

## BYLAWS

Department of Germanic Studies  
University of Illinois at Chicago  
(as amended May, 4, 2020)

### I. The Department

- a. The Department of Germanic Studies is a single administrative unit, governed by a Head in consultation with the faculty and the Advisory Committee.
- b. The Department transacts its business in its Advisory Committee meetings, the Department faculty meetings, the Promotion and Tenure Committee Meetings, and the meetings of other Department Committees.
- c. The Department adopts the attached „Mission Statement and Goals” of May 13, 2016.

### II. The Head

- a. The Department Head is the immediate supervisor of all personnel of the Department and is responsible for the operations of the Department. These operations include (1) course scheduling and staffing, (2) faculty appointment recommendations, promotion/tenure/non-retention recommendations, and preparation of the budget (in consultation with each individual faculty member, the Advisory Committee and the Promotion and Tenure Committee); (3) (in consultation with the faculty and student representatives) determining the instructional, research, and service goals of the Department, and the development of new programs; (4) salary raise recommendations in accordance with Department procedures and objectives (see appendix I); (5) appointments for departmental committees.
- b. The Head presides over the following Department Committees: The Department Advisory Committee, and the Promotion and Tenure Committee.
- c. During vacations and during the summer term, the Head and his or her designee will make every reasonable effort to consult with the members of the faculty and Committees with regard to matters which cannot be postponed until the regular terms.

### III. The Faculty

- a. The faculty follows the guidelines of the „Faculty Responsibilities” as stated in the College of Liberal Arts and Science document of April 14, 1999, as well as the attached

„Performance Criteria” of the Department, and recognizes the attached sample for „Basic Performance of Faculty Meriting a Pay Increase” of April 2000.

b. The faculty subscribes to good citizenship. This includes, but is not necessarily confined to, attendance at departmental meetings and the support of other department functions. The Head should be notified in advance of conflicts that may arise, whether with teaching schedules or other professional activities of the faculty member that require his or her absence from the Department. Some departmental events may be the appropriate occasion of the rescheduling or cancellation of a class when those events are of potential benefit to the students.

c. The faculty respects and supports the academic and professional efforts of its students.

d. The faculty makes every effort to resolve internal disagreements at the department level, either through referral to a particular committee, informal discussion with colleagues, or in a conversation with the Head. Only in rare and compelling cases, and when internal remedies have been exhausted, is it appropriate to bring such disagreements to the attention of the College.

#### IV. The Advisory Committee

a. The Advisory Committee is a Committee of the Whole, consisting of all tenured and tenure-track members of the Department having a 50% or greater appointment.

b. The Advisory Committee considers and makes recommendations regarding general Department policy in the various areas of professional interest in the Department, in accordance with the University of Illinois Statutes (Article IV). It advises the Head on executive matters such as program development, outreach activities, special events, and appointments above the rank of teaching assistant. It is consulted on questions concerning the jurisdiction of Department Committees and adherence to Department bylaws.

c. The Head chairs the Advisory Committee, except in the case of evaluation of the Head's performance (University of Illinois Statutes, Article IV), on which occasion the Advisory Committee elects its own acting Chairperson.

d. The Head ensures, whenever feasible, that all members are able to attend meetings and gives due notice of meetings.

e. Any matter may be brought before the Advisory Committee for deliberation upon the written request of two or more Department faculty members.

f. The Head is not bound to follow the recommendations of the Advisory Committee. However, as in the case of other Department Committees and Department meetings, it is expected that the Head give serious consideration to such recommendations.

#### V. The Promotion and Tenure Committee

a. This Committee consists of all tenured members of the Department having a 50% or greater appointment plus at least one faculty member from one other subunit of the School of Literatures, Cultural Studies, and Linguistics (as per Article II, section 3 of the School By-Laws). The appointment of this additional member 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 five. 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 Chair at the beginning of their leave as to whether or not they wish to vote on a case. However, they must participate actively in the proceedings of the Committee and be present at the meeting at which a vote is taken. If a faculty member has made prior arrangements to participate via teleconferencing, the department will take appropriate measures to ensure the confidentiality of the vote.

d. Proceedings of the Promotion and Tenure Committee are in accordance with the current guidelines of UIC and in accordance with the guidelines set forth in the Appendix of the Department Bylaws. 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.

