

By-Laws of the Department of Hispanic and Italian Studies

Approved by the faculty of Hispanic and Italian Studies, April 15, 2015

1. Definitions

1.1. In the following document, “Department” means the Department of Hispanic and Italian Studies of the University of Illinois at Chicago. The “Faculty” of the Department shall consist of Assistant Professors, Associate Professors, Professors, Clinical Assistant Professors, Clinical Associate Professors, and Clinical Professors as well as lecturers and senior lecturers with a minimum 51% appointment and a MA degree in Spanish, Italian or related field, as stipulated in the University Statutes (Article II Section 3.a.1 and 3.a.2.). Other terms are self-evident, or defined in the proper place.

2. The Department

2.1 The Department is a single administrative unit. The task of its faculty is to teach and conduct research in the field of the Hispanic and Italian linguistics, cultural studies and literatures. In addition, interdisciplinary teaching and research are highly encouraged within the Department and with other units.

2.2 Policies of the Department shall be established, and actions taken, in a spirit of collegiality at all levels, for the welfare of the Department as a whole, and all of its Faculty and students.

2.3 The Department is governed by the Head in consultation with the Department.

2.4 Participation in the organizational and governing operations of the Department shall be deemed an ethical and professional obligation of the entire academic staff.

2.5 The principal assemblies in which the business of the Department shall be transacted are Department Meetings, Faculty Meetings, Advisory Committee Meetings, and the various Standing and Ad Hoc Committee Meetings.

2.6 Department Officers—who must be faculty members as defined in 1.1 — are the following: Department Head, Director of Graduate Studies for Spanish, Director of Undergraduate Studies for Spanish, Director of Undergraduate Studies for Italian, and Director of Study Abroad Programs.

2.7. The Department also includes a Director for the Spanish Heritage Program, a Director for the Spanish Basic Language Program, and a Director for the Italian Basic Language Program.

3. Duties and Responsibilities of the Department Head

3.1 The Department Head is charged with the conduct of the operations of the Department as generally outlined in the University of Illinois Statues Article IV 3d.

3.2 In that capacity, the Head is given by the Dean's Office annually a discretionary budget for program development.

3.3 The Department Head is 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.

3.4 The Department Head, in consultation the Advisory Committee, is responsible for determining salary raise recommendations.

3.5 The Department Head, in consultation with tenured Faculty members, is responsible for determining tenure, promotion, and non-retention recommendations of tenure track/tenure Faculty, clinical faculty and lecturers. Departmental promotion and tenure guidelines, as amended and approved by tenured Faculty members of the Department, shall be followed, as well as all policies and procedures stipulated by LAS and the Office of Faculty Affairs.

In addition, when deliberating and voting on cases in the clinical-track, the Department Head shall endeavor to appoint one or more clinical faculty within the Department to its P&T committee with voting rights. This clinical faculty member (or members) shall hold a rank equal to or greater than the one for which the candidate is being considered.

Likewise, when deliberating and voting on cases of promotion to Senior Lecturer, the Department Head shall endeavor to appoint one or more senior lecturers to its P&T committee with voting rights.

3.6 The Department Head, in concert with the Director and Associate Director of the School of Literatures, Cultural Studies and Linguistics, with the Dean of the college, and with the Department, is also charged with determining the instructional, research and service goals of the Department.

3.7 The Department Head is the operational leader of the Department and is the ultimate supervisor of all employees of the Department

3.8 The Department Head is called upon to evaluate and rank all UIC Faculty fellowship proposals that originate in the Department.

3.9 The Department Head is ultimately responsible for the development and submission of new courses and instructional programs within the Department.

4. Department Meetings

4.1. Department meetings shall consist of the Faculty, Clinical Faculty, Visiting instructional staff, Lecturers, Graduate Students, and Staff. The Department Meetings are presided over by the Head. The Head shall appoint a member of the Faculty or Staff to be secretary of the Department meeting, who shall perform the usual secretarial tasks, including

the publication of synoptic minutes after each meeting. Following consultation with the Head, the minutes shall be archived and can be reviewed by any member of the Department. The primary function of the Department Meetings is to inform Department members of relevant developments at the Department and University.

