

DEPARTMENT OF FOREIGN LANGUAGES, LITERATURES, AND CULTURES
Departmental Procedures, Criteria, Standards, and Bylaws

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[Official document prepared by Faculty Personnel Services]

This document was revised by the Departmental Policies Committee, discussed in a full faculty meeting, voted on and approved with all faculty members in attendance, including fixed-term instructors. Approved April 26, 2012.

TABLE OF CONTENTS

I.	DEPARTMENTAL POLICIES	1
A.	Meetings	1
B.	Voting Eligibility	1
C.	Departmental Structure	1
D.	Election of the Department Chairperson	2
E.	Evaluation of Chairperson and Department	3
F.	Selection of New Faculty	3
G.	Professional Travel	4
H.	Sabbatical Leaves	4
I.	Revision of Bylaws	4
J.	Allocation of Faculty Office Space	5
K.	Procedures for Reappointment, Tenure, Promotion and Professor Salary Adjustment	5
L.	Criteria for Reappointment, Tenure, Promotion and Professor Salary Adjustment	7
M.	Procedures for Retrenchment	10
N.	Policy on Non-Traditional Courses	11
O.	Policy on Credit by Examination	12

	P. Freedom of Information	12
	Q. Fixed Term Faculty	12
	R. Director of M.A. Program in Spanish	13
	S. Conflict of Interest	14
II.	STANDING COMMITTEES	14
	A. Procedures for Determining Membership in the Curriculum, Policies and Planning Committees	15
	B. Election Procedures for the Personnel and Budget Committee	15
	C. Budget Committee	15
	D. Curriculum Committee	16
	E. K-12 Committee	16
	F. Personnel Committee	17
	G. Planning Committee	17
	H. Policies Committee	18
	I. Graduate Committee	18
III.	Inconsistent Provisions	19

DEPARTMENT OF FOREIGN LANGUAGES, LITERATURES, AND CULTURES

I. DEPARTMENTAL POLICIES

A. Meetings

Regular departmental meetings are scheduled at least once every month during the academic year. At these meetings, the Chairperson or her/his representative presides and the Recording Secretary keeps the minutes. Special departmental meetings may be called by the Chairperson to deal with issues of immediate importance.

Members of the department are expected to attend all departmental meetings. In order that a meeting may be cancelled should a quorum be lacking, members will notify the Chairperson of anticipated absence upon receipt of the agenda.

A quorum for the transaction of business is 75% of the eligible faculty members. (see I.B.)

Revised October 29, 2010

B. Voting Eligibility

Faculty members of the department carrying a half-time or more load in teaching or research have the right to vote on all issues brought before the department. Fixed term faculty may not vote on reappointment, tenure, promotion, professor salary adjustment, and the creation of positions.

Revised October 29, 2010

C. Departmental Structure

Faculty members are assigned to either the French, German, or Spanish sections by virtue of their teaching assignments and professional preparation. A colleague teaching in two sections has the right to vote in both.

The sections are presided over by a coordinator. This position is held on a rotating basis. Only tenured or tenure-track faculty with two years' experience at CMU are eligible. In the absence of the coordinator, the Chairperson of the department will convene the first meeting of the section in August. The duties of a new coordinator begin during preparation week in August.

The coordinator shall act as liaison between the Chairperson and the section. This includes such activities as convening the section and guiding discussion, being responsible for the section's contribution to the preparation of planning documents

and assessment reports, seeing to the preparation of minutes of section meetings, submitting grades for study abroad and/or independent study courses, and overseeing the planning and preparation of class schedules.

Revised October 29, 2010

D. Election of the Department Chairperson

The department will have an election for the Chairperson during the Fall semester of the last year of the current Chairperson's term so that the elected Chairperson will have sufficient time to prepare for the new assignment. The term of office will normally begin August 16 and is usually three years, but may vary from one to five years.

1. The departmental Chairperson will be elected according to the following criteria:
 - a. General competency
 - b. Administrative ability
 - c. Publications
 - d. The doctorate degree
 - e. Rank of at least associate professor
 - f. Tenured or tenure track
2. The Personnel Committee will establish and distribute the list of eligible candidates a month before the election. Any member may withdraw her/his name up to a week before the meeting if he/she does not wish to serve. A new list shall be distributed prior to the meeting.
3. A vote of at least 90% of the eligible membership of the department (see I.B.) is required to determine the outcome of the election, unless a faculty member waives this privilege in writing.
4. A two-vote majority of those voting will determine the election.
5. The voting will be carried out on printed ballots. If no one has a two-vote majority, subsequent balloting will be conducted until a two-vote majority is achieved. An ad hoc committee consisting of three non-candidates will count the votes.

