

University of Illinois at Chicago
Department of Polish, Russian and Lithuanian Studies By-Laws

Article 1. Faculty

1. The faculty of the Department of Polish, Russian and Lithuanian Studies shall consist of all lecturers, assistant professors, associate professors, and professors, visiting or regular, who are on full time departmental appointment.

Article 2. Governance

Section 1. Structure:

The Department of Polish, Russian and Lithuanian Studies shall be governed by a Head in consultation with the Faculty and an Advisory Committee elected by the 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 and tenure-track 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. The Advisory Committee shall consist of the entire faculty.

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

c. 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 DUS attend these meetings as appropriate.

d. Instead of convening a meeting, the Head is allowed to discuss all relevant business with members of the Advisory Committee via e-mail or other means of communication.

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 III. Promotion and Tenure Committee

a. This Committee consists of all tenured members of the Department of Polish, Russian and Lithuanian Studies. 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 on 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 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; (3) Library 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 student exchange program at the department level. This includes recruiting and advising UIC MA students, advising Polish 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.

Article VI. Meetings

- a. The Head shall call a Department meeting at least once in a semester, and when necessary. During a meeting 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/facultyFINALNewfacinstrstaffgrvncprocedures.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 faculty at least two weeks before consideration at a department meeting. By-laws shall not be adopted unless approved by a majority of the faculty.

Amended: August 13, 2019 (Department name change- SBLL to PRLS)