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I. Bylaws

A. Authority for the Department of Foreign Languages and Literatures bylaws is provided for in section six of the University of Nevada Bylaws (approved November 30, 1984) and section II A of the College of Arts and Science Bylaws (November 20, 1987).

B. No article of the bylaws shall controvert any provision of the university or college bylaws.

C. These bylaws shall be adopted and may be changed by a two-thirds vote of the regular faculty in a secret written ballot. Formal adoption also requires approval by the dean of the College of Arts and Sciences and the president.

II. Goals and Mission of the Department

A. Basic Educational Philosophy. The Department of Foreign Languages and Literatures firmly believes that the basic commitment of the College of Arts and Science should continue to be to liberal education. This implies the balanced formation of the individual through the exploration of the various disciplines. Both by method of investigation and content such training enables students to comprehend themselves within their historical, social, and cultural context and thus frees them from the constraints of parochialism. Intellectual growth always means such self-emancipation. Liberal education thus not only provides information, but perhaps more essentially, it is a unique means to foster a truly critical attitude. It teaches respect for the context of an event. No citizen can make an informed and responsible decision on either a personal or societal level without an awareness of possible alternative solutions. True alternatives—those lying beyond our original intellectual perimeters—are always foreign. Thus liberal education should always expose individuals to that which was originally alien to their point of departure.

B. Goals and Methods in Broad Terms. The curriculum of the Department of Foreign Languages and Literatures provides for the study of a foreign culture on the latter's own terms. Thus students are enabled to view things from a new vantage point and to take new bearings on themselves and their world. The Department of Foreign Languages and Literatures, as its name implies, contributes to this end in two basic overlapping ways: (1) by teaching foreign languages and (2) by providing students with the opportunity to investigate the cultural and intellectual life of societies different from their own. Foreign language instruction furthers intellectual growth because it is a discipline different from all others in the College of Arts and Science curriculum and introduces the student to methods of analysis and synthesis otherwise not employed. Besides the obvious advantage of imparting practical competence in a second language, training in a foreign idiom, by opening our eyes—and ears—to an alternative linguistic system, causes us to reflect consciously and critically
upon our own, and thus enhances general verbal skills. In addition to giving language training in the stricter sense, the faculty of the Department of Foreign Languages and Literatures has unique competence for interpreting to the students of the college, through literary document, the cultural life of numerous foreign societies. The department regards this function as a vital contribution to liberal education since it enables students to overcome the provinciality of growing up in one linguistic and social context. The chief means to this end will continue to be the study of literature. In such study the Department of Foreign Languages and Literature provides perspectives deriving from firsthand acquaintance with the original idiom of the literary documents. For specialists it offers B.A. and M.A. degree programs in French, German and Spanish.

C. Goals and Mission in Terms of Faculty Preparation and Professional Activities. In order to accomplish the goals of the department, the faculty shall possess the following:

1. Preparatory qualifications:
   a. Native or near native proficiency in the foreign language and English.
   b. Training in linguistics and language pedagogy that will permit effective foreign language instruction.
   c. Training in literary theory and research methods that will permit effective introduction to and evaluation of literary documents in the foreign language.
   d. Training in the history and culture of the foreign society that will permit effective instruction of courses in foreign culture and civilization.
   e. A specialization in a more particular area of literature, linguistics, or culture.

2. A record of professional activities that includes:
   a. Original contributions to the profession in terms of original research and publications.
   b. Papers read at professional meetings.
   c. Leadership roles in professional societies.
   d. Attendance at professional meetings.
   e. Keeping up to date in the profession by reading professional journals and other studies pertinent to one's field.

3. A record of participation in university governance through service on department, college, and university committees.
III. Organization and Operation of the Department

A. Office of the Chair. The department chair shall be chief administrator and executive officer of the department, the chair of its faculty, and ex-officio member of all its committees, except the committee to evaluate the chair. The chair shall be directly responsible to the dean of the College of Arts and Science for the execution of university policy as well as the established college and departmental bylaws, and shall be responsible to the department faculty for the implementing approved faculty actions.

1. Term of Service. The chair shall serve for a term of three years.

2. Method of Time of Selection. The chair shall be chosen by a majority vote of the faculty members of the department in secret ballot, early in the spring semester preceding the end of the three year term. A nominating committee chaired by the vice-chair shall conduct the election of the chair. The nominee with a majority vote shall be selected as chair. If no nominee obtains a majority vote, another secret ballot between the two candidates receiving the most votes will be conducted. The chair of the nominating committee votes only in case of a tie.

3. Eligibility of the Incumbent. The incumbent may be re-elected.

4. Prerogative of the Chair and of the Faculty Concerning the Office of the Chair. If a change in the office of the chair is desired by either the chair or the majority of the faculty before the end of the three-year term, a resignation shall be submitted and a new election will be held.

