Proposing Changes to Departmental By-laws

All proposed revisions to departmental Promotion and Tenure Guidelines must receive OAA approval before implementation. All revised documents forwarded to OAA for approval must include the following information:

<table>
<thead>
<tr>
<th>School / College</th>
<th>CLAS</th>
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<tbody>
<tr>
<td>Unit Name</td>
<td>Department of World Languages and Literatures</td>
</tr>
<tr>
<td></td>
<td>There was a sentence in our P &amp; T guidelines regarding the composition of our P &amp; T committee that should instead appear in our By-laws under the section “Standing Department Committees.”</td>
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</table>

What prompted the proposed revision to Departmental By-laws?

Does the unit have an established process in place for making revisions to the By-laws? (Briefly describe this process.)

If so, was this process followed?

If the established process was not followed, why was it not followed?

Who should be contacted to answer questions or consult with OAA?

Jennifer Perlmutter, Chair
x 5-8783 or jrp@pdx.edu

Provide the following documents with this completed template:
1) A copy of the current approved departmental by-laws.
2) A copy of the revised by-laws that clearly shows the proposed changes in highlighting.
3) A clean copy of the proposed revised by-laws that includes the (attached) signature page, signed and dated by the chair or chair equivalent and the dean.
4) A list of the unit’s tenure track faculty members, including the tenure track hire date and the date for the third year review (when it took place or when it is scheduled).
5) A copy of the supplemental letter of offer for each tenure track faculty member.

Signature, Department Chair of Chair-equivalent

Date: December 12, 2012

Signature, Dean

Date: 12-13-12
By-laws
Department of World Languages and Literatures
Revised December 12, 2012

[Signature]
Department/Division Chair
12/12/12
Date

[Signature]
Dean
12/14/12
Date

Academic Affairs Approval:

[Signature]
Vice Provost for Academic Personnel and Leadership Development
12/18/12
Date
World Languages and Literatures
Departmental By-laws
adopted 2001

1. Membership

1.1 The department defines "regular members" as fixed-term or tenure-related faculty holding an appointment at 0.5 FTE or higher.

1.2 Regular members of the department have full voting privileges in all department-wide elections and, except as otherwise restricted, are entitled to serve on committees.

1.3 Faculty members who hold an appointment of 0.49 FTE or lower are considered Adjunct Faculty. They may serve on certain committees at the chair's discretion. They do not hold voting privileges.

1.4 Graduate Teaching Assistants are not considered voting members of the department although they might be invited to vote on special issues of relevance to them, e.g.: to elect their own representatives to serve on certain committees.

2. Structure

2.1 Sections: The faculty of each language program constitutes a section. Faculty who teach in more than one program will be members of each section in which they teach. Currently, the Department consists of the following programs/sections, some of which may have no more than a single member:

Arabic, American Sign Language (ASL), Chinese (Mandarin), Danish, Finnish, French, German, Ancient Greek, Modern Greek, Modern Hebrew, Italian, Japanese, Korean, Latin, Norwegian, Persian, Portuguese, Russian, Spanish, Swahili, Swedish, Turkish

2.2 Programs not staffed by tenured and/or tenure-related faculty may be suspended or added from time to time, as needed, depending on demand, funding, and the overall plan of the department. Sections may also be defined not by the language taught but in terms of function within the department, e.g. online learning. Such sections must have members contracted specifically for such purposes. If no specifically contracted staffing exists in an area, its coordination will be by committee instead of by section.

2.3 Each section will have a head. In one-person sections, the incumbent is the head. If there is more than one faculty member in a program/section, the section will select one of its members, by whatever method it wishes, to serve as its head for one academic year.
2.4 Section heads are responsible for preparing and maintaining their section’s schedule and for requesting and recruiting temporary (fixed-term, adjunct, or GTA) staffing. They do this in consultation with their fellow section members and the Department Chair.

2.5 In case there is a practical reason for doing so, sections may be combined, e.g., Spanish-Portuguese, where personnel assignments overlap. Sections may be combined as needed by the Chair, subject to the approval of the Advisory Council and the agreement of the faculty in question.

3. Meetings

3.1 Section heads will schedule regular section meetings, usually once a month. Any section member may request additional meetings as s/he feels necessary.

3.2 Department Faculty and Advisory Council meetings are convened by the Chair, who presides over them.

3.3 Department Meetings may also be requested by any member of the regular faculty through the agency of the Chair or of the Council.

3.4 Faculty and Advisory Council Meetings will generally be held monthly throughout the academic year on a schedule determined by the Chair and communicated in a timely manner to faculty. All sections are expected to arrange their faculty members’ teaching schedules to accommodate these meetings.

4. Voting

4.1 All regular members have one vote on section matters in each section to which they are assigned and one vote on departmental questions.

4.2 The section head may convene a tenure-line-faculty sub-set of the section, in order to vote on personnel matters only. Fixed-term faculty will not have a vote in such cases.

