

BYLAWS OF THE DEPARTMENT OF ROMANCE LANGUAGES  
OF THE  
UNIVERSITY OF MISSOURI-COLUMBIA

Approved December 8, 1997  
Revised December 1996

ARTICLE I — MEMBERSHIP

The membership of the governing faculty of the Department of Romance Languages shall consist of all persons on regular appointment holding the rank of Instructor, Assistant Professor, Associate Professor or Professor; of persons on full-time non-regular appointment at such ranks; and of two representatives elected annually by the graduate students of the department. Regular faculty and those full-time non-regular faculty who hold an ongoing appointment (i.e., for more than one year) shall be eligible to vote on all matters submitted to the general body, while non-regular faculty on single-year appointments and the student representatives shall not deliberate or vote on matters pertaining to personnel, the principal of which are (1) the elections of the Chair, Associate Chair, Director of Graduate Studies and Advisory Council and (2) the hiring of new faculty. Recommendations for tenure and promotion are not submitted to the general body of the governing faculty but to appropriate smaller groups of faculty, as provided in Article V below.

ARTICLE II — OFFICERS

1. The administrative officers of the department shall be the Chair of the Department, the Associate Chair of the Department, the Director of Graduate Studies and the Director of Undergraduate Studies.

2. Departmental Chair

a. The Departmental Chair is charged with the responsibility of conducting the operation of the department in accordance with the regulations, policies, and guidelines established by the department. The Chair serves as the official representative of the department within the University, presides at meetings of the department, keeps the members of the department informed on all matters of possible concern, and otherwise functions as the administrative head of the department.

b. On the basis of a departmental election a member of the department shall be recommended to the Dean of the College of Arts and Science to serve as Departmental Chair. The term shall normally be for three years. The incumbent may stand for a second consecutive term but may not immediately succeed him/herself more than once.

c. The nomination of candidates for the position of Chair shall be conducted by mail during the last year of the incumbent Chair's term. An election committee of three members, each of a different rank, shall be named by the Chair and submitted for approval to the department. The election committee shall prepare secret ballots containing all the names properly placed in nomination, shall distribute the ballots to department members on campus and on leave, and, after allowing reasonable time for ballots to be returned, shall tabulate the results. Faculty members on leave or otherwise absent from campus may waive their right to make nominations and to vote. In the event no candidate receives a majority of votes from those eligible to vote, the election committee shall prepare a runoff ballot containing the names of the two candidates receiving the most votes and shall conduct a runoff election. The election

committee shall report, first to the department and then to the Dean of the College of Arts and Science, the result of the election.

3. Departmental Associate Chair

a. The main functions of the Departmental Associate Chair shall be to assist the Departmental Chair in the administration of departmental affairs, and to serve as Acting Chair of the department in the Chair's absence. Specific duties shall be those delegated by the Chair.

b. The departmental Associate Chair shall be chosen from among members of the department not in the same linguistic discipline as the Chair according to the following selection procedure. The Chair-elect (or Chair in office if a vacancy occurs) shall present to the department the nomination of a colleague to serve as the Associate Chair, and the eligible faculty shall vote for approval or disapproval of the nomination. In the case of disapproval, the Chair shall make a new nomination.

c. The Departmental Associate Chair shall normally serve a term of three years, and may stand for a second consecutive term but may not immediately succeed him/herself more than once.

4. Director of Graduate Studies

a. The Director of Graduate Studies shall have responsibility for overseeing the operation of the departmental graduate program, and shall serve as a liaison between the department and the Office of the Graduate School. The Director will:

1. Respond to inquiries about the PhD and MA programs by phone or mail.
2. Prepare and administer comprehensive examinations for MA candidates twice a year.
3. Be the liaison between graduate students and faculty in responding to graduate student concerns.
4. Prepare reports about our graduate program for campus administrators.
5. Convene and chair bi-annual meetings relating to the progress of graduate students.
6. Call and chair meetings of the Graduate Studies Committee
7. Oversee the department's recruiting efforts.
8. Keep the faculty informed regarding the fee waiver budget and its proposed distribution.

b. In discharging these duties, the Director shall be assisted by an associate selected by the Director of Graduate Studies in consultation with the Chair. Following departmental practice, if the Director is a member of the French staff, his/her associate shall be a Spanish professor appointed by the Departmental Chair on the recommendation of the Spanish faculty, or if the Director is a member of the Spanish staff, his/her associate shall be a French professor appointed by the Departmental Chair on the recommendation of the French faculty the associate shall be in another linguistic area.

c. The Director of Graduate Studies shall be chosen through nomination and election procedures analogous to those provided above for the selection of the person to be nominated to the Dean as Departmental Chair. The name of the faculty member elected shall be reported to the Dean of the Graduate School. The term of office shall normally be three years.

5. The Director of Undergraduate Studies

a. The Director of Undergraduate Studies shall be appointed every three years by the Chair.

b. The Director of Undergraduate Studies is responsible for chairing the Undergraduate Studies Committee, for major and minor advisement, and for curricular changes to the Undergraduate program.