6. When no eligible member of the faculty is willing and able to stand for election, then the Personnel Committee will seek permission for an external search. If the request is approved, the members of the Personnel Committee will suggest a search committee which must include at least one tenured representative of each language in which students can major or minor. The search committee will propose a job description to be approved by a majority vote of the tenured and tenure-track faculty members of the department.

Revised April 26, 2012

E. Evaluation of Chairperson and Department

1. Evaluation of Chairperson

The Chairperson will be evaluated annually by faculty members of the department at the end of the Spring Semester. The evaluation will assess the Chairperson's performance in meeting the expectations of the department and in performing the duties initially assigned by CMU.

2. Evaluation of Department

The members of the department may submit suggestions regarding departmental matters at any time. They need not be signed. If requested, these items will be placed on the agenda of the next departmental meeting.

Revised May 5, 2000

F. Selection of New Faculty

The recommendation to appoint new faculty members is the responsibility of the Chairperson in close cooperation with the respective sections, selection being subject to the final recommendation of the Personnel Committee. Any tenure-track or tenured faculty member of the section is eligible to serve and vote on the section's search committee.

In case of late resignations or other unexpected openings at a time when the section members are not available (vacation periods), the Chairperson has the authority to recommend fixed term faculty according to her/his best professional judgment.

Revised May 5, 2000

G. Professional Travel

Each year the department will allot a specific amount of money to each full-time faculty member, and a corresponding fraction to each partial FTE position. These travel funds may be used for attendance at conferences and workshops as well as for travel for research intended to lead to publication.

Two faculty members may enter into an agreement which permits one of them to use both persons' allotments during one academic year. In return, the other faculty member shall have the use of both allotments in the subsequent year. A written agreement between the two parties will be kept in the departmental office. Alternatively, a faculty member may carry forward her/his travel allotment to be used during the next fiscal year. Any portion of the amount carried forward that is not used will be forfeited.

Revised October 29, 2010

H. Sabbatical Leaves

Individual written requests for sabbatical leaves shall be discussed and voted on by the Personnel Committee. A faculty member being considered will be excluded from the discussion and the vote. The result of the vote shall be a directive to the department Chairperson either to recommend or not to recommend the granting of the request.

Sabbatical requests to the Personnel Committee must be accompanied by a written statement from the appropriate section indicating how the program will be adjusted. No overloads will be expected from anyone.

Faculty teaching two languages cannot be expected to cross over without agreement from both sections involved.

Revised October 29, 2010

I. Revision of Bylaws

The revision of the Bylaws will be an on-going process. The quorum for such revision shall be 100% of the eligible membership of the department (see I.B.), unless a faculty member waives this privilege in writing. Items will be revised, added, or deleted as approved by a two-vote majority of the votes cast.

Revised February 1996

J. Allocation of Faculty Office Space

Allocation of office space is the responsibility of the Personnel Committee. The decision will be reached after consultation with all parties involved, taking preference, rank, and seniority into consideration.

For the purpose of allocating faculty office space, seniority will be determined by the length of employment from the date of appointment to the particular rank in a regular tenure-track or tenured position.

Revised October 29, 2010

Preamble: Procedures for promotion, tenure, and reappointment were initially drafted by the Policies Committee. Their proposals for criteria and recommendations were submitted to the department for discussion and subsequently voted on. The term “promotion” as used in these procedures (I.K.), criteria (I.L.), and charge (II.F.2.a) also includes Professor Salary Adjustment.

K. Procedures for Reappointment, Tenure, Promotion and Professor Salary Adjustment

1. To be eligible for a tenure recommendation, any faculty member must hold an earned doctorate or the equivalent.
2. When a faculty member is being considered for reappointment, tenure, or promotion, he/she will be excluded from the discussion.
3. It is the responsibility of the applicant to:
 - a. Submit her/his application for reappointment, tenure, or promotion, to the department in accordance with the calendar specified in the Agreement and in the manner prescribed in departmental procedures, criteria, standards, and Bylaws. The members of the Personnel Committee will evaluate the candidate’s application.
 - b. Document both the quantity and quality of her/his activities and achievements. With respect to all recommendations and decisions regarding appointment, tenure, and promotion, the faculty member has final responsibility for bringing forth all relevant evidence.
 - c. Provide supporting documentation for reappointment, tenure, or promotion which shall include a narrative statement for each evaluation criterion, explaining how and to what extent each of the activities claimed has met the standards set forth in the departmental procedures, criteria, standards, and Bylaws.

