

CHARTER

DEPARTMENT OF FOREIGN LANGUAGES AND LITERATURES

ADOPTED Fall, 1980  
(revised August 22, 2005)

PREAMBLE

The purpose of the Charter of the Department of Foreign Languages and Literatures is to furnish guidelines for the governance of the Department. Its provisions are to be interpreted in accordance with administrative guidelines found in the Faculty Handbook.

ARTICLE I: Organization and Procedures

A. Voting:

Section 1: Voting privileges are extended to all full-time members of the departmental Faculty (Lecturer, Assistant-Full Professor), unless otherwise stipulated in this charter. A member may cast a vote for another colleague with proper documentation. Faculty on leave have the option of voting.

Section 2: All departmental voting will be by secret ballot with the exception of voting on undebated motions made at departmental faculty meetings or committee meetings.

Section 3: No department-wide voting, with the exception of emergency special elections, will occur during summer sessions.

Section 4: In all departmental elections, runoffs will be held until one candidate receives the highest number of the votes cast.

B. Committees:

Section 1: Members of the following committees are elected at the end of the spring semester to assume office in the fall:

- a. Executive Committee
- b. Personnel Affairs Committee

Section 2: When a faculty member representing a certain rank on a departmental committee is promoted, this colleague will continue to serve on that committee until the term of office expires.

Section 3: Should a vacancy occur on an elected committee, a special election will be held within two weeks (excluding holiday recesses) to select a replacement.

Section 4: Unless otherwise stipulated in this Charter, each committee will select its own Chair and Secretary. This will be the first order of business each fall.

Section 5: Any faculty member serving in an elected capacity is eligible for re-election.

Section 6: In case of a tie, the Chair of the Committee will cast the deciding vote.

Section 7: A copy of all committee minutes will be submitted to the Chair of the Department and made available to full-time Faculty.

#### C. General Faculty Meetings:

Section 1: Agenda for general faculty meetings will normally be submitted to the Faculty at least one week prior to a meeting.

Section 2: Decisions made at departmental meetings will be by simple majority vote of those present and voting, except in the case of amendments to this Charter (see Article V) and any policy previously passed by the Executive Committee (see Article III C, Section 5).

Section 3: Corrected minutes of departmental meetings will be distributed in a timely fashion to all full-time Faculty.

Section 4: The Department's Administrative Assistant shall establish and maintain an archive of the minutes of each general faculty meeting. It shall be the responsibility of the Chair or secretary of each departmental faculty meeting to provide in a timely manner the minutes of general faculty meetings to be so archived. All general faculty meeting minutes in the archive shall be open and readily accessible to all departmental faculty during regular working hours.

#### ARTICLE II: The Chair of the Department

Section 1: The Chair is the chief executive officer of the Department. The authority of the chair shall be exercised in the spirit of democratic governance reflected in the University of North Texas Faculty Handbook, Section IV.F.1. The Chair

carries out, with the advice and counsel of the departmental Faculty, the administrative and educational policies of the Department, the College, and the University.

Section 2: The Chair communicates officially with the Central Administration on behalf of the Department.

Section 3: In making recommendations to the Administration, the Chair shall report the final numerical results of departmental or relevant committee voting on the issues. Members eligible to vote on the matter at hand may request to see the Chair's recommendations. Minority reports shall be forwarded to the administration at the request of dissenting faculty member(s).

Section 4: The Chair's authority is exercised with the assistance of departmental committees established according to regulations stipulated in university guidelines and in this Charter. The Chair may delegate this authority and responsibility to individuals or committees within the Department, including the possibility of appointing an Assistant or Associate Chair with the advice and consent of the Executive Committee.

Section 5: The Chair serves as Chair of the Executive Committee.

Section 6: The Chair shall preside at departmental faculty meetings.

Section 7: The normal term of office of the Chair shall be four years. (Incumbent Chairs may be candidates for re-election to a subsequent term, but should not normally serve more than two consecutive terms.) During the spring semester of the third year of a chair's term, a Chair Search Committee (CSC) shall be elected to determine whether Departmental voting faculty wish to search within the Department for the next Chair or to seek permission from the Dean to conduct an external search. The committee shall consult with the Dean as to whether an external search could be authorized and funded by the College. The committee's consultation with the faculty shall be conducted using two steps: The CSC will first confidentially poll faculty in writing, the results of which will be evaluated by members of the CSC. Second, the CSC shall call and conduct a meeting of the faculty (with the Chair not attending) to report the findings of the poll, discuss the issue, and hold a vote of the faculty, by secret written ballot, on the issue of whether to seek an external search. Should the vote so determine, authorization from the Dean for an external search shall be requested by the CSC. The incumbent Chair should be immediately advised of the faculty's preference. During the fourth year of a chair's term, the Chair Search Committee shall advertise the opening and solicit applications for Chair. If the search is internal only, the CSC shall conduct interviews of the candidates and arrange for them to appear before

Department faculty. If an external search is authorized, the CSC shall screen candidates, determine a short list of external candidates for Chair, and conduct on-campus interviews of candidates. (Conducting an external search for Chair shall not be construed as barring candidates from within the Department.) Once candidates have been interviewed by faculty, the CSC shall conduct an election by secret written ballot among the voting faculty to determine the department's preferences. The faculty's recommendation(s) for Chair, whether single name or a ranked list, shall be forwarded to the Dean.

