/2018)

Planning 2018 (June 2016-May 2017):

Monica Green, Chair and 2018 Introduction (05/2017)
Alfred Andrea (05/2018)
Jamie Fumo (05/2019)

Planning 2019 (June 2017-May 2018):

Alfred Andrea, Chair and 2019 Introduction (05/2018)
Jamie Fumo (05/2019)
2017 Appointee (05/2020)

**ii. AHA Program Committee**

**PURPOSE**
To ensure that sessions on medieval topics are included in the annual program of the American Historical Association.

**COMPOSITION AND SELECTION**
A chair and four members nominated by Council, upon the recommendation of the Committee on Committees.

**TERM**
Three years rotating.

**POOL**
Open

**DUTIES & RESPONSIBILITIES**
Since the Medieval Academy is an affiliated society of the American Historical Association, the MAA can participate in the AHA Annual Meeting each January by soliciting, reviewing and suggesting panels. The chair of
the MAA’s AHA Program Committee is responsible for coordinating the committee and communicating with the AHA Program Committee. The AHA Guidelines are as follows:

The AHA, at the earliest practicable date, will contact the affiliated societies, such as the MAA, to provide information about the forthcoming program and solicit program suggestions. The AHA will designate one of its members to act as a liaison to the affiliates, give the affiliates priority in notifications about the acceptance or rejection of proposals, and keep thorough records of acceptances to the program in order to prevent a pattern of privilege or neglect. While special consideration will be given to proposals for joint sessions sponsored by the AHA and affiliates, the Program Committee will apply the same criteria for acceptance applied to all other proposals.

Affiliated Societies are also encouraged to hold their own sessions in conjunction with the annual meeting, although the Association encourages affiliates to offer an innovative and diverse range of sessions, as detailed below. The Association will provide free space as available, but the society is responsible for the organizational and financial details of such ancillary sessions. For inclusion in the program, societies must submit such sessions to the Convention Director by May 15. The scheduling of affiliated society sessions to specific days and time slots is done by the AHA Convention Director and is subject to meeting space limitations.

Session types: Proposals should be designated in one of the following session types. In order to encourage discussion and exchange at the meeting, the Program Committee will give priority to sessions that foster discussion and discourage the practice of reading papers. To assure substantial time for interaction between speakers and audience, all panels are limited to a maximum of five participants serving as speakers or commentators.

A. **Discussions/Roundtables**: The roundtable or the discussion format—which can be used for the presentation of original research, work-in-progress, or discussion of professional concerns—offers short 10-minute presentations, a fluid organization (not limited to the chair/presenter/commentator structure), and ample time for discussion with the audience. Roundtables differ from discussions in that the former take place in a non-podium setting (with the audience gathered around the panel) to facilitate a more congenial exchange between audience and discussants.

B. **Experimental sessions**: This format is intended to allow members to organize a panel using novel forms of presentation (in terms of organization or content), which are not covered by the other session types. Members who would like to organize such panels are welcome to do so, provided they clearly explain the form and content of their panels, their ability to engage and connect with an audience of their peers, and the potential costs involved.

C. **Formal sessions**: The formal session is organized around a chair with two or three presenters speaking for 15 minutes, with the option of a commentator. While this has been the standard form, the Association encourages the informal presentation of research, instead of the rote reading of papers.

D. **Poster sessions**: Poster sessions allow historians to present their data and discuss their research with colleagues in a less formal setting, using illustrative materials placed on a board. Poster sessions allow for the presentation of professional issues, original research, or work in progress through posted visual materials—such as pictures, photographs, and text—displayed on bulletin boards. Posters are the only exception to the bar on submission of solo presentations.

E. **Practicum session**: A practicum is a session in which members can learn or develop practical skills. A practicum is ideal for demonstrating the use of new or innovative tools for the classroom or for research.

F. **Teaching session**: Teaching sessions are a more specific type of practicum, and highlighted as such in the meeting program. To qualify, however, these sessions need to meet one or more of the following six specific criteria. They need to 1) directly address teaching challenges and practices; 2) include both K–12 and college-level teachers in collaboration (such as a workshop for generating new lesson plans and curricula); 3) offer brief presentations of research findings followed by discussions of how to teach them; 4) invite direct participation (not just the standard, brief period of Q & A) by audience members in the session; 5) model the classroom use of technological media; 6) and provide primary source materials, useful website addresses, bibliographic suggestions, and/or lesson plans to audience members.

G. **Workshop**: Workshops consist of multiple sessions on a common theme, possibly using a variety of the session types described above. Ideally, this should provide the opportunity for a more focused discussion in which participants bring a common level of knowledge or skill to bear on a subject, typically toward some practical end (e.g., developing a work-in-progress or new professional skills). The Program Committee will
judge each of the sessions on its own merits, as well as the extent to which it advances the broader theme of the workshop.

Additional information is available at: http://www.historians.org/annual/guidelines.cfm

iii. Leeds Program Committee

APPOINTMENT BY:
Council, upon the recommendation of the Committee on Committees

PURPOSE
To identify and invite a scholar to be the Medieval Academy-sponsored plenary speaker; and to organize Academy-sponsored sessions, for the annual International Medieval Congress at the University of Leeds.

COMPOSITION
A class of four (chair and three other members appointed each year by the Council). Ideally, the Committee would be comprised of members who are Corresponding Fellows or members living in Europe.

TERMS
Two years, from after the Annual Meeting of the year of the appointment.

This Committee is charged with identifying and inviting a scholar working in North America to be the Medieval Academy-sponsored plenary speaker, as well as organizing Academy-sponsored sessions, for the annual conference of the International Medieval Congress in Leeds. In order to accommodate the Congress schedule, and to ensure sufficient lead time to plan for these programs, a class of two new Academy members will be appointed each year to carry out the planning for the Leeds conference to take place two years later).

The chair of the Committee, chosen from between the two continuing members, is responsible for communicating with the Leeds program organizers concerning the selected plenary speaker and paper title, as well as other sessions sponsored by the Academy. Committee members are responsible for helping to identify the plenary speaker, and to organize (or invite others to organize) Academy-sponsored sessions on theme(s) related to the topic of the plenary address. Typically the chair introduces the plenary speaker, and committee members preside over sponsored sessions.

The plenary speaker receives an honorarium ($750) from the Medieval Academy, presented in Leeds by the Executive Director. Leeds absorbs travel expenses, Congress registration fee, room at the Radisson and room charges for meals (excluding alcohol), as well as providing meal tickets to the cafeteria.

TIMETABLE

Winter, one-and-a-half years before the Congress: After having worked with committee members to identify candidate(s) for plenary spaeakers, the chair invites and corresponds with the potential speaker. To avoid unnecessary delays, the chair should give a deadline for the potential speaker to accept/decline the invitation. A speaker must be in place by 1 June in the year before the Congress. Once the plenary speaker and topic of the address are finalized the committee meets (in person or via email) to finalize the Call for Papers for sessions of the following years and starts identifying potential speakers for the sessions.

September 30, nine months before Leeds: deadline to submit Session Proposal Forms by chair to the IMC.

NOTE: The Committee on Committees should appoint four members in 2014, two of whom will serve two years (until 2016) and two of whom will serve three years (until 2017). No members will be appointed in 2015. Beginning in 2016,
two members will be appointed each year for a two-year term.
2. **Awards and Grants Committees**

A. **Committee for Professional Development**

**Purpose**
To provide assistance to Academy members who are independent scholars, scholars in part-time employment or not on tenure-track lines, and senior graduate students. This committee is charged with awarding travel grants for independent scholars, adjuncts or currently unaffiliated (including emeriti) faculty who are Academy members to present at a national/international conference. This committee also awards dissertation grants to Academy student members.

**Composition:**
A Chair and two other members.

**Selection Process**
One member each year appointed by Council upon the recommendation of the Committee on Committees.

**Term**
Three years, rotating (the third-year member serves as Chair)

**Pool**
Open to all Academy members except student members.

(Source: Council action 1996-98).

**Duties & Responsibilities**

**TRAVEL GRANT APPLICATIONS**
There are two due dates each year:

- May 1 (for conferences held between September 1 to February 28 of the next year),
- November 1 (for conferences held from March 1 to August 31 of the next year).

Historically the majority of applications are received in the fall. Applications are submitted to and processed by the Academy Office, before they are forwarded to committee members for their review. The chair coordinates ensuing discussions, and reports the names of awardees to the Executive Director on or before January 2. For spring applications, committee decisions must be reported to the Academy office on or before July 1.

**DISSERTATION GRANT APPLICATIONS**
Proposals are submitted to the Academy Office each year by February 15, before they are forwarded to committee members for their review. The chair coordinates discussions with committee members and reports the names of awardees to the Executive Director before the official announcement on May 1.

Evaluate applications to the Academy's book subvention program

Adjudicate, with the GSC Chair, applications for the MAA/GSC Grant.
B. Van Courtlandt Elliott Prize Committee

Purpose
To select the recipient of the Van Courtlandt Elliott Prize. The prize is awarded to the author of a first article in the medieval field that is judged by the selection committee to be of outstanding quality. The prize consists of $500 and a certificate. A citation prepared by the selection committee is published in the July issue of *Speculum*.

Composition
A chair and two members.

Term
Three years, rotating.*

Selection Process
One member appointed annually by the Committee on Committees

Pool
Open

(Source: Van Courtlandt Elliott Prize Regulations by action of the Council in 1971).

Description
The Van Courtlandt Elliott Prize, named for the Executive Secretary of the Academy and Editor of *Speculum* from 1965 to 1970, is awarded annually for a first article in the field of medieval studies judged to be of outstanding quality. It consists of a certificate and a monetary award of $500 and is announced at the annual meeting of the academy each spring. To be eligible, the author of any prize submission must be resident in North America and the article itself published in the year prior to the year when it is submitted for consideration: for example, articles in journals or books published in 2010, according to the year of publication on the copyright page (if different from the year of issue) were submitted in 2011 for the prize given in 2012. In cases where the issue and publication date are problematic, consultation with the Executive Director is advised. Articles must be at least five pages in length and by a single author. It can be published in a journal, collection of essays, or conference proceedings.

Guidelines
While the process of adjudication is guided by the Chair, the deliberations should conform to the following general guidelines, which are meant to ensure transparency and fairness:

1. All committee members should disclose, at the beginning of their deliberations, any personal or professional relationship to the author of a submitted publication which might be perceived as a conflict of interest. It is not expected that the Committee member with a potential conflict of interest would resign from the deliberations, but such disclosure is necessary to ensure transparency in the process of adjudication.

2. There should be discussion (by email, phone, or in person) before a formal vote is taken and recorded, with the majority ruling. It is not necessary to reach a unanimous decision.

3. The Chair should write the award citation and submit it for approval by the Committee well in advance of the Annual Meeting, per instructions given by the Executive Director.

4. All deliberations, ballots, and correspondence must remain confidential at all times.

(General publication prize adjudication guidelines revised September 2016)

SUBMISSIONS
Responsibility for submitting articles rests with the author. A PDF of the article must be submitted by email to the Executive Director by 15 October of the appropriate year. The author shall also send an email message or PDF attachment indicating that the article is the author’s first published article in the medieval field. It is the author’s responsibility to include in this letter information about any other of his or her publications that might raise a question about the eligibility of the submitted article. Submissions must reach the Academy's office no later than 15 October.

ELIGIBILITY
To be eligible, authors must have their permanent residence in North America. The eligibility of the article is determined by the publication year that appears in the journal or book where the article was published. Articles shall be submitted in the year following the publication year. For example, articles bearing a publication date of 2010 were submitted in 2011 for the prize given in 2012. An author who publishes more than one eligible article in the same year may submit the article of his or her choice.

Articles less than five pages in length, articles containing very little material relating to the medieval period, and articles by more than one author are ineligible.

COMMITTEE PROCEDURES
The selection committee is appointed by the Committee on Committees. By custom the committee consists of three members, who serve three-year terms. The terms are staggered, so that one new member is appointed each year. The committee is chaired by the senior member.

The Elliott Prize Committee judges submissions for the Elliott Prize (see below), with the most senior member of the committee appointed as its chair. The chair establishes the procedures used by the committee to reach a decision in a timely manner. (The deadline established by the Executive Director is calibrated to allow sufficient time for notifying the winner prior to the annual meeting, usually about six weeks in advance.)

Once a decision is reached, but no later than the deadline given by the Executive Director, the chair composes a citation in consultation with the committee and sends it, along with the committee's decision, to the Executive Director. Whenever possible, the chair also attends the annual business meeting to read the citation and present the award. If s/he cannot attend, another member of the committee may be delegated to read the citation. All award citations are then published in Speculum.

Submissions are checked for eligibility by the Executive Director, but the final responsibility for determining eligibility rests with the committee.

The committee selects the article that is judged to be of the highest quality of those under consideration. The committee is therefore urged to select only one article for the prize. However, if two articles are considered to be of equal merit and the committee is unable to choose between them, the committee may choose to make a joint award to the two authors. In that case, the authors divide the amount of the monetary award.

The committee may choose not to award the prize if it judges that none of the submissions is of outstanding quality.

ANNOUNCEMENT OF THE AWARD
The award is announced and a presentation is made to the winner at the meeting of the corporation of the Academy (i.e., at the annual meeting). The committee chair (or another member of the committee) is asked to read the citation and present the award at the annual meeting.

History
The Council of the Medieval Academy in 1971 established the Van Courtlandt Elliott Prize, in honor of the Executive Secretary of the Academy and Editor of Speculum from 1965 to 1970. The prize was awarded for the first time in 1972. An endowment for the prize was provided in 1997 by a bequest from the estate of Kathleen O. Elliott, widow of Van Courtlandt Elliott.
C. John Nicholas Brown Prize Committee

Purpose
To select the recipient of the John Nicholas Brown Prize.

Composition
A chair (who is in his/her last year on the committee) and two members.

Term
Three years, rotating.*

Selection Process
One member appointed annually by the President in consultation with President of the Fellows.

Pool
Open
(Source: John Nicholas Brown Prize Regulations action of the Council in 1978).

Description
The John Nicholas Brown Prize, established by the Medieval Academy of America in 1978, is awarded annually for a first book or monograph on a medieval subject judged by the selection committee to be of outstanding quality. To be eligible, the author must be resident in North America.

John Nicholas Brown was one of the founders of the Medieval Academy and for fifty years served as its Treasurer. The prize established in his name consists of a certificate and a monetary award of $1,000. It is announced at the annual meeting of the academy each spring.

Guidelines
While the process of adjudication is guided by the Chair, the deliberations should conform to the following general guidelines, which are meant to ensure transparency and fairness:
1. All committee members should disclose, at the beginning of their deliberations, any personal or professional relationship to the author of a submitted publication which might be perceived as a conflict of interest. It is not expected that the Committee member with a potential conflict of interest would resign from the deliberations, but such disclosure is necessary to ensure transparency in the process of adjudication.
2. There should be discussion (by email, phone, or in person) before a formal vote is taken and recorded, with the majority ruling. It is not necessary to reach a unanimous decision.
3. The Chair should write the award citation and submit it for approval by the Committee well in advance of the Annual Meeting, per instructions given by the Executive Director.
4. All deliberations, ballots, and correspondence must remain confidential at all times.
(General publication prize adjudication guidelines revised September 2016)

ELIGIBILITY
To be eligible, authors must be resident in North America. The year of eligibility is determined by publication date. Books are eligible to be submitted in the third year after the publication date that appears in the book. A first book or monograph's eligibility is determined by the publication date. Books are eligible to be submitted in the third year after the publication date that appears in the book. For example, books bearing a publication date of 2009 were submitted in 2012 for the prize given in 2013. The author must be a resident of North America.

SUBMISSION INSTRUCTIONS
Responsibility for submitting a book rests with the author. Three copies of the book must be sent to the Academy office by 15 October of the appropriate year. A PDF dossier of at least three reviews must be sent by email to the Executive Director. The author shall send an email message or PDF attachment indicating that the book is his or her first published book in the medieval field. Submissions must reach the Academy’s office no later than 15 October. Address submissions to:

John Nicholas Brown Prize Committee  
Medieval Academy of America  
17 Dunster St., Suite 202  
Cambridge, MA 02138 U.S.A.  
Phone: 617-491-1622  
Fax: 617-492-3303

SELECTION COMMITTEE PROCEDURES
The selection committee is appointed by the President of the Academy in consultation with the President of the Fellows. The committee consists of three members representing three disciplines of medieval studies. Each member serves a three-year term. The terms are staggered, so that one new member is appointed each year. The committee is chaired by the senior member.

Submissions are checked for eligibility by the Executive Director, but the committee has final responsibility for determining eligibility.

The committee selects the book that is judged to be of the highest quality of those books under consideration. The committee is therefore urged to select only one book for the prize. However, if two books are considered to be of equal merit and the committee is unable to choose between them, the committee may choose to make a joint award to the two authors. In that case, the authors divide the amount of the monetary award.

The committee may choose not to award the prize in a given year if it judges that none of the submissions is of outstanding quality.

In accordance with a timeline determined by the Executive Director, the chair reports the committee’s choice to the Executive Director, accompanied by a written citation of not more than one page.

ANNOUNCEMENT OF THE AWARD
The award is announced and a presentation is made to the winner at the meeting of the corporation of the Academy (i.e., at the annual meeting). The committee chair (or another member of the committee) is asked to read the citation and present the award at the annual meeting.

History

The Council of the Medieval Academy voted in 1978 to establish the John Nicholas Brown Prize in honor of one of the Academy’s founders, who for fifty years served as its Treasurer.

The prize is awarded annually to the author of a first book or monograph on a medieval subject that is judged by the selection committee to be of outstanding quality.

The prize consists of $1,000 and a certificate. A citation prepared by the selection committee is published in the July issue of *Speculum*.

D. Haskins Medal Committee

Purpose

To select the recipient of the Haskins Medal.
**Composition**  
A chair (who is in his/her last year on the committee) and two members.

