

**DEPARTMENT OF FOREIGN LANGUAGES, LITERATURES, AND CULTURES
DEPARTMENTAL PROCEDURES, CRITERIA, STANDARDS, AND BYLAWS**

This document was revised by the Departmental Policies Committee, discussed in full faculty meeting, voted on and approved with all faculty members in attendance, including temporary and part-time instructors.

Approved December 21, 2005

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**DEPARTMENT OF FOREIGN LANGUAGES,
LITERATURES, AND CULTURES**

I. DEPARTMENTAL POLICIES

A. Meetings

Regular departmental meetings are held 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 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 May 5, 2000

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. Temporary faculty may not vote on reappointment, tenure, promotion, professor salary adjustment, and the creation of positions.

Revised December 1999

C. Departmental Structure

Faculty members are assigned to either the French, German, Japanese, Russian, 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 those with two years' experience at CMU are eligible. The first meeting of a given academic year will be convened by the coordinator of the preceding year. In her/his absence, the Chairperson of the department will convene the section.

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

Revised May 5, 2000

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 may have sufficient time to prepare for the new assignment. The term of office will begin August 16 and is normally 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. At least associate professional rank
 - 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.

Revised May 5, 2000

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 later resignations or other unexpected openings at a time when the section members are not available (vacation periods), the Chairperson has the authority to recommend temporary 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 per 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 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. Both years' allotments must be used during the second fiscal year.

Revised December 1999

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.

Sections supporting another section's sabbatical shall be given priority for the next application.

Revised December 1999

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 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 rank in a regular tenure-track or tenured position.

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.

Revised May 5, 2000

K. Procedure for Promotion

1. When a faculty member is being considered for promotion, he/she will be excluded from the discussion and vote.
2. 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.
3. The minimum time required in rank before promotion to a higher rank shall be four years before consideration for promotion. Exceptions to this will be made when a faculty member exhibits superior scholarly productivity, teaching, professional growth and service, including previous teaching experience not credited in the initial appointment. Another exception is the person who completes her/his doctorate as an instructor.
4. All persons eligible for and requesting promotion should be considered and shall be asked to submit a summary of their qualification. Requests for earlier consideration may be made as outlined in #3.
5. Departmental criteria are supplemental to the criteria established in the current Agreement between CMU and the Faculty Association.
6. The candidate, if he/she so requests, shall be informed by the Chairperson verbally or in writing of the reasons on which a negative decision of the committee were based. He/she may also request to be given an opportunity to present her/his case before the department, which may uphold or reverse the committee's decision.

Revised May 5, 2000

L. Procedures for Reappointment and Tenure

1. To be eligible for a tenure recommendation, any faculty member must hold an earned doctorate or the equivalent.
2. 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 and in the manner prescribed in departmental procedures, criteria, standards, and Bylaws.
 - 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 evidence that the faculty member wishes to be advanced in conjunction with recommendations and decisions.
 - 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.
3. Recommendation for reappointment or tenure shall be based on departmental needs and plans, and on the departmental and University criteria for reappointment and tenure.
4. The result of the votes on reappointment and tenure cases will be recorded. A majority vote by the committee is sufficient for the recommendation of a reappointment which does not entail tenure.
5. If the reappointment entails tenure, both positive and negative recommendations based on a majority vote will be sent to the Dean.

In the event of a tie-vote in the Personnel Committee, the case will be decided by a vote of the tenured members of the department as a whole. Should the vote of the department result in a tie, the case will be sent to the Dean.

6. The candidate shall be informed by the Chairperson verbally or in writing if he/she so requests, of the reasons on which a negative decision of the committee was based. He/she may also request to be given an opportunity to present her/his case to the department before the recommendation is forwarded to the Dean. The department may uphold or reverse the committee's decision.

Revised September 22, 2000

7. 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 December 1999

M. Criteria for Promotion, Reappointment, Tenure, 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 promotion, reappointment, and tenure, earned doctorate in her/his field or the equivalent.

2. Teaching (as evidenced by peer reviews and student evaluations)

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

- (1) Evidence of comprehension of the subject matter.
- (2) Ability to communicate subject matter effectively to students.
- (3) Evidence of effort to improve the instructional program.
- (4) Evidence of positive and functional teacher/student interaction: creating a classroom atmosphere conducive to learning, being willing to advise, counsel, and give help outside of the class.

3. Scholarship

a. Publications (since last promotion, reappointment, or tenure)

Evidence of publication shall be defined as a published work or galley proof, accompanied by a copy of the contract with a reputable publisher. Each publication 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) Book reviews
- (2) Translations of books and articles
- (3) Professional articles
- (4) Studies, monographs, biographies
- (5) Creative writings
- (6) Textbooks
- (7) Audio, visual, electronic instructional aids
- (8) Grants. A major institutional grant funded by an external source

Revised November 2005

For tenure as Assistant Professor:

For tenure as Assistant Professor, two publications in 2, 3, 4, 6, 7, or 8 from the above named categories is required. One publication in categories 4 or 6 may be equated as two or three publications.

