

BYLAWS
DEPARTMENT OF WORLD LANGUAGES, LITERATURES, AND CULTURES
ADOPTED Fall 1980
(revised 04/03/2024)

PREAMBLE

The purpose of the Bylaws of the Department of World Languages, Literatures, and Cultures is to furnish guidelines for the governance of the Department. The provisions of these Bylaws are subordinate to College Guidelines and University Policy.

ARTICLE I: Organization and Procedures

A. Voting:

Section 1: Department-wide Voting

- a. Department-wide voting privileges are extended to all full-time members of the departmental Faculty (Professional Faculty, tenure-track/tenured Faculty), unless otherwise stipulated in these Bylaws.
- b. Faculty on leave have the option of voting in a department-wide vote, except when prohibited by a university policy or other guidelines.
- c. All department-wide voting will be by secret ballot with the exception of voting on undebated motions made at departmental faculty meetings.
- d. No department-wide voting, with the exception of emergency special elections, will occur during summer sessions.
- e. In all departmental elections, runoffs will be held until one candidate receives a majority of the votes cast.

Section 2: Committee Voting

- a. Any committee member may request that voting be done by secret ballot.

B. Election Judge

Section 1: The Chair of the Department shall appoint a full-time Faculty to serve as Election Judge, who will administer the departmental elections and voting. The term of the Election Judge shall be one year, renewable. The Election Judge will ensure the confidentiality of secret ballots and will arrange for at least two Faculty witnesses when ballots are created.

C. Committees:

- Section 1: Members of committees shall be appointed in the spring semester to assume office in the fall.
- 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 a committee, the Chair of the Department will determine the need to appoint a replacement.
- Section 4: Unless otherwise stipulated in these Bylaws, each committee will select its own Chair and Secretary. This will be the first order of business. The senior faculty member of each committee will be responsible for calling an organizational meeting of his/her committee during the first two weeks after the announcement of the committee assignments by the Chair of the Department in the spring semester.
- Section 5: In order to conduct business, at least three-fourths of the committee must be present.
- 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 disseminated in a timely fashion to all full-time Faculty.

D. 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.
- Section 3: Corrected minutes of departmental meetings will be disseminated in a timely fashion to all full-time Faculty.
- Section 4: It shall be the responsibility of the Department's Administrative Assistant/Coordinator to provide the minutes of each general faculty meeting in a timely manner and to maintain an archive of these minutes. All general faculty meeting minutes in the archive shall be open and readily accessible to all departmental Faculty during regular working hours.

ARTICLE II: Curriculum

- Section 1: The addition of new courses, catalog definitions, changes in existing curriculum and requirements for majors and/or minors will be the responsibility of the language sections that include full-time Faculty. The Chair of the Department will oversee the curriculum of the languages taught by Adjunct Faculty only.
- Section 2: On matters related to changes in and/or additions to the existing curriculum at the departmental level, the Chair of the Department shall appoint an ad-hoc Curriculum Committee that will hold meetings, gather information, and make recommendations to the full-time Faculty.
- Section 3: The Chair of the Department will add curriculum proposals to the agenda of the general faculty meetings for discussion. Curriculum proposals that require departmental approval will be voted on by all full-time Faculty.

ARTICLE III: Chair of the Department

- Section 1: The Chair is the chief executive officer of the Department. The authority of the Chair shall be exercised according to the principles of shared governance described in University Policy. 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 Dean and Central Administration on behalf of the Department.
- Section 3: In making recommendations to the Dean, the Chair shall report the final numerical results of relevant committee and department-wide 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 Dean 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 Policy and these Bylaws. 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 Associate Dean for Administrative Affairs.
- Section 5: The Chair shall preside at departmental faculty meetings.
- Section 6: The normal term of office for the Chair shall be four years. During the final year of his or her term, the Chair will be reviewed by the Dean with input from the Faculty. The procedures used in this review will be established by the

Dean.