**Term**  
Three years, rotating.

**Selection Process**  
One member appointed annually by the President of the Academy.

**Pool**  
Open.

**Description**  
The Haskins Medal is awarded annually by the Medieval Academy of America for a distinguished book in the field of medieval studies. First presented in 1940, the award honors Charles Homer Haskins, the noted medieval historian, who was a founder of the Medieval Academy and its second President. The award is announced at the annual meeting of the Academy each spring. The medal was designed in 1939 by Graham Carey, and the name of the recipient and the year of the award are engraved on the edge.

(Source: Haskins Medal Regulations, a series of Council actions, beginning in 1938. Regulations governing the award revised November 2011.)

**Guidelines**

While the process of adjudication is guided by the Chair, the deliberations should conform to the following general guidelines, which are meant to ensure transparency and fairness:

1. All committee members should disclose, at the beginning of their deliberations, any personal or professional relationship to the author of a submitted publication which might be perceived as a conflict of interest. It is not expected that the Committee member with a potential conflict of interest would resign from the deliberations, but such disclosure is necessary to ensure transparency in the process of adjudication.

2. There should be discussion (by email, phone, or in person) before a formal vote is taken and recorded, with the majority ruling. It is not necessary to reach a unanimous decision.

3. The Chair should write the award citation and submit it for approval by the Committee well in advance of the Annual Meeting, per instructions given by the Executive Director.

4. All deliberations, ballots, and correspondence must remain confidential at all times.

(General publication prize adjudication guidelines revised September 2016)

**ELIGIBILITY**

The period of eligibility is defined by the publication date printed in the book, which must be two–six years prior to the date of the award. For example, books bearing the publication dates 2002–2006 were eligible for the prize given in 2008. Books remain eligible for the Haskins Medal for five years. The professional residence of the author must be in North America.

**SUBMISSION INSTRUCTIONS**

Authors or publishers may submit books for consideration. Three copies of the book should be sent to the Academy office. At least five reviews must be submitted as PDFs by email addressed to the Executive Director. Address submissions to:

Haskins Medal Committee  
Medieval Academy of America  
17 Dunster St., Suite 202  
Cambridge, MA 02138
SELECTION COMMITTEE PROCEDURES

The Haskins Medal Committee judges submissions for the Haskins Medal (see below), with the most senior member of the committee appointed as its chair. The chair establishes the procedures used by the committee to reach a decision in accordance with a deadline set by the Executive Director relative to the date of the Annual Meeting. (The deadline established by the Executive Directors is calibrated to allow sufficient time for notifying the winner prior to the annual meeting, usually about six weeks in advance.) Occasionally, the committee has determined that two books are prize-worthy, in which case the monetary award is split between the two winning authors.

Once a decision is reached, the chair composes a citation in consultation with the committee and sends it, along with the committee's decision, to the Executive Director(s). Whenever possible, the chair also attends the annual business meeting to read the citation and present the award. If s/he cannot attend, another member of the committee may be delegated to read the citation. All award citations are then published in Speculum.

REGULATIONS

The medal shall be offered annually for a distinguished book in the field of medieval studies, written by an author whose professional residence is in North America.

Books remain eligible for five years. The period of eligibility is defined by the publication date printed in the book, which must be two–six years prior to the date of the award. For example, books bearing the publication dates 2007–2011 are eligible for the prize to be given in 2013. Questions about eligibility should be referred to the Executive Director.

Announcements of the competition will note that copies of major reviews should be submitted along with the book and that it may be advisable to delay submission until such reviews have appeared.

Books may be submitted by the author or by the publisher. Books that have not been submitted may also be considered by the selection committee.

The award shall be made by a committee of three, appointed by the President of the Academy in consultation with the President of the Fellows. The appointment shall be for three years, one new member being appointed each year. Not more than two members of the committee shall be Fellows. The senior member of the committee shall be the chair.

The award shall be presented at the annual meeting of the corporation in the spring. The selection committee may at its discretion omit an award if it judges that no work is worthy.

ANNOUNCEMENT OF THE COMPETITION

The competition shall be announced annually in a Fall issue of Medieval Academy News and on the Medieval Academy website. The announcement will describe the eligibility requirements; request the submission by 15 October of three copies of a book, by the author or the publisher; and specify that at least five reviews of the submitted book must be submitted as PDFs by email addressed to the Executive Director.

ANNOUNCEMENT OF THE AWARD

The award is announced and a presentation is made to the winner at the meeting of the corporation of the Academy (i.e., at the annual meeting). The committee chair (or another member of the committee) is asked to read the citation and present the award at the annual meeting.

SELECTION PROCEDURES

After the 15 October deadline the Executive Director sends the submitted books to the members of the committee. By email, the Executive Director sends submitted reviews, lists of previous winners of the medal, and of books submitted in recent years along with their review dossiers.

The committee chair is responsible for running the selection process, communicating directly with the members of the committee. The first step should be a preliminary review of the submissions, the purpose of which is to determine whether the committee wishes to add other books to the list. If so, the chair may ask the Executive
Director to request copies of the books from the publishers. To save time, members of the committee may be asked instead to use library copies.

When the list of candidates is complete, the committee reads all the books submitted during the year’s competition and the reviews thereof. They should also consider the list of eligible books submitted in earlier competitions and should notify the chair if they think a book submitted earlier should be read by the entire committee. Committee members are encouraged to keep reviews of all books submitted, in case they need to be consulted in a future competition.

The Chair conducts deliberations in accordance with the general adjudication guidelines listed above, reporting the committee’s choice to the Executive Director in accordance with the assigned deadline. The decision should be accompanied by a written citation of not more than one page.

The committee chair (or another member of the committee) is asked to read the citation and present the medal at the annual meeting in the spring. The recipient is invited to be present to receive the award in person.

CONSIDERATIONS

The Haskins Medal is the Academy’s most prestigious award. It is usually granted to relatively senior scholars for work of their maturity. Seniority is not an absolute requirement, but the award seems especially worthy if it recognizes both a distinguished book and a fruitful career.

Scholarly distinction is the essential criterion—distinction referring both to the quality of the research and writing and to the importance of the contribution made by the book. The work may be specialized or general in nature, but in either case it should be a major contribution to scholarship. Works whose importance transcends the boundaries of a particular discipline are especially worthy of consideration.

A good guide to the kind of work that should receive the award is the tradition established by previous recipients.

Books in any field of medieval studies and of any kind—monographs, editions, and scholarly research tools—are eligible. The medal is usually awarded to a single scholar. Joint authors are eligible, as long as they have produced a single, unified work. Collections of separate contributions by several authors are not eligible. The medal is not awarded for more than one work in any given year. If the committee considers two books to be of equal merit, it should award the medal to the book with the earliest publication date and recommend that the other book be given strong consideration in the following year.

History

The Council voted on 29 April 1938 to establish a memorial to Charles Homer Haskins. The particulars were left to the Executive Committee, which on 19 January 1939 approved the awarding of an annual prize, to be called the Haskins Medal: “The Mediaeval Academy of America establishes a medal, to be known as ‘The Haskins Medal of the Mediaeval Academy of America,’ in honor of the late Charles Homer Haskins, one of the founders of the Academy and its second President.” The Executive Committee at the same time defined the conditions of the award. The Haskins Medal was awarded for the first time in 1940.

The original conditions have been revised several times by the Council, which has the authority to approve changes in or exceptions to the regulations.

The award consists of a gold medal, struck from the original dies designed by Graham Carey in 1939. The name of the recipient and the date are engraved on the edge. A written citation is read at the presentation and printed in the July issue of Speculum. There is no monetary award.
E. Birgit Baldwin Fellowship Committee

Purpose:
To select the winner of the Birgit Baldwin Fellowship in French Medieval History from submitted applications.

Composition
A chair and two members.

Term
Six years, rotating.* (Committee stays in place for two years, awarding a fellowship that can either be renewed for a second year or awarded to the alternate for one year).

Selection Process
One new member is appointed every other year by Council, upon the recommendation of the Committee on Committees, with the term beginning in May of that year.

Pool
The committee is open to French Medieval Historians, who are Academy members.

Description
The Baldwin Fellowship provides a grant of $20,000 to support a graduate student in a North American university who is researching and writing a significant dissertation for the Ph.D. on any subject in French medieval history that can be realized only by sustained research in the archives and libraries of France. The fellowship helps defray research and living expenses for the equivalent of an academic year of study. It may be renewed for a second year upon demonstration of satisfactory progress. Because of the renewable nature of the fellowship, applications are solicited on a biannual basis. The fellowship recipient must devote full time to the dissertation project and may not hold any job or teaching position or work on another project during the term of the fellowship. Applicants must be members of the Medieval Academy. The application deadline is 15 November.

The Birgit Baldwin Fellowship in French Medieval History was established in 2004 by John W. Baldwin and Jenny Jochens in memory of their daughter Birgit. It is endowed through the generosity of her family. The fellowship provides a grant of $20,000 to support a graduate student in a department of history in a North American university who is researching and writing a significant dissertation for the Ph.D. on any subject in French medieval history that can be realized only by sustained research in the archives and libraries of France.

The fellowship helps defray research and living expenses for the equivalent of an academic year of study. It may be renewed for a second year upon demonstration of satisfactory progress. Because of the renewable nature of the fellowship, applications will be solicited on a biannual basis beginning 2004.

The fellowship recipient must devote full time to the dissertation project and may not hold any job or teaching position or work on another project during the term of the fellowship. Applicants must be members of the Medieval Academy. (Source: Academy website http://www.medievalacademy.org/grants/gradstudent_grants_baldwin.htm and agreement with John Baldwin.)

Guidelines

PROCEDURES
Applications to the fellowship program will consist of a two-page application form, a copy of the applicant’s dissertation proposal, and two letters of recommendation, one from the applicant’s dissertation director and one from a second graduate professor. Four copies of the application form are required. Letters of recommendation should be submitted with the application in sealed and signed envelopes or sent directly to the Academy office.

Applications must reach the Academy office by 15 October. Academy staff will:
Check that the applicant is an Academy member and has paid dues for the current year;
Check that the applicant is a graduate student in a department of history in a North American university;
Check that the application is complete and does not include additional materials; and
Create a list of applicants organized alphabetically.

The Executive Director will determine that applications focus on medieval France and will declare those not on France to be ineligible. Academy staff will then:
Send letters acknowledging receipt and informing those who are not eligible;
Make copies of the letters of recommendation and attach to all copies of the application; and
Mail the applications to the three members of the fellowship selection committee, along with a list of applicants organized alphabetically.

Each member of the committee will evaluate all applications and send a brief written evaluation of each application to the Executive Director.

The evaluations should highlight the strengths and weaknesses of each application in terms of the program’s criteria but should not rate or rank any application.

The Executive Director will organize these written evaluations by applicant, share these with the entire committee, and invite full e-mail discussion of each application.

After full discussion of each application, the Executive Director will ask each committee member to rank three semifinalists and to write a further brief statement that explains the rationale for the rankings based on previous discussions.

The Executive Director will organize these materials and share them with the committee for a final e-mail discussion, with the goal of reaching committee consensus regarding the three finalists.

If consensus is not reached, the Executive Director will call for a vote to determine three finalists by December 1. In all cases of voting all eligible candidates must be assigned a numerical ranking.

The vote will establish a rank order for the three finalists.

The Executive Director will offer the fellowship to the first ranked finalist. If the fellowship is accepted, the second ranked finalist will be named as an alternate to receive the fellowship in the second year if the first finalist does not make satisfactory progress in the first year of the fellowship or does not require a second year of support.

If the first finalist is unable to accept the offer, the Executive Director will offer the fellowship to the second ranked finalist. If that finalist accepts, the third ranked finalist will be named as an alternate.

The Executive Director will request that the fellow submit a progress report nine months after the beginning of the fellowship tenure. At that time, the fellow may request continuation of the fellowship for a second year, if necessary. The progress report will be circulated to the committee for its evaluation to determine whether or not the second year fellowship will be granted.

**EVALUATION CRITERIA**

The Baldwin Fellowship Selection Committee agrees that the quality of an application is the most important criterion in awarding a grant.

Applications will be evaluated using the following criteria:

1. The applicant’s preparation, skills, and need to work in the archives and libraries of France, his or her awareness of the sources, and the feasibility of accomplishing the project’s objectives.
2. The originality of the dissertation project, the clarity of its methodology, and the significance of the subject to be studied for understanding French medieval history.
3. The cogency of the writing and organization of the dissertation proposal.
4. The letters of recommendation from the dissertation director and graduate professor regarding the excellence of the project and the applicant's preparation to complete the project.

OTHER CONSIDERATIONS
The selection committee strongly supports using the quality of an application as the basis for selecting awardees, but it brings the following additional considerations to the attention of future committee members:

- The committee may consider evidence regarding the applicant’s knowledge of Latin and French.
- The committee may wish to give preference to applicants who are specific about the archives in which they wish to study but who haven’t had the opportunity to work extensively in those archives.
- Committee members may consider other sources of income in distinguishing between candidates whose applications are otherwise comparable.

GRANT AGREEMENT FORM
Applicants who are offered the Baldwin Fellowship will be sent a grant agreement form in which the grantee agrees to the following conditions:

The funding will be spent only to support full-time research in France and only for the dissertation.

The grantee will not hold any job or teaching position during the term of the fellowship.

The grantee will return any unspent funds from the grant to the Medieval Academy.

The grantee will begin tenure of the fellowship no later than nine months after its award.

The grantee will submit a progress report nine months after the beginning of the fellowship tenure; the report should describe the progress of research during the fellowship period, detailing the dates and places in which research was conducted in France.

If the grantee requires a second year of fellowship support, a request for such support must accompany the progress report. The request should describe how the second-year fellowship will be used to support further research in France.

The grantee will credit the Medieval Academy’s Birgit Baldwin Fellowship program in the front matter of the dissertation and in any publication resulting from research conducted with the support of the fellowship.

The grantee will be required to provide a social security number before payment is made. Payment of funds will be made in the calendar year in which the fellowship is awarded.

(Guidelines adopted for first competition, 1 November 2004, amended 1 December 2004; amended for second competition, 8 September 2005.)

F. Schallek Committee

Purpose
To select the winner of the Schallek Fellowship and five Schallek Awards in any relevant discipline dealing with late-medieval Britain (ca. 1350-1500) from submitted applications.

Composition
A chair and three members.

Term
Four years, rotating.*
Selection Process
Each year the Council, upon the recommendation of the Committee on Committees, recommends the appointment of one new member, to take effect in May of that year.

Pool
The committee is open to members of the Academy in any discipline dealing with late-medieval Britain.

Description
The Schallek Fellowship provides a one-year grant of $30,000 to support Ph.D. dissertation research in any relevant discipline dealing with late-medieval Britain (ca. 1350-1500). The annual application deadline is 15 October.

The Schallek awards support graduate students conducting doctoral research in any relevant discipline dealing with late-medieval Britain (ca. 1350-1500). The $2,000 awards help defray research expenses such as the cost of travel to research collections and the cost of photographs, photocopies, microfilms, and other research materials. The cost of books or equipment (e.g., computers) is not included. The annual application deadline is 15 February.

Applicants must be citizens or permanent residents of the United States or Canada, as well as members of the Academy.

(Source: Academy website http://www.medievalacademy.org/grants/gradstudent_grants_schallek.htm and agreement with Richard III Society.)

Current & Past Members
Peter Larson (2019), Univ. of Central Florida
Chris Baswell (2018), Barnard College/Columbia University
Kathryn Kerby-Fulton (2017), Notre Dame University
Joyce Coleman (2016), University of Oklahoma
Nancy Warren (2015), Texas A&M University
Joel Rosenthal (2014), SUNY Stony Brook
Leigh Ann Craig (2013), Virginia Commonwealth University
Karen Winstead (2012), Ohio State University
Ruth Mazo Karras (2009)
David Wallace (2009)
Sharon Michalove (2007)
Martha Driver (2007)
A. Compton Reeves (2006)
Lorraine Attreed (2005)

Guidelines
FELLOWSHIP PROCEDURES
Applications to the Schallek Fellowship program will consist of a two-page application form, a copy of the applicant’s dissertation proposal, and two letters of recommendation, one from the applicant’s dissertation director and one from a second graduate professor. Six copies of the application form are required. Letters of recommendation should be submitted with the application in sealed and signed envelopes or sent directly to the Academy office.

Applications must reach the Academy office by 15 October. Academy staff will:

• check that the applicant is an Academy member and has paid dues for the current year;

• check that the applicant is a citizen or a permanent resident of the United States or Canada; and

• check that the application is complete and does not include additional materials.

The Executive Director will determine that applications focus on late medieval Britain, ca. 1350-1500 and will declare those that focus on other areas or periods to be ineligible. Academy staff will then:
send letters to applicants acknowledging receipt of their applications;
  • send letters to those who are not eligible declaring their lack of eligibility;
  • create a list of applicants organized alphabetically;
  • photocopy letters of recommendation; and
  • mail copies of the eligible applications to the Schallek Fellowship Committee.

Each committee member will select 3 semifinalists to recommend for funding, ranking each from 1 (highest) to 3 (lowest) and sending the rankings to the committee chair along with brief statements in support of their semifinalists. The chair will tabulate the individual rankings, report the cumulative rankings to committee members, and forward the statements of support to all committee members.

The chair will invite an e-mail discussion regarding the results of the rankings. The discussion should focus particularly on applications that are ranked closely or that came close to being ranked in the top 3 finalists. Any committee member may request that an application be reread and discussed by the full committee.

After coordinating the discussion and achieving committee consensus, the chair will notify the Executive Director of the committee’s selection by 1 December. The committee should name one awardee and two alternates in ranked order.

The Executive Director will offer the fellowship to the first named awardee. If the fellowship is not accepted, the first alternate will be offered the fellowship. If the fellowship is accepted, the first alternate will be notified and told that he/she may receive the fellowship if circumstances later prevent the awardee from taking the fellowship. The same process will be followed for the first and second alternates if necessary.

**EVALUATION CRITERIA**
The quality of an application is the most important criterion in awarding a grant. The following should be considered in evaluating the quality of an application:

The originality of the dissertation project, the clarity of its methodology, and the significance of the subject to be studied for understanding late medieval Britain.