5. Evaluation of the Chair. The chair shall be evaluated annually both as a faculty member and as a chair in the following manner:

   a. As a faculty member, the chair shall be evaluated in the same manner as all the other department faculty by the Faculty Evaluation Committee, which will keep in mind that this assignment represents 50% of the chair's time.

   b. As chair, he or she shall be evaluated in the spring semester by an ad hoc committee chaired by the vice-chair. The evaluation process shall begin no later than the last week in January, and shall proceed according to the following guidelines:

      1. The chair shall prepare an activity sheet summarizing those activities which pertain directly to the position of departmental chair for the period in question.

      2. The approved evaluation forms shall be distributed to each faculty member and to the teaching assistant representative by the department office staff.

      3. The completed forms shall be returned unsigned and sealed to the department mail room one week after distribution. The ad hoc committee shall tabulate and evaluate the results, including the verbalized responses, while keeping in mind that the chair assignment constitutes 50% of the chair's
4. The results of the chair evaluation shall be forwarded by the vice-chair to the dean of the College of Arts and Science and to the chair.

5. The faculty of the department shall be informed of the overall results of the evaluation by the vice-chair.

B. Administrative Sections. The chair shall appoint coordinators to assist in the operation of the department, as for instance the following and any others that may be necessary. Coordinators may assume reappointment, but the term of all departmental appointments shall be one year.

1. Coordinators of language sections. There shall be section coordinators in the following languages: French, German, and Spanish. Section coordinators shall be tenured faculty or faculty members in a tenure-track position.

2. Departmental library representative.

3. Coordinators of graduate studies.

4. Supervisors of teaching assistants.

C. Vice-Chair.

1. Duties. The vice-chair shall assist the chair in carrying out the responsibilities and duties of the office of the chair. The delegation of responsibilities and duties to the vice-chair shall be determined by the chair in consultation with the vice-chair.

2. Term of Service. The vice-chair shall be elected in the spring semester, and shall serve for a maximum term of two years.

3. Method and Time of Selection. A nominating committee consisting of the section coordinators of the department shall conduct the election of two nominees of the faculty. This committee shall be chaired by the section coordinators on a rotating alphabetical basis, beginning with French in 1990, German in 1992, etc. In the first week of April, the chair of the nomination committee will invite nominations for the position by memorandum. After one week, the chair of the nomination committee will post or announce the list of candidates and distribute ballots to the faculty. The ballots must be returned to the chair of the nominating committee within three working days. The chair of the nominating committee will submit to the chair of the department the names, along with the vote count, of the two candidates who received the most votes. The chair of the department will select one of them as vice-chair. The appointment of the member selected shall be confirmed by majority vote of the faculty.

D. Personnel Committees.
1. Tenure Committee. This committee shall consist only of all tenured faculty.

2. Promotion Committee.
   a. Promotion Committee for Tenure-Track Professors. This Committee shall be composed of all tenure-track faculty members of a rank higher than that of the member being considered for promotion.
   b. Promotion Committee for Lecturers. This committee shall be composed of the section heads of French, German, and Spanish, the chair of the department, and the vice-chair of the department.

3. Recruitment and Selection Committees. The appropriate language section or portion thereof shall be designated by the chair as a committee to assist the chair in the recruitment and selection of faculty members, teaching assistants, and letters of appointment. For the selection of ranked faculty members, a faculty member from another university department shall be invited to serve as a voting member of this committee. Recommendations for appointments of ranked faculty members shall be made by the search committee to the faculty of the department. The faculty of the department shall vote in turn on the proposed candidate. The chair shall submit the recommendation of the faculty to the dean of the college.

4. Faculty Evaluation Committee. This committee shall consist of the chair, the three section coordinators, and one elected member. The latter shall be elected every year in the Fall under an election process initiated and supervised by the vice chair. The committee shall likewise make recommendations regarding the distribution of merit increases among the faculty of the department.

E. Operational and Policy Committee. The chair may appoint committees to aid in the determination and execution of departmental policies. These may be permanent or ad hoc committees, and may include, but are not limited, to the following. Each faculty member will be expected to serve on committees.

1. Allocations Committee. This committee shall consist of the chair, vice-chair, section coordinators, and one representative from languages other than French, German, and Spanish. This committee shall advise the chair on the allocation of departmental resources.

2. Library Committee.

3. Courses and Curricula Committee.

4. Graduate Committee(s).

F. Provisions for Periodic Review of the Department.
1. During at least one departmental meeting each year the chair shall summarize the development of the department, point out its problems, and suggest courses of action for the future.

2. Under the provision of part III, paragraph E of these bylaws, the chair may appoint committees to help in the assessment of the development, problems, and future direction of the department.

G. Departmental Meetings.

1. The chair shall call no less than two meetings of the entire faculty each semester, and there shall be at least two calendar days notice of such meetings. Notice shall be by means of a memo placed in the mailbox of each faculty member.

