

# MANUAL OF OPERATIONS AND PROCEDURES DEPARTMENT OF FRENCH AND ITALIAN

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This manual of operations and procedures defines the structure and formulates the procedures for faculty governance of the Department of French and Italian. The Department shall follow the operating rules of the University and the College of Liberal Arts and Sciences, and shall follow the procedures in this document as a supplement thereto. Once approved by the Department and the College, this document becomes effective immediately.

- 1) **FACULTY IN FRENCH AND ITALIAN.** 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 distributes 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.

## a) **Types of Faculty Appointment**<sup>1</sup>

- i) **Regular Faculty.** The faculty of the Department of French and Italian shall include those individuals holding salaried tenure-track academic appointments in one of the ranks Professor, Associate Professor, Assistant Professor, or Instructor.
- (1) *Rights.* All regular faculty members are entitled to full participation in all Departmental affairs, except that full voting rights shall vest automatically in those faculty members whose base salary is at least 25% FTE and in other faculty members below this level who have been granted voting rights by a two-thirds vote of those automatically qualified who are actively involved in deliberations.
  - (2) *Responsibilities.* All faculty members are expected to share in the responsibilities of the Department, with due allowance for responsibilities to other units which provide part of the person's salary.
  - (3) *Summer Teaching Salaries.* Because summer teaching funds are quite limited, courses to be offered are determined primarily by Departmental teaching needs. French and Italian faculty members may have an opportunity to teach one course during the Summer Session. First- and second-year French are taught by graduate student teachers. If funds remain after faculty who wish to teach one course have been assigned a course and graduate students have been given their teaching appointments, then a second course may be assigned to those faculty members who wish to teach two courses. The order of assigning these courses will be inversely related to rank and seniority and directly related to merit.
- ii) **Zero-Time Joint Appointment Faculty (Courtesy Appointment).** Joint appointments in this section will refer to appointments where an individual has a tenured/tenure-track appointment in one of the ranks of Professor, Associate Professor, Assistant Professor, or Instructor in another department at The University of Iowa and where the Department of French and Italian does not contribute toward the individual's salary.
- (1) *Procedures for Appointment.* A candidate for a joint appointment may be proposed by a faculty member or group of faculty members. The Chair or Head of the individual's home department must agree in writing to the joint appointment. Such appointments must be approved by the Dean (or Deans, if the appointment is cross-collegiate) before the appointment papers are submitted to the Provost.

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<sup>1</sup>See *Handbook for CLAS Faculty* (<http://www.clas.uiowa.edu/faculty/handbook/>)

- (2) *Duration of Appointment.* Appointments, which are renewable, will be made for a period of five years. In the case of a non-tenured faculty member, the term of the joint appointment cannot be longer than the term of the primary appointment.
  - (3) *Privileges of Appointment.* Individuals with joint appointments may direct Honors theses, and M.A. and Ph.D. research. These faculty may attend faculty meetings. At the discretion of the Chair, they will also have access to Departmental resources insofar as it facilitates activities important to the Department (e.g., in the context of research supervision or committee work). Voting privileges in the Department must be conferred separately by a two-thirds vote of the Department faculty members who are actively involved in deliberations.
  - (4) *Responsibilities of Appointment.* Individuals with a joint appointment should be prepared to make at least a small but sustained and recognizable contribution to the teaching, research, and/or service missions of the Department. The individual should be prepared to indicate his/her affiliation with the Department of French and Italian on public documents (e.g., vita, publications, grant proposals), as appropriate.
- iii) **Other Faculty Appointments.** The parameters of other types of faculty appointments are described in the *Handbook for CLAS Faculty* -- <http://www.clas.uiowa.edu/faculty/handbook/3/index.shtml>. Within the Department of French and Italian, the following privileges apply to these appointments:
- (1) *Adjunct faculty.* Adjunct faculty may attend faculty meetings. At the discretion of the Chair, they will also have access to Departmental resources insofar as it facilitates activities important to the Department. Voting privileges in the Department will not be conferred on adjunct faculty.
  - (2) *Lecturers.* Individuals with lecturer appointments may not direct Honors theses, M.A. or Ph.D. research. Lecturers may attend faculty meetings. At the discretion of the Chair, they will also have access to Departmental resources insofar as it facilitates activities important to the Department. Voting privileges in the Department must be conferred separately by a two-thirds vote of the Department faculty members who are actively involved in deliberations.
  - (3) *Visiting faculty.* Visiting faculty may attend faculty meetings. At the discretion of the Chair, they will have access to Departmental resources insofar as it facilitates activities important to the Department. Voting privileges in the Department will not be conferred on visiting faculty.