4. Recommendation for reappointment or tenure shall be based on departmental needs and plans, and on the departmental and University criteria for reappointment and tenure.
5. The result of the Personnel Committee's vote on reappointment will be recorded. A majority vote by the committee is sufficient for the recommendation of reappointment.
6. If the personnel decision entails tenure, a majority vote by the committee is sufficient for a recommendation of tenure. Both positive and negative votes will be recorded and forwarded to the Dean.

In the event of a tie vote in the Personnel Committee, the case will be decided by a majority vote of the tenured members of the department. Should the vote of the department's tenured faculty result in a tie, the case will be sent to the Dean.

7. Promotion is not automatic. Faculty requesting promotion must apply according to the procedures and timelines described in the current Agreement.
8. The minimum time required in rank before promotion to a higher rank is specified in the current Agreement. Exceptions to this will be made when a faculty member clearly exceeds the departmental standards in all areas. Another exception is the person who completes her/his doctorate as an instructor. The exceptions are explained in the current Agreement.
9. A majority vote is necessary and sufficient to recommend for promotion. Should the Department Chairperson dissent, he/she will express her/his dissent when the decision of the committee is forwarded to the Dean.
10. The candidate shall be informed by the Chairperson verbally, or in writing if he/she so requests, of the recommendation for reappointment, tenure, promotion or Professor Salary Adjustment. In the event of a negative decision, he/she may also request to know the reasons for the negative decision and to be given an opportunity to present her/his case to the tenured faculty of the department before the recommendation is forwarded to the Dean. This group may uphold or reverse the committee's decision.
11. In addition to these procedures, the policies for reappointment, tenure, and promotion are specified in the CMU/FA Agreement. Recommendations on these personnel actions are forwarded to the Dean, the Provost, and the President as specified in the Agreement. Any appeal of a recommendation must be made in accordance with provisions in the Agreement.

Revised November 11, 2011

L. Criteria for Reappointment, Tenure, Promotion and Professor Salary Adjustment

1. Professional degrees

Instructor:

For promotion to Assistant Professor, earned doctorate in her/his field or the equivalent.

All other ranks:

For reappointment, tenure and promotion, earned doctorate in her/his field or the equivalent.

2. Teaching (as evidenced, for example, by self-evaluation in the application, by peer reviews and by student evaluations)

a. For reappointment, tenure, and promotion in all ranks:

- (1) Evidence of comprehension of the subject matter, e.g. syllabi, exams, and other instructor-created course materials.
- (2) Ability to communicate subject matter effectively to students, as evidenced, e.g. by correspondence from students and student evaluations.
- (3) Evidence of effort to improve the instructional program, e.g. creation of new courses, integration of new technology, and addressing diversity issues.
- (4) Evidence of positive and functional teacher/student interaction, e.g. creating a classroom atmosphere conducive to learning, being willing to advise, counsel, and give help outside of class.

3. Scholarship. Candidates for reappointment, tenure, promotion and professor salary adjustment must present evidence of activity in both category a and category b.

a. Publications and Grants (since last reappointment, or promotion, decision)

Evidence of publication shall be defined as a published work or galley proof, accompanied by a copy of the contract with a reputable publisher. Evidence may include discussion of the significance of the journal or publisher, acceptance rate, referee process, etc. All publications must be professionally refereed, and will be evaluated by the members of the Personnel Committee, qualitatively and quantitatively. The standards of evaluation apply to all categories.

The following categories apply:

- (1) Studies, monographs, biographies
- (2) Textbooks
- (3) Professional articles
- (4) Translations of books and articles
- (5) Book reviews
- (6) Audio, visual, or electronic instructional aids
- (7) Grants (major institutional grants of at least \$15,000 and funded by an external source)
- (8) Creative writings.

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For tenure as Assistant Professor:

For tenure as Assistant Professor, two items in 1, 2, 3, 4, 6, or 7 from the above named categories are required. One item in categories 1 or 2 may be equated to two or three publications, as may a book in category 4.

