

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

Approved December 8, 1997  
Revised September 20, 2005  
Revised February 2009

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. 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 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, to assume the daily duties of the Chair as outlined by the Chair in the Chair's absence, and to serve as Director of Graduate Studies. 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, and is appointed by the Departmental Chair.

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, who is also the Associate Chair, 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, its proposed distribution, and all matters of possible concern.

### 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 all advisement during Summer Welcome, 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; Committee on Graduate Studies; Committee on Undergraduate Studies; Committee on the Library, Study Abroad Committee, and Committee on Lectures.

### 2. Advisory Committee on Personnel

a. The Advisory Committee shall be composed of three members, appointed by rotation; the Associate Chair; and the Chair. The Chair, Associate Chair and appointed members of the committee shall each have one vote.

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.

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

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

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

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

c. Advisory Committee members will be appointed for a two year term on the basis of surname, in reverse alphabetical order (Z through A). Only tenured faculty members are eligible to serve. Faculty become eligible for service on the committee upon their first year of tenure and, thus, their names will be entered into the rotation one year before tenure is awarded. All faculty members are expected to serve on the committee barring compelling reasons as approved by the department chair.

The Chair will announce the members of the Advisory Committee to the general faculty every Sept. 1, the date upon which the members appointed will begin their service for that academic year.

If faculty members' approved leaves coincide with their scheduled term of appointment, they will be appointed at the first available opportunity upon return from that leave. If faculty members' terms are interrupted by an approved leave, they will be appointed for a one-year term at the first available opportunity upon return from that leave.

The terms of both the Chair and Associate Chair on the Advisory Committee shall coincide with their service in these positions. Their next term of service on the Advisory Committee will therefore occur after that of all other eligible faculty (i.e., after one full rotation).

d. 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.

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

### 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). 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.

### 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.

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 monitor the functioning of the various on-approval plans for book purchases.

#### 6. Study Abroad Committee

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

b. The Study Abroad Committee will work with Study Abroad Programs administered by the International Center to determine which credits obtained abroad satisfy departmental major and minor requirements.

c. The Study Abroad Committee will recommend or reject Study Abroad programs to the faculty for approval.

d. The Study Abroad Committee will assist the Departmental Chair and the Undergraduate Advisor in determining equivalencies.

e. The Study Abroad Committee will promote faculty-led departmental Study Abroad programs.

#### 7. 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.

#### 8. 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 COORDINATORS OF THE BEGINNING LANGUAGE PROGRAM

French and Spanish 1, 2, and 3 are staffed largely by teaching assistants working under the close supervision of a Course Director. 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 committee has recurrently been appointed so as to acquire a recognized role 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 interview;
    - 5) the names of candidates to whom offers may be made.

#### 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, normally no later than three business days prior to the meeting. 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 2009.