

## Bylaws

### DEPARTMENT OF WORLD LANGUAGES AND LITERATURES

Version approved by the WLL Department on September 29, 2017

#### Meetings

1. Full time faculty will meet at least twice during each semester. A regular time will be set aside for these meetings. A calendar for meetings will be approved by the membership at the first meeting of each semester.
2. The Chair will call special meetings if there is pressing business, or if he/she is requested to do so by a petition signed by at least one third of the members.
3. The Chair will distribute the agenda for each meeting at least two days prior to the meeting. Any member may request that an item be put on this agenda prior to its publication. Any item can be brought in at meetings by a member; it will be considered at the meeting if endorsed by a vote of a simple majority of those present.
4. Representatives of departmental standing committees. The Faculty Senate, the Undergraduate Curriculum Forum, and the Graduate Council will report to the Department in a timely manner.
5. Meetings will be conducted according to Robert's Rules of Order. There will be a Parliamentarian elected by the members for a term of two (2) years.

#### VOTING AT DEPARTMENT MEETINGS

6. Only full time faculty members of the Department are eligible to vote. A quorum will consist of 51 percent of the full-time faculty members who are not on leave.
- 7a. The Language Lab Director, if s/he holds a SUOAF position, attends Department meetings, sits on appropriate Department committees, and votes in Department matters.
7. No proxy votes will be accepted.
8. Decisions will be made by a simple majority of those present and voting, unless otherwise specified in these bylaws or in the Collective Bargaining Agreement.
9. At any meeting, a member may move that an item be submitted in writing to the whole Department. This motion will carry if approved by a simple majority of those present and voting.
10. Any member may request that a vote in a meeting be taken by secret ballot, and the request will be honored.
11. The Chair will not vote on issues at department meetings except where the vote would change the result and on issues decided by ballot.

12. Members on leave retain full rights to vote at meetings. Any member about to go on leave may request in writing from the chair of the DPC that he/she be sent mail ballots in all cases for which mail ballots are used, His/her mail ballot must be returned in timely fashion. (Note: "in timely fashion" will be spelled out by the DPC.)

## COMMITTEES

13. The Department will have the following standing committees:
  - a. Departmental Evaluation Committee (DEC)
  - b. Departmental Sabbatical Leave Committee
  - c. Departmental Personnel Committee (DPC)
  - d. Departmental Advisory Committee
  - e. Department Awards Committee (DAC)

(Note: Committees a,b,c and f are required by University governance documents.)

14. By the first department meeting of the Fall semester, members of each committee will communicate and elect the committee chair.

15. A committee member in a special situation (e.g., on leave, one-member section) may be replaced, on request of the committee member first by an alternate or, if unavailable, by a new election.

- 16. Departmental Evaluation Committee (DEC):** The DEC shall have four members and two alternates, all elected at large, with no more than two members from one section. The first alternate will be the person with the highest number of votes; the second alternate will be the person with the next highest number of votes. The alternate (or alternates) will replace a member for the academic year when the member cannot serve. Members and alternates are to be elected by all department members from among tenured members. No committee member can serve as chair for two consecutive years. Members applying for promotion will not serve on this committee during the semester when their application is being evaluated. Members up for professional assessment will not participate in the deliberations which concern them. The duties of this committee will include the evaluation of candidates for renewal, promotion, and tenure, and any further evaluations of members prescribed in the Collective Bargaining Agreement and the University Promotion and Tenure Document. The committee will adhere to all applicable rules of the Collective Bargaining Agreement and the University Promotion and Tenure Document in carrying out its duties. Term of office: two (2) years.

- 17. Departmental Sabbatical Leave Committee:** This committee will evaluate candidates applying for a sabbatical leave in accordance with the Collective Bargaining Agreement and the Senate Document on Sabbatical Leave. It will consist of three members and one alternate. Any member applying for a sabbatical

leave will not serve on the committee during the semester when his/her application is being evaluated. Term of office: two (2) years.