### ARTICLE III — STANDING COMMITTEES

1. The principal legislative and review functions of the department shall be executed through standing committees, which shall be responsible for the development of written policies and guidelines in their respective areas. Except as otherwise provided, the decisions of these committees shall be subject to approval by the entire membership of the department. The Standing Committees of the department shall be: Advisory Committee on Personnel; Committees on Recruitment; Committee on Graduate Studies; Committee on Undergraduate Studies; Committee on the Library, and Committee on Lectures.

#### 2. Advisory Committee on Personnel

a. The Advisory Committee shall be composed for four elected members and of the Associate Chair and shall be presided over by the Chair.

b. The Advisory Committee shall advise the Chair on personnel matters and exercise responsibility in the following domains:

(1) Tenure and Promotion: The committee shall consider and make recommendations on criteria for tenure and promotion.

(1) Teaching Load: The committee shall make recommendations on teaching load policy.

(2) Salary: The committee shall serve in an advisory capacity to the Departmental Chair.

(3) Upon notification by the Dean's office, this committee will hear and deliberate cases filed at the College level involving charges of faculty irresponsibility.

(4) Faculty Awards: The Advisory Committee will make suggestions and nominate faculty for campus awards.

c. Four members of the Advisory Committee shall be elected annually from among the tenured members of the department by all members of the department eligible to vote on personnel matters. The term of these elected members shall be one year, while the term of the Associate Chair shall coincide with his/her service in that post. The ballot for election of the four members shall contain the names of all eligible (see Section d below) tenured members of the department who have not requested in writing that their names be removed. Faculty members on leave will be ineligible to serve. Members of the department shall vote for four candidates. The four candidates receiving the largest number of votes shall be declared elected.

d. No elected member of the committee may serve more than three consecutive one-year terms. A member who has served three such terms shall, however, be eligible for election again after an interval of one year off the committee. Immediate past Chairs and Associate Chairs shall be eligible for election to the committee.

e. The Advisory Committee shall meet at the call of the Departmental Chair whenever he/she shall deem it necessary. Any two members of the committee may call a meeting at any time.

f. Any member of the department shall upon request be given a hearing before the committee.

(Recruitment Committee information moved to Article V, Ad Hoc Committees)

3. Committee on Graduate Studies

a. The Graduate Studies Committee shall be composed of five or more members, of whom two must be the Director of Graduate Studies (who shall serve as chair) and the Associate Director. When feasible, the committee shall also include one of the department's representatives to the Graduate Faculty Senate. Membership on the committee should normally be divided equally between the French and the Spanish faculties.

b. The Graduate Studies Committee shall have the primary responsibility for the development and operation of the departmental graduate program, which shall include such matters as recruitment and admission of students, review of the curriculum, and implementation of departmental regulations and policies relating to the graduate program. Final approval of action taken by this committee shall rest with the faculty.

c. The Graduate Student Representatives (1 in French, 1 in Spanish) will be non-voting members of the committee.

4. Committee on Undergraduate Studies

a. The Undergraduate Studies Committee shall be composed of five or more members. An effort should be made to achieve an equitable distribution of the membership among the languages taught by the department. Two students, one in French, one in Spanish, will be chosen from among our majors to serve as non-voting members of this committee. The Chair and Director of Undergraduate Studies will identify and appoint the student members upon consultation with the faculty.

b. The Undergraduate Studies Committee, in consultation with appropriate course directors, shall be responsible for the formulation of recommendations concerning the elementary and intermediate language programs of the department, including such matters as the addition of new courses, deletion of courses, revision of the curriculum, and the improvement of undergraduate instruction. Any such recommendation shall then be forwarded to the individual language staff(s) or to the departmental faculty as appropriate. The Undergraduate Studies Committee will also be responsible for the assessment of majors and advise on matters related to the placement exam.

c. Matters related to undergraduate major programs shall be referred to the appropriate language staff(s) for their consideration.

5. Committee on the Library

a. The Library Committee shall be composed of three or more members representing the four languages taught. The member whom the Chair of the department appoints to preside over this committee shall serve also as departmental library representative.

b. The principal duties of the committee shall be to control expenditures from the departmental book purchase allotment and subscriptions to new journals, and to monitor the functioning of the various on-approval plans for book purchases.

6. Committee on Lectures

a. The Lectures Committee shall be composed of three or more members.

b. The Lectures Committee is charged with planning the department's annual lecture series. Its principal duties shall be to engage speakers, publicize the lectures, and arrange for the entertainment of guest lecturers while they are on campus.

