

1 BYLAWS OF THE SCHOOL OF LITERATURES, CULTURAL STUDIES, AND LINGUISTICS

2 **ARTICLE I**

3 **ORGANIZATION**

4 *Section 1.* Constituent Units. The School of Literatures, Cultural Studies, and Linguistics shall consist of the  
5 Departments of Classics and Mediterranean Studies; French and Francophone Studies; Germanic Studies; Hispanic  
6 and Italian Studies; Linguistics; Slavic and Baltic Languages and Literatures; and the programs in International Studies,  
7 Moving Image Arts, and Religious Studies; the language programs in Chinese, Japanese, and Korean; and the Sandi  
8 Port Errant Language and Culture Learning Center.

9 *Section 2:* Membership in the School is composed of the Statutory members; of those academic staff  
10 members who are designated as clinical faculty; and of lecturers and senior lecturers.

11 *Section 3: Voting Faculty.* The faculty of the School shall consist of all academic staff in the School with  
12 rank or title of lecturer, senior lecturer, assistant professor, associate professor, or professor, as well as all who are designated  
13 as clinical faculty. In School-wide votes, faculty holding joint appointments in two or more units in the School may  
14 vote only once. Emeriti and emeritae, visiting faculty, and faculty with only a 0% appointment in one or more units  
15 of the School may not vote on School matters. Subunits may determine their own voting rules for internal matters as  
16 long as they do not conflict with campus policies.

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18 **ARTICLE II**

19 **GOVERNANCE**

20 *Section 1.* The director shall be the chief executive officer of the School, with the responsibilities and duties  
21 outlined in the *University Statutes*, [Article III, Section 5.b.](#)<sup>2</sup>

22 *Section 1.1* The associate director shall be appointed by the director. The associate director shall assist the  
23 director in all school matters, including budgetary, curricular, and personnel matters. The associate director shall  
24 have at least a 50% appointment in a subunit other than that of the director.

25 *Section 2.* The executive committee. The executive committee shall function in accordance with the  
26 *University Statutes*, [Article III, Section 4.d.3.](#)<sup>3</sup>

27 Membership: The executive committee shall comprise seven members. One member shall be elected at  
28 large from among the assistant professors of all the units within the School. The voting faculty (as defined by Article  
29 I, Section 3) of each of the following six units<sup>4</sup> will each elect a member who has the rank of senior lecturer, associate

1 professor or professor including clinical titles: Classics and Mediterranean Studies (1); French and Francophone  
2 Studies (1); Germanic Studies (1); Hispanic and Italian Studies (1); Linguistics shall be considered to form a voting  
3 unit with faculty who teach Chinese, Japanese, and Korean (1); Slavic and Baltic Languages and Literatures (1).  
4 Members will serve two-year terms. All eligible faculty members (including executive officers but excluding the  
5 director and associate director of the school, as well as the director of the Language and Culture Learning Center)  
6 will be listed on the ballot of each election cycle. Membership will be staggered so that half of the members are  
7 elected each year. By a random process, after the election of the first slate of members, three will be selected by a  
8 drawing of lots to serve one-year terms, while the other four will serve the regular, two-year term. The director is an  
9 ex officio member of the executive committee of the School and its chair. The associate director of the School and  
10 the director of the Language and Culture Learning Center serve as ex officio, non-voting members of the executive  
11 committee. Vacancies occurring during the session shall be filled through appointment by the executive officer of  
12 any eligible member of the faculty or by special election, at the discretion of the executive officer. Such appointee(s)  
13 shall complete the remaining portion of the vacated term. Mid-session vacancies in the assistant professor at-large  
14 seat shall be filled through appointment by the director of the School.

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16 Responsibilities and Duties:

17 a. The executive committee shall advise the director on all aspects of the School, including curricular (i.e., it  
18 shall act as the School's Educational Policy Committee), budgetary, and personnel actions. The executive committee  
19 shall advise the director on the school-wide rankings for sabbatical applications. The director shall forward to the  
20 College the School's sabbatical rankings as well as the original rankings from each subunit.

