

# **Manual of Operations and Procedures of the Department of Asian Languages and Literature**

Approved by the College of Liberal Arts and Sciences, April 2002

## **I. Authority of the Manual of Operations and Procedures**

This Manual outlines the operating procedures for faculty governance of the Department of Asian Languages and Literature. The Department shall adhere to the operating rules of the University and the College of Liberal Arts and Sciences and shall follow the present Manual as a supplement thereto. This Manual becomes effective immediately upon approval by the Department and the College.

## **II. Faculty Membership and Eligibility to Vote**

A. The faculty of the Department shall include all individuals holding tenured and tenure-track appointments in the Department. It shall in addition comprise persons of the following categories: instructors, lecturers, visiting faculty, and adjunct faculty.

B. Eligibility to vote on issues raised in departmental meetings shall be limited to tenured and tenure-track faculty holding positive salary appointments. Lecturers on the department's faculty shall have voting rights in matters relating to the undergraduate curriculum, but in no other matters. Tenured or tenure-track faculty on the budgets of other units who hold unsalaried secondary appointments (i.e., faculty with 0% appointments) shall not hold voting rights in the department.

### **C. Rights and Responsibilities of Faculty**

Both individually and as a body the faculty is responsible for carrying out the Department's mission in accordance with the policies and procedures of the College of Liberal Arts and Sciences, the Graduate College, and the University. Individual faculty members fulfill these responsibilities in accordance with the University's policy on professional ethics and academic responsibility.

The Department assigns teaching and service assignments to faculty and provides guidance through periodic reviews to ensure that all faculty are participating appropriately and equitably in the teaching, research, and service missions of the department, College, and University.

## **III. Officers and Standing Committees**

### **A. Departmental Executive Officer**

The chief duties of the DEO, as described in the College's *Manual of Procedure*, Article 11, are to oversee the processes of faculty appointment, mentoring, review, and promotion; to develop the curriculum; oversee the work of the Department's teaching assistants and staff; to ensure that non-academic staff are evaluated; and to manage the budget (cf. Chapter 11 of the *Handbook for CLAS Faculty*).

### **B. Other Officers**

1. The DEO will recommend, subject to approval by the Dean, an individual to whom administrative responsibility will be delegated in the DEO's absence.

2. Each Area Program within the Department (i.e., Chinese, Japanese, and South Asian) may appoint officers as needed to deal with such matters as graduate studies, undergraduate programs, admissions and awards, etc. Such officers shall be chosen by acclamation in the Standing Committee of each Area Program.

#### C. Standing Committees

1. The members of each Area Program (i.e., Chinese, Japanese, and South Asian) shall constitute a standing committee of the whole within that program and shall appoint by acclamation sub-committees and individuals to deal with specific matters as needed.
2. Departmental Promotion and Tenure Committees shall be appointed by the DEO.
3. Departmental Consultative Groups in promotion matters shall consist of all tenured faculty at or above the rank to which the candidate seeks promotion.

#### IV. Departmental Meetings

- A. Departmental meetings shall be held at least twice per semester and as often as the DEO deems necessary. Meetings are convened by the DEO. Members shall be notified of up-coming meetings seven days in advance. Emergency meetings may be called on short notice, but no vote may be taken at such a meeting unless all eligible voting members currently in residence are present.
- B. Departmental meetings are chaired by the DEO, who may appoint a proxy when necessary. The DEO or the proxy chairs the meetings. The duties of the chair are to fix the agenda and conduct the meeting. The usual order of business will be to deal seriatim with all matters on the agenda. When time allows, the floor will then be opened for further business.
- C. Items may be placed on the agenda by submitting a written request to the DEO or the appointed proxy.
- D. A quorum shall consist of two thirds of the voting faculty.
- E. Voting is normally by acclamation. When necessary, a show of hands will be used, with a two-thirds majority necessary to pass. Any voting member may request a vote by secret ballot.

#### V. Procedures for Amendment of the Manual of Operations and Procedures

- A. Amendments to the Manual of Operations and Procedures shall be proposed in writing to the DEO or the appointed proxy and circulated to the voting faculty at least one week before the meeting at which they are to be considered. Voting shall be by a show of hands, with a two-thirds majority necessary to pass. Any voting member may request a vote by secret ballot.
- B. Amendments to the Manual are subject to approval by the College.