

University of Illinois at Chicago
Department of French and Francophone Studies By-Laws
Amended by a unanimous 4-0 vote (with John Ireland absent) on February 25, 2015

Article I. Faculty

The voting faculty of the Department of French and Francophone Studies shall comprise all tenured and tenure-track appointments in French and Francophone Studies, all faculty having the rank of assistant professor or above modified by the term “clinical,” and senior lecturers with a 40% or greater appointment.

Article II. Governance

Section 1. Structure:

The Department of French and Francophone Studies shall be governed by a Head in consultation with the Faculty and an Advisory Committee elected by the voting faculty of the department.

Section 2. Executive Officer

a. The Head shall be appointed in accordance with the *University Statutes* (Article IV, Sec. 3a).

b. The powers of the Head will be those granted and specified by the *University Statutes* (Article IV, Sec. 3b-e). The Head is charged with conducting the operations of the Department:

1. The Head, in consultation with the Advisory Committee, shall administer the Department’s discretionary budget for program development.
2. The Head shall be responsible, in consultation with the Advisory Committee and/or the Faculty as a whole, for determining Faculty appointment recommendations, course scheduling, and instructional and administrative staffing recommendations.
3. The Head, in consultation with the Advisory Committee, shall be responsible for determining salary raise recommendations.
4. The Head, in consultation with tenured Faculty members, shall be responsible for determining tenure, promotion, and non-retention recommendations for tenured, tenure-track, and clinical faculty, in accordance with departmental promotion and tenure guidelines as well as all policies and procedures stipulated by LAS and the Office of Faculty Affairs.
5. The Head, in concert with the Director and Associate Director of the School of Literature, Cultural Studies, and Linguistics, with the Dean of the college, and with the Department, shall be responsible for determining the instructional, research, and service

goals of the Department.

6. The Head shall supervise all employees of the Department.

7. The Head shall evaluate and rank all UIC Faculty fellowship proposals that originate in the Department.

8. The Head, in consultation with the Advisory Committee and/or the Faculty as a whole, shall be responsible for the development and submission of proposals for new courses and instructional programs within the Department.

Section 3. Advisory Committee

a. In accordance with the *University Statutes* (Article IV, Sec. 3f), if the Department of French and Francophone Studies has no more than six voting faculty members, the Advisory Committee shall consist of the entire faculty.

b. Minutes of each meeting of the Advisory Committee shall be prepared under the direction of the Head.

c. The Head shall regularly consult with the Advisory Committee concerning all matters of Departmental policy relating to administration, budget, research, teaching, advising, and allocation of faculty resources.

d. The Head shall convene a meeting of the Advisory Committee at least once a semester during the academic year to discuss relevant Departmental business. It is recommended that the Head invite the DUS (if not a member of the Advisory Committee) to these meetings as appropriate.

e. The Advisory Committee shall elect a Committee Chair to preside over meetings in the absence of the Head. In the event of the incapacity or absence of the Head, the Committee Chair shall act in his/her stead with regard to the day-to-day business of the Department until such time as the Head returns or until the Dean appoints a successor.

f. If any member of the committee submits to the Head a written request for a meeting, the Head shall convene the committee within five working days after receipt of the request.

Article IIIa. Promotion and Tenure Committee for Tenure-Line and Tenured Faculty

a. This Committee consists of all tenured members of the Department and such additional members as are to be appointed under the By-Laws of School of Literatures, Cultural Studies, and Linguistics. The Committee advises the Head on matters of promotion, tenure, and non-

retention.

b. The Head chairs the Committee but does not vote.

c. Members on leave notify the Head at the beginning of their leave as to whether or not they wish to vote on a case and must follow all requirements for participation and absentee voting as specified in the Department's P&T Guidelines.

d. Proceedings of the Promotion and Tenure Committee are in accordance with the current guidelines of UIC. Committee members do not vote in promotion, tenure, or non-retention cases of persons of their own rank or above, nor do they participate in any evaluative discussion of academic performance or progress toward promotion of such persons.

Article IIIb. Promotion Committee for Clinical Faculty

a. This Committee consists of all tenured and tenure-line members of the Department and such additional members as are to be appointed under the By-Laws of the School of Literatures, Cultural Studies, and Linguistics. The committee will have at least five members, with one committee member from outside of the department. The Committee advises the Head on matters of promotion and non-retention.

b. This Committee shall also include clinical faculty at a rank equal or greater than the one for which the candidate is being considered.

c. The Head chairs the Committee but does not vote.

d. Members on leave notify the Head at the beginning of their leave as to whether or not they wish to vote on a case and must follow all requirements for participation and absentee voting as specified in the Department's P&T Guidelines.

e. Proceedings of the Promotion Committee are in accordance with the current guidelines of UIC. Committee members do not vote in promotion cases of persons of their own rank or above, nor do they participate in any evaluative discussion of academic performance or progress toward promotion of such persons.

Article IIIc. Committee for Promotion to Senior Lecturer

a. This Committee consists of at least three members of the candidate's department and should include the candidate's direct supervisor, if applicable, as well as a committee member from outside of the department.

- b. Eligible committee members include all tenure system faculty, clinical faculty, and senior lecturers in the department.
- c. The Head chairs the committee but does not vote.
- d. The promotion criteria and guidelines follow those laid out in the departmental promotion and tenure documents.