21 Meeting:

22 a. The executive committee shall meet at least once a semester and as needed. A meeting of the executive  
23 committee may be called by the director or by a majority of its members. The director shall not have a vote in the  
24 recorded votes of the executive committee.

25 b) The quorum, as provided by Robert's Rules of Order, shall be four.

26 *Section 3. Departments, Programs, and Units. See [University Statutes Article III, Section 4 d.4.](#)*<sup>5</sup> Personnel  
27 matters will originate within academic subunits. For tenure-system and clinical faculty, each promotion and tenure  
28 committee within that subunit must contain at least one faculty member from one other subunit of the School. The  
29 director of the School, in consultation with the head of the subunit, the School's associate director, or other relevant

1 parties where appropriate, , shall select that member. In those cases where the eligible number of committee  
2 members within a subunit is fewer than five, the director, in consultation with the head of the subunit, the associate  
3 director, or other relevant parties where appropriate, shall select additional members. For lecturers, each promotion  
4 committee within that subunit must consist of at least three members, at least one of whom must be a tenure-  
5 system faculty member. Except for policies determined by University Statutes or College bylaws (see, for example  
6 Article III, Section 5.b: point 9), all other promotion and tenure processes will remain as determined by individual  
7 departmental bylaws, i.e., the executive officer will prepare the tenure and promotion papers after the departmental  
8 vote and forward them to the School. The School will then prepare the file for forwarding to the College.

9 *Section 4. Regular meetings of the faculty of the School. One regular meeting of the School shall be*  
10 *held each term, excluding Summer term, with the dates to be fixed by the director in consultation with the executive*  
11 *committee.*

12 *Section 4.1 Special Meetings. The director may call special meetings whenever the director believes*  
13 *that such a meeting would be desirable. Upon written or electronic request of a majority of the elected members of*  
14 *the executive committee, the director must call a special meeting within ten days of the receipt of the request. Upon*  
15 *receipt of a petition signed by eight faculty members of the School, the director shall convene a special meeting*  
16 *within ten days of the receipt of such petition.*

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18 **ARTICLE III**

19 **AMENDMENT AND REVISION**

20 *Section 1. Amendments to the Bylaws may be proposed by any voting member of the School by filing such proposal*  
21 *with any member of the executive committee at least two weeks before a regular faculty meeting. The proposed*  
22 *amendment shall be circulated among the members at least five days prior to the meeting at which it is to be formally*  
23 *introduced and considered. A positive vote by two thirds of the faculty eligible to vote as defined by Article 1.3 shall*  
24 *be required to approve an amendment. Every five years the director shall appoint a committee to examine the Bylaws*  
25 *and propose for faculty consideration such revisions as seem desirable.*

26 *Section 2. The procedural requirements of these Bylaws may be set aside for any one meeting by*  
27 *two-thirds vote of a quorum, except that this provision shall not apply to the amendment process or to*  
28 *provisions of the committee elections.*

## END NOTES

<sup>1</sup> The relevant portion of the *University Statutes* is [Article II, Section 3 \(a and b\)](#) which reads as follows:

### **SECTION 3. FACULTY ROLE IN GOVERNANCE**

**a.**           **1.** The faculty of the University and any of its units except for the Graduate College consists of those members of the academic staff with the rank or title in that unit of professor, associate professor, or assistant professor who are tenured or receiving probationary credit toward tenure, and those administrators in the direct line of responsibility for academic affairs (persons who hold the title director or dean in an academic unit, provost, chancellor and president). Administrative staff not in the direct line of responsibility for academic affairs are members of the faculty only if they also hold faculty appointments. The bylaws of any academic unit may further mandate a minimum percent faculty appointment in that unit for specified faculty privileges, such as voting privileges.

**2.** The bylaws of a unit may grant specified faculty privileges to selected faculty of other units. The bylaws may also grant specified faculty privileges to members of the academic staff of the unit or of other units who are not included in subsection 1 above (i.e., neither tenured nor receiving probationary credit toward tenure), and who have the rank or title of professor, associate professor, assistant professor, instructor, or lecturer. The bylaws may also grant specified faculty privileges to members of the academic staff of the unit or of other units who have the rank or title of professor, associate professor, assistant professor, instructor, or lecturer modified by the terms “research,” “adjunct,” “clinical,” “visiting” and/or “emeritus” (e.g., “research professor,” “adjunct assistant professor,” “clinical associate professor,” “visiting professor”). Only academic staff with titles listed above may be extended faculty privileges. Voting on these provisions of the bylaws is limited to those named in subsection 1 above.