4.2. There shall be one Department meeting per academic year. Except in Emergency situations, the agenda shall be distributed in advance. Supplementary meetings may be called at the discretion of the Head.

5. Faculty Meetings

5.1. Faculty Meetings shall consist of the Tenure Track/Tenured Faculty, Clinical Faculty, lecturers and senior lecturers. Faculty Meetings are presided over by the Head. The Head shall appoint a member of the Faculty or Staff to be secretary of the Department meeting, who shall perform the usual secretarial tasks, including the publication of synoptic minutes after each meeting. Following consultation with the Head, the minutes shall be distributed to the Faculty no later than one week before the next meeting and submitted for approval at that meeting. The primary function of the Faculty Meeting is to inform members of the Faculty of relevant developments at the Department and University and to seek advice of all on specific questions.

5.2. There shall be at least one Faculty meeting per semester,. Except in Emergency situations, agendas for such meeting shall be distributed in advance. Supplementary meetings may be called at the discretion of the Head.

5.3 Faculty meetings may be called by the head of the department or by two faculty members.

5.4. When requested by the Head or a member of the faculty a motion will be called for a vote to decide issues of importance. Votes shall be cast as secret ballots with a simple majority determining the outcome of the vote. Faculty votes will be recorded in the minutes and will be presented as advisory to the Head.

5.5. Graduate Students shall select a representative to attend Faculty meetings. When confidential topics are to be discussed, the graduate student representative will be asked to exit the meeting. These representatives will not possess voting rights.

6. Advisory Committee

6.1. The functions of the advisory committee shall be to provide for the orderly voicing of suggestions for the good of the Department, to recommend procedures and committees that will encourage Faculty participation in formulating policy, and to perform such other tasks as may be assigned to it in accordance with the University of Illinois Statutes (Article IV, Section 3f). Included in the committee's charge is the regular scrutiny of the Department By-Laws to ensure their conformity with changes in College and University Statutes. Proposed amendments to the By-Laws shall be circulated among the Faculty before the next regular Faculty meeting, at which time they shall be voted on, with a two-thirds majority of those present and voting required for passage. If passed, the amendments shall then be incorporated into the By-Laws.

- 6.2. The Advisory Committee shall be elected by all members of the Department holding the rank of Assistant Professor and above.
- 6.3. The Head shall serve as chairperson of the Advisory Committee, except in the case of evaluation of the Head's performance as outlined in the University of Illinois Statutes (Article IV Section 3f).
- 6.4. The Advisory Committee shall consist of four tenured members elected by the faculty, two from the linguistics section and two from the literature section. If the above composition of the Advisory Committee cannot be achieved, the Head can propose possible alternatives to the Faculty upon the vote. The Head will serve as ex officio member without vote.
- 6.5. Terms of office for members of the Advisory Committee shall be renewable two-year terms.
- 6.6. Election for the following academic year shall take place by secret ballot in the Spring semester of each year.
- 6.7. The runner-up shall serve as an alternate in case any elected person is on leave for one semester. Any member of the Advisory Committee who is on leave of absence for two or more semesters shall be replaced by election.
- 6.8. The Advisory Committee shall not be required to keep recorded minutes of its discussions and advisory comments to the Head.
- 6.9. The Advisory Committee shall, in dialogue with the Head, establish and/or update the guidelines for the evaluation of Tenure-Track/Tenured Faculty Annual Reports and for salary increases.
- 6.10. The Advisory Committee shall execute an annual evaluation of the performance of the Head. If the Advisory Committee is in session to evaluate the Head's performance, the Head shall not be a member, and the committee shall be chaired by a committee member elected by the committee for that purpose. The Chair shall request from the Head documents deemed appropriate for the evaluation and compose a summary report. The committee may also request documents from faculty members, students, and staff. The final report must include as attachments any and all documents that were considered upon its composition. Once a report is issued, the Head is then given an opportunity to comment orally or in writing, and any written comments will be attached to the summary report. The Head must endorse that he/she has received and read a copy of the evaluation. The summary report, including a response from the Head, shall become part of the official minutes of the Advisory Committee for the academic year.
- 6.11. The Department shall elect from among the tenured members of the Advisory Committee a Department ombudsperson. The ombudsperson shall serve as a mediator in grievances or disputes between Faculty members or Faculty members and the Department Head. Once the Advisory Committee has been elected a second ballot with eligible tenured members will be issued for this purpose. All Faculty Members of rank of Assistant Professor and above shall be invited to vote.
- 6.12. Any Faculty member shall be entitled to a conference with the committee or with any member of it on any matter properly within the purview of the committee.

