

UNLV DEPARTMENT OF WORLD LANGUAGES AND CULTURES BYLAWS

Article 1: The Department of World Languages and Cultures

- 1.1 The Department of World Languages and Cultures will teach all languages and literatures other than English and will participate in any program of Comparative Literature.
- 1.2 Each faculty member who is under full-time professional contract will be a member of the Department faculty. Non-tenure track faculty will have a vote in departmental curricular matters only. Tenured and tenure-track faculty will have a vote in all departmental matters.
- 1.3 Faculty members under full-time professional contract to teach more than one-language will be identified with the language of their primary appointment.

Article 2: Chair of the Department

- 2.1 The chair of the Department shall possess the terminal degree in one of the disciplines of the Department and shall be the chief administrative officer.
- 2.2 A call for nominations for the chair will be announced at least two weeks before the vote. This vote must take place at least four weeks before the end of the semester. The list of candidates will appear at least a week before the vote.
- 2.3 If no candidate receives a two-thirds majority on the first ballot, a second ballot will be taken a week later at a department meeting. If at this time no candidate receives the two-thirds majority, the two-persons receiving the highest number of votes will be voted upon. If neither receives the two-thirds majority, the person receiving a simple majority will serve as interim chair for one year, after which time regular chair elections will be held. A tie will be resolved by a coin toss. If a chair resigns before the end of his/her regularly scheduled term, chair elections will be held in accordance with Department bylaws.
- 2.4 The Chair will present a detailed accounting of the department budget at the beginning of every semester at a regularly scheduled faculty meeting.
- 2.5 At the formal written request of two thirds of the full-time faculty members within the Department, removal of the Chair may be requested from the Dean, the Senior Vice-President and Provost, and the President

of the University.

Article 3: Meetings of the Department

- 3.1 The Chair will call regular meetings of the Department faculty at least two times per semester.
- 3.2 All regular meetings of the Department will be called with at least seven calendar-days' advance notice in writing. The written notice will include a tentative agenda.
- 3.3 Notification of the scheduling of a regular meeting of the Department will constitute an invitation to individual faculty members to contribute items to the agenda no later than two days after receiving the tentative agenda. The Chair will then draw up the final agenda and distribute it to members of the Department at least two days prior to the scheduled meeting.
- 3.4 Two-thirds of the voting membership of the Department will constitute a quorum for regular department meetings.
- 3.5 Emergency meetings of the Department may be called by the Chair. Members of the Department are to be contacted in writing and by telephone. At such meetings a quorum will also consist of two-thirds of the voting membership.
- 3.6 One fourth of the regular faculty of the Department but no fewer than three voting members may require the Chair to call a meeting of the Department by a written and signed petition which will include the proposed agenda. The Chair will then call a regular meeting of the membership to be scheduled no later than two weeks after receipt of the petition.
- 3.7 Meetings of the department will be governed by those sections of *Robert's Rules of Order, Revised* pertaining to the assembling of members of a general (as opposed to a specific) deliberative body. According to these *Rules* a majority is based on the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum is present. The Chair may vote to make or break a tie except in the votes of the personnel committee.
- 3.8 Proxy voting will be allowed in written form in Department meetings. However, no person may hold more than one proxy.
- 3.9 Minutes of each meeting will be distributed to the membership within seven calendar-days.