The cogency of the writing and organization of the dissertation proposal.

The letters of recommendation from the dissertation director and graduate professor regarding the excellence of the project and the applicant’s preparation to complete the project.

The applicant’s demonstrated need for the fellowship to complete the dissertation.

**POTENTIAL CONFLICT OF INTEREST**
A committee member may not vote for a student studying in his or her department. In the case where a committee member must abstain from voting for an applicant who is otherwise ranked within the top three by other committee members, the average ranking of the other committee members will be used to tabulate the applicant’s total.

**GRANT AGREEMENT FORM**
Applicants who are offered the Schallek Fellowship will be sent a grant agreement form in which the grantee agrees to the following conditions:

• The funding will be spent only to support full-time research and only for the dissertation.
• The grantee will not hold any job or teaching position during the term of the fellowship.
• The grantee will return any unspent funds from the grant to the Medieval Academy.
• The grantee will begin tenure of the fellowship no later than nine months after its award.
• One year after the beginning of the fellowship tenure the grantee will submit a summary report describing how the fellowship was used to support the research and writing of the dissertation.

• The grantee will credit the Schallek Fellowship of the Medieval Academy of America and the Richard III Society—North American Branch in the front matter of the dissertation or any publication resulting from research conducted with the support of the fellowship.

• If the grantee is a U.S. citizen, he/she will be required to provide a social security number before payment is made. Payment of funds will be made in the calendar year in which the fellowship is awarded.

SCHALLEK FELLOWSHIP INSTRUCTIONS
The Schallek Fellowship is funded by a gift to the Richard III Society—American Branch, from William B. and Maryloo Spooner Schallek. The fellowship supports an advanced graduate student who is writing a Ph.D. dissertation in any relevant discipline dealing with late-medieval Britain (ca. 1350-1500). The $30,000 fellowship helps defray research and living expenses for the equivalent of an academic year of study. The fellowship recipient must devote full time to the dissertation project and may not hold any job or teaching position or work on another project during the term of the fellowship.

ELIGIBILITY
Applicants must be graduate students whose dissertation proposals have been approved by their dissertation committees. They must be members of the Medieval Academy as of 15 September of the year in which they apply. In accordance with the terms of the gift to the Richard III Society, applicants must be citizens or permanent residents of the United States or Canada.

APPLICATIONS
Applications must be received by 15 October.

Completed applications must include the following:

A PDF file that combines your dissertation proposal and a two-page summary of your plans including:

1) the part of your dissertation research/writing you expect to accomplish under the fellowship;
2) where and when you will travel— if necessary— during the tenure of the fellowship; and
3) why you need the Schallek fellowship to complete the dissertation successfully.

Please ensure the two letters of recommendation reach the Medieval Academy by 15 October.

Recommendation letters should be mailed to:
Schallek Fellowship
Medieval Academy
17 Dunster St., Suite 202
Cambridge, MA 02138.
Late applications or applications that do not follow these instructions cannot be considered.

APPLICATIONS WILL BE EVALUATED USING THE FOLLOWING CRITERIA:
1. The originality of the dissertation project, the clarity of its methodology, and its likelihood to contribute to medieval studies.
2. The cogency of the writing and organization of the dissertation proposal.
3. The letters of recommendation from the dissertation director and graduate professor regarding the excellence of the project and the applicant's preparation to complete the project.
4. The applicant's need for the fellowship to complete the dissertation successfully.

AWARDS PROCEDURES
1. Applications to the Schallek Award program will consist of a two-page application form and a letter of recommendation from one of the applicant's professors. The chair's letter of recommendation should be submitted in a sealed and signed envelope or sent directly by the chair to the Academy office. Additional letters will be discarded.
2. Applications must reach the Academy office by the deadline date (15 February). Academy staff will check that the applicant is an Academy member and has paid dues for the current year and that the application is complete and does not include additional materials. Staff will then create lists of applicants organized alphabetically and by discipline.
3. The Executive Director will determine that applications focus on late medieval Britain, ca. 1350-1500, and that the applicants are citizens or permanent residents of the United States or Canada, as required by the terms of the Schallek gift. Applications that do not meet these criteria will be shifted to the Academy's Dissertation Grant program.
4. Academy staff will send letters to applicants acknowledging receipt and will inform those who are not eligible or whose applications have been shifted to another program. Staff will then mail copies of the eligible applications to the Schallek Awards Committee.
5. Each committee member will select 5 applications to recommend for funding, ranking each from 1 (highest) to 5 (lowest) and sending the rankings to the committee chair. The chair will tabulate the individual rankings and report the cumulative rankings to committee members.
6. The chair will invite an e-mail discussion regarding the results of the rankings. The discussion should focus particularly on applications that are ranked closely or that came close to being included in the top 5. Any committee member may request that an application be reread and discussed by the full committee.
7. After coordinating the discussion and achieving committee consensus, the chair will notify the Executive Director of the committee's selection by 1 May. Although the committee may name five awardees, in any given year the committee may decide not to make all five awards.
8. The Executive Director will notify those selected, enclosing the grant agreement form, and will notify those not selected, enclosing information on the next year's deadline.
The quality of an application is the most important criterion in awarding a grant. The following should be considered in evaluating the quality of an application:

1. The originality of the research project, thoughtfulness of its methodology, and likelihood that it will make an important contribution to medieval studies;
2. The clarity of writing and organization of the research project description;
3. The professor's letter regarding the excellence of the project and the student's awareness of the demands of the project and preparation and ability to complete the project; and
4. The applicant's demonstrated need for the grant to complete the research satisfactorily.

OTHER CONSIDERATIONS

Although the criterion of quality is primary in evaluating applications, the following should also be taken into consideration when the committee forms the final list of grantees:

1. Disciplinary distribution: ideally, the awards will be given to applicants in several disciplines, as long as such distribution does not supersede the primary criterion of quality.
2. Institutional distribution: ideally, the awards will be given to applicants from different institutions, but if, on the basis of the program's evaluation criteria, more than one applicant from an institution is judged to be among the best, the committee may name up to two awardees from the same institution.
3. Although Schallek Awards are not limited to graduate students writing dissertations, applications to support dissertation research will be given preference as long as such preference does not supersede the criterion of quality.
4. Committee members may consider other sources of income in weighing evaluation criterion 4 (the applicant's demonstrated need for the grant), but generally previous funding should not weigh against an applicant unless the funding has not been used productively; similarly, the availability of other funding in the future should not weigh against an applicant unless the applicant's budget is judged to be artificially high.
5. Travel expenses should not be given preference over other research expenses, such as the need to purchase microfilms and photographs. If an applicant includes travel expenses as part of the budget, the applicant should demonstrate the need to travel in order to complete the research project.

POTENTIAL CONFLICT OF INTEREST

A committee member may not vote for a student studying in his or her department. In the case where a committee member must abstain from voting for an applicant who is otherwise ranked within the top five by other committee members, the average ranking of the other committee members will be used to tabulate the applicant's total.

GRANT AGREEMENT FORM

Applicants who are offered dissertation grants will be sent a grant agreement form that details the following conditions of the grant:

1. That the funding will be spent as stipulated in the application budget and that it will not be spent on books and computer equipment or software;
2. That any unspent funds from the grant will be returned to the Medieval Academy;
3. That the grantee will write a brief report describing how the grant was used to support the research and writing of the dissertation (including a list of expenses) and that the report will be submitted by 1 August of the following year; and
4. That the grantee will credit the Schallek Award in the front matter of any dissertation or publication resulting from research conducted with the support of the grant.

The grantee will be required to provide a social security number before payment is made.

[The above Guidelines were discussed by the Schallek Evaluation Committee in March 2004 and approved by the committee.]

SCHALLEK AWARD INSTRUCTIONS

Schallek Awards support graduate students conducting doctoral research in any relevant discipline dealing with late-medieval Britain (ca. 1350 - 1500). The $2,000 grants help defray research expenses such as the cost of travel to research collections and the cost of photographs, photocopies, microfilms, and other research materials. The cost of books or equipment (e.g., computers) is not included.

Applicants must be members of the Medieval Academy as of 15 January of the year in which they apply. Under the terms of the gift to the Richard III Society, applicants must be citizens or permanent residents of the United States or Canada.

Applications must be received at the Academy office by 15 February.

Along with the completed application form (submitted online), applicants must provide a letter of recommendation from a graduate program professor discussing the merits of the dissertation project and the applicant's preparation to complete it successfully. The letter of recommendation should be submitted in a sealed envelope signed on the back across the seal or may be sent directly to the Academy office.

Applications will be evaluated using the following criteria:
1) the originality of the dissertation project, the clarity of its methodology, and its likelihood to contribute to medieval studies;
2) the cogency of the writing and organization of the project description;
3) the graduate professor's statement regarding the excellence of the project and the applicant's preparation to complete the dissertation;
4) the applicant’s demonstrated need for the grant to complete the dissertation successfully.

G. Constable Committee

Appointment by: Council, upon the recommendation of the Committee on Committees

Purpose: To adjudicate the two annual Olivia Remie Constable Awards

Composition: A class of three (chair and two other members appointed each year by the Council). At least one member of the Committee must be a scholar lacking institutional support.

Terms: Three years in rotation, commencing at the end of the Annual Meeting, with the senior member serving as Chair.

Four Olivia Remie Constable Awards will be granted annually, each to an emerging junior faculty member, adjunct or unaffiliated scholar (broadly understood: post-doctoral, pre-tenure) for research and
travel. This award is meant to reflect the high standards of Remie’s scholarship, but is not limited to her own specialty in the economic history of Arabic Spain, as suggested by her publications, but her broader interdisciplinary interests in Medieval Studies (as exemplified by her teaching, her leadership, and her service to the discipline).

The award may be used to fund travel to archives or scholarly conferences; for acquiring copies of documents; to pay for images, equipment, hardware, software, or digital access; and/or to purchase library privileges if necessary. The Olivia Remie Constable Awards will be granted on the basis of the quality of applicants’ proposed projects and estimations of the ways in which an award will facilitate their research. Preference will go to scholars and teachers who have no or limited institutional support.

The deadline for applications is 15 February. The application will consist of a biographical form, CV, a proposal of no more than one page, and a simple budget if appropriate. Supplementary material and letters of recommendation are optional. So as not to burden the applicant, it is perfectly appropriate to include material and letters prepared for other grant applications. Applicants must be members in good standing of the Medieval Academy as of 15 January of the year in which they apply.

NOTE: The Committee on Committees should appoint three members in 2014, one of whom will serve one year (until 2015), one of whom will serve two years (until 2016), and one of whom will serve three years (until 2017). In subsequent years, one member will be appointed for a three-year term.

H. K-12 Committee

Purpose:

1) To organize and implement programming for K-12 educators at the Annual Meeting each year, in consultation with the relevant Annual Meeting Program Committee; 2) to advocate at the city, state, and/or federal level for improved curricular representation and standards for medieval studies.

Composition:

Six members approved by Council (at least one of whom should a K-12 educator); the TEAMS President; and the CARA Chair.

Term:

Three years for at-large members, in rotating classes of two. In their third year, the senior at-large members serve as Co-Chairs. The TEAMS President and the CARA Chair should serve on this committee for the duration of their terms at TEAMS and CARA respectively.

NOTE: This Committee originated as an ad hoc committee in 2015-16 and became a standing committee in 2016.
3. **Fellows**

A. **By-Laws**

i. The following By-Law provisions concern the Fellows:

   2. The Academy shall consist of Fellows, Corresponding Fellows, Emeriti/ae Fellows, Life Members, Active Members, Emeriti/ae Members, and Institutional Members.

   9. …The President of the Fellows…shall sit with the Council without vote.

   15. Fellows shall be scholars who have made notable contributions to the furthering of the stated purposes of the Academy, and who at the time of election are members of the Academy and residents of North America. The number of Fellows shall not exceed 125. Vacancies in the ranks of the Fellows shall be filled by election by the Fellows from nominations made by any three members of the Academy or by a nominating committee, the members of which shall be appointed jointly by the President of the Academy and the President of the Fellows, after consultation with the Council. The assent of the Fellows shall be necessary for election. Fellows shall pay dues at the rates of non-Fellow members. The Fellows shall hold an annual meeting at which they, with the Emeriti/ae Fellows, shall elect, by vote of a majority of those present, such officers as they deem necessary for the conduct of their business. Such officers shall include a President. The Fellows and Emeriti/ae Fellows shall also determine the procedures governing the obtaining of the assent of the Fellows to the election of new Fellows and Corresponding Fellows, subject to the general provisions of this article and article 16.

   16. Corresponding Fellows shall be scholars who have made notable contributions to the furthering of the stated purposes of the Academy, and who at the time of election are residents of countries outside of North America. The number of Corresponding Fellows shall not exceed 75. Election of Corresponding Fellows shall be in accordance with the procedures of article 15. The Corresponding Fellows shall be exempt from payment of dues.

   17. Fellows may choose to take Emeritus status. The Emeritus/a Fellow gives up the right to vote for new Fellows and Corresponding Fellows, but no other rights of fellowship, and is thenceforth not counted among the 125 statutory Fellows. Emeriti/ae Fellows shall pay dues at the rates of non-Fellow members.

   37. …Timely notice of any proposed amendment of the by-laws shall be given to the President of the Fellows, who shall obtain, in any way that seems advisable, the opinion of the Fellows on the proposed amendment, which opinion the President of the Fellows shall communicate to the Council prior to its voting on the proposed amendment.…

B. **Officers of the Fellows**

**Composition**
The officers of the Fellows are the President, the Orator, and the Scribe (the Orator and the Scribe were added in 1936).

**Term**
Three-years concurrent.
Selection Process
The officers are elected at the private meeting of the Fellows upon nomination by a three-person ad-hoc Nominating Committee, whose members are appointed by the incumbent President. It is customary for the Nominating Committee to present one candidate for each office.

Description
The President presides during the private meeting of the Fellows, which is held in conjunction with the Medieval Academy’s annual meeting, and during the public plenary session sponsored by the Fellows at the Academy’s annual meeting. The President of the Fellows also sits with the Council without vote during its annual meeting.

During the public plenary session, newly elected Fellows are inducted; the induction includes citations composed and read by the Orator, and the signing of the book of the Fellows, which is overseen by the Scribe. The Scribe also prepares Minutes of the Fellows' private meeting, which will be circulated to all Fellows in advance of the Medieval Academy's next annual meeting, when they will be offered for approval at the Fellows' private meeting.

Compensation
The officers of the Fellows receive no compensation. The President of the Fellows receives standard reimbursement to cover his or her expenses to attend the annual meeting: transportation, ground transportation, hotel accommodation for the duration of the meeting and a $25 per diem. The Academy also pays for the registration fee and official meals of the President of the Fellows.

Current Officers
Updated listing available at [http://www.medievalacademy.org/?page=Officers](http://www.medievalacademy.org/?page=Officers)

Mary Carruthers, President (2014–17)
Danuta Shanzer, Orator (2014–2017)

Historical Lists
Updated listing available at [http://www.medievalacademy.org/?page=Officers](http://www.medievalacademy.org/?page=Officers)

PRESIDENT
Lucy Freeman Sandler 2012-2014
William Chester Jordan 2011-2012
Joan Ferrante 2008 - 2011
Richard W. Pfaff 2005-2008
Florence H. Ridley 2002–2005
Francis Oakley 1999–2002
John H. Fisher 1993–96
Herbert Bloch 1990–93
Giles Constable 1987–90
Samuel E. Thorne 1984–87
Robert S. Lopez 1981–84
Laurence K. Shook 1978–81
Pearl Kibre 1975–78
B. J. Whiting 1972–75
Urban T. Holmes, Jr. 1969–72
Hamilton M. Smyser 1966–69
Joseph R. Strayer 1963–66
Albert C. Baugh 1960–63
B. L. Ullman 1957–60
E. H. Wilkins 1954–57
Gordon H. Gerould 1951–53 (d. 1953)
William E. Lunt 1948–51
Nellie Neilson 1945–47 (d. 1947)
F. N. Robinson 1942–45
Robert K. Root 1940–42
William A. Nitze 1939–40 (resigned 1940)
Karl Young 1936–39
James Westfall Thompson 1933–36
Charles H. Beeson 1930–33
E. K. Rand 1926–30

ORATOR
Lester Little, 2011 - 2014
John V. Fleming 2008 - 2011
Barbara Newman 2005-2008
Robert W. Hanning 2002–2005
Edward Peters 1999–2002
Karl F. Morrison 1996–99
Joan M. Ferrante 1993–96
Bryce Lyon 1990–93
Jaroslav Pelikan 1987–90
Stephan Kuttner 1984–87
Gerard J. Brault 1978–81
Robert Ackerman 1975–78
David Herlihy 1972–75
B. J. Whiting 1969–72
Kenneth M. Setton 1963–69
Joseph R. Strayer 1955–63
Austin P. Evans 1952–55
Richard P. McKeon 1946–52
E. K. Rand 1936–45 (d. 1945)

SCRIBE
Carmela Vircillo Franklin, 2011 - 2014
Pamela Sheingorn 2008 - 2011
Paul Edward Dutton 2006-2008
Richard Rouse 2005-2006
Lilian M. C. Randall 2002–2005
Nancy van Deusen 1999–2002
Robert Somerville 1996–99
Speros Vryonis, Jr. 1993–96
Jocelyn Hillgarth 1990–93
Robert I. Burns, S.J. 1987–90
Astrik L. Gabriel 1984–87
Berthe M. Marti 1981–84
Larry D. Benson 1978–81
Bertie Wilkinson 1975–78
Harry Caplan 1972–75
Gaines Post 1969–72
Curt F. Bühler 1960–69
Sidney Painter 1957–60
Kemp Malone 1954–57
E. H. Wilkins 1948–54
George La Piana 1936–48
C. Fellows Officers Nominating Committee

Composition
Chair and 2 members.

Term
Three-years concurrent.

Selection Process
Appointment by: President of the Fellows.

Pool
The Fellows.