2. One third of the regular faculty may, upon application to the chair, cause a departmental meeting to be called to consider any departmental issues.

3. Minutes of each meeting of the faculty of the department as a whole shall be recorded and circulated, and a central file of the minutes shall be maintained in the department office.

H. Department Budget and Funds.

1. In preparing the annual budget request, the chair shall be assisted by the vice-chair. They shall consult the Allocations Committee.

2. Each section coordinator shall submit to the chair a prioritized list of the equipment that the section feels, as a result of a discussion in a section meeting, that the department should purchase.

3. The faculty mentioned in part III, paragraph E, section 1 shall reduce the various lists of items to be purchased to one prioritized for the distribution of teaching assistants within the department.

4. The chair shall report the financial status of the department, including purchases made and funds remaining, to the faculty in a department meeting near the end of each semester.

IV. Faculty

A. Members of the Department and Voting Privileges. The faculty of the Department of Foreign Languages and Literatures shall include all current tenured members of the department, all persons who were members of the department at the time they were granted tenure, and all persons holding a professional contract who are paid from funds allocated to the department.

1. Every tenured member of the faculty and every full-time non-tenured member of the faculty shall have the right to one vote.

2. Part-time members shall have the right to one vote.

B. Faculty Rights Concerning Educational Policy.
1. The faculty of the department shall be consulted on all matters of educational policy.

2. Any individual faculty member may at any time declare an action of the department, of the chair, or other member of the department, to be a policy matter and thus bring it for review to the entire departmental faculty.

C. Annual Evaluation of Faculty.


   a. The professional performance of each member of the faculty shall be evaluated annually.

   b. The evaluation year shall be from January 1 to December 31. This evaluation period shall also apply to faculty in their first year of service.

   c. An evaluation file containing all evidence of professional accomplishment of each faculty member shall be maintained in the departmental office.

   d. Each faculty member shall be responsible for keeping the faculty member's evaluation file current.

   e. The Faculty Evaluation Committee shall meet in the spring semester to assess the record in the evaluation file of each member of the faculty and make an evaluation recommendation to the chair.

   f. Each faculty member shall be evaluated on the basis of his or her performance in three areas of responsibility: teaching and advising, research and professional growth, university and community service.

   g. Evaluation committee members shall use the terms "meritorious," "satisfactory," and "unsatisfactory" in the evaluation of overall performance. "Meritorious" shall be given to those judged to have made a significant contribution to their field of research while maintaining a strong teaching and service record. "Meritorious" may also be earned for accomplishments in teaching or service, if truly outstanding and documented. Generally, research and teaching shall be given about equal weight, service considerably less.

   h. Evaluation of Teaching.

      (1) The following shall be presented as evidence of teaching performance:

          (a) Student evaluations
          (b) Copies of syllabi and examinations
          (c) Such quantitative elements as the number of new
preparations, credits carried, advisees, and independent study students

(d) Copies of semester grade reports
(e) Written peer observation reports
(f) Written self-evaluation reports (optional)

i. Evaluation of Research and Professional Growth.

(1) The following shall be presented as evidence of achievements in this category:

(a) Copies of all work to be considered, clearly stating its status: submitted for publication, accepted for publication or published. All work should also be clearly categorized (i.e. research articles, translations, creative writing, etc.)

i.) Articles: Include a one-paragraph abstract of the articles in English. State whether and to what degree it is new material or reflects work which has been used previously in papers or articles. Comment briefly on the type of publication in which the article appears.

ii) Papers: If unclear, explain the nature of the conference state whether and to what degree the paper contains new material, previously credited work or both.

(b) Written evidence of grant awards.

(c) Written evidence of faculty development projects, sabbatical or faculty development leave funded projects.

(d) Copies of work in progress if it is the sole evidence of research for that year.

(2) Guidelines to be followed for determination of meritorious rating based on significant contribution to one's field of research.

(a) Work in progress alone shall never be sufficient for achieving "meritorious."

(b) A distinction shall be made between a scholarly book and a collection of essays for which one is the editor. It is understood that, in a scholarly book, the entire research project is the result of the author's own research and expression. A scholarly book shall place one in the meritorious category for two years. The committee shall examine the following
factors when evaluating an edited collection of essays: inclusion of an introduction by editor, inclusion of essay by editor, contribution to the field. "Meritorious" for one year shall be possible if the committee so determines.

(c) A distinction shall be made between an edition and a critical edition of a book. A critical edition is defined as a work in which the editor has selected one version of the work in question from all the versions available, decided on any changes in spelling or punctuation, added explanatory notes and written an introduction. Such an endeavor may be determined to have as much weight (or more) as a scholarly article and therefore place one in the meritorious category. An edition shall not have as much weight as a critical edition.

(d) A scholarly article, published in a refereed journal, shall be sufficient basis for achieving "meritorious."