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 publications in categories 2, 3, 4, 6, 7, or 8 are required. One publication in categories 4 or 6 may be equated as two or three publications.

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 publications, two of them in categories 2, 3, 4, 6, 7, or 8 are required. One publication in categories 4 or 6 may be equated as two or three publications.

b. Other scholarly activity (as evidenced by the following categories:

- (1) Reading papers at professional conferences.
- (2) Organizing professional panels, conferences, and/or workshops.

- (3) Obtaining grants and fellowships.
- (4) Attendance at professional conferences.
- (5) Other professional contributions not already used to satisfy category 3.

Instructor:

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

Other ranks:

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

Revised December 2005

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 and meaningful contribution to departmental and University programs and committees.
- b. Development of new curricula or honors programs.
- c. Talks on campus and at other institutions.
- d. Work with student organizations.
- e. Preparation of proposals for the securing of grants.
- f. Holding office in a professional organization.
- g. Membership in professional organizations.
- h. Advising and counseling.
- i. Ability to get along with colleagues and adherence to professional ethics.

Revised December 2005

N. Procedures for Retrenchment

After appropriate notice, the following was discussed and passed by secret written ballot at our Departmental Meeting on December 7, 1973.

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 our department.
2. Effectiveness as a teacher.
3. Overall contribution to the academic life.
4. Scholarly pursuits.

Concerted efforts must be made to preserve the overall program of the four language sections, without sacrificing the existing major or minor programs in the four 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 December 1999

O. Policy on Correspondence Courses

1. Guidelines

- a. Faculty who have taught or are teaching the course in question will have priority in initiating the course.
- b. Faculty initiating a correspondence course will have priority in administering the course.

2. Procedure

- a. The appropriate section will recommend whether or not the course should be offered through correspondence. (Approval by the Curriculum Committee)

- b. The appropriate section will recommend which faculty member should initiate the course. (Approval by the Personnel Committee)
- c. The appropriate section will recommend who will administer the course. (Approval by the Personnel Committee)

Revised January 16, 1989

P. 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.

Revised January 16, 1989

Q. Freedom of Information

Any Freedom of Information Act requests will be forwarded to the office of Faculty Personnel Services.

Revised May 5, 2000

R. Temporary 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 qualification for teaching will be a master's degree in the foreign language and near-native fluency in 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.

At least two tenured members will observe at least two hours of instruction. The Peer Evaluation Checklist and/or a letter from each observer will be given to the instructor and added to the individual's personnel file. Further observations and evaluations may be requested by the instructor or by the Personnel Committee. The CMU Student Opinion Survey must be submitted by the instructor. Supplementary evaluations may be given.

Revised December 1999

S. Director of M.A. Program in Spanish

1. Qualifications

The candidate must have a Ph.D., be 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 one course per academic year upon the approval of the Department and the Dean.

3. Responsibilities

- a. Arrange in-state course offerings, sites, and schedules
- b. Supervise and evaluate the program
- c. Advise students
- d. Co-evaluate Plan B Papers
- e. Help conduct oral interviews
- f. Arrange study abroad site visits
- g. Arrange study abroad courses with the Office of International Education

4. Evaluation

The Director will be evaluated annually by the tenured and tenure-track members of the Spanish Section based on the responsibilities listed above.

Approved by Department September 22, 2000

T. 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.

II. STANDING COMMITTEES

The department Chairperson will be an ex-officio member of all standing committees.

The minutes of all standing committees will be approved at the next departmental meeting, except those of the Personnel Committee. The minutes of the Personnel Committee will be distributed to the department.

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

At the first departmental meeting of each academic year, all faculty members will indicate on which committee they wish to serve. These choices will be approved 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 candidates with the next higher voters will be chosen to serve for one year as replacements for any absent members of the committee.

Revised December 1999

C. Budget Committee

1. Membership
 - a. The Budget Committee shall consist of the members of the Personnel Committee minus the section coordinators.
2. Charge
 - a. To make recommendations to the department regarding the following matters:
 - (1) Distribution of funds in the S&E.
 - (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 \$100.00

Revised December 1999

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) Evaluation of credit for study abroad and at other institutions.
 - (3) Consideration of course offerings in Summer Sessions, CEL and OIE.

Revised December 1999

E. 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 teach or initiate courses offered in the Summer Sessions and through the College of Extended Learning, and 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 J.

Revised December 1999

F. 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
 - (2) Procedures for implementing those goals.

Revised February 1996

G. Policies Committee

1. Membership
 - a. The committee will be composed of no fewer than three eligible members of the department.
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.
 - b. To review the bylaws annually.

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

III. INCONSISTENT PROVISIONS

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