7. Membership of Standing Committees

a. Unless otherwise indicated above, members of the Standing Committees shall be appointed by the Chair of the department. The Departmental Chair shall also appoint the

chair of each committee, with the exceptions of the Advisory Committee, which he or she shall preside over personally, and the Graduate Studies Committee, which shall be presided over by the Director of Graduate Studies. At an appropriate time the departmental Chair shall ask each member of the department to indicate the committees on which he/she would like to serve, and shall attempt to accommodate these preferences when making appointments. The committees, insofar as is possible, shall be constituted so as to reflect the different levels of rank and experience within the department.

b. Any member of the department may attend without privilege of voting any meeting of any standing committee (excluding the Advisory Committee) whenever he/she wishes.

c. Subcommittees of a standing committee may include persons who are not members of that standing committee. Such persons shall be voting members of the subcommittee.

#### ARTICLE IV — RESPONSIBILITIES OF FRENCH AND SPANISH COORDINATORS OF THE BEGINNING LANGUAGE PROGRAM

French and Spanish 1 and 2 are staffed largely by teaching assistants working under the close supervision of a Course Director, who is assisted by an instructor or graduate instructor. The duties of the Directors and/or Directors' assistant(s) will include:

1. To choose and order textbooks and obtain desk copies, to order supplementary materials, consulting with the Chair about items that involve substantial additional cost.

2. To prepare the syllabi and course outlines, supervise the preparation of tests and other materials, and make certain that material distributed by teaching assistants and instructors coincides with the approved guidelines for the course to provide correction models.

3. To plan and direct a methodological workshop for new graduate instructors in the Department, to be held a few days prior to the opening of the Fall semester.

4. To recommend section assignments to the Chair.

5. To oversee the teaching of the graduate instructors by:

a. Providing a model: i.e., opening his or her class to visitation

b. Arranging to have at least one class visit per semester, and providing written feedback to keep on record

c. Coordinating quizzes and exams

d. Arranging regular meetings with teachers assigned the course to discuss materials, pacing, testing, grading and so on

6. To review student teaching evaluations and performance at the bi-annual review of graduate students.

7. To arrange screening exams to test the English proficiency of foreign graduate instructors.

8. To certify that the French/Spanish language skills of prospective teaching assistants are adequate to teach in the beginning level sequence.

#### ARTICLE V — AD HOC COMMITTEES

The following special committees have recurrently been appointed so as to acquire recognized roles in the department.

1. Recruitment Committee

a. The Chair shall appoint a special, separate committee (three or more members) to oversee the recruiting of each new full-time faculty member. Such committees shall, when circumstances permit, be appointed early in the fall semester of the year during which the recruitment is to take place.

b. The committees shall be responsible for all administrative matters concerning the recruiting of new regular faculty members (e.g., scheduling of interviews at the MLA meeting, of campus visits).

c. The committees shall submit to a vote of all department members: (1) drafts of advertisements of open positions; (2) statements of specific criteria upon which candidates' dossiers may be eliminated from final consideration; (3) the list of candidates who may be given preliminary interviews; (4) the names of candidates who may be invited to on-campus interviews; (5) the names of candidates to whom offers may be made.

2. Computer and Special Equipment Committee

This Committee will review the department's needs in the area of computer technology and provide updated information regarding the changing technologies on campus. A committee will be appointed each year by the Chair.

#### ARTICLE VI — DEPARTMENTAL MEETINGS

1. The members of the department shall normally meet together at least once a month during the Fall and Winter semesters. When there is not enough business to justify holding a monthly meeting, the Chair shall notify the faculty to that effect. The agenda for the meetings shall be announced in advance by the Chair when practicable. It may include reports of the Standing Committees and any other matters the Chair or other members of the department wish to introduce.

2. Additional meetings may be called by the Departmental Chair at any time, or upon written request of at least four members of the department. Such requests shall be made to the Departmental Chair, who shall then convene the meeting within a week of the date that the request is received.

3. Two-thirds of the active (i.e., not on leave) faculty members of the department shall constitute a quorum.

4. Each year the Departmental chair shall appoint a secretary of the faculty whose duty shall be to provide colleagues with an accurate and complete copy of the minutes of each meeting at least three days before the subsequent meeting.

5. Departmental meetings shall be conducted in conformity with proper parliamentary procedure.

#### ARTICLE VII — DEPARTMENTAL RECOMMENDATIONS TO THE DEAN ON PROMOTION AND TENURE

The Chair shall convene appropriate groups of faculty to deliberate and vote upon recommendations to the Dean concerning the promotion and tenure of colleagues. All tenured members of the department shall be eligible to deliberate and vote upon recommendations concerning tenure, while only tenured faculty members holding a higher rank than that of the colleague being considered shall deliberate and vote upon questions of promotion.

#### ARTICLE VIII — AMENDMENTS TO THE BYLAWS

1. The departmental bylaws may be amended or repealed, and new bylaws may be adopted, by a majority of the members of the department at departmental meetings, provided that

no amendment shall become effective until passed at two separate meetings at which a quorum is present.

2. Notice of any proposed change in bylaws shall be given to all members of the department at least one week in advance of the meeting at which the proposed change is to be considered. Whenever such a change is proposed, the member or members making such proposal shall file with the Departmental Chair a written statement of the precise form of the proposed change.

3. These bylaws shall become effective beginning the Fall semester 1997.