(e) A distinction shall be made between a textbook and a scholarly book. It will be left up to the judgment of the committee to determine whether work on any given textbook is deemed meritorious. In the case of multiple authors, it is the responsibility of the faculty member under review to furnish evidence of actual work accomplished. A second year of "meritorious" shall not apply to textbooks.

(f) Translations shall be judged according to their quality and level of erudition.

(g) Creative work (poetry, novels, short stories, etc.) shall be judged according to the importance of the contribution made to the discipline of literary studies. The committee shall also take into account the publication in which it appears.

(h) The following research activities shall be taken into consideration by the committee during the final ranking process: --book reviews --conference papers --workshop presentations

j. Evaluation of Service.

(1) Service may be performed in one or more of the following areas: departmental service, college and university service, community service, service to the profession.

(2) The following shall be presented as evidence of service
responsibilities: a brief narrative for each entry detailing the number of meetings attended and clearly explaining the work for which individual faculty member was responsible.

(3) Assessment of service shall be based on the following criteria:

(a) Benefit accruing to the department, the university, the community, and the profession

(b) Amount of time invested by the faculty member in service activities

(c) The particular position and status of the faculty member (i.e., time in rank, one-person sections)

(4) Expectations regarding service for non-tenured faculty members shall not be as high as for tenured faculty.

2. Teaching Evaluation Policy.

a. The Department of Foreign Languages and Literatures recognized the value of fair and objective information in evaluating teaching. Such information shall be provided by the following means:

(1) The department shall have its own questionnaire fulfilling the specific needs of language and literature courses. The questionnaire shall be administered in every class in the department in the fall and spring semesters. Evaluation questionnaires may be administered in Summer Session classes if the instructor so desires.

(2) Each instructor shall have the option of providing the chair annually with a written self-appraisal.

(3) The chair shall note any substantive student complaints about teaching and transmit that information to the instructor involved. The chair shall make an effort to ascertain the circumstances prompting any such complaint and shall preserve the anonymity of the student except in grave and serious cases.

(4) The classes of departmental members with faculty status shall be visited for the purpose of evaluation only - a) if the faculty member requests such visitation or b) upon recommendation of a committee approved by the chair to review exceptional cases involving serious complaints. Such visitations shall be conducted by a review committee comprised of two members appointed by the chair. The review committee shall include, where possible, a faculty member from the same language as the instructor under review. Each member of the review committee shall conduct his or her visitation singly and the two visitations
should be made approximately one month apart. The visitor shall remain for the entire class period and shall at no time interrupt instruction. The visitor shall communicate his or her evaluation to the chair. The instructor shall be informed of any visitation at least one week in advance.

(5) Administration of the Department of Foreign Languages and Literatures Teaching Evaluation Questionnaire. In each class the teaching evaluation questionnaires shall be given to a student proctor designated by the instructor. The instructor shall not be present while students complete the questionnaire. The student proctor shall distribute the questionnaire forms to the class and upon their completion deliver them to the department office. The department office staff shall identify the forms from each class with a separate key number and tabulate them. One copy of the tabulation shall be given to the instructor involved after final grades and one copy shall be placed in his or her department file. After completing the tabulation, which shall include all written comments, the office staff shall destroy all completed evaluation forms. The Faculty Evaluation Committee may at its discretion exclude from tabulation any completed evaluation for which shows evidence of radical bias.

D. Appointment, Ranking, and Annual Evaluation of Lecturers.

1. Ranking. All incoming lecturers shall be ranked according to the following guidelines:

   a. Level 1: M.A. in related field and teaching experience in the language of the position.

   b. Level 2: M.A. in related field and five years of teaching experience in the language of the position, three of which must be at the college level.

2. Lecturers shall be evaluated on the basis of their performance in three areas of responsibility: teaching, professional development, and university and community service. The Evaluation Committee shall take into account the specific duties for which given lecturer is responsible. A permanent lecturer may be judged as "meritorious," "satisfactory," or "unsatisfactory." Teaching is the most important criterion upon which the evaluation of permanent lecturers will be based. In order to be considered "meritorious: a permanent lecturer must present evidence of superior teaching and demonstrate tangible involvement in the profession. While clearly the expectations for service are not as high as for a tenured professor, a lecturer, to be considered "meritorious," must show a commitment to service by his or her involvement in departmental activities, as well as strong commitment to serving the university or the community.

   a. Evaluation of Teaching:
The following shall be presented as evidence of teaching performance:

(1) Student evaluations
(2) Copies of syllabi and examinations
(3) Such quantitative elements as the number of new preparations, credits carried, advisees and independent study students
(4) Written peer observation reports to be conducted once per year for the first six years of service
(5) Written self-evaluation report (optional)

b. Evaluation of Professional Development:

The following shall be considered as evidence of professional development:

(1) Participation in conferences or workshops
(2) Textbook evaluation
(3) Grant writing
(4) Innovative teaching
(5) Publication and ongoing research

c. Evaluation of Service:

Service may be performed in one or more of the following areas:

departmental service, college and university service, community service or outreach.