Section 8: The Chair Search Committee shall consist of seven members. They shall be elected from each of the following departmental constituencies: By language (a total of four members): One representative each shall be elected from voting faculty teaching Spanish, French, and German. One additional representative shall be elected from among voting faculty teaching the Department's other languages. By academic rank (a total of three members): One representative each shall be elected from the ranks of lecturer, assistant professor, and tenured senior faculty (associate professor-full professor). The committee shall elect its own chair and secretary.

Section 9: The limit of two continuous four-year terms for the Chair may only be waived by a two-thirds majority vote of the Department's voting faculty.

### ARTICLE III: Departmental Committees

#### A. The Advertising and Recruiting Committee

Section 1: The Advertising and Recruiting Committee is composed of six members with French, German, Spanish, when possible, and possibly one of the other languages represented. The six members are appointed by the Executive Committee for two-year terms, so that those of three members expire at the beginning of each fall semester.

Section 2: The Advertising and Recruiting Committee devises strategies and organizes activities to recruit undergraduate and graduate students throughout the year.

Section 3: The Advertising and Recruiting Committee is responsible for updating and/or revising a flyer for each language and for the advertising of our language programs on campus and in the area.

#### B. The Curriculum Committee

Section 1: The Curriculum Committee is composed of five members, with French,

German, Spanish, and other language each represented. It is chaired by a Coordinator of Curriculum who is appointed by the Department Chair, in consultation with the Executive Committee, for a one-year term, renewable. The Coordinator of Curriculum oversees various issues related to curriculum, class scheduling, classroom assignments, and the schedule rotation for lecturers in Spanish. The other four members are appointed by the Executive Committee for two-year terms. Membership is restricted to full-time faculty members who have at least one year of service in the Department. The Coordinator of Curriculum receives one course release per year as compensation.

Section 2: The Curriculum Committee will hold hearings, gather information, and make recommendations to the full-time Faculty of the Department on matters relating to addition of new courses, catalog definitions, changes in existing curriculum and requirements for majors and minors.

Section 3: The Curriculum Committee will formulate a schedule of classes each semester. To do so, it will consider the needs of the Department, the fields of specialization of individual faculty members and their experience and qualifications with regard to a particular course. If a language is not represented on the Committee, the Committee must meet with the senior professor of that language to decide on course offerings and teaching assignments. Each committee member will meet with all faculty in his/her section before finalizing course assignments.

### C. The Election Committee

Section 1: The Election Committee consists of three members, representing three different language areas, when possible, who are appointed for a two-year term by the Executive Committee. They shall decide between themselves who is to be Chair of the Committee and, thus, Election Judge.

Section 2: The Election Committee announces and administers departmental elections, acting in accordance with directions issued by the Executive Committee and the University Administration. It also distributes and counts ballots when agenda items are voted upon at meetings of the departmental Faculty.

Section 3: Ballots cast in departmental elections must be placed in a ballot box. The ballots are not to be disturbed until the official time for counting of the ballots by the Election Committee.

Section 4: The Election Committee will keep records of all elections it conducts.

#### D. The Executive Committee

Section 1: The Executive Committee is composed of two members from the ranks of Associate and Full Professors and two members from the ranks of Lecturer/Assistant Professor, and the Chair of the Department serving as an ex-officio member and also as Chair of the committee. The three major language areas are to be represented. The four members are elected by a majority vote of the departmental Faculty. All full-time Faculty who have completed at least three years in the Department are eligible to serve on this Committee. Members are elected for a two year term, the terms being staggered so that those of two members expire at the beginning of each fall semester.

Section 2: The duties of the Secretary include the recording of minutes of all Executive Committee meetings and the distribution of those minutes to the full-time Faculty members of the Department.

Section 3: It is the duty of the Executive Committee to advise and assist the Chair of the Department in fulfilling the administrative responsibilities of the office with the exception of those matters which lie within the jurisdiction of the Personnel Affairs Committee.

Section 4: Policies proposed for adoption by other committees or individuals should be channeled through the Executive Committee.

Section 5: Any decision made by the Executive Committee is subject to nullification by two-thirds vote of the full-time Faculty.

Section 6: If the Chair of the Department and the majority of the Executive Committee reach an impasse, a departmental faculty meeting may be called by either party for a discussion of the issue involved and a secret ballot to determine the wishes of the Faculty.

#### E. The External Funding & Scholarship Committee

Section 1: The External Funding & Scholarship Committee is composed of six members with French, German, Spanish, when possible, and possibly one of the other languages represented. The six members are appointed by the Executive Committee for two-year terms, so that those of three members expire at the beginning of each fall semester: two members from the ranks of Assistant/Associate/Full Professor and four members at large.

Section 2: The External Funding & Scholarship Committee works in cooperation with the Director of Development of the College of Arts and Sciences to discuss possible strategies in order to secure external funding.