#### VI. Other Committees

a. Department Committees other than the Advisory Committee, 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. Though responsible directly to the Head, Committee Chairpersons have latitude in carrying out their duties. However, they give due notice of meetings and ensure whenever feasible that all members are able to attend, and they keep the Head informed of

Committee deliberations. They maintain readily available records of the Committee findings. Informal consultation and poll-taking may be employed for minor transactions and in emergencies.

c. The following standing Committees may be appointed annually as needed: (1) the Curriculum and Program Development Committee; (2) the Outreach Committee. This Committee develops ties with local national and international groups and communities; (3) the Study Abroad Committee; (4) the Library Committee. Other ad hoc or standing Committees may be appointed by the Head. Committees submit an annual report to the Head.

d. Ad hoc Committees ensure faculty participation in the routine activities of the Department. Examples are textbook selection, review of course content, supervision of first and second year instruction, administration of graduate degree examinations, changes in course offerings, degree requirements, and in curricula.

## VII. Department Meeting

a. The Head calls a Department meeting at the beginning of each Fall and each Spring semester, and when the need arises.

b. The Department meeting provides a forum of communication between Head, Department faculty, graduate students, and staff. Its agenda consists primarily of general announcements and discussion of issues of concern to the Department as a whole. The Head determines the majority opinion of the Department on all major issues.

c. The Department meeting 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 UIC statutes, in certain issues only tenured faculty may vote.

d. Minutes of the Department meeting are kept and distributed to the Department faculty. The agenda for Department meetings are distributed in a timely fashion.

## VIII. Coordinators and Advisers

a. The Director of Language Studies is the coordinator for the language studies program.

b. A Director of Graduate Studies, a Graduate Advisor, and a Director of Undergraduate Studies and a Undergraduate Advisor recruit and advise students, and supervise their progress toward graduation.

## IX. Bylaw Amendments

Amendments may be initiated by the Head or any two voting faculty members. They are ratified by a majority vote in the regular Department meeting.

## APPENDIX

### **Annual Department Faculty Review and Promotion and Tenure Procedures**

#### I. Annual Department Faculty Review for the Purpose of Assessing Merit

- a. Each spring the Head of the Department reviews the performance of each faculty member in the area of research, teaching, service/outreach.
- b. Each faculty member submits an annual activity report which outlines the member's achievements in accordance with the goals and objectives of the Department.
- c. Each faculty member may request a meeting with the Chair to discuss past performance and future projects and goals.
- d. The Head then writes a letter of evaluation to which the faculty may respond.

#### II. Promotion and Tenure Procedures

##### I. Schedule of Reviews

###### a. Annual Review

The faculty member's evaluation coincides with the yearly merit evaluation. According to UIC statutes non-retention of a non-tenured faculty member may be determined any time up through T-5.

b. The Department Promotion and Tenure Committee meets for a tenure case, or in a third-year review case, or a non-retention case in March of April--or otherwise stipulated by LAS--of the respective year to carry out the following:

1. A review of faculty members subject to third-year review is conducted and a written report is given to each reviewed person.

2. The Department also conducts a review of faculty members subject to 5th year review (tenure code 5), with a recommendation either that outside letters on research of the candidate should be solicited or that termination should be implemented (T-contract for seventh year); an oral and a written report is given to each person so reviewed.

3. The Department conducts a review of a faculty members coming up for promotion to full professor.

c. The Department Promotion and Tenure Committee meets annually early in the Fall semester to review developments over the summer in the case of each person up for tenure. At this meeting the outside recommendations are perused and a decision is made to recommend or not to recommend a candidate for tenure.