3. The department shall recommend for a merit raise annually all faculty who are given an overall rating of meritorious by the evaluation committee.

E. Procedures and Criteria for Tenure Consideration.

1. All probationary faculty of this department shall be reviewed for tenure annually by the Tenure Committee following the first probationary year.

2. Each probationary faculty member shall be informed in writing by the chair of the department regarding the findings of the Tenure Committee and the judgement of the chair following each annual consideration.

3. A recommendation for or against tenure may be made at any time but must be made no later than at the beginning of the sixth probationary year.

4. A recommendation against tenure shall be accompanied by a recommendation of a terminal contract for the following academic year.

5. Under the provisions of the code the Tenure Committee shall consider the following evidence:

a. The faculty member's record of effective teaching as shown by the evidence gathered in the manner prescribed by department policy.
b. The faculty member's record of scholarly or creative activity as evidence by published works, professional papers, and/or manuscripts.

c. The faculty member's overall record of positive and effective contributions to departmental, college and university affairs, and to the profession.

d. A positive record in all three areas referred to in section 5 above and a positive judgment regarding promotability shall be prerequisites for tenure.

6. Termination of tenured faculty in case of financial exigency or by reason of change in curriculum or program.

7. Termination for financial exigency shall be carried out only as prescribed in the University of Nevada Bylaws, Part III, Chapter V, sections 60 and 61.

8. Termination by reason of change in curriculum or program shall be made only after the department has formally considered the question as follows, and the provisions of section 60 of the University of Nevada Bylaws shall be adhered to.

   a. The Faculty Evaluation Committee and the Allocations Committee shall study the proposed termination and make a written recommendation to the chair.

   b. The chair shall forward to the dean of the College of Arts and Science the committees' recommendation, which shall be accompanied by the chair's own recommendation.

F. ABD Status

   1. A candidate lacking the terminal degree may be appointed to the faculty when it is in the best interests of the department. The person appointed shall enjoy, except for rank, all the rights and privleges of the other full-time faculty.

   2. All faculty holding the Instructor rank shall be promoted to the rank of Assistant Professor at the first opportunity following completion of the Ph.D.

   3. However, if notice of the completion of all the requirements for the Ph.D. degree is not received prior to December 15 of the second year, that faculty member shall receive a terminal contract. In the event the faculty member completes all requirement for the Ph.D. degree by July 1 of the third year, the faculty of the department may recommend the issuance of a new contract for that year which does not contain the termination notice.

   4. Failing completion of all requirements for the Ph.D. degree by September 1 of the third year, the standard procedures for a national search will be instituted in order to find a permanent replacement for the position which
will become vacant.

G. Procedures and Criteria for Promotion to Associate Professor.

1. After two years in rank and after no less than one year in residence, all faculty of this department holding the rank of Assistant Professor shall be reviewed annually by the Promotion Committee for consideration for promotion to the rank of Associate Professor.

2. In arriving at its recommendations the Promotion Committee shall base its decisions on the following evidence:
   
a. The faculty member's record of teaching effectiveness as shown by evidence gathered in the manner prescribed by department policy.
   
b. The faculty member's record of scholarly activity and professional growth beyond the Ph.D. evidenced by but not limited to the following: published works, professional papers, manuscripts, and other forms of scholarly and creative production in such areas as criticism, literary history, scholarly or literary translations, critical editions, lexicography, linguistics, bibliography, pedagogy, textbooks, research lending to effective innovative approaches to teaching, participation in professional associations, etc.
   
c. The record of the faculty member's participation in collateral activities which support the profession. For example: effective cooperation in administrative matters; service on committees at the department, college and university levels; activities in the community which benefit the university.

3. A superior record in all three areas referred to above shall be a prerequisite for promotion to Associate Professor.

H. Procedures and Criteria for Promotion to Professor.

1. After three years in rank and after no less that one year in residence, all faculty of this department holding the rank of Associate Professor shall be reviewed by the Promotion Committee for consideration for promotion to the rank of Professor.

2. In arriving at its recommendations the Promotion Committee shall base its decisions on the following evidence:
   
a. The faculty member's record of teaching effectiveness as shown by evidence gathered in the manner prescribed by department policy.
   
b. The faculty member's sustained record of scholarly proficiency as evidenced by significant published material which indicates continuing intellectual activity and devotion to the discipline. The quantity of the scholarly and creative production may vary, but will usually consist of a book or a number of articles of significance in such areas as criticism, literary history, scholarly or literary translations, critical editions, lexicography, linguistic analysis,
bibliography, pedagogy, textbooks, research lending to effective innovative approaches to teaching, participation in collateral activities which support the profession. For example: effective cooperation in administrative matters; service on committees at the department, college, and university level; activities in the community which benefit the university.

