


Departmental Bylaws

Department of World Languages and Literatures

Revised and Approved by Vote May 3, 2017

Re-Revised and Approved by Vote March 7, 2018


Re-Revised and Approved by Vote November 7, 2018



Department/Division Chair

November 15, 2018

Date




Dean

11-16-18

Date

Academic Affairs Approval:



Vice Provost for Academic Personnel
and Leadership Development

11-19-18

Date

World Languages and Literatures

Departmental Bylaws

Adopted 2001

Revised 2007, 2008, 2012, 2017-18

Preamble

An academic department's affairs are ideally conducted with free and full inquiry, open and participatory decision-making, and just and equitable judgment according to known and accepted criteria. Toward that end, the Department of World Languages and Literatures establishes the following bylaws, embodying policies, procedures, and criteria for departmental decisions affecting its members. These bylaws, and all governance documents referenced within, will be posted on the department's website.

I. Article I-Name

The name of this department is the Department of World Languages and Literatures (WLL).

II. Article II-Purpose

A. Mission

The Department of World Languages and Literatures prepares students to participate in a wide array of intercultural contexts and communities, to achieve linguistic and communicative proficiency, and to develop skills in research and critical inquiry. In addition to providing instruction in more than twenty languages, WLL faculty engage students in a variety of courses that utilize the faculty's expertise in different components of culture, including literature, film, pedagogy, linguistics, and the historical contexts of these subjects. While WLL faculty conduct research in a wide range of fields, we also share an understanding of language as an essential element of the human condition. Our faculty and students contribute to the cultural and linguistic enrichment of the community within the University, the city of Portland, and national and international settings.

B. Authority

The power and authority of the Faculty of World Languages and Literatures are derived from and are consistent with the Constitution of the Portland State University Faculty, Article III, Section 4, found in the Faculty Governance Guide.

The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life that relate to the educational process.

The authority of university policies and college bylaws supersede that of the department. This includes all collective bargaining agreements (CBAs), which supersede any other departmental, college or university document. All members of the department are encouraged to familiarize themselves with their rights and responsibilities as stated in the CBAs.

III. Article 3-Membership

- A. The department defines “regular members” as non-tenure track faculty (NTTF) or tenure-track faculty (TTF) holding an appointment at 0.5 FTE or higher.
- B. 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.
- C. 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, but their participation cannot be required. The department Chair or Section Heads, when the Section Head has been given prior budget approval from the Chair, can request that an Adjunct instructional faculty member participate on a committee. If the faculty member accepts, the faculty member will be compensated for such participation, as provided contractually. Adjunct faculty members do not hold voting privileges.
- D. 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.

IV. Article 4-Departmental Structure

- A. Sections: The faculty of each language program constitutes a section. Faculty who teach in more than one section 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, French, German, Ancient Greek, Modern Hebrew, Italian, Japanese, Korean, Latin, Norwegian, Persian, Portuguese, Russian, Spanish, Swahili, Swedish, Turkish, Vietnamese.
- B. Sections not staffed by tenure-track 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. Changes to the formation or coordination of sections will in no way alter the PSUFA assignment rights of adjunct faculty.
- C. Each section will have a head. In one-person sections, that person 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, or for a longer time period as determined by the section. Any method chosen will give equal vote or voice to all members of the section. Barring extenuating circumstances, Section Heads will be selected from the tenure-track rank for those sections with MA programs, but non-tenure-track faculty will participate in the selection process. Each spring the Department Chair will check in with each language section, to discuss any concerns that have arisen about the section and/or department. At that time, the Chair

will also ascertain that the following year's Section Head has been selected according to section protocols.

- D. Section Heads are responsible for preparing and maintaining their section's schedule and for requesting and recruiting fixed-term, adjunct, and/or GTA staffing. They do this in consultation with their fellow section members and the Department Chair. Sections may establish guidelines for staffing decisions as long as such guidelines do not contradict procedures outlined by the department, college, university, or collective bargaining agreements.
- E. In cases where there is a practical reason for doing so, sections may be combined, e.g., Spanish-Portuguese, where personnel assignments overlap. Any member of the department can initiate the process for combining sections, by making a request to the Chair. The Chair then asks for an anonymous vote of the members of each section that would become part of a combined section. If a two-thirds majority of each section votes to combine, the Chair then takes the question to the Advisory Council who vote on whether or not to approve the move.
- F. Department Chair
 - 1. Term