7. Standing Committees

7.1. The Department shall have the following standing committees: Undergraduate Studies Committees (Hispanic Studies, Italian), Library Committee, Lecturer and Clinical Evaluation Committee, Graduate Committee and Graduate Faculty Committee

7.2. The Head may, when needed, appoint standing or special committees to carry out different tasks in the Department.

7.3. Undergraduate Studies Committees

7.3.1. There will be an Undergraduate Studies Committee for Spanish and one for Italian. The Director of Undergraduate Studies for each section shall serve as the committee's Chair. The Director shall be appointed by the Head and confirmed by the Advisory Committee. The Director shall serve a renewable term of two years.

7.3.2. Each Undergraduate Studies Committee shall consist of at least two members of the Faculty as defined in 1.1 appointed by the Head.

7.3.3. The Committee shall meet a minimum of once a semester and shall report at the following Faculty Meeting. Program and/or curricular revisions, or other proposals deemed of importance by the Department Head shall be brought to the Graduate Faculty Committee for approval by vote.

7.3.4. The duties of the Undergraduate Studies Committee shall be as follows:

7.3.4.1. Consideration of new undergraduate courses for the Department.

7.3.4.2. Certification of graduating seniors and recommendations for Departmental honors with a major or minor in Spanish, and Italian.

7.3.4.3. On-going revision and evaluation of the requirements for the general major or minor in Spanish, and Italian, as well as for the Teaching of major and minor.

7.3.4.4. Assessment of majors and their concentrations as well as minors following the assessment plans that were submitted to LAS. Assessment plans shall be maintained for the following majors and minors: Spanish, Spanish-Economics, Teaching of Spanish and Italian.

7.3.4.5. In cooperation with the Director of Study Abroad Programs, to develop and carry out effective methods of recruitment and selection for Study Abroad Programs sponsored by the Department.

7.3.4.6. To provide the UIC Study Abroad Office, Directors of Study Abroad Programs at other institutions, and the students going abroad with pertinent information concerning the Department and its offerings. In addition, the DUGS, with the assistance of the academic advisor, will approve the equivalences for courses to be completed abroad.

7.4. Library Committee

7.4.1. The Library Committee shall consist of three members of the Faculty as defined in 1.1 appointed by the Head. Each language shall have a representative on the Committee. It is incumbent upon all members of the Faculty to contribute to the work of the Library Committee.

7.4.2. The committee shall report at the Faculty meeting when deemed necessary.

7.4.3. The duties of the Library Committee shall be as follows:

7.4.3.1. Coordinating the orders of new materials for the Library.

7.4.3.2. Re-ordering lost or stolen material.

7.4.3.3. Maintain a proper balance of Library orders among the various disciplines represented by the Department.

7.5 Lecturer and Clinical Evaluation Committee

7.5.1 The Lecturer and Clinical Evaluation Committee shall consist of at least three members such that at least two are drawn from the Tenure-stream Faculty. The committee is appointed by the Head and shall serve for a renewable term of two years.

7.5.1. The committee shall meet at least once a year and shall report to the head. The deadline for the committee to meet is no later than March 15. The reports to the head should be submitted by April 30th.

7.5.3. The committee shall have as consultants the Basic Language Directors for each program.

7.5.4. The duties of the Lecturer and Clinical Evaluation Committee shall be as follows:

7.5.4.1. Coordinate class visits following the protocol dictated in the promotion to senior lecturer guidelines. Write up evaluations and assemble them in a format suitable for filing.