3. A superior record in all three areas referred to above shall be a prerequisite for promotion to Professor.

I. Procedures and Criteria for Promotion of Lecturers.

1. Lecturers may apply for advancement to level 2 in their sixth year of service. Advancement will be based on performance in teaching, professional development, and service, as determined by the appropriate department promotion committee (see p. 6, Personnel Committees).

2. Lecturers may apply for advancement to level 3 in their sixth year of service in level 2. Advancement will be based on performance in teaching, professional development, and service, as determined by the appropriate department promotion committee, prior to submission to the personnel committee of the College of Arts and Science.

3. Lecturers may apply for advancement to level 4 in their sixth year of service in level 3. Advancement will be based on performance in teaching, professional development, and service, as determined by the appropriate department promotion committee, prior to submission to the personnel committee of the College of Arts and Science. Advancement to level 4 requires evidence of continuing excellence in teaching, professional development, and service.

J. Reporting Personnel Recommendations. The chair shall forward all personnel recommendations arrived at by the above procedures to the dean of the College of Arts and Science. Whenever the chair's recommendations are not in complete concurrence with those of the personnel committee in question, both will be forwarded.

V. Students

A. All Students.

1. Participation of Students in Departmental Meetings and on Committees.

a. All meetings of the faculty of the department as a whole are open to students.

b. Students may be appointed by the chair to serve as voting members on operational and policy committees as defined in the bylaws, but not more than one student shall serve on any one committee.

c. Students who are undergraduate or graduate majors in the department may organize to elect representatives from among themselves to serve as voting members on operational and policy
committees as defined in the bylaws, but not more than one student may serve on any one committee. Such elected representatives shall supersede any student committee appointments made by the chair.

d. One graduate student may be elected to represent all graduate students in the department, and shall have a vote in the department meetings.

e. The department shall be free to call for student opinion and advice.

2. Procedural Guidelines for Grade Appeals.

   a. Within 20 days of issuance of official grades by the registrar, the student must file, with the chair of the department, an Intent to Appeal a Grade form available upon request from in the Office of Admissions and Records.

   b. Before an official grade appeal may be made with the chair of the department concerned, the student must:

      (1) Discuss the conflict regarding the grade with the instructor concerned.

      (2) If the discussion between the instructor and student does not lead to a resolution of conflict, the student must confer with the chair, or a designee, regarding the proposed appeal. The chair, or a designee, must attempt to resolve the conflict.

      (3) If the conflict is not resolved at this level, the student may make an official grade appeal.

   c. An Official Grade Appeal must be filed, in writing, with the chair, not later than 30 days after instruction begins for the next regular semester (summer terms excluded). Forms are available upon request in the Office of Admissions and Records.

   d. A student who fails to file a Notice of Intent to Appeal a Grade or an Official Grade Appeal within the above specified deadlines, forfeits the right to appeal that grade.

   e. Decisions recommended by any appeal process are advisory only to the instructor involved. The final decision to change a grade lies with the instructor cannot or does not respond to the appeal board's recommendation.

   f. When a student files an Official Grade Appeal, the following procedural guidelines will be used:

      (1) The department chair or a designee shall serve as chair of the appeal board in a non-voting capacity.
The appeal board shall consist of an odd number of voting members which shall include at least one faculty member and at least one student. They shall be appointed by the chair, who shall determine prior to submission of nominees, their willingness to serve on the appeal board.

The appeal board shall not have subpoena power.

The principals may not be represented by counsel.

The appeal board shall convene not later than 30 days after submission of the Official Grade Appeal.

Within 10 days of first convening, the appeal board through its chair shall submit its recommendation in writing to the faculty member concerned, with a copy to the dean of the college. If the recommendation of the appeal board supports the original grade assigned, the chair shall also notify the appellant of that decision.

Within three days of receipt of the appeal board's recommendation to change an appellant's final grade, the faculty member concerned shall notify the chair of the appeal board of his or her decision and action, with a copy of such notification to the dean of the college. If the faculty member cannot or does not notify the board chair within one week, the dean may recommend to the president that the decision of the appeal board be implemented.

Within three days of the final decision involving a recommended grade change, the chair of the appeal board shall notify in writing the appellant, the dean of the college, and the chair of the department concerned of the decision of the appeal board and the faculty member's decision and action. When the final decision is made by the president because the faculty member cannot or does not act, the dean shall implement the president's decision and shall make the proper written notification to the parties concerned.

B. Graduate Teaching Assistants.

1. Basic Philosophy of the Department of Foreign Languages and Literatures Concerning Graduate Teaching Assistants. The teaching assistant in the new Department of Foreign Languages and Literatures is held to be a member of the profession. Each teaching assistant is expected to pursue the academic objectives of the programs of this department with professional commitment and all the effort necessary to meet the highest standards. Each teaching assistant is likewise expected to perform
Role and Duties of Teaching Assistants.

a. The teaching assistants in the Department of Foreign Languages and Literatures teach the elementary language courses, and by contract, are required to give 20 hours of service to the department per week.

b. Teaching duties. Based upon past experience and projected programs, the following is a description of the distribution of the teaching assistant's teaching duties.