Article IV. Other Committees

- a. Department Committees, other than Advisory and P&T, and the persons chairing them, are appointed by the Head on an annual basis, or as special needs arise. They are charged with specific tasks or areas of jurisdiction and make recommendations to the Head.
- b. The following standing Committees are appointed annually: (1) Undergraduate Studies Committee; (2) Graduate Studies Committee. Other ad hoc or standing Committees may be appointed by the Head, e.g. program review and development or scheduling. Committees submit an annual report to the Head.

Article V. Departmental Officers

- A. The Director of Undergraduate Studies (DUS) shall be appointed by the Head and be responsible for the administration of the undergraduate program.
 - 1. The DUS shall supervise undergraduate advising and serve as the liaison between the department and advisors in the College.
 - 2. The DUS shall be responsible for undergraduate advising about study abroad and for the attribution of study-abroad credit toward the major and the minor.
 - 3. The DUS is responsible for the semi-annual review of majors conducted at the end of each semester and will submit to the Head a report summarizing the findings of each assessment meeting.
 - 4. The DUS shall supervise the evaluation of transfer credit requests.
 - 5. The DUS shall represent the Department at any meetings in the University, College, or any other UIC administrative body to which the Department may belong where the

interests of the undergraduate program in general are concerned.

6. The DUS shall supervise any courses at the 200- and 300- levels taught by lecturers and visiting faculty.

7. The DUS shall assist the Head in proposing and implementing any curricular changes that affect the undergraduate program.

B. The Director of Graduate Studies (DGS) shall be appointed by the Head and be responsible for the administration of the graduate program.

1. The DGS shall supervise graduate advising and serve as the liaison between the department and the Graduate College.

2. The DGS is responsible for the semi-annual review of MA students conducted at the end of each semester and will submit to the Head a report summarizing the findings of each assessment meeting.

3. The DGS shall supervise the admissions process every semester. This includes recruitment, fellowship nominations, the coordination of applicant file evaluation and letters of offer, and liaison with the Office of Admissions and Records.

4. The DGS shall supervise the comprehensive examination process. This includes informational meetings for students, general oversight of student preparation, and the administration of the exams.

5. The DGS shall supervise the MICEFA exchange program at the department level. This includes recruiting and advising UIC MA students, advising French students as needed, and serving as liaison to the Office of International Affairs.

6. The DGS shall supervise any courses at the 400- and 500- levels not taught by tenure-track faculty.

7. The DGS shall assist the Head in proposing and implementing any curricular changes that affect the graduate program.

C. The Department also includes a Director of the French Basic Language Program.

Article VI. Meetings

A. The Head shall call a Department meeting at the beginning of each Fall and each Spring semester, and when necessary. At the first meeting of each semester, the Department will review the progress of its majors in keeping with its current set of Student Learning Assessment Methods.

B. Department meetings are open to all members of the Department. The Head may call for special sessions limited to the tenured and tenure-track faculty and other persons. As stipulated by the *University Statutes*, on certain issues only tenured and tenure-track faculty may vote.

C. The agenda for Department meetings are distributed in a timely fashion. Minutes of each meeting shall be prepared under the direction of the Head and distributed to the Department faculty.

Article VII. Annual Reviews

The Head, in consultation with the Advisory Committee, shall establish procedures for the annual review of the research, teaching, and service of all faculty members in conformity with campus requirements for annual faculty review. All members of the faculty shall be provided with a copy of these procedures and notified of any subsequent modifications to them. Each member of the faculty shall receive annually a written copy of his/her review, which shall also become part of the faculty member's permanent Departmental file.

Article VIII. Grievances

The Head will normally serve as adjudicator of grievances or appeals brought by individual students or staff members. Should a student bring a grievance against the Head, the Dean of LAS will supervise the adjudication process as specified in the UIC Student Academic Grievance Procedures (<http://education.uic.edu/cte/files/studentgrievpo.pdf>). With regard to all grievances brought by faculty, UIC's Faculty and Instructional Staff Grievance Procedures (http://www.uic.edu/depts/oa/faculty/FINAL_New_fac_instr_staff_grvnc_procedures.pdf) will be followed.

Article IX. Amendment of By-Laws

These by-laws may be amended at any meeting of the department. Accordingly, amendments may be proposed by any member of the department and shall be submitted in writing to the Head. The Head shall circulate such proposals to the voting faculty at least two weeks before consideration at a department meeting. By-laws shall not be adopted unless approved by a majority of the voting faculty.

BY-LAWS, ADDENDUM “A”

Conferral of Emeritus Status:

Adopted by the Department of French and Francophone Studies effective April 25, 2012, the following procedures are currently in effect:

1. **Eligibility and Application.** Any retiring tenure, clinical, or research track faculty member in good standing at the rank of Associate Professor or above may apply for conferral of Emeritus status. In the case of joint appointments, the retiree shall notify the Executive Officer of the department in which he or she has his or her primary appointment. The retiree should provide to the Executive Officer a current copy of the curriculum vitae with his or her request.
2. **Voting.** Requests for conferral of Emeritus Status will be forwarded by the Executive Officer to a committee comprised of all tenured faculty in the Department. The Director of the School shall appoint a minimum of one external member to the committee. In cases where the voting membership of the committee is fewer than three, the Director of the School shall appoint members to meet this minimum voting body.
3. **Recommendation.** After departmental deliberations, the Executive Officer shall provide to the Director of the School a report of the vote tally, a brief explanation of the vote and a copy of all supporting documents, along with his or her own letter of recommendation about the conferral of Emeritus status. In case of a negative vote or EO recommendation the candidate is invited to provide a written response.