**b.**           As the responsible body in the teaching, research, and scholarly activities of the University, the faculty has inherent interests and rights in academic policy and governance. Each college or other academic unit shall be governed in its internal administration by its faculty, as defined in subsection above. Governance of each academic unit shall be based on unit bylaws established and amended by the faculty of that unit. The bylaws shall provide for the administrative organization and procedure of the unit, including the composition and tenure of executive or advisory committees. Except that they may not conflict with these *Statutes*, or other

specific actions of the Board of Trustees, or with the bylaws of a unit which encompasses it, the details of the bylaws are left to the faculty of the unit.

<sup>2</sup> *University Statutes* [Article III, Section 5.b](#):

In a school or similar campus unit included within a college, the chief executive officer shall be a director appointed annually by the Board of Trustees on the recommendation of the dean of the college, the chancellor, and the president. On the occasion of each recommendation, the dean shall seek the prior advice of the executive committee of the unit. The director shall (1) call and ordinarily preside at meetings of the school faculty to consider questions of school and subunit governance and educational policy at such times as the director or the executive committee may deem necessary but not less frequently than once in each academic year; (2) formulate and present policies to the faculty for its consideration, but this shall not be interpreted to abridge the right of any member of the faculty to present any matter to the faculty; (3) make reports on the work of the school; (4) have general supervision of the work of students in the school; (5) be responsible for the educational use of the buildings and rooms assigned to the school and for the general equipment of the school as distinct from that of the separate subunits; (6) serve as the medium of communication for all official business of the school with the college, the students, and the public; (7) represent the school in conferences except that additional representatives may be designated by the director for specific conferences; (8) prepare the budget of the school in consultation with the executive committee of the school; and (9) recommend the appointment, reappointment, nonreappointment, and promotion of members of the academic staff. Regarding recommendations of appointments, reappointments, nonreappointments, and promotions of the members of the faculty, the director shall consult with the department's or subunit's executive officer who shall provide the director with the advice of the appropriate committee(s). Such recommendations shall ordinarily originate with the subunit or in the case of a group not organized as a subunit with the person(s) in charge of the work concerned and shall be presented to the director for transmission with the director's recommendation to the dean of the college. The performance of the director shall be evaluated at least once every five years in a manner to be determined by the faculty of the school and college.

<sup>3</sup> *University Statutes*, [Article III, Section 4.d.3](#):

An executive committee selected according to the bylaws of the School shall be the primary advisory body to the director of the School. The director is ex officio a member and chair of the committee. The executive committee shall advise the director on the formulation and execution of School policies and, unless otherwise

provided by the faculty of the School, on appointments, reappointments, nonreappointments, and promotions. It shall advise the director on the preparation of the budget. The committee shall provide for the orderly voicing of suggestions for the good of the School, recommend procedures and committees that will encourage faculty participation in formulating policy, and perform such other tasks as may be assigned to it by the faculty of the School. Any faculty member shall be entitled to a conference with the executive committee or with any member of it on any matter properly within the purview of the committee. If the committee is in session to prepare its advice on appointment of the director or to review the director's performance, the director shall not be a member, and the committee shall be chaired by a committee member elected by the committee for that purpose.

<sup>4</sup> Because participating MOVI professors are represented within the other units, MOVI is not represented as a separate unit. Academic staff in International Studies and Religious Studies faculty do not hold any faculty appointments within the School and are for that reason not represented as separate units here.

<sup>5</sup> ***University Statutes [Article III, Section 4 d.4](#): Departments within a school shall be governed as specified in Article IV except that communications and recommendations to the college, campus or the University shall be transmitted through the school for approval, comment, or information as appropriate. Other subunits shall be governed by regulations set forth in the school bylaws.***