Recent Officers Nominating Committees
Updated listing available at http://www.medievalacademy.org/?page=Officers

2017: Richard Unger (chair), Ann D. Hedeman, Jan Ziolkowski
2014: Paul H. Freedman (chair), Olivia Remie Constable, Monica Green
2011: Robert W. Hanning (chair), Patrick Geary, Pamela Sheingorn
2008: George H. Brown (chair), Michael Curschmann, Barbara Hanawalt
2005: Milton McC. Gatch (chair), John Baldwin, Nancy van Deusen
2002: Joan Ferrante (chair), Walter Cahn, Marcia Colish
1999: Lilian M. C. Randall (chair), Bernard S. Bachrach, Fred C. Robinson
1996: Paul Meyvaert (chair), Roberta Frank, Siegfried Wenzel
1993: Walter Goffart (chair), Madeline H. Caviness, Charles Muscatine
1987: George Kane (chair), F. Edward Cranz, Sylvia L. Thrupp
1984: Ruth J. Dean (chair), Larry D. Benson, George P. Cattino
1981: Bryce D. Lyon (chair), Helaine Newstead, Speros Vyronis, Jr.
1978: Lynn T. White, Jr. (chair), Cora E. Lutz, William J. Roach
1975: Curt F. Bühler (chair), Gray C. Boyce, John C. Pope
1972: Albert C. Baugh (chair), Curt F. Bühler, Astrik L. Gabriel
1969: Pearl Kibre (chair), Harry Caplan, Gerhart B. Ladner
1966: B. J. Whiting (chair), Gaines Post, Archer Taylor
1963: Samuel E. Thorne (chair), William J. Roach, Hamilton M. Smyser
1960: Taylor Starck (chair), Kenneth M. Setton, Hamilton M. Smyser
1957: B. J. Whiting (chair), Urban T. Holmes, Jr., Gaines Post

Guidelines for the Fellows Officers Nominating Committee

The goal of the Fellows Officers Nominating Committee is to nominate three Fellows to serve as officers (President, Orator, Scribe) for a three-year period, beginning after the Fellows’ business meeting in Los Angeles (i.e., for 2014-2017). The chair will get in touch with other committee members to discuss possible names; it is assumed that deliberations can be accomplished by e-mail.

Links to lists of Officers, Fellows, and Fellows’ Committees can be found at:
http://www.medievalacademy.org/?page=Fellows

The officers of the Fellows are the President, the Orator, and the Scribe (the Orator and the Scribe were added in 1936). They serve concurrent three-year terms.

- The President presides over the Fellows’ Business Meeting and over the Fellows’ Plenary Session at the Academy’s annual meeting, which are held in conjunction with the Medieval Academy's annual meeting.
- The induction of newly elected Fellows during the Fellows’ Plenary Session includes citations composed and read by the Orator, based on each new Fellow’s nomination papers; at the Fellows' Business Meeting the Orator also reads the
recently-deceased Fellows’ Memoirs, which have been prepared by various memoir committees and which the Orator has abbreviated for presentation.

- The signing of the book of Fellows at the Fellows’ Plenary Session is overseen by the Scribe.

The officers are elected at the private meeting of the Fellows upon nomination by the three-person ad-hoc Officers Nominating Committee, whose members are appointed by the incumbent President. It is customary for the Nominating Committee to present one candidate for each office.

Nominees should be willing to commit, as far as possible, to attending the three MAA Annual Meetings that will take place during their term:

- 2015 University of Notre Dame, 12-14 March
- 2016 Boston, 25-27 February
- 2017 University of Toronto, 6-8 April

As with all MAA appointments and nominations, the committee is asked to strive for balance in terms of geographic location, discipline, period, gender, etc. We also keenly suggest that committees do not nominate candidates from their home institutions.

In addition to avoiding recent office holders, it is best if the committee not appoint a recent or present Academy presidential officer.

David Wallace 2018-2019
Margot Fassler 2017-2018
Carmela Vircillo Franklin 2016-2017
Barbara Newman 2015-2016
William Chester Jordan 2014-2015
Richard Unger 2013-2014
Maryanne Kowaleski 2012-2103
Alice-Mary Talbot 2011-2012
E.A.R.Brown 2010-2011
Herbert Kessler 2009-2010
Patrick Geary 2008-2009

When you reach consensus on your nominations, you may contact the individuals to see if they are willing to serve, or, if you wish, the Executive Director will be happy to contact them for you. Ideally the officers should be invited in September 2013, so that they will have sufficient advance notice before the election. Once three Fellows have agreed to serve, their names will be presented to the private meeting of the Fellows in Los Angeles, on Thursday evening, 10 April. The expectation is that the Fellows will then elect the nominees as their new officers.

D. Fellows (as of 6 April 2017)

Updated listing available at http://www.medievalacademy.org/?page=Fellows_List

Jonathan J. G. Alexander (1999), Inst. of Fine Arts
Bernard S. Bachrach (1986), Univ. of Minnesota
Teodolinda Barolini (2000), Columbia Univ.
Brigitte Bedos-Rezak (2012), New York Univ.
Judith M. Bennett (2002), Univ. of Southern California
Lisa Bitel (2016) Univ. of Southern California
Thomas N. Bisson (1977), Harvard Univ.
Robert E. Bjork (2013), Arizona State University
Renate Blumenfeld-Kosinski (2014), Univ. of Pittsburgh
Constance Brittain Bouchard (2001), Univ. of Akron
Gerard J. Brault (1976), Pennsylvania State Univ.
Elizabeth A. R. Brown (1987), Emerita, Brooklyn College and the Graduate School, CUNY
George H. Brown (2006), Stanford Univ.
Peter Brown (1988), Princeton Univ.
Gene A. Brucker (1978), Univ. of California, Berkeley
James A. Brundage (1990), Univ. of Kansas
Caroline W. Bynum (1989), Inst. for Advanced Study, Princeton
Mary Carruthers (1996), New York Univ.
Madeline H. Caviness (1992), Tufts Univ.
Robert Chazan (2007), New York Univ.
John J. Contreni (2003), Purdue Univ.
Rita Copeland (2011), Univ. of Pennsylvania
William J. Courtenay (1979), Univ. of Wisconsin
Anthony Cutler (2005), Pennsylvania State Univ.
Helen Damico (2015), Univ. of New Mexico
Charles Donahue, Jr. (2012), Harvard Univ.
Paul Edward Dutton (2005), Simon Fraser Univ.
Dyan Elliott (2010), Northwestern Univ.
Theodore Evergates (2016), McDaniel College
Antonette di Paolo Healey (2014), Univ. of Toronto
Sharon Farmer (2015), Univ. of California, Santa Barbara
Margot Fassler (2015), Univ. of Notre Dame
Joan M. Ferrante (1982), Columbia Univ.
Robin Fleming (2015), Boston College
Jaroslav Folda (2002), Univ. of North Carolina
Irene Forsyth (2006), Univ. of Michigan
Roberta Frank (1989), Yale Univ.
Carmela Virgilio Franklin (2008), Columbia Univ.
Paul H. Freedman (1999), Yale Univ.
Nina G. Garsoian (1992), Columbia Univ.
Patrick J. Geary (1998), Inst. for Advanced Study, Princeton
Dorothy Glass (2016) Emerita, Univ. of Buffalo
Monica Green (2011), Arizona State Univ.
Jeffrey F. Hamburger (2001), Harvard Univ.
Barbara A. Hanawalt (2001), Ohio State Univ.
Robert W. Hanning (1986), Columbia Univ.
Anne D. Hedeman (2010), Univ. of Illinois
Richard H. Helmholz (1997), Univ. of Chicago
Michael Herren (2010), York Univ.
Jocelyn N. Hillgarth (1979), Pontifical Inst., Toronto
C. Stephen Jaeger (2002), Univ. of Illinois
William Chester Jordan (1997), Princeton Univ.
Richard Kaeuper (2015), Univ. of Rochester
Ruth Mazo Karras (2009), Univ. of Minnesota
H. A. Kelly (1986), Univ. of California, Los Angeles
Kathryn Kerby-Fulton (2012), Univ. of Notre Dame
Herbert L. Kessler (1991), Johns Hopkins Univ.
Richard Kieckhefer (1998), Northwestern Univ.
Christopher Kleinhenz (2009), Univ. of Wisconsin-Madison
V. A. Kolve (1990), Univ. of California, Los Angeles
Maryanne Kowaleski (2005), Fordham Univ.
Robert E. Lerner (1990), Northwestern Univ.
Lester K. Little (2001), Smith Coll.
Thomas F. Madden (2013), St. Louis University
James H. Marrow (2006), Princeton Univ.
Michael McCormick (2002), Harvard Univ.
Bernard McGinn (1994), Univ. of Chicago
Michael R. McVaugh (2005), Univ. of North Carolina
Maureen Miller (2015), Univ. of California, Berkeley
Alastair J. Minnis (2001), Ohio State Univ.
Karl F. Morrison (1986), Rutgers Univ.
Lawrence Nees (2014), Univ. of Delaware
Barbara Newman (1999), Northwestern Univ.
Francis Newton (2008), Duke Univ.
David Nirenberg (2015), Univ. of Chicago
Thomas F. X. Noble (2004), Univ. of Notre Dame
Katherine O’Brien O’Keeffe (2015), Univ. of California, Berkeley
James J. O’Donnell (2003), Georgetown Univ.
Kenneth Pennington (1998), Catholic Univ. of America
Kathryn Reyerson (2008), Univ. of Minnesota
Joel T. Rosenthal (2007), SUNY-Stony Brook
Barbara H. Rosenwein (2002), Loyola Univ. Chicago
Conrad Rudolph (2016) Univ. of California, Riverside
Teofilo Ruiz (2013), University of California, Los Angeles
Jeffrey B. Russell (1985), Univ. of California, Santa Barbara
Richard H. Rouse (1981), Univ. of California, Los Angeles
Mary A. Rouse (2005), Univ. of California, Los Angeles
Lucy Freeman Sandler (1997), New York Univ.
Irfan Shahid (2009), Georgetown Univ./Dumbarton Oaks
Barbara A. Shailor (2006), Yale Univ.
Danuta Shanzer (2008), Universitäten Wien
Pamela Sheingorn (2002), Baruch Coll. and the Graduate Ctr., C.U.N.Y.
Alison Stones (2016) Emerita, Univ. of Pittsburgh
Paul E. Szarmach (2006), Medieval Academy of America
Alice-Mary Talbot (2010), Emerita, Dumbarton Oaks
Richard W. Unger (2007), Univ. of British Columbia
Nancy van Deusen (1997), Claremont Graduate Univ.
John Van Engen (1999), Univ. of Notre Dame
Linda Ehrsam Voigt (2005), Univ. of Missouri, Kansas City
Speros Vryonis, Jr. (1973), New York Univ.
David Wallace (2014), Univ. of Pennsylvania
Stephen D. White (2002), Emory Univ.
Anders Winroth (2015), Yale Univ.
Jocelyn Wogan-Browne (2013), Fordham University
Grover Zinn (2009), Oberlin Coll.
Jan M. Ziolkowski (2008), Harvard Univ.

E.  Corresponding Fellows (as of 6 April 2017)

Updated listing at http://www.medievalacademy.org/?page=CorrespondingFellows
François Avril (1989), Bibliothèque Nationale de France
Malcom Barber (2009), Univ. of Reading
Caroline M. Barron (2007), Royal Holloway Coll.
Robert J. Bartlett (2012), Univ. of St Andrews
Hans Belting (1987), Univ. of Munich
Margaret Bent (2004), Univ. of Oxford
Paul Binski (2008), Univ. of Cambridge
Piero Boitani (2005), Univ. of Rome
Monique Bourin (2009), Univ. of Paris 1 Panthéon-Sorbonne
Paul Brand (2015), Univ. of Oxford)
Charles S.F. Burnett (2014), Warburg Institute
Rosemary Cramp (1994), Univ. of Durham
David d'Avray (2016) University College London
Gilbert Dagron (1998), Collège de France
Wendy Davies (2013), University College London
A. I. Doyle (1991), Univ. of Durham
Peter Dronke (1999), Univ. of Cambridge
Jacques Fontaine (1991), Univ. of Paris IV
Claude Gauvard (2013), Univ. of Paris I, Pantheon-Sorbonne
Helmut Gneuss (1993), Univ. of Munich
Joachim Henning (2009), Univ. of Frankfurt am Main
Carole Hillenbrand (2012), Univ. of Edinburgh
Anne Hudson (1998), Univ. of Oxford
Sylvia Huot (2004), Pembroke Coll., Cambridge
Dominique Iogna-Prat (2013), Ecole des Hautes Etudes en Sciences Sociales
Danielle Jacquart (2006), Ecole Pratique des Hautes Etudes
Edouard Jeanneau (1990), Centre National de la Recherche Scientifique
Benjamin Z. Kedar (2005), Hebrew Univ.
Peter Landau (2001), Univ. of Munich
John Lowden (2011), Courtauld Inst. of Art
Hans Eberhard Mayer (1988), Univ. of Kiel
Brian Patrick McGuire (2011), Roskilde Univ.
Rosamond McKitterick (2006), Univ. of Cambridge
Philippe Ménard (1986), Univ. of Paris IV
Constant Mews (2015), Monash Univ.
R. I. Moore (2002), Univ. of Newcastle
Cécile Morrisson (2009), Dumbarton Oaks
Janet L. Nelson (2000), King’s College London
Nicholas Orme (2003), Univ. of Exeter
Nigel Palmer (2008), Oxford Univ.
Agostino Paravicini Bagliani (1999), Univ. of Lausanne
Alexander Patschovsky (2016) Emeritus, Univ. of Constance
Walter Prevenier (1992), Univ. of Ghent
Susan Rankin (2016) Univ. of Cambridge
Susan Reynolds (1996), Univ. of Oxford
Pierre Riché (2012), Univ. of Paris X-Nanterre
Felicity Riddy (2015), Univ. of York
Miri Rubin (2007), Queen Mary Coll.
Willibald Sauerländer (1984), Zentralinstitut für Kunst- geschichte, Munich
Peter H. Sawyer (1991), Univ. of Leeds
Rudolf Schieffer (1997), Monumenta Germaniae Historica
Jean-Claude Schmitt (2008), L’École des Hautes Études
František Šmahel (2007), Charles Univ.
Eric G. Stanley (2008), Oxford Univ.
R. M. Thomson (2010), Univ. of Tasmania
Pierre Toubert (2002), Collège de France
Raoul van Caenegem (1971), Univ. of Ghent
Josef van Ess (1985), Univ. of Tübingen
Andre Vauchez (2010), Acad. des inscriptions et Belles-Lettres
Herwig Wolfram (1990), Univ. of Vienna
Michel Zink (2006), Collège de France

F. Emeriti/ae Fellows (As of 19 January 2016)

Updated listing at http://www.medievalacademy.org/?page=Emeriti

Samuel G. Armistead (1973), Univ. of California, Davis
Caroline Astrid Bruzelius (2013), Duke University
Walter Cahn (1989), Yale Univ.
Katherine Fischer Drew (1979), Rice Univ.
Peter Fergusson (2007), Wellesley Coll.
Paul Hyams (2010), Cornell Univ.
Milton McC. Gatch (1998), Union Theological Sem.
Walter Goffart (1982), Univ. of Toronto
Edward Grant (1982), Indiana Univ.
Suzanne Lewis (2004), Stanford Univ.
E. Ann Matter (2003), Univ. of Pennsylvania
James J. Murphy (1996), Univ. of California, Davis
Francis Oakley (1986), Williams Coll.
Derek Pearsall (1988), Harvard Univ.
Edward Peters (1994), Univ. of Pennsylvania
Lilian Randall (1993), Walters Art Museum
Florence H. Ridley (1988), Univ. of California, Los Angeles
A. G. Rigg (1997), Univ. of Toronto
Nancy Siraisi (1991), Hunter Coll. and Graduate Ctr., C.U.N.Y.
Brian Tierney (1973), Cornell Univ.
Siegfried Wenzel (1978), Univ. of Pennsylvania
Winthrop Wetherbee (2002), Cornell Univ.

G. Election Procedures

1. Selection Criteria

Fellows and Corresponding Fellows, according to the By-Laws, shall be scholars who have made notable contributions to the furthering of the stated purposes of the Academy, which are “to conduct, encourage, promote and support research, publication and instruction in mediaeval records, literature, languages, arts, archaeology, history, philosophy, science, life and all other aspects of mediaeval civilization, by publications, by research and by such other means as may be desirable” (By-Laws, article 3).

Published scholarship has tended to outweigh other criteria, but the By-Law definition is broad enough to welcome the selection of individuals whose contributions at least in some part have been to encourage, promote, and support the research, publication, and teaching of other scholars.
Candidates for Fellow must be members of the Academy and must reside in North America. Candidates for Corresponding Fellow need not be members and must reside outside North America.

Fellows continue to be dues-paying members of the Academy after their election. Corresponding Fellows are exempt from the payment of dues.

2. Nomination Process

Any three members of the Academy may nominate candidates for Fellow or Corresponding Fellow. All nominations that are prepared correctly will appear on the slate. In order to present a balanced slate, additional nominations may be made by the Fellows Nominating Committee.

A nomination consists of the following:

- A one-page statement of the candidate's qualifications;
- A curriculum vitae and bibliography not longer than four pages; and
- The endorsement of three members of the Academy.

Nominations should be emailed as attachments to lfd@themedievalacademy.org. Individual endorsements should also be emailed to this address. Nominations must reach the Academy office by 15 October.

Fellows and Corresponding Fellows shall be scholars who have made notable contributions to the advancement of Medieval Studies. Candidates for Fellow must be members of the Academy and residents of North America. Candidates for Corresponding Fellow need not be members, and they must reside outside North America. A list of current Fellows, Corresponding Fellows, and Emeriti/Emeritae Fellows is available on the Academy website: http://www.medievalacademy.org/fellows/Fellows.html#Fellows

3. Election Process

The election operates under new and revised by-laws and procedures initiated in 2009 and revised in 2013 and 2015. The maximum number of slots available for Fellows is five, for which there must be at least ten nominations. There is no maximum number of slots for Corresponding Fellows. The total number of Fellows cannot exceed 125 and of Corresponding Fellows 75. Fellows may move to Emeritus/Emerita status by informing the President of the Fellows. Emeriti/Emeritae Fellows maintain all the rights and privileges of the Fellowship except that they relinquish their vote.