ARTICLE IV: Departmental Committees

A. Language Section Committees

- Section 1: The Language Section Committee in French, German, and Japanese will hold meetings throughout the year to work on matters related but not limited to the retention and recruitment of students, student event planning, addition of new courses, changes in existing curriculum, and requirements for majors and minors.
- Section 2: The Chair and Secretary of the Language Section Committee will either be appointed by the Chair of the Department, for one-year term, renewable, or selected by the full-time Faculty in the language section following the procedures stipulated in these Bylaws under Article I. B. Sections 1–3. All full-time Faculty who have completed at least three years in the Department are eligible to serve as Chair.
- Section 3: The Chair of the Language Section Committee will call the meetings in the language section and prepare the meeting agenda in consultation with the full-time Faculty in the language section and the Chair of the Department if needed.
- Section 4: The Chair of the Language Section Committee will serve as the contact person for matters related to the language section.
- Section 5: The duties of the Secretary include the recording of minutes of all language section meetings and the dissemination of those minutes in a timely fashion to all full-time Faculty.
- Section 6: The Language Coordinators in the language sections with no additional full-time Faculty will work directly with the Chair of the Department.

B. Reappointment, Tenure, and Promotion Committee for Professors

- Section 1: The Reappointment, Tenure, and Promotion Committee will consist of all tenured Faculty of the Department with the exception of the Chair of the Department.
- Section 2: For probationary Faculty, reviews and recommendations regarding reappointment, tenure, and promotion will be made according to University Policy, College Guidelines, and the WLLC's Guidelines and Standards for Review, Tenure, and Promotion of Professors.

C. Promotion Committee for Lecturers

- Section 1: The Promotion Committee for Lecturers will consist of a minimum of five full-time Faculty members at appropriate rank.
- Section 2: Review and recommendation regarding promotion of lecturers will be made according to University Policy, College Guidelines, WLLC's Guidelines for Annual Review of Lecturers, and Guidelines for Evaluating and Promoting Lecturers.

D. Personnel Affairs Committee

- Section 1: The Personnel Affairs Committee (PAC) is responsible for making recommendations to the Chair of the Department for annual performance review of tenure-system Faculty.
- Section 2: The Personnel Affairs Committee will consist of all tenured Faculty with the exception of the Chair of the Department.
- Section 3: The PAC members will elect a Chair and a Secretary. The Chair is responsible for calling and adjourning meetings, and for setting the agenda, as well as overseeing the fairness and collegiality of the committee's work. The Chair is also responsible for uploading annual review recommendation letters in the university's faculty information system. The Secretary will keep a record of the committee's work.
- Section 4: The Personnel Affairs Committee will consider, for annual performance review matters, a faculty member's record over a three-year period in determining rankings.
- Section 5: 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. Committee members are expected to keep all deliberations in strict confidence.
- Section 6: Upon completion of its annual duties, the Secretary of the Personnel Affairs Committee shall make available to the Chair of the Department the files used in that year's deliberations.

E. Lecturers Affairs Committee

- Section 1: The Lecturers Affairs Committee (LAC) is responsible for making recommendations to the Chair of the Department for annual performance review of Professional Faculty.

- Section 2: The Lecturers Affairs Committee will consist of all Professional Faculty at the rank of Senior or Principal Lecturer.
- Section 3: The LAC members will elect a Chair and a Secretary. The Chair is responsible for calling and adjourning meetings and for setting the agenda, as well as overseeing the fairness and collegiality of the committee's work. The Chair is also responsible for uploading annual review recommendation letters in the university's faculty information system. The Secretary will keep a record of the committee's work.
- Section 4: The Lecturers Affairs Committee will consider, for annual performance review, a lecturer's record over a three-year period in determining rankings.
- Section 5: The Lecturers 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. Committee members are expected to keep all deliberations in strict confidence.
- Section 6: Upon completion of its annual duties, the Secretary of the Lecturers Affairs Committee shall make available to the Chair of the Department the files used in that year's deliberations.