- **Class Contact Hours**: 5 hours (Regular class contact and one individualized study group per week)
- **Class Preparation and Planning**: 6 hours (Preparing lessons; planning, writing and grading of quizzes and homework assignments; evaluation of students)

Student Consultation: 4 hours

Coordination of Elementary Courses: 3 hours (Weekly meeting of elementary language instructors; consultations with coordinator; planning and organizing of major exams)

c. Collateral Duties.

1. The teaching assistant will be requested to assist in collateral duties related to his or her professional growth. Service in each of these duties will consist of a total of 30 hours per semester, the specific details to be arranged by the graduate faculty adviser and the teaching assistant. After experience in the collateral duties, it is hoped that the teaching assistant will become familiar with the operation of several aspects of the department.

2. Collateral duties include:

   a. **Bibliography.** The teaching assistant will work under the direction of the faculty member in charge of acquisitions, compiling bibliographies, cataloging the department's library holding, writing new book orders, etc.
(b) Assisting in Lower-Division Classes. The teaching assistant may be requested to help faculty teach oversized classes and correct students' papers.

(c) Assisting in the Teaching of Upper-Division Classes. Since this duty requires an amount of experience, both pedagogical and intellectual, it should be reserved ordinarily for second-year graduate students. Students will assist a professor in one of the upper-division courses. As an assistant, the teaching assistant will lead discussion groups and/or prepare a lecture of the presentation of a unit under the direction and supervision of the professor. This duty is seen as an opportunity for the teaching assistant to assist the faculty and to be introduced to the pedagogical method used in an upper-division course. This duty will be arranged by the teaching assistant and the faculty member.

(d) Other. Having defined the obligatory duties of the teaching assistant, mention should be made of extracurricular activities which are related to the professional growth of the teaching assistant. There are a number of activities which, while not obligatory, do contribute to the development of the teaching assistant as a member of the academic community. In this category are honorary societies, professional organizations, colloquia, and faculty meetings. Each individual is strongly encouraged to actively participate in those activities of his or her choice.

3. Course Loads and Limits of Support of Teaching Assistants.

a. The Department of Foreign Languages and Literatures recommends a maximum of nine (9) credit hours or three courses per semester for teaching assistants.

b. A minimum of two courses but not less than six (6) credit hours per week in the department is required of all teaching assistants in the Department of Foreign Languages and Literatures.

c. Support of graduate study in the department deriving from assistantship or fellowship funds allocated to the department is limited to three years for each student.

4. Teaching Assistants' Evaluations.

a. At the end of each semester the teaching assistant shall receive the following written evaluations:

(1) An evaluation of his or her performance of duties as
described in Part V, paragraph B, section 1 by the elementary language coordinator of the teaching assistant's section.

(2) An evaluation of the current academic work and progress by each one of the teaching assistant's graduate course instructors.

(3) An evaluation of the teaching assistant's progress toward completion of the degree by the graduate student adviser.

(4) An evaluation from the faculty member supervising other assigned duties.

(5) An overall evaluation of the teaching assistant by the section coordinator.

b. One copy of these evaluations shall go into the personnel file of the teaching assistant, another copy shall be kept with the chair of the department, and another copy shall be given to the teaching assistant.

c. These evaluations shall be considered in all teaching assistant personnel decisions.

C. All Graduate Students.

1. Definition of Special Project for Plan B.

a. The candidate, in consultation with his or her committee chair, who will determine that a wise choice is made, will choose, preferably, a previously unread work not more than two weeks before the oral examination. The examining committee will be informed of the choice made. The candidate may have read other works by the same author. It may be a play, or novel of not more than 300 pages, short fiction of not less than 50 pages, or a suitable selection of poetry. The approach in any genre should be analytical and interpretive.

b. The student will read the work critically, develop his or her interpretation, and familiarize him or herself with important criticism of the work in order to respond to questions. This means that selected bibliography will be consulted by the student, and may be referred to in the examination.

c. The student will briefly and without interruption (10 to 15 minutes maximum) explain in the foreign language that he or she has studied and what he or she feels prepared to be examined on. The presentation may be read. The rest of the time (no more than 30 minutes) will be taken up with questions concerning the work and its interpretation. This part of the examination may be in English or the foreign language. The emphasis of the examination will be on the work itself rather than on the author, other works, or criticisms.
VI. Educational and Operational Policies

A. Grading Policy.

1. In the courses 101, 102, 203, 204, all four skills should be given adequate emphasis.

2. A close coordination among the instructors teaching the same course is highly desirable. Instructors teaching multi-section courses should agree on basic premises -- skills to be required from students, material to be emphasized, number of exams/quizzes, common exams and/or individual exams by instructor, status of a comprehensive final exam for the course, etc.