4. Fellows Nominating Committee

Composition
Three members.

Term
Three-years rotating.
**Selection Process**

Appointment by President of the Academy in consultation with the President of the Fellows. Each year one new member is appointed to replace the member rotating off.

**Pool**

Open, but must include at least 1 Fellow.

(Source: By-Law #14 and Guidelines for the Fellows Nominating Committee.)

**Description**

The Fellows Nominating Committee is composed of three members, who serve rotating terms. Members of the committee are appointed by the President of the Academy in consultation with the President of the Fellows. The senior member of the committee ordinarily serves as its chair.

It is important for the committee to be balanced with respect to fields of study, geography, and sex. The Presidents are asked to make their appointments with attention to the desired balances.

The By-Laws do not specify the size of the Nominating Committee, which may therefore be altered as part of the appointment process. The committee may consist of Fellows and/or non-Fellows.

**Recent Fellows Nominating Committees**

- 2016: Brigitte Bedos-Rezak (Chair), Chris Kleinhenz, Michael Herren
- 2015: Kathryn Kerby-Fulton (chair), Brigitte Bedos-Rezak, Chris Kleinhenz
- 2014: Rita Copeland (chair), Kathryn Kerby-Fulton, Brigitte Bedos-Rezak
- 2013: John Munro (chair), Rita Copeland, Kathryn Kerby-Fulton
- 2012: Danuta Shanzer (chair), Daniel Lord Smail, Anne Hedeman
- 2011: Ann Matter (chair), Danuta Shanzer, Daniel Lord Smail
- 2010: Ann Matter (chair), Danuta Shanzer, Daniel Lord Smail
- 2007: H.A. Kelly (chair), Anne D. Hedeman*, Linda Ehrsam Voigts
- 2006: H.A. Kelly (chair), Anne D. Hedeman*, Linda Ehrsam Voigts
- 2005: Karl F. Morrison (chair), Barbara Newman, H. A. Kelly
- 2004: Margot Fassler* (chair), Karl F. Morrison, Barbara Newman
- 2003: V. A. Kolve (chair), Margot Fassler*, Karl F. Morrison
- 2002: Richard H. Helmholz (chair), V. A. Kolve, Margot Fassler*
- 2001: Lucy Freeman Sandler (chair), Richard H. Helmholz, V. A. Kolve
- 2000: Roberta Frank (chair), Lucy Freeman Sandler, Richard H. Helmholz
- 1999: Lilian M. C. Randall (chair), Bernard S. Bachrach, Fred C. Robinson
- 1996: Paul Meyvaert (chair), Roberta Frank, Siegfried Wenzel
- 1993: Walter Goffart (chair), Madeline H. Caviness, Charles Muscatine
- 1987: George Kane (chair), F. Edward Crazn, Sylvia L. Thrupp
- 1984: Ruth J. Dean (chair), Larry D. Benson, George P. Cuttino
- 1981: Bryce D. Lyon (chair), Helaine Newstead, Speros Vyronis, Jr.
- 1978: Lynn T. White, jr. (chair), Corn E. Lutz, William J. Roach
- 1975: Curt F. Bühler (chair), Gray C. Boyce, John C. Pope
- 1972: Albert C. Baugh (chair), Curt F. Bühler, Astrik L. Gabrie 1
- 1969: Pearl Kibire (chair), Harry Caplan, Gerhart B. Ladner
- 1966: B. J. Whiting (chair), Gaines Post, Archer Taylor
- 1963: Samuel E. Thorne (chair), William J. Roach, Hamilton M. Smyser
- 1960: Taylor Starck (chair), Kenneth M. Setton, Hamilton M. Smyser
- 1957: B. J. Whiting (chair), Urban T. Holmes, Jr., Gaines Post
**Nomination Guidelines**

Candidates for election as Fellow and Corresponding Fellow may be nominated in two ways: (1) by any three members of the Academy, or (2) by the Nominating Committee.

Nominations by members of the Academy do not require the approval of the Nominating Committee and are not screened by the committee. All candidates nominated at large will appear on the slate, providing that the nominations are correctly prepared according to the published criteria.

The Nominating Committee acts to supplement the process of nominations at large. Its task in the first instance is to ensure that there will be a full slate of candidates (at least two candidates per position) for every election. Furthermore, the committee should counteract the randomness of nominations at large by searching for the most qualified candidates. It is important that candidates not be overlooked because they work in small fields, hold appointments at institutions other than major research universities, are women, or for any other reason fail to attract nominations at large.

No upper limit is specified as to the number of candidates, which means that the Nominating Committee must exercise its own good judgment in deciding when the slate of candidates nominated by members is large enough and of such quality as to make additional nominations of its own otiose.

The nomination of candidates and the balloting are to be kept confidential.

**Nomination Papers**

Nominations consist of a one-page statement outlining the candidate's qualifications, accompanied by a curriculum vitae and bibliography of not more than four pages. The statement should be full enough to make a convincing case for the candidate's importance to the medieval field. It and the curriculum vitae/bibliography must be in finished form, suitable for photocopying and mailing.

The nomination papers are sent to the Fellows when the balloting commences. The ballot and the nomination papers do not contain the names of the nominators and do not distinguish between candidates at large and candidates nominated by the committee.

Those who sign nominations at large must be current members of the Academy. Their signatures do not need to appear on the same document, but may be submitted separately in writing, either by letter or by e-mail.

**Nomination schedule**

- **May** Appointments to the Nominating Committee are made after the annual meeting.

- **May** The May, August and September issues of the MAA News include an announcement that candidates for Fellow and Corresponding Fellow may be nominated by any three members of the Academy. A similar reminder is sent to incumbent Fellows. Nominations are sent to and acknowledged by the Executive Director, who is responsible for determining that the candidates are eligible, that the nominations are in order, and that the nomination papers are correctly prepared. At the same time, the committee should begin to consider the pool of candidates from prior years and additions to it. The committee ordinarily does not meet as a group. It works by correspondence, electronic mail, and telephone.

- **October** The deadline for nominations at large is 15 October. The Executive Director sends a list of valid nominations to the Nominating Committee after the deadline. The committee then determines which candidates, if any, it wishes to place on the slate in addition to the candidates nominated at large.

- **December** The deadline for the Nominating Committee's additions to the slate, including complete nomination papers, is mid December. The Executive Director determines that the committee's candidates are eligible, that the nomination papers are in order, and that the slate as a whole meets the specified criteria. If this is not the case, the Executive Director will request reconsideration by the Nominating Committee.
The slate

In order to ensure that fresh elections will be possible each year, the Nominating Committee should aim to establish the number of open slots as that which will bring the Fellowship to about 95% of the set maximum (c. 119 of 125); this amount of leeway should allow for an election annually even if, in a given year, no Fellows take Emeritus status or die. If, however, the roster should drop below about 92% (115), the Nominating Committee should consider expanding the number of vacancies, provided there are always at least twice as many valid nominations as vacancies. The Nominating Committee is to ensure that the slate contains at least two candidates per vacancy. Although no candidates are held over automatically from one year to the next, the Nominating Committee may reactivate the nominations of unsuccessful candidates in previous elections.

Election procedures

The first ballot notification is usually mailed in early January. Nominees who receive a majority (i.e., more than 50%) of the votes cast are thereby elected. If vacancies remain after the first ballot, a second ballot is conducted. This ballot must be concluded no later than six weeks before the annual meeting of the Fellows. The second ballot contains the names of those candidates who received at least one-third of the votes cast on the first ballot. In the second ballot, eligible Fellows may vote for the number of candidates they wish to vote for, but no more than the number of positions open after the first ballot. Nominees who receive a majority of votes cast in the second ballot shall be elected, but no more may be elected than the number of vacant positions declared for that year. Voters are instructed to vote for no more candidates than there are vacancies. Within this limit, for the first ballot there is no restriction as to how many or how few candidates are to be voted for; on the second ballot, voters may vote for as many candidates as they wish, but no more than the number of positions open after the first ballot. Ballots without the appropriate number of votes will be invalid. The votes in all ballots are electronically tallied and the results are emailed to all Fellows by the Executive Director.

Notifications

The Executive Director notifies those who have been elected by means of formal letters. The outcome of each ballot is reported to the Fellows (including the number of votes received by each candidate). After the balloting, the Executive Director reports the results to the Council and the Nominating Committee. The results are announced to the public at the annual meeting and are printed in the meeting proceedings in the July issue of Speculum. Unsuccessful candidates are not notified since the election process is to remain confidential.

Induction

In the year of their election newly elected Fellows and Corresponding Fellows are invited to come to the annual meeting for induction. They may be inducted then or later. The invitations to the annual meeting include a reminder that those who have not been inducted should inform the Executive Director if they intend to be present for induction. The ceremony of induction is conducted at a plenary session sponsored by the fellows. It consists of the reading of a laudatio, which is prepared by the Orator of the Fellows and the signing of the Fellows book. The book and all relevant files are kept at the Medieval Academy office. The laudationes are printed in the minutes of the Fellows.
III. Publications

1. *Speculum*

This section covers:

Publisher and Mission
Editorial Staff
Editor of *Speculum* (EoS)
Editor for Articles
Editor for Reviews
Assistant Editor(s)/Editorial Assistant(s)
Boards
Editorial Board
Book Review Editors
Content
Articles
Reviews
Brief Notices and Books Received
Special Issues
The University of Chicago Press
Contract
Circulation
Format, page budget, etc.
Production calendar
Submission Guidelines
*Speculum* Style Sheet

(Sources: Rick Emmerson’s description, job descriptions Spring/Summer 2011, revised job descriptions 9/11, assistant editor announcement 1/12, website submissions guidelines and style sheet 1/12, Ron Musto’s revisions of above, UCP contract.)

A. Publisher and Mission

*Speculum* is published by the University of Chicago Press in conjunction with the Medieval Academy of America, a learned society incorporated under the laws of the Commonwealth of Massachusetts as a nonprofit educational institution.

The Council of the Medieval Academy establishes general policy for the journal and appoints the Editor of *Speculum* (EoS), upon whose recommendation it also appoints the Book Review Editors and the Editorial Board. The EoS defines and carries out specific editorial policies and practices, in consultation with the Book Review Editors and the Editorial Board.

*Speculum* is not a “house organ” of the Medieval Academy in the sense that membership in the Academy defines its pool of contributors and readers. The journal’s constituency is the international community of medievalists. The emphasis of the journal is on North American scholars, but the participation of scholars throughout the world is sought and welcomed. The language of publication is English.

Authors of articles and reviews need not be members of the Academy, and they need not reside in North America. The same is true of those invited as outside readers of articles. The goals of reaching out to non-members include collaborating with the best scholars in a particular field and encouraging such noted scholars to join the MAA and to further participate in its activities.
B. Editorial Staff

Editor of Speculum
The person bearing the title and authority, “Editor of Speculum,” should be first and last responsible for all content that is selected, edited, and published in this journal. This cannot be delegated to permanent, consulting, temporary, or part-time members of the staff at the Medieval Academy. That said, the EoS is also responsible to, and expected to collaborate with, both the Editorial Board and the Book Reviews Board, and is ultimately answerable to the Medieval Academy’s Council, its members, and its subscribers.

The EoS should be a mature scholar, of some recognized reputation, with publications of various types in the field of medieval studies. The person should have many years of professional editorial experience in books, reference works, journals or any combination thereof, and should be familiar with, and have personal experience of, the peer-review system for his or her own scholarly work. The EoS should understand all aspects of the publishing process from seeking and acquiring manuscripts through content- and copy-editing, to working closely with authors on revisions, to circulating manuscripts among authors, editors, and production people.

The EoS should also be thoroughly conversant with new trends and technologies in scholarly communication. This need not require hands-on knowledge of the latest computers, coding, tagging systems, and the like, but should include a willingness to innovate and the ability to judge and choose among the best practices.

The person should be willing and able to work closely with Editorial Boards for both articles and reviews and should be able to exercise leadership in achieving policy consensus and uniformity among those boards. At the same time the EoS should be able to seek and follow the advice of these boards and other experts.

The EoS should also have experience with, a keen understanding of and sympathy with, the business and financial aspects of running a publication, including production and editorial issues, administering an editorial staff and office space, manufacturing and distribution, contractual arrangements, subscriptions and revenues, including subsidiary rights.

Copy Editor
This editorship is non-contractual, that is, hired and paid by UCP upon the advice and final consent of the EoS. The Copy Editor need not be a medievalist but should have a Ph.D. in one of the core humanities disciplines covered by Speculum, many years of editorial experience, including developmental editing to facilitate revisions with authors, and preferably publications of his or her own to deepen understanding of the editorial and production processes.

The Copy Editor will review articles, reviews, Brief Notices and Books Received. After articles have been accepted for publication and all comments and suggestions for revisions made by the peer reviewers and EoS have been incorporated into the submitted manuscript, the manuscript is transmitted to UCP where it is handed off to the Copy Editor. The chief duty of the Copy Editor is to ensure that content reflects the last revised version of the author’s submission, that any questionable constructions and citations are brought to the author’s attention, and that the style of the article is made consistent with Speculum style sheets.

The Copy Editor, working under the supervision of the EoS, sees the editorial and production process through first and revised proofs and handles all contacts with the author during this revision stage. The EoS may, at his or her discretion, participate at this stage or any stage of the editorial process. The reading and approval of final confirmation proofs is the sole responsibility of the EoS.

For reviews, Brief Notices, and Books Received, a lighter editorial touch is required, especially for reviews, which are commissioned works, completed by experts to length and with a tighter deadline. Editing here — as much as possible and as long as reviews are within assigned lengths — should therefore not alter reviewers’ wording or turns of phrase, but should seek clarity and consistency of style to match the Speculum style sheets.
The EoS is responsible at the submission stage for ensuring that reviews match commonly accepted standards of scholarly discourse: that they are informative to the readership, constructive, that they avoid personal attacks or agendas and that, even if negative, they are fair and help further the discourse in the field under review.

The Editor for Reviews, working through UCPUCP, will be delivered approximately 75 reviews per issue. These reviews will have been solicited, assigned, and received back through the MAA offices, using the database and communication modules provided by UCPUCP in the Editorial Manager system. Much of the workflow for that process, previously performed by an Associate Editor of Speculum, is now the responsibility of the Editorial Assistants.

Review assignments are the primary responsibility of the Book Review Editors, each working within his or her own field. The EoS coordinates their work and may on occasion assign books directly. The decision as to whether a book ought to be reviewed (or to be listed in Brief Notices) is guided for the most part by general principles rather than firm rules. (See below under Content: Reviews.)

**Editorial Assistant(s)**

This part-time position is directly under the supervision of the EoS. This assistant must have computer and editorial skills and a background in any area of the humanities. A specialty in any area of medieval studies is desirable. Since the volume and disciplinary variety of reviews and their timeliness requires a far more intensive use of the digital Editorial Manager system, strict attention to detail and communication skills are particularly important. Reading ability in French, German, Spanish, Latin and/or Italian or other languages commonly seen in Speculum reviews is also highly desirable. Duties include sorting books, compiling information in a database from print books and online resources, transmitting information to the Book Review Editors, transmitting books to reviewers, receiving and organizing reviews for publication and using the electronic Editorial Manager system to facilitate and record correspondence and the various stages of the review process.

**C. Boards**

**Editorial Board**

The members of the Editorial Board serve four-year, nonrenewable terms. They are appointed by the Council upon the recommendation of the EoS. The size of the Board may vary, at the discretion of the EoS. The usual number is 9-10. Board members are active scholars, representing different disciplines, institutions, and regions. As individuals, according to their areas of expertise, the members of the Board may be asked to recommend readers for article submissions, to provide formal evaluations of submissions, or to give advice in difficult cases, when the outside readers disagree about the merits of a submission.

Every two weeks a list of recent article submissions is circulated to the members of the Board, who may request a copy of any submission that interests them.

The Board meets regularly as a group with the EoS. The purpose of these meetings (customarily held once a year, at the annual meeting and virtually on an ad-hoc basis in the interim) is to review the material published in the journal, to discuss editorial issues and policies, to alert the EoS and fellow Board members of recent trends in scholarship, and to advise the EoS on the scope and mission of Speculum’s publishing activities and formats.

**Book Review Editors**

The Book Review Editors serve one three-year term. They are appointed by the Council upon the recommendation of the EoS.
The number of Book Review Editors may vary. These editors represent different fields or disciplines. They are chosen for scholarly distinction, breadth of interest, and knowledge of the active scholars and current bibliography in their fields.

The primary responsibility of the Book Review Editors is the assignment of book reviews. The Book Review Editors are invited to the regular meetings of the Book Review Editorial Board and are consulted on editorial issues and policies as well as asked to alert the EoS and fellow Board members of recent trends in scholarship and to advise the EoS on the scope and mission of Speculum's publishing activities and formats.

D. Content

Articles

Speculum publishes articles in three categories: regular articles, commissioned interdisciplinary articles, and review articles. The vast majority of articles are not commissioned, although some articles may be commissioned, especially those to be included in special issues (see below).

Following the EoS’s initial determination of the appropriateness of a submission for publication in this journal, Speculum follows a policy of double-blind peer review of all submissions. The author’s identity is not known to the readers evaluating the submission, and the author does not know the identity of the readers. The article should include only its title, not the name of its author. An author should avoid self-identification in the argument or documentation of the article. The author’s name should not appear as an element in running heads of the typescript.

Preliminary screening is by the EoS, who may choose to reject articles at once if they are clearly unsuitable for Speculum. All others are then submitted to the Editorial Board and then, on their recommendation, rejected or sent to outside readers chosen for their expertise in the subject matter and methodology. The number of such readers is usually two. If an article is not likely to be accepted but still requires review, it may be sent to only one reader; if it is interdisciplinary or is likely to be controversial, it may be sent to three or more readers. If the decision of the first two readers is split, the article may be sent to a third or fourth reader, depending on the EoS’s consideration of such factors as length of the review process, prospects of finding suitable reviewers, and the likelihood that a third or subsequent review will break the tie in a convincing, consensual manner.

