

University of Illinois at Chicago

By-Laws: Department of Linguistics and Less Commonly Taught Languages

Article I. Faculty

In the following document, “Department” means the Department of Linguistics and Less Commonly Taught Languages 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 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.

The voting faculty of the Department shall comprise all tenured and tenure-track appointments in Linguistics and Less Commonly Taught Languages, as well as all faculty having the rank of assistant professor or above modified by the term “clinical,” with a 50% or greater appointment.

The Department is a single administrative unit. The task of its faculty is to teach and conduct research in the fields of Linguistics, broadly construed, the Teaching of English as a Second Language, and the teaching of any language within the umbrella of Less Commonly Taught Languages. In addition, interdisciplinary teaching and research are highly encouraged within the Department and with other units.

Article II. Governance

Section 1. Structure:

The Department shall be governed by a Head in close consultation with the Faculty.

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 Faculty, shall administer the Department’s discretionary budget for program development.
2. The Head shall be responsible, in consultation with the Faculty, for determining Faculty appointment recommendations, course scheduling, and instructional and administrative staffing recommendations.

3. The Head, in consultation with the Faculty, 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 consultation with the Faculty, shall be responsible for the development and submission of proposals for new courses and instructional programs within the Department.

Section 3. Faculty

a. In accordance with the *University Statutes* (Article IV, Sec. 3f), if the Department of Linguistics and Less Commonly Taught Languages has no more than six voting faculty members, the Faculty then serves, in practice, as the Advisory Committee.

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

c. The Head shall regularly consult with the Faculty 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 Faculty at least once a semester during the academic year to discuss relevant Departmental business. Except in emergency situations, the agenda shall be distributed in advance. Additional meetings may be called at the discretion of the Head. Given their contributions to the department, lecturers may also be asked to attend Faculty meetings. In cases of confidential topics, lecturers may be asked to exit the meeting.

e. The Faculty 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 III. Promotion and Tenure Committee (See Procedures and Criteria for Promotion, Tenure, and Non-retention for more detail.)

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. The appointment of additional members will be made by the Director of the School, in consultation with the Executive Committee of the School. Moreover, if the membership of the P&T Committee constituted as described above is fewer than five, the Director, in consultation with the Executive Committee of the School, shall select additional members to bring the total up to a minimum of five. Except for policies determined by University Statutes or College bylaws (see, for example Article III, Section 5.b: point 9), all other promotion and tenure processes will remain as determined by the departmental bylaws, i.e., the head will prepare the tenure and promotion papers after the departmental vote. Papers will be forwarded to the School. The School Director will add a statement.

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.

e. Faculty with the rank of Senior Lecturer are eligible to vote only in the promotion cases of Lecturers to the rank of Senior Lecturer.

Article IV. Departmental Officers

A. 1. The Head shall act as the Director of Graduate Studies (DGS) of Linguistics. The Director of Graduate Studies is appointed by the Dean of the Graduate College.

2. The Director of Graduate Studies of Linguistics administers the departmental graduate program. These responsibilities include acting on admission, nominating graduate students for awards and teaching assistantships, overseeing the advising and registration of graduate students, acting on petitions from graduate students, conducting departmental business with the Graduate College, and handling other matters pertaining to the graduate programs. At the discretion of the DGS, other faculty members within the department may be consulted on these issues and asked to participate in some aspects of administering the graduate program.

3. At the discretion of the Director of Graduate Studies, faculty may be asked to provide some advising to students. Faculty here, as above, means all tenured and tenure-track Assistant Professors, Associate Professors, and Professors. Likewise, the DGS may also consult with or delegate to Faculty other responsibilities for admissions, nominating students for awards and assistantships, and other aspects of the program. However, all incoming students to MA program will be advised by the DGS prior to and during their first semester. If advising is delegated, those advisors will need to consult the DGS on such issues as approval of courses outside of the program, transfer credit, course waivers, and any other issue that may seem out of the ordinary.

4. With respect to the running of the Less Commonly Taught Languages programs, those faculty, lecturers, or academic professionals identified as directors, will work in close consultation with the Head/DGS. However, they are primarily responsible for the running of these programs.

Article VII. Annual Reviews and Salary Review

Section 1: The Head, in consultation with the Faculty, 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.

Section 2: The Annual Reviews will also serve as input for Salary Review

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

b) 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.

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

Article VIII Emeritus Status

Retiring faculty seeking emeritus status must submit a letter of request and an up-to-date CV to the department for a vote by the entire faculty. Those materials and the vote tally, along with a letter from the Department Head, will be forwarded to the Head of the School. The Head of School will attach his or her own letter and forward the entire packet to the College. If the

faculty member seeking emeritus status is the Head of the Department, the materials and vote tally will be sent directly to the Head of the School. This process should be completed at least three months prior to the intended retirement date.

Article IX 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 X. 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.

Amended January 17, 2017