For promotion to Associate Professor or tenure as Associate Professor:

For promotion to Associate Professor or tenure as Associate Professor, evidence of at least two items in categories 1, 2, 3, 4, 6, or 7 are required. One item in categories 1 or 2 may be equated to two or three publications, as may a book in category 4.

For promotion to Professor or tenure as Professor or Professor salary adjustment:

For promotion to Professor or tenure as Professor or Professor salary adjustment, evidence of at least three items, two of them in categories 1, 2, 3, 4, 6, or 7, are required. One publication in categories 1 or 2 may be equated to two or three publications, as may a book in category 4.

- b. Other scholarly activity (as evidenced by the following categories):
- (1) Reading papers at professional conferences.
 - (2) Giving workshops at professional conferences.
 - (3) Organizing workshops at conferences; organizing professional panels or conferences.
 - (4) Obtaining grants and fellowships.
 - (5) Attendance at professional conferences.
 - (6) Other professional contributions not already used to satisfy category 3, e.g. serving as a respondent on a conference panel, reviewing manuscripts, and giving a poster presentation.

Instructor:

For reappointment after the first year, tenure, and promotion: other scholarly activity should be evidenced in any of the categories in 3.b., above.

Other ranks:

For reappointment, tenure, and promotion, criteria listed in 3.b. above will be applied with increasing rigor as the person moves up in rank.

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4. Contribution to University, College, Department, and appropriate Public Service

In all ranks: meaningful participation in academic and/or public life is expected, as evidenced by the following:

- a. Participation in and meaningful contribution to departmental, college, and University programs and committees.
- b. Development of new curricula or honors programs.
- c. Talks on campus and at other institutions.
- d. Presenting at or organizing a workshop on campus or at other institutions.
- e. Work with student organizations.
- f. Preparation of proposals for the securing of grants.
- g. Service to the profession, e.g. holding office in a professional organization or serving on an editorial board.
- h. Membership in professional organizations.
- i. Advising and counseling, e.g. working with majors and minors, study abroad students, etc.
- j. Other contributions not already used to satisfy category 4.

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M. Procedures for Retrenchment

The department will follow the procedures recommended in the current Agreement provided that the program of the language section concerned is not critically impaired by this retrenchment. If a retrenchment decision involves a non-tenured faculty member on a regular appointment, the needs of the entire department must be weighed, taking into account all other non-tenured faculty members with regard to the following considerations:

1. Importance of that faculty member to the department.
2. Effectiveness as a teacher.
3. Scholarly achievements.
4. Overall contribution to university life.

A concerted effort must be made to preserve the overall program of the three language sections, without sacrificing the existing major or minor programs in

these languages. The retrenchment recommendation will be made by all tenured faculty.

If retrenchment affects tenured faculty, the length of tenured service shall be of first consideration, but overall departmental need must not be ignored.

The department considers that the above procedures and criteria are adequate to use in personnel recommendations resulting from retrenchment.

Revised November 19, 2010

N. Policy on Non-Traditional Courses

For the purposes of these Bylaws, “non-traditional courses” are defined as courses not taught entirely in a traditional classroom or language laboratory setting on the Mount Pleasant campus of CMU or at any of the foreign language department’s approved study abroad sites. This definition includes hybrid courses, web-based or off-campus courses offered through CMU’s Global Campus, and faculty-led study abroad courses that are not offered on a regular basis. It is meant to be broad enough to encompass delivery systems that may become available in the future.

1. Guidelines

- a. Faculty who have taught or are teaching the course in question will have priority in initiating the course. Tenured and tenure-track faculty will be given priority over fixed term faculty.
- b. Faculty initiating a non-traditional course will have priority in teaching the course. Tenured and tenure-track faculty will be given priority over fixed term faculty.

2. Procedure

- a. The appropriate section will recommend to the Curriculum Committee whether or not the course should be offered in a non-traditional format. The basis for such a recommendation might be, e.g. SCH production, effect on on-campus courses and programs, effect on the faculty member’s teaching load and research agenda. The recommendation must be approved by the Curriculum Committee and then the department.
- b. Following the guidelines in 1.a., above, the appropriate section will recommend which faculty member should initiate the course. The basis for such a recommendation might be, e.g. the faculty member’s rank (preference given to one with a higher rank), experience in teaching the particular course (preference given to the person having

most recently taught it), and effect on the faculty member's teaching load and research agenda. The recommendation must be approved by the Personnel Committee.