Using the Editorial Manager system readers can prepare two reports: one that is confidential and for the purposes of the EoS; and a second that can be sent to the authors as written. The EoS may choose to summarize or edit reports or to make no use of the reports at all when corresponding with the authors.

The Book Review Editors and Editorial Board members, depending on their areas of expertise, may be asked to give preliminary advice before outside readers are assigned, to provide a formal reading, or to adjudicate when the recommendations of the outside readers are contradictory. Members of the Editorial Board may participate in the evaluation of any article submission that interests them. Every two weeks, depending on volume of submissions, they receive a list of recent submissions, which allows them to request a copy and to contribute to the review process as they choose.

The final decision to accept or reject articles is made by the EoS.

Submissions and the review process are tracked with the help of a computerized Editorial Manager system. Once a month reminders are sent to readers whose reports are overdue. Readers are asked for reports within 40 days so that a decision can be made within three months.

REGULAR ARTICLES

In most cases articles are submitted on the author’s own initiative. The EoS, the Book Review Editors, and members of the Editorial Board may encourage the submission of articles by scholars who are known to be doing important and interesting work.

Articles may be submitted on any medieval topic. All disciplines, methodologies, and approaches are welcome. In keeping with the Academy’s goal of representing all fields of medieval studies, individual issues usually include articles on a variety of subjects, in a variety of disciplines.
Articles on interdisciplinary topics or articles that tackle large interpretative questions, undertake the synthetic analysis of major methodologies, or consider newer theoretical approaches to medieval studies are encouraged. Highly focused studies are welcome, but preference will be given to articles of interest to readers in more than one discipline and beyond the specialty in question. Authors should consider the multidisciplinary audience of Speculum, should craft their material to appeal to a large audience of medievalists, and should provide sufficient context for readers who are not already experts in the subject matter of their articles.

Translations and editions of medieval texts will be considered for publication when they are an essential part of a larger study; in such cases, the edition or translation may be included as an appendix.

Articles should present original scholarship of the highest quality. Preliminary notes on research still in progress are not acceptable, since Speculum articles should be mature pieces of work, likely to be of long-term value. Work that will soon be published in essentially the same form, as part of a book or that is already available on the Internet should not be submitted. Articles are considered for publication on the assumption that they are not being considered for publication by another journal.

The President’s address at the annual meeting is usually published in the October issue of the year it is delivered. It is not subject to peer review.

COMMISSIONED INTERDISCIPLINARY ARTICLES
Occasionally, the EoS, in consultation with the Editorial Board, may commission an article on an important topic in medieval studies that is of particular interest to scholars working in a variety of disciplines. The purpose of such an article is to review the state of scholarship on the topic, analyze scholarly trends and methodologies, discuss major issues that have received attention or need greater attention, and suggest new directions for future scholarship on the topic.

Such articles will always be the exception and should not appear more often than one per volume. As with regular submissions, such articles will be subject to peer review.

REVIEW ARTICLES
Review articles are commissioned by the EoS. The Book Review Editors and Editorial Board are asked to be on the lookout for appropriate topics and authors. Review articles are relatively uncommon, chiefly because the form has proven difficult to do well.

The review article is usually defined as a comprehensive examination of three or more books by different scholars. The books in the collection should lend themselves to coherent discussion, and the reviewer should be a scholar who has an independent contribution to make to the subject, whether it is to assess the state of the question or to propose new lines of research. It is rare that a review article will be based primarily on a single book. Review articles are not subject to peer review but are approved by the EoS and the appropriate Book Review Editor (or member of the Editorial Board) before publication.

Reviews
Speculum provides representative review coverage of the work published in all fields of medieval studies. An attempt is made to allow ample space for thorough treatment of substantial books by individual scholars. Since much cutting-edge scholarship is now being published in collections of essays, space is also allotted for reviews of collective volumes. However, a collective volume is assigned for a regular review rather than for listing in Brief Notices only if in the EoS’s judgment it offers coherent treatment of a topic or includes contributions of unusual importance.

Work that is very specialized or of limited significance to the field as a whole is generally given a Brief Notice or listed in Books Received.
Editions and translations of medieval works are reviewed selectively, as are books devoted only in part to the
medieval period. Reference works, such as dictionaries, may be reviewed, at least in brief. Bibliographies,
manuscript catalogues, and exhibition catalogues may be reviewed if they seem significant enough. Books on the
history of medieval scholarship and biographies of important medievalists are occasionally reviewed. Survey-style
textbooks are generally not reviewed, but other exceptional works intended primarily for classroom use may be
considered. Publications in electronic media are reviewed as regular publications. Films and works in other media
may also be considered depending upon their subject matter, methodology, and general contribution to the
advancement of medieval studies and their methodologies.

Works submitted for review are listed in Books Received if they are at all pertinent to medieval studies, a criterion
that is interpreted generously. However, journals and hardcover annuals are not listed there.

Reviewers are chosen for their expertise in the subject matter. The ideal reviewer is sympathetic but critical, without
overweening prejudice for or against the author, the subject, or the methodology. Personal conflicts of interest are
especially to be avoided.

The editors do their best to ensure that reviews are fair to the author and to the work. Although reviewers speak for
themselves, and their judgments should not be understood to be sanctioned by the editors, the editors reserve the
right to reject reviews that do not meet the expected standards of competence and fairness. Reviews are read before
publication by the EoS and edited for any issues, including overall fairness, personal attacks, and obvious errors.
They are then transmitted to the Copy Editor for copyediting according to Speculum style.

Reviewers are given instructions that suggest a maximum length. The usual length is 900 words, but the Book
Review Editor making the assignment may also opt for either 600 or 1,200 words. A still longer maximum (1,500
words) may be thought desirable in some cases, especially in reviews that cover more than one book. The EoS
should rarely give permission to exceed the suggested maximums. The reviewer is also asked to inform the EoS if
he or she believes that a review should not be published. Reviews are to be completed within four months.

The first criterion by which a review is judged is that it provides clear description of the content of the book and of
the author’s method and purpose. Thereafter the EoS looks for honest and fair critical judgment applied to an
assessment of the book’s strengths and weaknesses and for an indication of the importance of the book in the context
of other scholarship.

Elaborate scholarly apparatus (footnotes, charts, illustrations) is normally to be avoided. Long lists of errata are
rarely permitted. A summary statement and a few examples are usually adequate.

A computerized Editorial Manager database, currently used for articles, is now being activated to track book reviews
from start to finish. The EoS monitors the workflow of reviews and aims to secure the publication of reviews not
more than one year after they are received.

**Brief Notices and Books Received**

Brief Notices are unsigned and are prepared by an editorial assistant in consultation with the EoS. They are used to
list the individual contributions to a collective volume or to provide a brief, purely descriptive notice of a book.
They are copyedited for consistency and accuracy by the Editor for Reviews under the supervision and review of the
EoS.

The contents of journals, including hardcover annuals, are not listed in Brief Notices. But the appearance of a new
journal may warrant an entry in this section.
Books Received is a list of all books received for review in the quarter before the issue is compiled. An annual table of contents is included in the October issue. These are compiled by an editorial assistant and the resulting list is copyedited for consistency and accuracy by the Editor for Reviews under the supervision and review of the EoS.

E. Special Issues

Special issues of *Speculum*, in which the article section is devoted to a specific subject, fill an important function, but it is crucial that topics and guest editors be chosen very carefully. Special issues work best when they are devoted to questions of critical importance that are of interest to medievalists as a whole and when they are designed to produce a coherent discussion of those questions.

Proposals for special issues of *Speculum* may be solicited by the EoS upon the recommendation of the Editorial Board or may be submitted directly by a guest editor to the EoS, who may suggest revisions before forwarding the proposal to the Editorial Board. Once the Editorial Board approves a proposal for a special issue, the EoS will notify the guest editor and outline the procedures and schedule that should be followed. The first step is to issue a call for papers, which should provide a rationale for the special issue and be sufficiently detailed to indicate the kinds of articles appropriate for the issue, while not being so restrictive that it needlessly limits the range of articles submitted. Papers should be submitted to the guest editor and should follow *Speculum* submission guidelines.

The guest editor should acknowledge all submissions, inform authors regarding the evaluation procedures and schedule to be followed, and include an explanation that the decision to publish rests with the *Speculum* Editorial Board and EoS, who may give approval for the issue to proceed, request to see one or more of the submitted articles, request that additional articles be solicited, or determine that the response to the call for papers does not merit publication of a special issue.

Once the EoS has notified the guest editor that the special issue may proceed to the next stage, the guest editor will ask specialist readers to evaluate articles that are being considered for inclusion in the special issue. The guest editor is responsible for making the editorial decisions required to produce a successful issue. Revisions requested of authors should be designed to improve the coherence of the issue as well as to strengthen the scholarship and presentation of individual articles. Revised articles must follow *Speculum* style.

The guest editor should submit the completed manuscript to the EoS, along with written evaluations by the editor and specialist readers. The EoS will then circulate the manuscript and evaluations to the Editorial Board for review, asking Board members to read the entire issue. In some cases the Editorial Board may request that the EoS seek additional evaluations.

The Board may recommend acceptance of all, some, or none of the completed manuscript; it may also make suggestions for revisions prior to publication. The final decision with regard to special issues is the EoS’s.

F. University of Chicago Press/MAA Contract

A contract for the publication of *Speculum* was signed with Cambridge University Press (UCPUCP) on 3/4/2015 for an initial term of 5 years from 1/1/2016 to 12/31/2020. Publication includes an annual volume of 4 issues of 340 pages each or 1360 pages/volume. Ownership is retained by the MAA. The EoS works directly with UCP and is responsible for the relationship with UCP.

Under this contract UCP is responsible for, and covers the cost of, all production and distribution to members and subscribers, including print and electronic formats; for warehousing, insurance and stocking of the journal; and for supplying free copies, digital offprints, and complimentary copies. UCP is responsible for the typesetting, paper, and printing but follows the MAA’s pre-existing and evolving specifications; for distributing PDF proofs to authors, to reviewers, to the MAA and for implementing corrections submitted and approved by the EoS. UCP provides an electronic Editorial Manager system free of charge to the MAA for this production workflow.

Acknowledging existing contract with JSTOR that allows sale of the archive as part of a larger collection of journals, this contract with UCP provides for the sale of the "full run" of *Speculum* only as an add-on to a current
subscription, UCP negotiates subsidiary rights for all *Speculum* content.

UCP is responsible for sales and marketing, advertising in the journal, and collecting subscription income. UCP sets subscription rates annually, in consultation with the MAA (every spring).

As part of the agreement UCP provides MAA members with a 30% discount on all UCP books and selected Chicago journals, and 20% discount on Chicago Manual of Style.

The monetary aspects of this relationship are that UCP currently (January 2016) pays $39,000 to support the MAA editorial office; pays MAA 40% of gross revenues from subscriptions, advertising, reprint rights, sales of back issues, subsidiary rights, and permissions fees; guarantees minimum royalty of agreed-on amount ($106,000 for CY 2016 increasing to $132,000 in CY 2020), paid in two halves in April and October.; and pays a royalty on the sale of the *Speculum* back-issue archive after initial digitization costs are covered.

Under the terms of this contract the MAA is responsible for the Editorial Boards and editorial policy. The MAA establishes the contents and schedule of each issue, prepares the TOC, reads proofs, checks authors’ corrections, submits approved corrections to UCP, checks the quality of artwork, and collects permissions and copyright forms from contributors to *Speculum*.

The MAA maintains members mailing lists, submitting them to UCP for distribution of *Speculum*.

The MAA provides UCP display space as a publisher at its Annual Meeting.

### Circulation

Members of the Medieval Academy receive *Speculum* as part of the benefits of membership. Institutions receive *Speculum* as subscribers, who pay a rate that differs from the multilevel dues structure, such rate to be determined by UCP in consultations with the MAA (annually in the spring). The EoS arranges a limited number of exchange subscriptions with other journals, as a courtesy to important institutions of medieval studies and for the benefit of the Academy library.

### Format, Page Budget, etc

*Speculum* is a quarterly journal, published in January, April, July, and October. The length of the issues varies. About 300–330 pages (including front matter and advertising) is the present norm.

On the average an issue contains 140 pages of articles and 140 pages of reviews, and 20 pages of miscellaneous material. The front matter and advertisements average 20 pages per issue.

The July issue includes the records of the Academy: minutes of the annual meeting, reports of officers and committees, memoirs of Fellows and Corresponding Fellows, and a list of Academy donors in the preceding year.

Advertising is accepted but is currently handled by University of Chicago Press under the terms of the contract. The EoS may reject advertising that is inappropriate for the audience of the journal.

### G. Production Calendar

**OCTOBER**

Read revised articles accepted for *Speculum* and begin selection for April issue

**JANUARY**

Read revised articles accepted for *Speculum* and begin selection for July issue
FEBRUARY/MARCH  Select new Book Review Editors and Editorial Board members to recommend for Council appointment; Prepare report of EoS for Council and business meeting; Prepare and email agenda for Speculum board meeting

MARCH/ APRIL  Attend Council meeting and give report of EoS: Chair meeting of the Editorial and Book Review Editors, if held.

APRIL  Read revised articles accepted for Speculum and begin selection for October issue

JULY  Read revised articles accepted for Speculum and begin selection for January issue

H. Submission Guidelines

Authors should submit their articles online at www.editorialmanager.com/speculum. If an accepted article includes illustrations, the author will be responsible for supplying high-quality glossy photographs or TIFF files and permissions to reproduce them in print and online.

Manuscript Preparation

Manuscripts should be submitted in digital format to the Editorial Manager system. They should be set in a commonly used, cross-platform typeface, preferably Georgia or Cambria. For non-Roman faces, such as Greek, Arabic, Hebrew, and other faces, authors should use one of the Unicode fonts commonly accepted in their fields. Authors should make sure that these faces appear correctly in their test printout before submitting the digital version via Editorial Manager. Authors should use a 12-point type with double spacing throughout, including notes. Italics should be employed as needed, but boldface should be avoided.

The author is responsible for the accuracy of proper names, book titles, quotations and citations, foreign-language quotations, etc., which should be verified before the manuscript is submitted. Speculum does not fact-check submissions, and peer-review readers should consider accuracy of detail in their reviews.

Author Do’s and Don’ts:

- Do set ample margins, at least one inch on all sides
- Do use ragged right rather than justified margins
- Do not insert additional space between paragraphs or between notes
- Do use subheads when necessary to signal a division between sections of the text
- The manuscript should be paginated consecutively from start to finish
- Do not use the space bar or tabs to indent paragraphs
- Do not use two spaces between sentences
- Do create a printout and proofread it before submission. Special characters, accents and other diacriticals must print clearly and unambiguously.

Notes should be submitted as footnotes. Captions and illustrations should be placed at the very end.

I. Speculum Style Sheet (Rev. January 2016)

Most of the prescriptions that follow are concerned with citation style. For matters not discussed here, authors should refer to recent issues of the journal. For usage issues not found in Speculum, authors should consult the 16th edition of The Chicago Manual of Style (Chicago, 2010). The general principle is to provide readers with complete information in as brief a citation as proper form allows. The guiding principle for citations is maximum clarity for
the reader. When in doubt, the author should err on the side of providing more, rather than less, information. The author is responsible for the accuracy of all quotations and citations, which should be verified before the manuscript is submitted.

**Primary sources**
Models for the citation of classical and medieval works are the following:
1. Medieval Author, *Opus* 2.4.1, ed. Modern Editor (City, 1990), 135.
4. Medieval Author, *Opus* 2.4.1, line 5.
6. Matt. 5.21; 1 Cor. 2.12.

Note 1 is a standard first citation. The subdivisions of the medieval work follow the title without intervening punctuation, in descending order, separated by periods. For example, *Opus* is divided into books, sections, and chapters, and the sample citation should be read as book 2, section 4, chapter 1. Once the edition of a work has been provided in the first citation, subsequent references are shortened as in note 2, or even more as in notes 3, 4, or 5. The nature of the work and its editorial history will determine which version is required.

Note 6 shows standard biblical citations, which likewise use periods as the divider between subdivisions, in this instance between chapter and verse.
If the reader might have difficulty deciphering this system as it applies to a given work, the reference should be spelled out in full.

**Secondary works**
Models for the citation of secondary works are the following:

The abbreviations “p.” and “pp.” are not used unless necessary to disambiguate from volumes, lines, etc. Provide inclusive pages rather than “f.” or “ff.” References to page and note take the form “123 n. 1.”

**Article footnotes: Book citations**
Do not substitute initials for an author’s given names. If the author uses initials, they should not be set solid: “J. R. R. Tolkien.”
If more than one location is given for the place of publication, it is usually sufficient to cite only the first location in the list. The conventional English form of place-names should be given (“Turin,” not “Torino”; “Munich,” not “München”).
Use US postal-code abbreviations for states (AK, AL, etc.); use “UK” for any of the regions of the United Kingdom (England, Scotland, Wales, Northern Ireland) and to disambiguate cities of the same name: Cambridge, MA; Cambridge, UK. Use state and country abbreviations only when the location may be unclear. Always include “DC” in references to the District of Columbia.

**Exception: Book review citations**
Dates alone are sufficient in references to books within a review: “Derek Pearsall’s *John Lydgate* (1970) . . .”

**Numbers**
Use arabic numerals for volume, part, and section numbers of journals, for volume numbers and other subdivisions in a series, for multivolume works, and for subdivisions of classical and medieval texts. Use a slash instead of a period to separate the parts of printed works: *Speculum* 88/3.
Use roman numerals when the original work uses them for page numbers and when a library uses them for manuscript shelf marks in its collection.

**Simplest form**

**Later editions and reprints**

**Multiple volumes**
Max Manitius, *Geschichte der lateinischen Literatur des Mittelalters*, 3 vols. (Munich, 1911–31), 1:78. [The citation is to volume 1, page 78.]