The Department Chair serves a three-year term, from September 1 after the Chair's election, contingent on approval by higher administration, to August 31 of the third year thereafter.
 - 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.
 - 3. Eligibility

Only tenured faculty contracted at 1.0 FTE may serve as Department Chair. In case the selection is by means of an outside search, non-tenured but tenure-eligible candidates may be considered.
 - 4. Roles & Responsibilities of the Chair

The duties of the Department Chair, as defined by the PSU Department Chair Handbook, are as follows:

 - a. Personnel Management. The Chair directs the recruitment and hiring of new faculty members and recommends appointments to the Dean. The Chair recommends to the Dean all personnel changes, including salary, tenure, promotion, and rank. The Chair should be aware of all categories of employment, employee unions, policies, and resources for personnel management.
 - b. Curriculum. The Chair recommends course and curricular proposals developed within the department for approval by the Dean and other appropriate officers and committees.
 - c. Enrollment Management. The Chair is responsible for planning and evaluating courses, monitoring enrollment, and making course adjustments to meet departmental goals. The Chair is ultimately responsible for determining teaching assignments and the arrangement of teaching schedules. The Chair should be aware of various Registrar processes, including records/grading and degree

audit.

- d. Academic Program Review & Accreditation. The Chair is responsible for department participation in academic program review and meeting accreditation requirements in collaboration with the Dean.
- e. Student Success. The Chair oversees departmental student advising. The Chair should be aware of resources contributing towards student success, including the Office of the Dean of Student Life, Disability Resource Center, and scholarships and awards.
- f. Shared Governance. The Chair should be aware of the PSU governance structure and guides such as the PSU Board of Trustees, Faculty Senate, Faculty Constitution, and Faculty Governance Guide.
- g. Budget & Finance. The Chair develops budget requests in consultation with the Dean, and is responsible for managing the departmental budget, including personnel/staffing, services and supplies, and foundation accounts. [SEP]

5. Vacancy

If the Chair position becomes vacant through resignation, leave for more than one year or permanent disability, the Dean will appoint an interim Chair, with approval by OAA. The Advisory Council will call for nominations and the 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 the new Chair's own first three-year term, contingent on approval of higher administration at PSU. If the Chair position becomes vacant due to a leave for one year or less, the Associate Chair will serve as Chair, contingent on approval of higher administration at PSU.

6. 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 the Dean.

G. Associate Chair

1. Appointment

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.

2. Eligibility

Only tenured faculty contracted at 1.0 FTE may serve as Associate Chair.

3. Roles and Responsibilities of the Associate Chair

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

H. Hiring Procedures

1. Full-time

All NTTF or tenure-track positions at 0.5 FTE or greater will be filled through an advertised search led by a search committee of at least 4 faculty members: at least 3

from the section of the position, or all members of the section if it has fewer than 3 members, plus at least 1 person from outside the section. Search committees are appointed by the department Chair and Advisory Council, with consultation from the section. Any members of the section who will supervise the hire (Section Head and/or coordinator of multi-section courses) will serve on the search committee.

The department encourages national searches for full-time NTF positions.

2. Adjunct

Adjunct faculty will be hired through an adjunct pool and adjunct-tracking system as mandated by the CBA (PSUFA 2015-20 CBA: Article 8, Section 3.1). Sections that employ adjuncts will conduct hiring in a purposeful way that is mindful of the quality of education offered to students and respectful of the rights of all employees. Sections may establish guidelines for adjunct hiring decisions as long as such guidelines do not contradict procedures outlined by the department, college, university, or collective bargaining agreements. In all cases, Article 8, Section 3 of the PSUFA CBA has priority.

3. Terms and Rank

See the appropriate collective bargaining agreement for terms of appointment and reappointment, rank at hire and reappointment, and required facilities and amenities for new hires of all instructional faculty. (PSUFA 2015-20 CBA: Article 7, sections 2 and 7.6; Article 8, sections 2 and 3; Article 12, sections 6, 7 and 8. PSU-AAUP 2015-19, Article 12, section 4.) Rank upon hire is determined by the individual's advanced degree and circumstances of their hire, according to the relevant CBA. A terminal degree is required to be hired at the rank of Adjunct Assistant Professor.

V. Article 5-Evaluation of Members' Performance

See the document: **"Guidelines for Review, Ranks, Promotion, Continuous Appointment and Tenure for Adjunct, Non-Tenure-Track and Tenure-Track Faculty"**

Note that, at the time of revision of this document, the Department of World Languages and Literatures does not have any Academic Professionals in the unit. The embedded advisor, who works with us on advising matters and advises our students, reports to and is reviewed by the AVP for Advising and Career Services, or AVP-designee, such as Pathway Director. The department does not have a procedural role in that review and, therefore, we have no associated documents, and it is not in our purview to create any such documents for an employee of a different unit.