- c. Following the guidelines in 1.b., above, the appropriate section will recommend who will teach the course. The basis for such a recommendation might be, e.g. the faculty member's rank (preference given to one with a higher rank), experience in teaching the particular course (preference given to the person having most recently taught it), and effect on the faculty member's teaching load and research agenda. The recommendation must be approved by the Personnel Committee.

Revised November 19, 2010

O. Policy on Credit by Examination

The Chairperson will decide who will administer a test for Credit by Examination. Faculty who are teaching or have taught the course in question will have priority. These assignments are to be distributed on a rotating basis. The Chairperson will consult with the Personnel Committee before an assignment is made.

Revised November 19, 2010

P. Freedom of Information

Any Freedom of Information Act requests will be forwarded to the office of the General Counsel.

Revised November 19, 2010

Q. Fixed Term Faculty

1. Procedure and Criteria for Appointment

The appointment will be the responsibility of the Chairperson in close cooperation with the respective section.

The minimum qualifications for teaching will be a master's degree and native or near-native fluency in the language to be taught, as well as in English.

2. Evaluation of Performance

After the initial appointment, teaching effectiveness will be evaluated before any subsequent appointment recommendations.

The Agreement between CMU and the Union of Teaching Faculty outlines the basis of evaluation.

Department evaluation will be based on student evaluations and written comments of each course taught, grade distribution data from those courses, peer evaluation, evidence of professional growth (e.g. attending pedagogical workshops or conferences), other evidence of teaching performance (e.g. course materials), as well as other contributions to teaching.

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R. Director of M.A. Program in Spanish

1. Qualifications

The candidate must have a Ph.D., be a tenured or tenure-track member of the Spanish Section, and be a member of the Graduate Faculty.

2. Selection Procedures

Candidates will submit an application letter to the Spanish Section. The tenured and tenure-track members of the Spanish Section will elect the Director, the selection being subject to the approval of the Personnel Committee. The Director will be elected for a term of three years and may be re-elected. He/she will receive released time equivalent to at least one course per term upon the approval of the Spanish graduate faculty, Personnel Committee and the Dean.

3. Responsibilities

- a. Arrange in-state course offerings and schedules.
- b. Advertise the program and recruit students.
- c. Advise students.
- d. Supervise preparation and administration of the comprehensive exam.
- e. Make arrangements for entrance and exit interviews.
- f. Arrange study abroad site visits.
- g. Arrange study abroad courses with the Office of International Affairs.
- h. Oversee the assessment and review of the program.

4. Evaluation

The Director must be evaluated at least once during her or his three-year term by the members of the Graduate Committee. This evaluation will be based on the responsibilities listed above.

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S. Conflict of Interest

1. For the purpose of this document, conflicts of interest shall be restricted to those conflicts of interest that would make it impossible to offer a fair or unbiased recommendation, vote, or decision upon a given issue. For example, a conflict of interest may involve a clear prospect of material advantage.
2. A member of the Department who has a conflict of interest may not participate in deliberations or voting on that issue in any Department meeting or committee meetings within the Department.
3. If a member of the Department believes that a voting member has a conflict of interest, the member alleging the conflict shall ask the other member to withdraw from participation in deliberation or voting.
4. If a member who is alleged to have a conflict does not withdraw upon request, then the issue shall be resolved at a hearing of the other voting members of the Department.
 - a. At this hearing, the burden of proof shall rest with the party alleging a conflict of interest.
 - b. Each party shall be given time to present her or his view. A majority vote shall then determine whether the member alleged to have a conflict shall be deemed to have such a conflict. Neither the member alleged to have a conflict nor the member alleging a conflict shall vote on this issue.

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II. STANDING COMMITTEES

The department aims to have representation from all three major language sections on each standing committee. The minutes of the Personnel and Budget Committees will be distributed to the department.

A. Procedures for Determining Membership in the Curriculum, Policies, and Planning Committees

At the first departmental meeting of each academic year, all regular faculty members will indicate on which committee they wish to serve. Fixed term faculty members may serve on committees on a voluntary basis. Committee rosters will be approved at that initial meeting subject to the conditions of membership as stated for each committee.