**Monographs in a series**
Arno Borst, *Die Katharer*, Schriften der Monumenta Germaniae Historica 12 (Stuttgart, 1953), 112–15. [Series information is sometimes essential for locating books and ought to be included in such cases; the series should always be included when there is a series number.]

**Edited or translated works**

**Foreign titles**
In Latin titles capitalize only the first word, proper nouns, and proper adjectives. In French, Italian, and Spanish titles capitalize only the first word and proper nouns. Follow the prevailing rules for the given language in the capitalization of other foreign titles. Titles in non-Roman alphabets are to be transliterated as well.
Titles in languages other than classical and medieval Latin and Greek, French, Italian, German, and Spanish may be translated. The translation follows the title in square brackets and is not italicized; only the first word and proper nouns and adjectives are capitalized.
Subsequent references:
Use short titles rather than “op. cit.” “Ibid.” may be used for successive references to the same work within a single note; it may also be used for a work cited in the immediately preceding note when only one work is listed in the prior note.
If the work by Reynolds is cited frequently throughout the article—and is the only work by that author cited—the first reference may include the indication “hereafter cited as Reynolds.” Subsequent references take the form “Reynolds, 97.”

**Articles**
Do not abbreviate journal titles. One of the few exceptions is PMLA, where the abbreviation has become the main title of the journal.
When an article is cited more than once, give full page references in the first citation; otherwise it is acceptable to cite only the relevant page(s).

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Subsequent references:
Robertson, “Mass,” 106.

Manuscripts and archival material
Both in the text and in the notes the abbreviation “MS” (plural “MSS,” no period) is used only when it precedes a shelf mark. Cite the shelf mark according to the practice of the given library. Folio numbers should include a recto/verso reference, abbreviated and written on the line, not as a superscript. The abbreviation of “folio” is “fol.” (plural “fols.”). Do not use the plural form for inclusive references within a single folio: fol. 22rb—va.
The first reference to a manuscript should give the place-name, the name of the library, and the shelf mark:
Paris, Bibliothèque nationale de France, MS lat. 4117, fols. 105v–145r.
Vatican City, Biblioteca Apostolica Vaticana, MS Vat. lat. 6055, fols. 151r–228v.
Subsequent references:
BnF lat. 4117, fol. 108r. [If the context allows, “lat. 4117” may be sufficient.]
Vat. lat. 6055, fol. 151r.
References to archival material should give the place-name, the name of the archive, the institution, and the shelf mark: Venice, Archivio di Stato, S. Lorenzo di Venezia, B.21.

Ancient and medieval works
For canonical collections, registers, and other specialized texts, the prevailing abbreviations and style of citation should be used. In citing standard editions of poetry it is often sufficient to cite line numbers without page references. However, when citing a particular edition, page references may be employed.
Dante, Inferno 11.13–14, trans. Mark Musa, Dante’s Inferno (Bloomington, 1995), 89.
Subsequent references:
Bede, Historia ecclesiastica 3.16, pp. 262–63. [Note: the abbreviations “pp.” here and “p.” in the next two examples are used to disambiguate the reference.]
Inferno 3.58–60, p. 35.
Battle of Maldon, lines 312–19, p. 67.
Le Chaitivel, lines 9–180.
Recurring references to primary sources may sometimes be treated economically within the text.

Series and collections of primary sources
The abbreviations CCCM and CCSL (Corpus Christianorum, Continuatio Mediaevalis and Series Latina), EETS (Early English Text Society), MGH (Monumenta Germaniae Historica; see http://www.mgh.de/dmg/h/linking/kuerzel for sections of the MGH), and PL and PG (Migne’s Patrologia Latina and Graecae) need not be explained. It is also usually not necessary to provide publication information for quotations from the PL and PG. The names of other collections and series should be given in full when first cited. The volume number and page number are separated by a colon, with no space between the elements.
PL 123:347.
Full citation of an edited work in a series:

Other matters
1. Modern authors: The first mention of a modern author in the text should include the given name (or initials, if that is the author’s preferred form).
2. Notes: Notes should be succinct and should be confined to material necessary to support assertions in the text. Footnotes should be avoided in reviews.
3. French place-names: French place-names containing “Saint” are normally spelled out, and the hyphen is
essential: “Saint-Denis.”

4. *Italics and quotation marks:* Isolated expressions and words in foreign languages should be italicized, but a foreign phrase taken from a specific source should be in roman type within quotation marks.

- Short quotations should be in roman type within quotation marks, but quotations of more than a hundred words of prose or of more than two lines of poetry should be treated as block quotations (typed double-spaced and indented, without quotation marks).
- Single quotation marks are reserved for quotations within quotations.
- Block quotations should be set indented, as extracts. Both the original language and English translation (if provided) should be set in roman.

5. *Scholarly reference terms:* Words and abbreviations such as “et al.,” “ibid.,” “e.g.,” “i.e.,” and “c.” (circa) should not be italicized. The only exception is “[sic].” Note that “cf.” means “compare” and should not be used when “see” or “see also” is the accurate expression. [Note: both “e.g.” and “i.e.” are followed by a comma.]

6. *Dates:* Use the form “1390s,” not “1390’s” or spelled out. Centuries should be spelled out; the adjectival form requires a hyphen, as in “twelfth-century manuscript.” Use “c.” for approximate dates: “c.1200” (no blank space follows “c.”). Separate the termini of spans of years by an en dash: “1200–1500” (but “from 1200 to 1500”).

7. *Capitalization:* “Middle Ages” is capitalized, but “medieval” is not. “Church” is generally lowercased, unless it is part of the official name of a denomination or building, or unless it refers to the universal Church, led by Christ. “Bible” is capitalized, but “biblical” is not. Lowercase devotional genres and other religious works, so “book of hours” and “hours” (but: “the Wharncliffe Hours”). Lowercase liturgical hours such as matins and vespers. Capitals are fine for “Divine Office,” “Office,” “Office of the Dead” and for the names of specific hours, such as “Hours of the Cross,” and prayers, such as “the Lord’s Prayer.” For feasts, use the lowercase form except when the formal name of the feast is being given: “Becket’s translation feast” but “the Feast of the Translation of Thomas Becket” (or just “the Translation of Thomas Becket”). Consult *Merriam-Webster’s Collegiate Dictionary*, 11th ed. (Springfield, MA, 2003), when in doubt.

8. In a departure from Chicago style, words and names ending in an unpronounced s (Descartes, François) and classical names of two or more syllables that end in an eez sound (Euripides, Ganges) form the plural simply with the addition of an apostrophe: Descartes’ dreams, Euripides’ tragedies.

2. **Committees**

A. **Publications Advisory Board**

**Purpose:**
To recommend readers for manuscripts submitted for publication by Medieval Academy Books, advise the Executive Director regarding the acceptance or rejection of book manuscripts, provide long-range planning for the book series and help attract submissions, and suggest improvements in the Academy's book publication program.

**Composition**
The Executive Director and four members appointed by Council.

**Term:**
Four years, rotating. The senior member serves as Chair.*

Current Members
Suzanne Akbari (2017), Univ. of Toronto
M. Cecilia Gaposchkin (2018), Dartmouth Coll.
Sara Lipton (2020), SUNY Stony Brook
David Raybin (2019), Eastern Illinois Univ. * The date in parentheses is the final year of the incumbent's current term in office. The administrative year for committees runs from annual meeting to annual meeting

B. Digital Initiatives Advisory Board

Term
Three years, renewable for a second term.

Purpose:
To advise the Medieval Academy on the Academy's own digital initiatives and on its participation in related initiatives.

Selection Process
Appointment by Council, upon the recommendation of the Committee on Committees.

Members
Lisa Bitel (2019), Univ. of Southern California (Chair)
Scott Kleinman (2019), California State Univ., Northridge
Maryanne Kowaleski (2018), Fordham Univ.
Lynn Ransom (2019), Schoenberg Institute for Manuscript Studies, Univ. of Pennsylvania
Timothy Stinson (2017), North Carolina State Univ.
Lisa Fagin Davis, Executive Director of The Medieval Academy
* The date in parentheses is the final year of the incumbent's current term in office, which is renewable for a second term. The administrative year for committees runs from annual meeting to annual meeting.

Sub-Committees: As of September 2012, the Electronic Editions Advisory Board and the Committee on Electronic Resources were discontinued.

C. MART Editorial Board [DEFUNCT as of 2014]

Purpose
To select titles for and oversee the Medieval Academy Reprints for Teaching.

Composition
A chair and four members and one or two representatives of the University of Toronto Press

Selection Process
Appointed by the Council upon the recommendation of the Committee on Committees.

Term:
Five years, rotating, renewable.*

Members:
David Staines (2012), Univ. of Ottawa, Chair
Matilda Bruckner (2015), Boston Coll.
Joseph W. Goering (2012), Univ. of Toronto
Douglas Hildebrand, Univ. of Toronto Press
Amy Hollywood (2013), Harvard Divinity School
Suzanne Rancourt, Univ. of Toronto Press
Pamela Sheingorn (2014), Baruch Coll. and the Graduate Ctr., C.U.N.Y.
The date in parentheses is the final year of the incumbent’s current term in office. The administrative year for committees runs from annual meeting to annual meeting.

Pool: Open

(Source: Council action, 1996)
IV. Appendices: Lists of Office Holders, Committee Members, etc.
(as of 17 May 2013)

1. Presidential Officers

http://www.medievalacademy.org/?page=Governance

A. Current Presidential Officers

2016-17
President: Carmela Vircillo Franklin
First Vice President: Margot Fassler
Second Vice President: David Wallace

B. Past Presidents

Barbara Newman 2015-16 English
William Chester Jordan 2014-15 History
Richard Unger 2013-14 History
Maryanne Kowaleski 2012-13 History
Alice-Mary Talbot 2011-12 Byzantine Studies
Elizabeth A.R. Brown 2010-11 History
Herbert Kessler 2009-10 Art History
Patrick Geary 2008-09 History
Bernard McGinn 2007-08 Religious Studies
Roberta Frank 2006-07 English and Old Norse
Mary Carruthers 2005-06 English
Barbara A. Hanawalt 2004-05 History
Lester K. Little 2003-04 History
John V. Fleming 2002-03 Literature: comparative
Andrew Hughes 2001-02 Music
Joan M. Ferrante 2000-01 Literature: comparative
Robert Brentano 1999-2000 History
Theodore M. Andersson 1998-99 German
Caroline W. Bynum 1997-98 History
John W. Baldwin 1996-97 History
Linda Ehram Voigts 1995-96 English
Thomas N. Bisson 1994-95 History
Madeline H. Caviness 1993-94 Art history
V.A. Kolve 1992-93 English
Marcia L. Colish 1991-92 History
Paul J. Meyvaert 1990-91 History
Archibald R. Lewis 1989-90 History
John H. Mundy 1988-89 History
John H. Fisher 1987-88 Literature: English
Katherine Fischer Drew 1986-87 History
Eleanor M. Searle 1985-86 History
Fred C. Robinson 1983-84 Literature: English
David J. Herlihy 1982-83 History
Robert M. Lumiansky 1981-82 Literature: English
E. Talbot Donaldson 1980-81 Literature: English
Giles Constable 1979–80  History
Samuel E. Thorne 1978–79  History
Gerhart B. Ladner 1977–78  History
Morton W. Bloomfield 1976–77  Literature: English
Paul Oskar Kristeller 1975–76  History
Stephan Kuttner 1974–75  History
Ruth J. Dean 1973–74  Literature: French
Lynn Townsend White, jr. 1972–73  History
Kenneth M. Setton 1971–72  History
Hamilton Martin Smyser 1969–71  Literature: French/English
Joseph R. Strayer 1966–69  History
Albert Croll Baugh 1963–66  Literature: English
Bethold Louis Ullman 1960–63  Literature: Latin
Ernest Hatch Wilkins 1957–60  Literature: Italian
Austin Patterson Evans 1954–57  History
William Edward Lunt 1951–54  History
Fred Norris Robinson 1948–51  Literature: English
George Raleigh Coffman 1945–48  Literature: English
John Strong Perry Tatlock 1942–45  Literature: English
Jeremiah Denis Matthias Ford 1939–42  Literature: Romance languages
Charles Henry Beeson 1936–39  Literature: Latin
Ralph Adams Cram 1933–36  Art history
Dana Carleton Munro 1930–33  History
John Matthews Manly 1929–30  Literature: English
Edward Kennard Rand 1927–29  Literature: Latin
Charles Homer Haskins 1926–27  History
Edward Kennard Rand 1925–26  Literature: Latin

C. Past Vice-Presidents

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<td>Coffin (1938–41)</td>
<td>Thornikke (1940–43)</td>
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<td>Haskins (1925–26)</td>
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2. Treasurers

http://www.medievalacademy.org/?page=Goverance

CURRENT
Eugene W. Lyman 2012–20

PAST TREASURERS
3. **Executive Directors**

http://www.medievalacademy.org/?page=Governance

Lisa Fagin Davis (Acting in 2013) 2013–
Eileen Gardiner & Ronald G. Musto 2011–13
Paul E. Szarmach 2006–11
Paul J. Meyvaert 1971–81
Van Courtlandt Elliott 1964–70
Charles R.D. Miller 1942–64
George William Cottrell, Jr. 1933–42
John Marshall 1926–33

4. **Councillors**

http://www.medievalacademy.org/?page=Governance

Matthew Gabriele (2016-19)
Sharon Kinoshita
Amy Livingstone
Jerry Singerman

Robert Bjork (2015-18)
Aden Kumler
Sara S. Poor
John Tolan

Brigitte Bedos-Rezak (2014-17)
Richard Firth Green
Samantha Kelly
William North

Susan Einbinder (2013–16)
Thomas F. Madden
Elizabeth Morrison
Anders Winroth

Christopher Baswell (2012–15)
Cynthia Hahn
Maureen Miller
Miri Rubin

Susan Boynton (2011–14)
Bonnie Effros
Cary Nederman
Martha Newman

William J. Diebold (2010–13)
Bruce Holsinger
Mark Meyerson
Nancy Wu

Rita Copeland (2009–12)
Robin Fleming
Carol Symes
Nancy L. Wicker

Constance H. Berman (2008–11)
Peggy McCracken
Brian Patrick McGuire
Danuta Shanzer

Teodolinda Barolini (2007–10)
Paul Edward Dutton
David Klausner
Elizabeth Sears

Catherine Conybeare (2006–09)
Monica H. Green
Paul R. Hyams
Anne Walters Robertson

E. Ann Matter (2005–08)
Alastair Minnis
Robin Chapman Stacey
Bonnie Wheeler

Dyan Elliott (2004–07)
Thomas J. Heffernan
Richard Kieckhefer
Lawrence Nees

Carol J. Clover (2003–06)
Olivia Remie Constable
Alice–Mary Talbot
Grover A. Zinn

Robert E. Bjork (2002–05)
Michael W. Herren
Carol Dana Lanham
Lucy Freeman Sandler

Joan Cadden (2001–04)
William J. Courtenay
Mark D. Jordan
Amy Remensnyder

Steven Epstein (2000–03)
Sharon Farmer
Jaroslav Folda
Barbara Newman

Anne L. Clark
Pamela Sheingorn
William P. Stoneman
Richard W. Unger

William Chester Jordan
Ruth Mazo Karras
Kathryn Kerby-Fulton
M. Teresa Tavormina

Renate Blumenfeld-Kosinski
Helen Damico
Consuelo W. Dutschke
R. Stephen Humphreys

Margot Fassler
Jeffrey F. Hamburger
James J. O’Donnell
Edith Dudley Sylla

Brigitte Cazelles
Paul Freedman
Susan Mosher Stuard
Nancy van Deusen

Jo Ann Hoeppner Moran Cruz

Dorothy F. Glass
Katherine H. Tachau
Eugene Vance

John Boswell

Kathryn L. Lynch
Giuseppe F. Mazzotta
Carol Neel
Francis Newton

William W. Kibler
Joel T. Rosenthal
Elaine C. Tennant
Christian K. Zacher

Judith M. Bennett
George Hardin Brown
Barbara A. Hanawalt
Jan M. Ziolkowski

Mary J. Carruthers
Richard K. Emmerson

April 2017
John H. Munro
Ruth Steiner
Constance B. Bouchard (1989–92)
Joseph J. Duggan
Bernard McGinn
Barbara H. Rosenwein

5. **Delegate to the American Council of Learned Societies**

http://www.medievalacademy.org/?page=Governance

Nancy Partner (2010–)
Susan Mosher Stuard (2003–09)
Milton McC. Gatch (1982–94)
Katherine Fischer Drew (1979–81)
Pearl Kibre (1976–)
B.J. Whiting (1948–75)

6. **Finance Committee**

http://www.medievalacademy.org/?page=Finance

**CURRENT MEMBERS**
Eugene W. Lyman (2020), URI Graduate School of Oceanography, Treasurer and Chair
John J. Contreni (2016), Purdue Univ.
Felice Lifshitz (2016), Univ. of Alberta
Kathryn L. Reyerson (2016), Univ. of Minnesota
Grover A. Zinn, Jr. (2016), Oberlin Coll. Emeritus

**HISTORICAL LIST**
Daniel Weiss 2014-15
William P. Stoneman 2010-14
Eugene Lyman 2005-10
Lester Little 2006-10
Emily Rose 2004-09
David Anderson 2001-06
Milton McC. Gatch 2001-10
Elizabeth C. Parker 2000-10
Barbara A. Shailor 1999-01
Paul E. Szarmach 1995–05
John B. Henneman, Jr. 1990-98
Charles Blyth 1987-95
John F. Leyerle 1985–01
Stanley J. Kahrl 1985–87
Florence H. Ridley 1979–00
Charles T. Wood 1979-90
Larry D. Benson 1974-87
Bryce D. Lyon 1968-85

**CHAIR OF THE ENDOWMENT**
John F. Leyerle 1988–00
CHAIR OF MEMBERSHIP
Florence H. Ridley 1991–00

7. CARA
http://www.medievalacademy.org/?page=CARA_com

CURRENT MEMBERS OF EXECUTIVE COMMITTEE

Chair Anne Lester (2018), Univ. of Colorado, Boulder

Secretary Lisa Fagin Davis (ex officio, Medieval Academy of America)

Executive Committee
Phil Adamo (2017), Augsburg College
Tom Burman (2018), Univ. of Tennessee, Knoxville
Lilla Kopar (2017), Catholic Univ. of America
Frank Klaassen (2016), Univ. of Saskatchewan
Mike Ryan (2018), Univ. of New Mexico

CARA Teaching Award Committee 2015
James Murray, Western Michigan University
Lilla Kopar (2015), Catholic University of America
Frank Klaassen (2016), University of Saskatchewan

Kindrick-CARA Service Award Committee 2015
Anne Lester, University of Colorado, Boulder
Phil Adamo (2017), Augsburg College
Tom Burman (2018), Univ. of Tennessee, Knoxville

Director of Conference Programs
Mike Ryan (2017), University of New Mexico

International Medieval Networks Representative
Simon Forde, The Netherlands

Ex Officio, Non-Voting Members
Lisa Fagin Davis, Executive Director of The Medieval Academy
Anita Obermeier, President of TEAMS, University of New Mexico

PAST MEMBERS OF EXECUTIVE COMMITTEE

2014/15
Chair James Murray (2015), Western Michigan Univ.