VI. Article 6-Meetings

- A. Section Heads will schedule regular section meetings during the academic year, usually once a month. Any section member may request additional meetings. Faculty members

holding an appointment of 0.5 FTE or greater are expected to attend section meetings for their language section.

- B. Department Faculty meetings and Advisory Council meetings are convened and presided over by the Chair. Faculty may submit agenda items to the Chair, who is responsible for preparing the agenda.
- C. Department Meetings may also be requested by any member of the regular faculty through the agency of the Chair or of the Advisory Council.
- D. 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 faculty members holding an appointment of 0.5 FTE or greater are expected to attend faculty meetings. Our “embedded” advisor is encouraged to attend, unless the meeting conflicts with any advising-related obligations. All sections are expected to arrange their faculty members’ teaching schedules to accommodate these meetings.
- E. Voting
 - 1. All regular members have one vote on section matters in each section to which they are assigned and one vote on departmental questions.
 - 2. The section head may convene a meeting of only the tenure-track-faculty of the section, solely to vote on graduate curriculum or personnel matters, unless it involves personnel directly supervised by a non-tenure-track faculty member. At such exceptional meetings, all of the tenure-track faculty must be included; only tenure-track faculty will have a vote. In cases when a personnel matter concerns an instructor supervised by a non-tenure-track faculty member, the full section will meet.
- F. Quorum
 - 1. The departmental quorum is 51% of the regular membership. In committees, a quorum is the majority of its members.
 - 2. A majority vote is binding.

VII. Article 7-Advisory Council and Promotion and Tenure Committee

- A. The Chair makes at least three nominations for each of the Advisory Council and for the Promotion and Tenure committee, with additional nominations, including self-nominations, solicited from the faculty-at-large by the Elections Committee. Elections are held in May for appointments effective the following academic year.
- B. 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. The Advisory Council also makes decisions regarding departmental spending as outlined in the Principles for Guiding Discretionary Spending. It is composed of the Associate Chair, plus three elected tenured faculty members, one elected not-yet-tenured tenure-track member, and one elected non-tenure-track member. The Associate Chair has the same approval and voting rights as elected members of the Advisory Council. Advisory 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 or available through online or other method of communication. Elections are held in May for a one-year term to begin in September.

- C. Promotion & Tenure (aka: PTMI) (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 WLL Guidelines for Review, Ranks, Promotion, Continuous Appointment, and Tenure for Adjunct, Non-Tenure-Track, and Tenure-Track Faculty (2018) for specific procedures. This committee is composed of four elected tenured members of the faculty. Faculty members who are candidates for promotion are not eligible to serve on this committee. Elections are held in May for a one-year term to begin in September. The P&T committee, with the addition of a non-tenure-track faculty member chosen as specified in the WLL Guidelines for NTTF Review, organizes reviews of NTTF for continuous appointments. The Department Chair appoints one of the elected P&T Committee members to serve as Chair of the P&T Committee.

VIII. Article 8-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. Unless membership is otherwise described, standing committees will include at least one non-tenure track member and at least one tenure-track member.

- A. 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 Advisory Council.
- B. 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 Advisory Council.
- C. Curriculum reviews and recommends 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, at least two of whom will be tenure-track faculty, appointed by the Chair and subject to approval by the Advisory Council.
- D. Graduate Council advises the Chair and the Department in matters relating to graduate policy including but not limited to admission procedures, GTA orientation, balance of GTA teaching/academic workload, scheduling of graduate classes, and M.A. requirements. The Graduate Council will include one tenure-track faculty member from each of the sections with a graduate program (French, German, Japanese and Spanish), in addition to one peer-elected graduate student. Faculty members on the Graduate Council are each elected by their respective sections; election in May for the term the following academic year.

- E. 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 Advisory Council.
- F. Non-Tenure Track Faculty Review conducts annual review of non-tenure-track faculty members, and makes recommendations to the Chair regarding progress towards continuous appointments. Three regular members (two non-tenure-track and one tenure-track), appointed by the Chair and subject to approval by the Advisory Council, comprise the committee. The committee chair will be an NTTF with Continuous Appointment.
- G. 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 Advisory Council.
- H. 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 Advisory Council.