Section 3: The External Funding & Scholarship Committee prepares the departmental yearly newsletter and has it sent to alumni, retired faculty, foreign companies and foreign Chambers of Commerce in the area, as well as embassies, consulates, and any other relevant entity.

Section 4: The External Funding & Scholarship Committee takes initiatives in developing new scholarships and/or fellowships for students and faculty. It also supervises the selection of candidates for departmental scholarships.

#### F. The Graduate Affairs Committee

Section 1: The Graduate Affairs Committee is composed of those full-time Faculty who teach principally in the fields in which the Department offers a graduate degree.

Section 2: The Graduate Affairs Committee will advise and assist the Chair of the Department in all matters related to instruction at the graduate level.

Section 3: The Graduate Affairs Committee will consider graduate theses proposals.

Section 4: The Graduate Affairs Committee will initiate recommendations to the Graduate Council concerning appointments at Category 1, 2, or 3 of the graduate Faculty.

Section 5: In order to conduct business, at least three-fourths of the committee must be present.

#### G. The Library Committee

Section 1: The Library Committee is composed of four members with French, German, and Spanish each represented. The four members are appointed by the Executive Committee for two-year terms. Membership is restricted to full-time Faculty members who have at least one year of service in the Department.

Section 2: The Library Committee will solicit requests for books and periodicals from full-time Faculty in their language areas. Each faculty member who makes requests is responsible for completing the library request form and providing all necessary documentation.

Section 3: The Library Committee will keep the Faculty informed of budgetary considerations and deadlines.

#### H. The Personnel Affairs Committee

Section 1: The Personnel Affairs Committee (PAC) is responsible for annual peer evaluations/salary matters and for advising and counseling the Chair of the Department regarding matters of promotion, tenure, and terminations.

Section 2: The Personnel Affairs Committee will consist of five tenured members (Associate and/or Full Professors), with at least French, German and Spanish each represented, when possible, elected by the full-time Faculty. The term of office will be staggered, two-year terms. The Chair of the Department is Chair, ex-officio, of the Personnel Affairs Committee but will not participate in the deliberations of the committee.

Section 3: It is understood that the Personnel Affairs Committee will consider, for peer evaluation/salary matters, a faculty member=s record over a three-year period in determining rankings. For probationary Faculty, reviews and recommendations regarding reappointment will be made on an annual basis.

Section 4: The Personnel Affairs Committee is to have access to records, forms, correspondence, or reports that are germane to its responsibilities and are also a matter of departmental record or business, provided they are within the legal limits of the law. The committee members are expected, where possible, to keep all its deliberations in strict confidence.

Section 5: Upon completion of its annual duties, the Personnel Affairs Committee Chair shall hand over to the Department Chair the files used in that year=s deliberations.

Section 6: The Personnel Affairs Committee will inform each Faculty member as to his/her own merit group in the peer evaluation/salary matters, together with the number of groups used and the number of faculty members in each group. Probationary Faculty will receive copies of their annual evaluations/recommendations; copies will also be placed in their personnel files.

Section 7: The Personnel Affairs Committee will give the Chair of the Department a copy of his/her annual evaluation that is to be forwarded to the Dean.

Section 8: Nothing in Article III G shall be construed in such a way as to prevent the Chair of the Department from fulfilling obligations to the administrative and grievance authorities of the College and University. When the Chair submits personnel recommendations which are not in accord with those of the Committee, such recommendations must be clearly conveyed to the Committee.

Section 9: Appeal Procedures are specified in the College Constitution.

#### I. The Social Committee

Section 1: The Social Committee is composed of at least six members with French, German, Spanish, when possible, and possibly one of the other languages represented. The six members are appointed by the Executive Committee for two-year terms, so that those of three members expire at the beginning of each fall semester.

Section 2: The Social Committee is responsible for promoting and working on activities conducive to the collegiality and well-being of the whole department.

Section 3: The Social Committee welcomes new faculty and staff, and sends cards and flowers when appropriate. It also organizes departmental parties.

#### J. The Speakers Committee

Section 1: The Speakers Committee is composed of four members with French, German, Spanish, when possible, and possibly one of the other languages represented. The four members are appointed by the Executive Committee for two-year terms, so that those of two members expire at the beginning of each fall semester: at least one member from the ranks of Associate/Full Professor, two members from the rank of Assistant Professor, and one member at large.

Section 2: Before the beginning of each semester, and following a rotation system between French, German, Spanish, and other languages, members of the Speakers Committee request nominations and vote for speakers from the faculty in their language section. The Committee invites the selected speakers and schedules their lectures, after consultation with the Department Chair.

Section 3: The Speakers Committee is responsible for disseminating the announcement on the lectures, making room reservations, coordinating the follow-up receptions, making hotel reservations, picking up the guest speakers at the airport, and coordinating the honorarium with the departmental office.

Article IV: Adoption and Implementation

Adoption of this Charter will require a two-thirds vote of the departmental full-time Faculty present on campus during a long-term semester. Upon adoption, this Charter will become effective immediately, and any policy contrary to the provisions of this Charter is null and void.

Article V: Amendments

This Charter may be amended by a vote of two-thirds of the departmental full-time Faculty on campus during a long-term semester.