Secretary Lisa Fagin Davis (ex officio, Medieval Academy of America)

Executive Committee
Robert E. Bjork (2015), Arizona State University
Anne Lester (2018), University of Colorado, Boulder
Lilla Kopar (2015), Catholic University of America
Frank Klaassen (2016), University of Saskatchewan

**CARA Teaching Award Committee 2014**
James Murray, Western Michigan University
Lilla Kopar (2015), Catholic University of America
Frank Klaassen (2016), University of Saskatchewan

**Kindrick-CARA Service Award Committee 2014**
Robert E. Bjork, Arizona State University
Anne Lester, University of Colorado, Boulder
James Murray, Western Michigan University

**Director of Conference Programs**
Mike Ryan (2017), University of New Mexico

**International Medieval Networks Representative**
Simon Forde, The Netherlands

**Ex Officio, Non-Voting Members**
Lisa Fagin Davis, Executive Director of The Medieval Academy
Anita Obermeier, President of TEAMS, University of New Mexico
8. Committee on Committees

http://www.medievalacademy.org/?page=com_on_com

CURRENT MEMBERS
Matthew Gabriele
Sharon Kinoshita
Amy Livingstone
Jerry Singerman
[two second-year members TBD]

9. Nominating Committee

http://www.medievalacademy.org/?page=Nominating

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<th>Committee Members</th>
<th>Committee Term</th>
<th>Term as Chair</th>
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<tr>
<td>Sean L. Field</td>
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<td>Jane Hayward</td>
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<td>Barbara Sargent</td>
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Alice Colby–Hall 1976–77
Alfred David 1976–77 1977–78
Paul Clogan 1975–76
James J. Murphy 1975–76 1990–91
John Wippel 1975–76
Norman Zacour 1975–76 1986–87
Alfred Kellogg 1974–75

10. Graduate Student Committee

http://www.medievalacademy.org/?page=Graduate_Students

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<td>Anya Adair</td>
<td>Yale Univ.</td>
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<td>Justin Barker</td>
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<td>Tulane Univ.</td>
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<td>Timothy Nelson</td>
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<td>Stephanie Chapman</td>
<td>University of Missouri</td>
<td>2014-16</td>
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<td>Catholic Univ.</td>
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<td>Richard Raymond Barrett</td>
<td>Indiana University</td>
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<td>Christopher Riedel</td>
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<td>Univ. of Minnesota</td>
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<td>Univ. of Texas-Austin</td>
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<td>Univ. of Pennsylvania</td>
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<td>Michelle Urberg</td>
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<td>Karrie Fuller</td>
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<td>Kristin Canzano Pinyin</td>
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<td>Thomas Devaney</td>
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<td>Jennifer M. Feltman</td>
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<td>Jennifer A. T. Smith</td>
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<td>Jen Gonyer-Donahue</td>
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<td>Lisa Lynn Chen</td>
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<td>Daniel DiCenso</td>
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<td>Janine Peterson</td>
<td>Univ. of Indiana</td>
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11. Annual Meetings

http://www.medievalacademy.org/?page=Past_Meetings

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<tr>
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<td>Notre Dame</td>
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<tr>
<td>2014</td>
<td>Los Angeles</td>
<td>University of California, Los Angeles, UCLA Center for Medieval and Renaissance Studies</td>
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<td>2013</td>
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<td>University of Tennessee-Knoxville, the University of Tennessee Marco Institute for Medieval and Renaissance Studies, and the Sewanee Medieval Colloquium</td>
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<td>2012</td>
<td>St. Louis</td>
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<td>2009</td>
<td>Chicago</td>
<td>DePaul University, Illinois Medieval Association, Loyola University Chicago, Newberry Library, Northwestern University, University of Chicago, and University of Illinois at Chicago</td>
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1972 Los Angeles University of California, Los Angeles
1971 Chapel Hill University of North Carolina
1970 Cambridge Radcliffe College
1969 Chicago University of Chicago
1968 Philadelphia University of Pennsylvania
1967 Toronto University of Toronto, Pontifical Institute of Mediaeval Studies
1966 Cambridge Radcliffe College
1965 Providence Brown University
1964 Princeton Princeton University
1963 Cambridge Harvard University
1962 Cambridge Harvard University
1961 Chapel Hill University of North Carolina
1960 Cambridge Radcliffe College
1959 Toronto Pontifical Institute of Mediaeval Studies
1958 Cambridge Harvard University
1957 Cambridge Harvard University
1956 Cambridge Commander Hotel
1955 Chapel Hill University of North Carolina
1954 Toronto Pontifical Institute of Mediaeval Studies
1953 New York The Cloisters
1952 Boston American Academy of Arts and Sciences
1951 Washington Dumbarton Oaks
1950 Boston American Academy of Arts and Sciences
1949 Toronto Pontifical Institute of Mediaeval Studies
1948 New York Pierpont Morgan Library
1947 Cambridge Harvard University
1946 Cambridge Harvard University
1945 New York Pierpont Morgan Library
1944 Cambridge Harvard University
1943 Cambridge Harvard University
1942 Boston American Academy of Arts and Sciences
1941 Princeton Princeton University
1940 Boston American Academy of Arts and Sciences
1939 Boston American Academy of Arts and Sciences
1938 Chicago University of Chicago
1937 Boston American Academy of Arts and Sciences
1936 Boston American Academy of Arts and Sciences
1935 Boston American Academy of Arts and Sciences
1934 Boston American Academy of Arts and Sciences
1933 Boston American Academy of Arts and Sciences
1932 Boston American Academy of Arts and Sciences
1931 New York Hotel Commodore, Pierpont Morgan Library
1930 Boston American Academy of Arts and Sciences
1929 Boston American Academy of Arts and Sciences
1928 Boston American Academy of Arts and Sciences
1927 Boston American Academy of Arts and Sciences
1926 Boston American Academy of Arts and Sciences

12. AHA Program Committee

http://www.medievalacademy.org/?page=AHA_Program

Geoffrey Koziol (2018), Univ. of California, Berkeley
Scott Bruce (2017), University of Colorado, Boulder
13. Kalamazoo Program Committee

http://www.medievalacademy.org/?page=Kalamazoo_Program

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<th>MEMBER</th>
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<td>Jamie Fumo (Florida State Univ.)</td>
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<td>Alfred Andrea (Univ. of Vermont)</td>
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<td>Sara Lipton (State Univ. of New York at Stony Brook)</td>
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<td>Stephen Lahey (Univ. of Nebraska)</td>
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<td>Sharon Kinoshita (Univ. of California, Santa Cruz)</td>
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<td>Samantha Kelly (Rutgers Univ.)</td>
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<td>Diane Reilly (Indiana Univ.)</td>
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<td>Thomas A. Losoney (Villanova Univ., Emeritus)</td>
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<td>Cecily Hillsdale (McGill Univ.)</td>
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<td>James Long (Fairfield Univ)</td>
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<td>Cynthia Robinson (Cornell Univ.)</td>
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<td>Laura A. Smit (Calvin Coll.)</td>
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<td>Olivie Remie Constable (Univ. of Notre Dame)</td>
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<td>Beverly M. Kienzle (Harvard Divinity Sch.)</td>
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<td>C. David Benson (Univ. of Connecticut)</td>
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<td>Cynthia Hahn (Florida State Univ.)</td>
<td>2003, 2006</td>
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<td>(Univ. of Virginia 1996–1999)</td>
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<td>Bernard McGinn (Univ. of Chicago)</td>
<td>1999, 2001</td>
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<tr>
<td>Dale Kinney (Bryn Mawr Coll.)</td>
<td>1999, 2000</td>
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<td>Nancy Freeman Regalado (New York Univ.)</td>
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14. Medieval Academy Sponsored Plenary Lectures at Kalamazoo

2017  Leor HaLevi (Vanderbilt Univ.)
2016  Jane Chance (Rice University, emerita)
2015  Cary J. Nederman (Texas A&M University)
   “Modern Toleration through a Medieval Lens: A ‘Judgmental’ View”
2014  Susan L. Einbinder (Univ. of Connecticut)
2013  Peregrine Horden (Royal Holloway College and the University of Oxford)
   “Poseidon’s Oar: Horizons of the Medieval Mediterranean.”
2012  David Wallace (University of Pennsylvania)
   “Conceptualizing Literary History: Europe, 1348-1418”
2011  Annemarie Weyl Carr (Southern Methodist University)  
“Outremer: Byzantine Art in a World of Multiple Christianities”
2010  Thomas E. Burman (University of Tennessee-Knoxville)  
2009  Roberta Krueger (Hamilton College)  
“Fictions of Conduct in Medieval France”
2008  Richard K. Emmerson (Florida State University)  
“Seeing, Reading, and Interpreting the Apocalypse in Complex Medieval Manuscripts”
2007  “R Stephen Humphreys (University of California-Santa Barbara)  
“When Did the Near East Become Muslim? Patterns of Christian Decline in Palestine, Syria, and Mesopotamia, 634-1340”
2006  Madeline H. Caviness (Tufts University)  
“The Good, the Bad, and the Ugly”
2005  Jan M. Ziolkowski (Harvard University)  
“Mastering Authority and Authorizing Mastery in the Long Twelfth Century”
2004  Margot Fassler (Yale University)  
“Making History: Actions and Agents within the Liturgical Framework of Time”
2003  David Nirenberg (Johns Hopkins University)  
“The Spector of Judaism in an Age of Mass Conversion: Spain, 1391-1492”
2002  Eugene Vance (University of Washington-Seattle)  
“Relics, Swords, and the Stories They Tell in the Chanson de Roland”
2001  John Osborne (University of Victoria)  
“Mural Paintings and Manuscripts as Evidence for the Papal ‘Rapprochement’ with Byzantium in the Ninth Century”
2000  Karl F. Morrison (Rutgers University)  
“The End of Christian Art”

15. Committee for Professional Development

http://www.medievalacademy.org/?page=Professional_Dev

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<tr>
<td>Alison Beringer, Montclair State Univ.</td>
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<td>Craig Nakashian, Texas A&amp;M Univ., Texarkana</td>
<td>2018</td>
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<td>Jessalynn Bird, Independent Scholar</td>
<td>2017</td>
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<td>Laura Light, Les Enluminures, Paris</td>
<td>2016</td>
<td>2015-16</td>
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<td>Georgiana Donavin, Westminster College, Salt Lake City</td>
<td>2015</td>
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<td>Karen Mathews, Univ. of Miami</td>
<td>2014</td>
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<td>Bruce O’Brien, Univ. of Mary Washington</td>
<td>2013</td>
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<td>Andrew Taylor, Univ. of Ottawa</td>
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<td>Jenny Shaffer, New York City</td>
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<td>Sara Lipton, SUNY-Stony Brook</td>
<td>2010</td>
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<td>Renate Blumenfeld-Kosinski, Univ. of Pittsburgh</td>
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<td>2008</td>
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<td>John Van Engen, Univ. of Notre Dame</td>
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<td>William W. Kibler, Univ. of Texas</td>
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16. Van Courtlandt Elliott Prize Committee

http://www.medievalacademy.org/?page=Elliott_Prize_Cmte

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<td>Amy Remensnyder, Brown Univ.</td>
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<td>Caroline Walker Bynum (Inst. for Advanced Study, emerita)</td>
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<td>David Hult (Univ. of California, Berkeley)</td>
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<td>Tim William Machan (Univ. of Notre Dame)</td>
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<td>Joel Kaye (Barnard College)</td>
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<td>Deborah McGrady (Univ. of Virginia)</td>
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<td>Jeffrey Bowman (Kenyon College)</td>
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<td>Maura Nolan (Univ. of California, Berkeley)</td>
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<td>Harvey Stahl</td>
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<td>Daniel Calder</td>
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<td>Denton Fox</td>
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<td>Richard A. Dwyer</td>
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<td>Joan M. Ferrante</td>
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<td>Donald R. Howard</td>
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<td>Walter Goffart</td>
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<td>R.E. Kaske</td>
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Mary M. McLaughlin 1972-1973
Charles T. Davis 1972
Hamilton M. Smyser 1972

The administrative year for committees runs from annual meeting to annual meeting. A member serves as chair in their last year.

17. Van Courtlandt Elliott Prize Award Winners

http://www.medievalacademy.org/?page=Elliott_Prize_Recip


2011 Anna Zayaruznaya, “‘She Has a Wheel That Turns...’: Crossed and Contradictory Voices in Machant's Motets,” Early Music History 28 (2009), 185-240.


Amy G. Remensnyder, “Un problème de cultures ou de culture? La statue-reliquaire et les joca de sainte Foy de Conques dans le Liber miraculorum de Bernard d'Angers,” *Cahiers de civilisation médiévale* 33/4 (1990), 351-79.

No prize awarded.


1988: No prize awarded.


Thomas J. Heffernan, “An Analysis of the Narrative Motifs in the Legend of St Eustace,” *Medievalia et Humanistica*, n.s. 6 (1975), 63–89.


18. **John Nicholas Brown Prize Committee**

http://www.medievalacademy.org/?page=Brown_Prize_Comm

<table>
<thead>
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<th>MEMBER</th>
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<tr>
<td>Chris Baswell, Barnard College</td>
<td>2019</td>
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<td>David Nirenberg, Univ. of Chicago</td>
<td>2018</td>
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<td>Meredith Lillich, Syracuse Univ.</td>
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<td>Barbara Shailor, Yale Univ.</td>
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<td>Steven F. Kruger, Queens College and CUNY Graduate Center</td>
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<td>Paolo Squatriti, Univ. of Michigan</td>
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<td>Sara Lipton, State Univ. of New York, Stony Brook</td>
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<td>Robert Nelson, Yale Univ., Chair</td>
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<td>Susan Noakes, Univ. of Minnesota</td>
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<td>Katherine Tachau, Univ. of Iowa</td>
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<td>Margot Fassler, Yale Univ.</td>
<td>2007-2010</td>
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<td>Robert Babcock (Yale Univ.)</td>
<td>2006-2009</td>
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19. **John Nicholas Brown Prize Winners**

http://www.medievalacademy.org/?page=Brown_Prize_Recip


2014  Elina Gertsman, *The Dance of Death in the Middle Ages* (Brepols, 2010)


2008  Sara S. Poor. *Mechthild of Magdeburg and Her Book: Gender and the Making of Textual Authority.* University of Pennsylvania Press, 2004


20. **Haskins Medal Committee**

http://www.medievalacademy.org/?page=Haskins_Medal_Comm

Jocelyn Wogan-Browne (2019), Fordham Univ.
Richard Kaeuper (2018), Univ. of Rochester
Annemarie Weyl Carr (2017), Emerita, Southern Methodist Univ.
Robert E. Bjork (2016), Arizona State Univ.
Kathryn Ann Smith (2015), New York Univ.
Dyan Elliott (2014), Northwestern Univ.
Jennifer Summit (2013), Stanford Univ.
Jeffrey Hamburger (2012), Harvard Univ.

21. **Haskins Medal Winners**

http://www.medievalacademy.org/?page=Haskins_Recipients

2016 Oakley, Francis. Emergence of Western political thought in the Latin Middle Ages (3 vols.). I: Empty Bottles of Gentilism: Kingship and the Divine in Late Antiquity and the Early Middle Ages (to 1050); II: The Mortgage of the Past: Reshaping the Ancient Political Inheritance (1050-1300); III: The Watershed of


1981:  No award.

22. Birgit Baldwin Fellowship Committee

http://www.medievalacademy.org/?page=Baldwin_Fellowship

John Baldwin (2010), Johns Hopkins University
Barbara Rosenwein (2012), Loyola University Chicago
Constance Bouchard (2014), University of Akron, Chair
Adam Davis (2016), Denison University
Richard Barton (2018), University of North Carolina, Greensboro
Gabrielle Spiegel (2020), The John Hopkins University
Sara McDougall (2022), John Jay College of Criminal Justice, CUNY

23. Birgit Baldwin Fellowship Winners

http://www.medievalacademy.org/?page=Baldwin_Fellowship

2016  Claire Jenson, University of Chicago, “Power and Politics in the Liturgical Manuscripts of Renaud de Bar”


2012  Nathanael Melson, Fordham University “Franciscan Identity and Saintly Economy in Late Medieval Marseille, 1248-1483”

2011  Regan Eby, Boston College “Monasteries and Communities in Eleventh-Century Brittany”

2010  Thomas A. Greene, University of Loyola at Chicago “Emotions and Religious Culture in Ninth-Century Auxerre”

2008  2009 Stephen J. Molvarec, Notre Dame University “Carthusian Self-Conception and the World”

2007  Emily K. Wilson, Harvard University “The Execution of Papal Justice in Northern France, 1145-1198”

2006  Susannah Crowder, CUNY Graduate Center “Performance Culture in Medieval Metz, 840-1520”

V. Appendix: Graduate Student Committee Handbook