## II. Length of Service in Rank

a. Assistant Professors normally serve five full years in rank before being considered for tenure and promotion. This does not preclude the possibility of recommending early promotion, however, if a superior record of accomplishments seems to warrant faster advancement. Conversely, it does not preclude the possibility of a decision to recommend non-retention of any untenured Department member, whatever his or her tenure code number, at the spring meeting.

b. When an Associate Professor feels ready for promotion she/he may submit evidence of research, service and teaching to the Promotion and Tenure Committee at the beginning of the spring semester. Typically, an outstanding faculty member comes up for promotion five years after tenure. Service in rank may be shorter in exceptional cases.

c. Candidates favorably reviewed in the Department have their cases prepared for forwarding by the Department Head in accordance with procedures laid down by the Vice Chancellor for Academic Affairs and the College Dean.

## III. Outside Evaluation

Letters of reference evaluating the candidate's scholarly accomplishments are required by academic personnel action procedures. The Department Head, in consultation with the departmental Promotion and Tenure Committee not the candidate, solicits and obtains no less than five, not more than eight such letters. Soliciting letters follows a prescribed pattern in accordance with university guidelines. The outside evaluators will be asked to supply a vita and a short bio. The candidate may offer a list of persons who should not be contacted and the reason why. The Department Head is the ultimate decision-maker in the selection. All reference letters must be incorporated in the file.

## IV. The Candidate's Privileges

a. Any individual who has been put forward by the Department for promotion may, at his or her discretion, stop the process at any stage before or after the recommendation has left the Department.

b. The individual whose eligibility for promotion is being discussed may request to appear before the Promotion and Tenure Committee to state his or her case. If a negative decision has been reported, the candidate may request a special meeting for the reconsideration of his or her case after either the Spring or the Fall review meeting.

#### V. The Candidate's Responsibilities

It is the candidate's responsibility to maintain a complete dossier of her/his achievements, to keep the Promotion and Tenure Committee informed on his/her progress in teaching, research and service. Such a dossier includes copies of publications, reviews of published materials, copies of conference papers, syllabi, letters documenting Committee service, awards, contracts, grants applied for and received, detailed records of advising activities including names of M.A. And Ph.D. candidates and titles of theses, documentation of outreach and community service, evidence of professional activities on the local, national or international level. The candidate should provide the Head with a current CV.

#### III. Conferral of Emeritus Status

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.

Requests for conferral of Emeritus Status will be forwarded by the Executive Officer to a committee comprised of all tenured, tenure-track, and clinical faculty with an appointment of 50% or higher 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.

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 response.

#### IV. Academic Leave Procedure



The Academic Leave Plan policy is outlined on the college website (Faculty Academic Leave Planning Tool: <https://eohandbook.las.uic.edu/general-policies/>). In case the Department is required to rank sabbatical and other leave requests, the advisory committee will be asked to advise the head of the Department. The following criteria will be used to rank the requests: whether the requested leave leads to promotion to associate or full professor; the significance of the research project in the specific area; the significance of the proposed project for the visibility of the department; the academic merit of the proposal; and the applicant's prior service contributions to the Department. Faculty members who postponed their leaves in order to accommodate their colleagues (in order to avoid everyone taking leaves in the same academic year) should be prioritized for leaves the following year.

### **Annual Performance Criteria**

For its faculty the Department emphasizes productivity and excellence in teaching, service and scholarship within an interdisciplinary range.

Faculty members are expected to give evidence of high quality performance in the three following areas (without preferencing one area over the other).