Article 4: Committees

- 4.1 The Department will have the following standing Committees.
 - 4.1.1 Merit Committee
 - 4.1.2 Study Abroad Committee
 - 4.1.3 Tenure and Promotion Committee
 - 4.1.4 Technology Committee
 - 4.1.5 Faculty Awards Committee
 - 4.1.6 Travel Committee
 - 4.1.7 Committee for Career and Intellectual Advancement
- 4.2 Committee Membership
 - 4.2.1 The Merit Committee will consist of five faculty members. Membership will be determined in alphabetical order and will rotate annually.
 - 4.2.2 The Study Abroad Committee will consist of two members from Spanish and one from each of the other languages with a corresponding study abroad program. Members will be elected by members of the respective language areas for a two-year term.
 - 4.2.3 The Tenure and Promotion Committee will consist of tenured members of the Department, excluding the chair.
 - 4.2.4 The Technology Committee will consist of four faculty members, at least one of which must be from the non-major granting faculties. Its members are elected by the full Department faculty for one-year terms. The Director of the Language Resource Center serves as ex-officio member.
 - 4.2.5 The Faculty Awards Committee will consist of five faculty members. Membership will be determined in alphabetical order and will rotate annually.
 - 4.2.6 The Travel Committee will consist of three faculty members. Membership will be determined in alphabetical order and will rotate annually.
 - 4.2.7 The Committee for Career and Intellectual Advancement will consist of

at least three volunteering faculty members.

- 4.3 Committee Duties
 - 4.3.1 The Merit Committee will review each merit application in accordance with the accepted college guidelines. Candidates are responsible for submitting a list of their accomplishments for the period since their last merit award along with all necessary supporting documentation in proper form and by announced deadlines. If a member of the Committee is the candidate under review, he or she will not participate in the deliberation. The Committee will forward its recommendations to the Chair. The Chair will subsequently communicate to the members of the department the recommendations forwarded to the College.
 - 4.3.2 The Study Abroad Committee will review graduation applications to make sure that no minor or major is granted with inappropriate study abroad courses, will oversee systematic course review and implementation of departmental recommendations, will present these recommendations for vote by the department, and will report to the Department at least once a year.
 - 4.3.3 The Tenure and Promotion Committee will vote on third-year review, tenure, and promotion. The vote will be by secret ballot. The Committee will forward its recommendation to the Chair in writing. The Chair will consult with this committee for the annual evaluations of tenure-track and full-time non-tenure track faculty.
 - 4.3.4 The Technology Committee administers and revises the departmental website based on procedures approved by Department faculty. It presents recommendations for use of computer-based resources for faculty vote and monitors implementation of policies so approved. The Committee reports on the status of policy recommendations, acts as a clearinghouse for information on technology training, and is the technology liaison between the Department and the Language Resource Center.
 - 4.3.5 The Faculty Awards Committee will review current CVs and teaching evaluations of departmental members in order to nominate FOL faculty for departmental, College, and university awards. To be considered for awards, candidates are responsible for submitting a current CV and copies of teaching evaluations for the prior year by announced deadlines. If a member of the Committee is the candidate under review, he or she will not participate in the deliberation. The Committee will forward its recommendations to the Chair.
 - 4.3.6 The Travel Committee will meet once in the Spring in order to award

surplus travel, which consists of any unused travel funds for the current academic year + 25% of the soft money budget. Applicants must be presenters at an academic conference. Amounts will be funded equally up to the budget limit. The committee will forward its recommendations to the Chair before the deadline of the University Travel Committee. If a member of the Committee is the candidate under review, he or she will not participate in the deliberation.

4.3.7 The Committee for Career and Intellectual Advancement will suggest ideas and plan events that promote the study of language among students and the discussion of scholarship and professional concerns among faculty.

4.4 Other committees may be formed for special purposes by vote of the department faculty or ad hoc by the Department Chair.

4.5 Standing committees will report on action taken or proposed, at regular meetings of the Department.

Article 5: Policies of the Department

5.1 Course Load

5.1.1 Normally, course loads will not exceed nine unit hours in any semester of the regular academic year, excluding summer session. The appropriate professional load should be agreed to between the instructor in the discipline involved, the Department Chair and the College Dean.

Course loads in the Department are set in accordance with the college and departmental workload policy and are to be distributed each semester to faculty. Any course reassignment is to be requested each semester in writing, on the appropriate University form by the stipulated deadline.