3. Class participation may be included in the grading of students at the discretion of the instructor. Absences from class may affect the class participation grade at the discretion of the instructor. The instructor shall keep records to support the grade assigned for class participation.

4. As a matter of departmental policy, lab attendance is strongly encouraged, but required laboratory work is at the discretion of the language section or the instructor of languages for which there is no section.

B. Translation Policy.

1. Oral Translation. No fee will be charged for translation of personal letters which take 15 minutes or less. Above 15 minutes, the hourly fee of $30.00 will apply. Minimum charge is $20.00 beyond 15 minutes.

2. Written/Typed Translations. For printed material such as official and legal documents of forms, information articles, newspapers, magazines, journals, and advertising, a translation fee of $30.00 per 250 words will be charged. This rate will apply up to 2,500 words. A 10% discount from 2,500 to 10,000 words will apply. Translation above 10,000 words will be subject to negotiation. A minimum rate of $20.00 will be charged for a business letter. Highly technical material will be subject to a surcharge of 10% to 30%. Above 2,500 words a 10% discount will apply.

3. Customers needing editorial services should consult with the translator. Charges for finished typing shall be subject to negotiation based on current rates.

C. Policy on Correspondence Work. All faculty members who desire to do so shall be allowed to participate in the correspondence program on an equal basis. Even distribution of students and writing of new syllabi shall be maintained at all times. Necessary adjustments shall be made as required whenever an instructor enters or leaves the program.

D. Procedures and Criteria in Staffing Summer Session Courses.

1. Staffing decisions shall be made by the chair in consultation with the respective section coordinators and such additional members of the
2. The primary consideration in all staffing decisions shall be the quality, effectiveness, and viability of the summer program offered by the department.

3. Summer Session appointments shall be offered to persons outside the department only in the event that there are no applicants from within the department.

4. Except where courses cannot be staffed otherwise, appointment for the semester following the Summer Session shall be a condition for a Summer Session appointment.

5. Teaching appointments in the Summer Session may be offered to graduate teaching fellows under the following stipulations:
   a. The applicant must be in good standing and must be working toward an advance degree.
   b. Simultaneous registration in a graduate course may also be made a condition for a Summer Session appointment.
   c. In being considered for Summer Session teaching appointments, graduate teaching assistants shall take precedence over members with faculty standing if their enrollment in a graduate course taught during the Summer Session supports the summer program of the department. In all other cases, members with faculty standing shall take precedence.

6. When deemed desirable by the personnel committee in question, a Summer Session appointment may be offered to a person who will join the faculty of the department as of the academic year following the Summer Session in question.

7. In the event that there are more applicants for summer teaching than available positions, courses shall be staffed according to the following criteria, listed in relative order of precedence:
   a. Budgetary considerations and limitations.
   b. Experience and effectiveness of the applicant at the level of instruction offered.
   c. Assuming approximately equal suitability for the courses offered, priority shall be given to the applicant senior in rank.

8. After consultation with the respective section coordinators and other applicable members of the department, the chair may, at his or her discretion, take existing salary inequities into consideration in making summer staffing decisions.

E. Policy on the Language Requirement for Graduate Students.
1. The language requirement for graduate students shall be satisfied either by completing a fourth-semester course with a grade of "B" or better, or by passing an examination administered by the department with a grade of "B" or better.

2. If a student does not pass the examination, he or she may take it again any time after four weeks.

3. The examination cannot be taken more than three times during the same semester.

F. Policy on Credit by Examination. (11/15/93)

1. Students who have had two years of high school foreign language cannot challenge 101, but they may challenge 102. If they had more than two years of high school foreign language, they cannot challenge either 101 or 102. Advanced native speakers (i.e., persons born in the country of another language and who entered high school there) can only take the exam at the 300 level or above. However, native speakers cannot challenge 309. That requirement will be waived for them.

2. Students wishing to take credit by examination for a foreign language will be given a test prepared by the Department of Foreign Languages.

3. Students who have taken a foreign language in high school and wish to take credit by examination must provide the office with a transcript of their high school record. This transcript will be returned to them after the exam.

4. No student may challenge a course with a number lower than one for which he or she has already received credit.

5. Administrative Procedures.

   a. **Credit by examination** form should be obtained from Admissions and Records.

   b. Appropriate signatures must be obtained. Adviser must indicate whether the course is needed for a minor or a major. If it is not, the grade will be pass/fail and will not affect the grade point average.

   c. The form must be submitted to the Department of Foreign Languages along with a high school transcript if student has had any foreign language.

   d. Fee of $25.00 is paid to University Cashier.

   e. Student should contact the department for results. The form and completed test will be sent directly to the Office of Admissions and Records.

Bylaws adopted September 9, 1977