- 18. Departmental Personnel Committee (DPC):** This committee will coordinate the process of selecting and/or recalling a department chairperson, as described in the Chairpersonship Document. The committee will also conduct all other elections and will supervise written votes on issues when instructed to do so. The committee will have three members and one alternate. Term of office: two (2) years.
- 19. Departmental Advisory Committee:** The Departmental Advisory Committee consists of the Department Chair, the Coordinators, the Language Lab Director, and the previous Department Chair as an ex-officio member. As the **Departmental Advisory Committee**, this group meets at least once a semester in order to assist and advise the Chair in planning and departmental goals, objectives, and policies;
- 20. Department Awards Committee:** This committee will consist of three members and an alternate. Chair ex-officio. It will solicit nominations for Departmental, University Foundation and other awards to undergraduate and graduate students.
- 21. Ad hoc Committees:** There will be ad hoc committees consisting of volunteers, which will respond to specific needs of the Department at any given time. Any member may suggest the formation of a working ad hoc committee.
- 22. The Department Chair:** The Chair will be elected, hold office, and exercise responsibilities according to the terms of the Chairpersonship Document, the Collective Bargaining Agreement, and these bylaws. The Chair will be advised by the Departmental Advisory Committee (Article 20). The Chair will be an ex-officio member of all departmental committees as regulated by the University and these bylaws.
- 23. The Coordinators:**
  - a) The TESOL Coordinator will be an appointed position.
  - b) The Spanish Basic Language Program Coordinator will be an appointed position.
  - c) The Foreign Language Certification Coordinator will be a section elected position for a term of five (5) years.
  - d) Language Section Coordinators will be elected within the section for a period of two (2) years.
  - e) The MA in Romance Languages Graduate Program Coordinator will be elected by the full-time faculty for a two (2) year term (renewable for one term), rotating among the represented languages, when available. Previous coordinators will

provide supporting documents and applicable data for the period of their service to the subsequent coordinators as necessary for the graduate program review report. Any faculty member will need not hold more than one coordination position.

The Coordinators will serve on the Departmental Advisory Committee (Article 20). The Coordinators will call at least two (2) meetings per semester and will report important developments at each department meeting, as necessary.

Adjunct instructors will be observed in the classroom and their teaching will be evaluated as needed, but at least once in their first semester teaching in the Department. The coordinator of the program for which the adjunct instructor is teaching or a delegate will conduct the evaluation. When there is no program coordinator, the Department chair will evaluate the adjunct. The adjunct will receive a written evaluation. The evaluator and the adjunct will schedule a time to discuss the evaluation.

#### **24. Search Committee**

The section coordinator from the affected program will serve as search committee chair to the department. Four additional faculty members shall serve on the search committee on a voluntary basis. If more than four faculty members volunteer, the section coordinator will select members according to their qualifications in the field of the specialization sought. In case the section coordinator is unable to serve as the chair of the search committee, s/he will organize the committee, then the search committee will elect its own chair; if there is no coordinator of the section, the department chair will serve as the committee organizer. Members serve until the search is completed.

#### **25. Department Parliamentarian:**

A faculty member will be elected by the full-time faculty for a two (2) year term (renewable).

#### **26. Department Curriculum Committee (DCC):**

Three full-time faculty members and one alternate will be elected by full-time faculty for a two-year term. The committee will receive and consider proposals for new and revised courses and programs, both undergraduate and graduate; after due consultation and consideration, the committee may recommend changes to meet with University Curriculum Forum course and program proposal guidelines. Members will meet once a month during the fall and spring semesters, unless no new course proposals have been received. Proposal should be received within the first full week of the month in which it is to be reviewed. The chair of the DCC will report on course and program proposal approvals at department meetings.

#### **27. Library Liaison (LL):**

A full-time faculty member will be elected by full-time faculty for a two-year term. Responsibilities include soliciting book orders from full-time faculty, and forwarding them to the appropriate library contact for purchase. At department meetings, the LL will report on the status of book orders as well as the remaining funds for book purchases.

28. One member of the part time faculty will be elected by the part time faculty of the Department to serve as a representative and a liaison with full time faculty.
29. These bylaws will be amended by a two-thirds vote of the Department membership at a meeting announced for this purpose, or by written ballot.

**Last revised March, 2018**