7.5.4.2. Evaluate the teaching, service, and research of Clinical Assistant Professors and lecturers.

7.5.4.3. Make recommendations to the Head regarding retention and promotion of lecturers.

7.5.4.4. Make recommendations to the Head regarding retention and promotion of Clinical Faculty.

7.6. Graduate Committee

7.6.1. There will be a Graduate Committee for Hispanic Studies. The Director of Graduate Studies is appointed by the Dean of the Graduate College, upon the recommendation of the Department Head, and shall be for a renewable term of two years. The Director of Graduate Studies shall serve as chair for the Graduate Committee in Hispanic Studies.

7.6.2. The Graduate Committee shall meet the following minimum criteria: At least three Faculty members with permanent membership in the Graduate Faculty. The members of the Committee shall be appointed by the Head.

7.6.3. The Committee shall supervise student admissions to the graduate program, administer examinations and make recommendations on graduate fellowships, tuition waivers, and the hiring of graduate teaching assistants.

7.6.4. The Committee shall make recommendations to the Faculty and the Head concerning the curriculum and the requirements for the successful completion of the graduate degrees offered by the Department. Significant program and/or curricular revisions, or other proposals deemed of importance by the Department Head shall be brought to the Graduate Faculty Committee for approval by vote.

7.6.5. The Committee shall designate advisors for incoming graduate students.

7.7 Graduate Faculty Committee

7.7.1. The Graduate Faculty Committee shall consist of all the faculty members in the department of Hispanic and Italian Studies who are also full or associate members of the Graduate College.

7.7.2. The Graduate Faculty Committee shall meet at least once every semester.

7.7.3. The Graduate Faculty Committee shall vote on any curricular changes proposed by the Undergraduate Studies Committee and the Graduate Studies Committee, as well as any program developments

7.7.4. The Graduate Faculty Committee shall also discuss and provide recommendations to the head regarding future tenure track hires.

8. Course Scheduling

8.1 The Head will attempt, when possible, to accommodate the teaching preferences of the Faculty concerning courses and hours. The course rotation and timetable shall be revised with advice from the Advisory Committee.

8.2. Scheduling of five hundred-level seminars shall normally be discussed with members of the section and the Head one semester before the course is offered.

8.3 Not more than two independent study students shall be scheduled for a Faculty member during any semester. Any exceptions shall be approved by the Faculty member and the Head.

8.4 Summer Course scheduling shall be largely contingent on the needs of the Department and the budget established by the Summer Session Office.

9. Appointment of New Faculty

9.1 The Head shall appoint an ad hoc committee in to identifying appropriate candidates for full-time positions, in accordance with Affirmative Action guidelines and with the approval of the Dean. For tenure track or tenured searches members shall be named from the rank of Assistant Professor and above. For clinical searches members shall be named from the rank of Clinical Assistant Professor and above.

9.2 The duties of ad hoc search committees shall be as follows:

9.2.1. Drafting the ad;

9.2.2. Evaluating files and letters of recommendation;

9.2.3. Selecting candidates for first and second round of interviews;

9.2.4. Conducting first and second round interviews;

9.2.5. Recommending to the Faculty and the Head a candidate for hire.

9.2 In filling part-time positions, the Head may seek advice from the Advisory Committee and/or the appropriate course coordinator, and/or members of the Faculty.

10. Salary Review

10.1 Criteria shall be determined by the Head in consultation with the Annual Report and Salary Raise Subcommittee composed by members of the Advisory Committee.

10.2 The Head shall inform the Department of the salary percentage allocations from LAS. Each Faculty member shall be informed in writing of his or her salary increase.

10.3 A Faculty member shall be entitled to consult with the Head regarding his or her salary increase.

11. Conferral of Emeritus Status

A retiree who wishes to be considered for Emeritus status should inform the EO of the Department and provide necessary supporting documents. Supporting documents include the applicant's *curriculum vitae* and the applicant's last two annual reports of activities to the Department.

The EO will bring the case to the Advisory Committee, which will review the case and take a vote.

After the Advisory Committee's vote, the EO will provide the Dean with a report of the vote tally, a brief explanation of the vote and a copy of the supporting documents, along with his or her recommendation about the conferral of Emeritus Status.

In case of a negative vote or a negative EO recommendation, the candidate is invited to provide a response.