B. Election Procedures for the Personnel and Budget Committee

1. Members of the committee must be elected by a majority vote.
2. Each eligible faculty member (see I.B.) will vote for two or three candidates depending on the number of vacancies on the committee for the upcoming academic year, on a single ballot.
3. At the conclusion of the election of the committee, the two candidates with the next highest number of votes will serve as Alternates A and B, respectively, for one year as replacements for any absent members of the committee.

Revised November 19, 2010

C. Budget Committee

1. Membership
 - a. The Budget Committee shall consist of the members of the Personnel Committee.
2. Charge
 - a. To make recommendations to the department regarding the following matters:
 - (1) Distribution of funds from the S&E allocation.
 - (2) Approval of special requests for all funds channeled through S&E and not originally allocated to the department.
 - (3) Transfer of funds from one account to another within the department.
 - (4) Distribution of monies contributed to the Development Fund and earmarked for the Foreign Language Department.
 - (5) Approval of request for S&E funds in excess of \$150.00.

Revised November 19, 2010

D. Curriculum Committee

1. Membership

- a. The committee will consist of no fewer than three eligible faculty members (see I.B.).

2. Charge

- a. To make recommendations to the department regarding the following matters:
 - (1) Review of curricular changes proposed by the sections.
 - (2) Consideration and recommendation (to the department) of course offerings in the Summer Sessions, in non-traditional formats, and through OIA (see N.2.a.).

Revised November 19, 2010

E. K-12 Committee

1. Membership

- a. The committee will consist of the teaching advisors of each section and the subject matter specialist for the B.S. in Ed. degree.

2. Charge

- a. To make recommendations to the department regarding the following matters:
 1. Curricular changes in the B.S. in Ed. degree and requirements, updates and changes to the K-12 program.
 2. Information provided by the College of Education and Human Services (e.g. MTTC test scores, TEAC).
 3. Results of SOPI and OPI exams.
 4. Workshops relating to teaching methodology.

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F. Personnel Committee

1. Membership

- a. The committee is composed of five tenured department members. Either two or three committee members will be elected toward the end of each academic year for a two year period, depending on vacancies.

2. Charge

- a. To approve and recommend faculty appointments, reappointments, promotions, and sabbaticals. To recommend on tenure and retrenchment cases.
- b. To consider concerns about regular semester course assignment recommendations.
- c. To make recommendations as to who will initiate or teach courses offered in the Summer Sessions, as non-traditional courses (as defined in I.N.) through CMU's Global Campus, Off-Campus Programs or OIA, and as FLN Special Topics courses.
- d. To make recommendations on faculty requests for a modified teaching load, after the request has been approved by the faculty member's section.
- e. To allocate faculty offices according to the method specified in I.J.

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G. Planning Committee

1. Membership

- a. The committee will be composed of no fewer than three eligible faculty members (see I.B.).

2. Charge

- a. To make recommendations to the department regarding the following matters:
 - (1) Departmental goals and mission statement.
 - (2) Procedures for implementing those goals.

(3) Distribution of departmental scholarship funds.

(4) Organization of departmental workshops and presentations.

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H. Policies Committee

1. Membership

- a. The committee will be composed of no fewer than three eligible members of the department (see I.B.).

2. Charge

- a. To make recommendations to the department regarding the following matters:
 - (1) Policies initiated by the committee.
 - (2) Policies proposed by the faculty.
 - (3) Development of the departmental Assessment Plan.
- b. To review the bylaws every three years.

Revised November 19, 2010

I. Graduate Committee

1. Membership

- a. The committee will consist of no fewer than two members of the Spanish Section with Graduate Faculty standing, the Director of the M.A. Program in Spanish, and the Department Chairperson.

2. Charge

- a. To make recommendations on the admission of students to the M.A. Program in Spanish.
- b. To conduct entrance and exit oral interviews and evaluate the written essay.
- c. To develop the comprehensive exams.

- d. To review the site visit reports and other evaluations of the program and recommend changes as needed.
- e. To conduct the review of the Director.

Revised November 19, 2010

III. INCONSISTENT PROVISIONS

If any provision in these Procedures, Criteria, Standards, and Bylaws is inconsistent with provisions in the CMU/FA Agreement, the Agreement between CMU and the Union of Teaching Faculty, the Agreement between CMU and the Graduate Student Union, university policy, state or federal law or regulations, such inconsistent provision shall be null and void.