- Teaching. Excellence in teaching on the graduate and undergraduate level is a fundamental requirement of faculty and graduate teaching associates. Indicators of teaching quality are contributions to the curriculum such as course and program development (including on-line programs), the design of examinations, the formulation of research problems, and excellent peer and student evaluations of teaching, directing and serving on M.A. and Ph.D. committees, advising and mentoring students.
- Research. Excellence in research should be evidenced by publications placed in nationally and internationally recognized journals and with major scholarly presses. Presentations of papers, and participation in national and international scholarly programs, conventions, scholarly and professional workshops, and the winning of prestigious awards and grants for their scholarship are also indicators of scholarly excellence. In addition, senior scholars are encouraged to become editors or be on editorial boards, to accept invitation to conduct seminars, do peer reviews, and evaluate scholarship.

- **Service.** Excellence in service involves tasks on behalf of the Department, other UIC units, outreach to the community, and national and international involvement in the profession. Individual faculty members' contribution may include administrative duties such as Language Studies Director, Director of Graduate Studies, or Director of Undergraduate Studies, developing student recruitment strategies, initiating conference, symposia, and lecture series, or contributing to the department's visibility through work on such projects as the newsletter or the Web page. Committee work within the Department, the college and in university units, and participation in cultural and professional organizations, are also expected. Activities abroad (such as administering and developing study abroad programs) as well as fund-raising efforts are included in the service component.
- **Merit.** Merit will be determined by the application of the performance criteria. It is understood that emphasis placed on a given area by a faculty member may vary from year to year. The head--if deemed necessary in consultation with an ad-hoc faculty committee--will determine the individual merit increases to be recommended to the dean of LAS.

### **Policy on Workloads**

#### Tenure Track Faculty:

The standard teaching load for tenure track faculty is two courses per semester (2-2). Tenure track faculty are expected to teach a range of courses across the curriculum, 100-500-level. Class size will vary, depending on the course and course level, with smaller seminars at the 400- and 500-level and larger classes for general education courses and Germanic Studies major core courses. In general, though not in all cases, classes that are larger than 25-30 students will be assigned a graduate TA.

In addition to teaching, tenure track faculty are expected to carry out a substantial course of research leading to publication and to perform substantial service for the department and university. Service expectations rise in accordance with rank, with Full Professors expected to take on the greatest service obligations and responsibilities.

Faculty taking on major administrative responsibilities will be granted comparable course release, unless otherwise negotiated.

#### Non-Tenure Track Faculty:

The standard teaching load for non-tenure track faculty is three courses/sections per

semester (3-3). Class size will vary, depending on the course and course level, but, in general, courses/sections taught by non-tenure track faculty will not exceed 25 students. In general, though not in all cases, classes that are larger than 25-30 students will be assigned a graduate TA.

In addition to teaching, lecturers; senior lecturers; and clinical faculty are expected to perform substantial service for the department and university. Service expectations rise in accordance with rank, with Senior Lecturers and Clinical Full Professors expected to take on the greatest service obligations and responsibilities.

Faculty taking on major administrative responsibilities will be granted comparable course release, unless otherwise negotiated.

## Attachments

### Department of Germanic Studies

#### Mission Statement and Goals

The Department of Germanic Studies promotes research and provides academic programs devoted to the study and teaching of modern German studies, with the goal of educating diverse students in the cultural and linguistic codes of a major European society. Positioning itself in a global context, Germanic Studies at UIC reaches out to the urban student population and interacts with neighboring universities, colleges, and high schools and the larger community to provide opportunities for student success in a research-oriented setting.

The Department of Germanic Studies strives to maintain excellence in research, teaching, and service. Its faculty provides learning opportunities in Germanophone language, cultures, and literatures that prepare students for graduation with the BA in Germanic Studies, the BA in Germanic Studies with a Business minor, the BA in Teaching of German, the minor in Germanic Studies, the MA in Germanic Studies, and the PhD in Germanic Studies. Our courses address issues of cultural diversity and contribute to the General Education curriculum at UIC and to the mission of our urban public research university. To meet the demands of a globalizing society with a changing workforce, we provide opportunities for our students to pursue interdisciplinary inquiry and develop strong global competencies and 21<sup>st</sup> century skills.