IX. Article 9-Professional Development

- A. Departmental Guidelines for IPDAs for faculty and academic professionals at or above 0.5 FTE
 IPDAs (Individual Professional Development Accounts) are maintained and funded by the university as part of the PSU-AAUP 2015-2019 CBA. The university specifies that:
 Faculty members and academic professionals may utilize funds in an IPDA for activities that support the job-related professional development of the member. The use of IPDA funds is subject to the pre-approval of the member's supervisor and to all applicable University policies and procedures regarding the appropriate use and documentation of University expenditures. Examples of such use could include, but are not limited to, travel for the presentation of scholarly work, conference fees and travel, professional organization fees, professional licensure or certification requirements, acquisition of specialized equipment (such as laboratory or art supplies), tuition and/or fees, subscriptions and books, submission fees, and relevant training and continuing education opportunities.
 In addition to all the above-named expenses, for faculty in the Department of World Languages, we support travel for or relevant to research project work (justified by a need for archival work, collaboration with research partners, data collection, or other research need), special software, research materials or fees in direct support of research/ professional development.
 Note that, as per university policy, personnel costs (for the individual or another) are not covered by IPDAs. Purchase of a computer is not consistent with the intent of the IPDA language as stated in the PSU-AAUP 2015-19 CBA (Article 19, Sect.3). Purchase of software may be appropriate.

Once employment has ended, an individual cannot access any remaining balance in the IPDA account.

Full-time faculty members on sabbatical shall have their IPDA accounts funded at 1.0 FTE.

- B. Departmental Professional Development for all faculty
When discretionary funding is available, the department will make funds available to department members as outlined in that year's FAQs (WLL FAQs for Full Time Faculty Members and WLL FAQs for Adjunct Faculty Members). FAQs are distributed each year at the GTA and Adjunct Faculty Orientation and are posted on the departmental website. At the start of each academic year, the Chair, with Advisory Council approval, can make changes to the items concerning discretionary funding in the FAQs. Except in cases of financial need, changes will not be made mid-year.
- C. Additional University Funding for Faculty Development
Faculty should see their collective bargaining agreement for additional university funding for professional development. Funds for adjuncts are outlined in the PSUFA 2015-20 CBA, Article 13, sections 1 and 2, for full-time faculty, see the PSU-AAUP 2015-19 CBA, Article 19.

X. Article 10-Work Life Balance

- A. The Department of World Languages and Literatures recognizes that professional and personal lives are not mutually exclusive. We support all members of our department in their pursuit of meaningful, productive, and fulfilling professional and personal lives. We encourage all members of the department, regardless of gender, race, age, orientation, or career status, to use the work/life balance policies offered by the University.
- B. At the time of this writing our unit does not include Academic Professionals (AP). Should an AP be added to this unit, we will adhere to the University guidelines regarding Academic Professional Work/Life Balance.

XI. Article 11-Outside Employment-Conflict of Interest Disclosure

- A. No engagement shall be accepted which will involve a conflict of interest as prohibited by applicable state law or University regulations. In essence, faculty members owe an overriding professional allegiance to the University, and they must be alert to the possibility that outside obligations, financial interests, or employment can affect the objectivity of their decisions as members of the University community. (There is a specific form to complete and file promptly with the Department Chair; see HR website for Request for Approval for Outside Employment.) Individuals must be sensitive to potential conflict-of-interest situations. In situations where outside obligations have the potential for conflict with the faculty member's allegiance and responsibility to the

University, the faculty member shall disclose the situation to his or her immediate supervisor and request approval of the engagement.

Departmental Specifics: In our context, conflict of interest might occur if a supervisor currently holds or is under consideration for outside employment that anyone under that faculty member's supervision might also apply for. In that instance, or any other instance when a conflict of interest might occur due to outside employment, the faculty member must complete and submit a Request for Approval for Outside Employment form.

XII. Article 12-Amendments and Changes to Departmental Bylaws and Department Employment Conditions

- A. These bylaws may be amended at any time, as long as departmental and University procedures are followed, and the modifications comply with collective bargaining requirements.
- B. Proposals to amend may be made, in writing, by any three regular faculty members, to the Chair or to the Advisory Council, who must ask for a department discussion and a vote. All voting members of the department have one vote. Changes to the bylaws require a 2/3-majority vote.
- C. Modification of policies and procedures require notification to and approval by OAA. Notice of intent to modify a policy or procedure must be provided prior to adoption. Changes to bylaws and all other governance documents do not become affective until approved by OAA.

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