5. Quorum

5.1 The departmental quorum is 51% of the regular membership. In committees, a quorum is the majority of its members.

5.2 A majority vote is binding.

6. Amendments

This guideline may be amended at any time. Proposals to amend may be made, in writing, by any three regular faculty members, to the Chair or to the Council, who must ask for a department discussion and a vote.
7. Department Chair

7.1 The Department Chair serves a three-year term, from September 1 after his/her election, contingent on approval by higher administration, to August 31 of the third year thereafter.

7.2 Election: Nominations for the post of Department Chair will be made no later than the first week of April, and elections held no later than April 15.

7.3 Only tenured faculty contracted at 0.5 FTE or above may serve as Department Chair. In case the selection is by means of an outside search, non-tenured candidates may be considered.

8. Vacancy
If the Chair position becomes vacant through resignation, leave for more than one year or permanent disability, the Dean will appoint a new interim Chair, with approval by higher administration at PSU. The Council will call for nominations and election of a new Chair as soon as possible. The new Chair will serve out the remainder of the year until August 31st, then commence his/her own first three-year term, contingent on approval of higher administration at PSU.

9. Recall
A recommendation for the recall of the Department Chair may be made by a two-thirds vote of the regular membership. Recall must be approved by higher administration.

10. Associate Chair

10.1 The Associate Chair is appointed for the academic year by the Chair (subject to approval by the Advisory Council) and serves on a year-to-year basis for no more than three consecutive years. Reappointment after a hiatus of at least one academic year is a possibility.

10.2 Only tenured faculty contracted at 0.5 FTE or above may serve as Associate Chair.

10.3 The Associate Chair serves as an assistant to the Chair, who makes the final decision in all department-wide matters.

10.4 The Associate Chair shares primary responsibility for some sub-set of the Chair’s duties, as deemed appropriate and in keeping with the interests and expertise of both.
11. Standing Departmental Committees

All committee service is for one academic year with the possibility of reappointment or reelection in subsequent years. There is no limit to the number of terms a faculty member can serve on a committee or council. Nominations for the Advisory Council and for the Promotion and Tenure committee will be made by the Chair, with additional nominations, including self-nominations, solicited from the faculty-at-large. Elections are held in May for appointment effective the following academic year.

11.1 **Adjunct Support** serves as a liaison between department / PSU and adjunct faculty, and ensures that adjuncts have access to the appropriate university, college and departmental resources to succeed. At least three regular members will comprise the committee, appointed by the Chair and subject to approval by the Council.

11.2 **Advisory Council** (elected) advises the Chair in matters relating to staffing and long-range development, and participates in the hiring of full-time faculty and staff and the formation of search committees. It is comprised of the Associate Chair, plus three elected tenured faculty members, one elected non-tenured tenure-track member, and one elected fixed-term member. Council members will not serve during the summer term. In their stead the Chair may consult, as needed, with whatever regular faculty is on campus.

11.3 **Assessment** develops strategy for assessment based on the goals and mission of PSU and the Department, conducts assessment, and analyzes results. At least three regular members will comprise the committee, appointed by the Chair and subject to approval by the Council.

11.4 **Curriculum** reviews and approves course and program changes, facilitates UNST proposals, and proofreads tear sheets and curriculum on WLL’s Web page. At least three regular members will comprise the committee, appointed by the Chair and subject to approval by the Council.

11.5 **Fixed Term Review** conducts annual review of fixed-term faculty members, and makes recommendations to the Chair regarding multiple-year contracts. Three regular members (two fixed-term and one tenure-track), appointed by the Chair and subject to approval by the Council comprise the committee.

11.6 **Graduate Council** advises the Chair and the Department in matters relating to graduate policy including but not limited to admission procedures, GTA orientation, scheduling and M.A. exams. The council will include one tenure-line faculty member from each of the sections with a graduate program (French, German, Japanese and Spanish), in addition to one graduate student elected by his/her peers.

11.7 **Nominations and Elections** seeks nominations and conducts departmental elections. At least three regular members will comprise the committee, appointed by the Chair and subject to approval by the Council.

11.8 **Promotion & Tenure** (aka: PTMD) (elected) conducts P & T and Merit Increase reviews of eligible faculty members and makes recommendations regarding promotion, tenure and merit increases to the Chair. See the department’s “Guidelines for Promotion,
Tenure, and Merit Increases” for specific procedures. This committee is comprised of four elected tenured members of the faculty. Faculty members who are candidates for promotion are not eligible to serve on this committee.

11.9 Public Relations and Outreach promotes WLL’s positive presence within the university and community through outreach efforts. At least three regular members will comprise the committee, appointed by the Chair and subject to approval by the Council.

11.10 Technology advises the Chair and the Department in matters relating to technology, equipment purchases and maintenance, training and applications. At least three regular members will comprise the committee, appointed by the Chair and subject to approval by the Council.