5.1.2 Normally, no members of the department will accept overloads in excess of the provisions of 5.1. Additional teaching for additional salary will be allowed and approved only by the Department Chair and the Dean of the College. Overloads are strongly discouraged.

5.2 Class Schedules

- 5.2.1 Each language section will meet before the announced deadline to propose the selection and time of classes. After consultation with each section, the chair will submit the complete departmental schedule to the dean and all faculty members.
- 5.2.2 Faculty will teach classes in accordance with the terms of their initial university contract, the needs of the program, and their areas of expertise.

Program/Class Proposals

- 5.2.3 For creation of new courses, a faculty member, in consultation with his/her language section colleagues, will submit a complete new course proposal to the Chair. The proposal will be routed at least two weeks prior to a general faculty meeting. The course must be approved by a simple majority before the Chair submits it to the College Curriculum Committee.
- 5.2.4 A proposed program of study will be routed at least two weeks prior to a general faculty meeting for comment among the Department members at large. The program must be approved by a simple majority before the Chair submits it to the College Curriculum Committee.

5.3 Recruitment

- 5.3.1 The Department Chair will submit a list of recruitment priorities to the Dean for consideration, after such priorities have been approved by a majority vote of the department at a regularly scheduled meeting.
- 5.3.2 The Dean's final determination of the priorities will be reported to the Department Chair and forwarded to the Senior Vice-President and Provost. The Chair of the Department will convey this information to the faculty of the department.
- 5.3.3 The Chair of the Department will report to the department on the status of applications and responses to offers when new positions or replacement positions are anticipated and/or remain to be filled.
- 5.3.4 An ad hoc committee will be created for each new position. Each recruitment committee will consist of all full-voting members of the language area(s) of the new position. Each recruitment committee shall consist of at least three members. If the language area(s) has less than three members, the Chair shall appoint accordingly. The Chair may participate in each phase of recruitment.

5.3.5 The ad hoc recruitment committee will report its recommendations to the Department faculty at the appropriate intervals in the recruitment process. The Department will then discuss candidates and vote by secret ballot to select the one(s) to be recommended to the dean.

5.4 Annual Evaluations

5.4.1 The Chair of the Department will conduct the annual evaluation interview as provided in the University Code; such evaluation is to include a discussion of merit, salary, promotion, and tenure.

5.4.2 The Chair will discuss at a regularly scheduled meeting of the Tenure and Promotion Committee all recommendations regarding renewals of contracts, new appointments, tenure and promotion.

5.5 Midtenure review

5.5.1. The Department will adhere to the midtenure review guidelines set up by the College of Liberal Arts. Candidates will be informed of appropriate deadlines. The Tenure and Promotion Committee will review all material and vote by secret ballot. The Committee will forward its recommendation in writing to the Chair.

5.6. Promotion and Tenure

5.6.1 Procedures for promotion and tenure will adhere to college guidelines. At least two weeks prior to the vote, the candidate will provide a complete dossier, including the required outside letters of evaluation for review by the Tenure and Promotion Committee. No member of the Department may participate in the deliberation regarding recommendation of his or her own promotion or tenure. Voting will be by secret ballot and the committee report will be forwarded in writing to the Chair.

5.7.1 The Chair will present a detailed accounting of the department budget at the beginning of the semester at a regularly scheduled faculty meeting.

Article 6: Procedures of the Department

6.1 These bylaws may be amended by the following procedure:

6.1.1 Placing the proposed amendment on the agenda of a meeting of the Department with distribution of a copy of the proposed amendment to each faculty member.

6.1.2 Secret ballot vote on the proposed amendment at the next meeting of the department following the introduction of the amendment.

- 6.1.3 Approval by two-thirds vote of the voting membership of the Department faculty.
- 6.2 Suspension of any procedural clause, excepting 6.1 may be accomplished at any Department meeting by unanimous consent of the voting membership of the Department faculty present.
- 6.3 All members of the faculty will be provided copies of the current bylaws.

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