#### b) Types of Faculty Duties and Responsibilities

- i) **Chairing Ph.D. Committees.** The chair or one co-chair of all Ph.D. committees must hold a current tenured, tenure-track, or zero-time joint appointment in the Department. In the case of faculty who leave the Department for positions elsewhere, the co-chair with an appointment in the Department will have the obligation and full authority to monitor the student's progress and to ensure timely completion of the Ph.D. dissertation. In the event of difficulties in keeping with a reasonable timetable, the departmental co-chair should alert the Director of Graduate Studies, and/or the Departmental Chair with a view to arranging more suitable supervisory arrangements.
- ii) **Duties of the Faculty as a Collective Body.** Matters requiring faculty action are as follows, the term "action" meaning voting by those faculty members defined under 1.a.i. above who are present at a duly accounced meeting of the faculty or who respond by a specified time to a call for a written response, assuming in either instance that the quorum requirement is satisfied:
  - (1) Recommendations to the Collegiate Dean for appointment or removal of the Department Chair.
  - (2) Recommendations for appointment of faculty members.
  - (3) All adjunct and lecturer faculty appointments (50% vote of faculty members who are actively involved in deliberations).
  - (4) Proposals for significant changes in Departmental objectives or organization, e.g., establishment of new degree programs, creation or dissolution of recognized positions or units within the Department, establishment of formal relations to other agencies.
  - (5) Selection of members for Departmental Executive Committee.
  - (6) General and specific guidelines for faculty recruiting efforts.
  - (7) Policies and procedures related to evaluation of faculty members.

- (8) Graduate and undergraduate curricula, i.e., required courses, course sequences, prerequisites, degree requirements, etc.
- (9) Policies and procedures related to undergraduate evaluation, supervision, and advising.
- (10) Policies and procedures governing admission, evaluation, and retention of graduate students.
- (11) Policies governing levels and patterns of graduate student support, and those governing assignment of graduate students to teaching, research, and service duties.
- (12) Departmental standards and procedures related to the ethics of research, teaching, and service activities.
- (13) General policies and principles related to handling of grant applications.
- (14) Substantive amendments to the Department's Manual of Operations and Procedures.

## 2) DEPARTMENTAL BUSINESS

- a) **Department Meetings.** Departmental business shall be conducted primarily through regular department meetings, called and chaired by the Departmental Executive Officer (DEO). Meetings at which confidential personnel issues are discussed (e.g., meetings of the Departmental Consulting Group for tenure and promotion decisions, meetings of the tenured faculty to discuss probationary faculty reviews) are not "departmental meetings" and are governed by the University/Collegiate Procedural Guidelines for Promotion and Tenure Decision-making, including the department-specific additions for French and Italian (at [http://www.clas.uiowa.edu/faculty/promotion\\_tenure/index2.shtml](http://www.clas.uiowa.edu/faculty/promotion_tenure/index2.shtml)).
- i) The duties of the chair of a departmental meeting include the following:
  - (1) Opening the meeting at the appointed time and calling the meeting to order.
  - (2) Announcing business from the agenda in the appropriate order.
  - (3) Sharing information, news, concerns.
  - (4) Stating and putting to a vote any proper motions that are made.
  - (5) Announcing the results of the votes.
  - (6) Enforcing the rules of order on all occasions.
  - (7) Deciding all questions of order according to the parliamentary authority.
  - (8) Adjourning the meeting after a motion to adjourn passes.
- ii) Regular departmental meetings shall be scheduled at a time determined to be available to all faculty and, if at all possible, a reminder shall be given five working days in advance. Meetings shall be chaired by the DEO. One or two meetings a month can be expected. Additional meetings may be called at the discretion of the DEO or by a petition which includes the proposed agenda representing a simple majority of faculty members. Under normal circumstances, four working days advance notice will be given.
- iii) Adjunct and visiting faculty, and representatives of the graduate students, may attend and contribute to the discussion in all department and committee meetings except during discussion of personnel matters or other matters ruled as confidential by the DEO or the chair of the committee.
- iv) An agenda shall be circulated to all faculty and graduate student representatives or posted at least twenty-four hours before any regularly scheduled department meeting. Every voting faculty member has the right to place items for inclusion in the agenda. There are two ways for faculty to place items on the agenda: in writing before the meeting and during the process of amending the agenda at the meeting itself. In order to appear on the written agenda that is to be circulated, items must be submitted to the DEO no fewer than 72 hours before the meeting. If the DEO believes that an item submitted in that way is out of order, and the matter cannot be reconciled before the agenda is mailed to faculty, the item shall be included on the agenda, but the DEO may add a notation that he or she intends to rule the item out of order. Early in each department meeting, the proposed agenda shall be submitted for adoption. At this time, items may be re-worded or deleted, or items may be added, by means of amendment. Adoption of the agenda, as amended, shall be by a simple majority vote. Once the agenda has been adopted, it cannot be changed except by a two-thirds vote for such change.

- v) Minutes of departmental meetings are to be kept by a departmental meeting secretary appointed by the DEO. This appointment will rotate from meeting to meeting among faculty members following the alphabetical order of the names of faculty present at the meeting so that the distribution of this task will fall equally on all faculty over time. The meeting secretary will summarize the substance of discussion on each matter, and record verbatim all official actions. Minutes shall be copied and circulated prior to the next meeting, allowing sufficient time for faculty to read and reflect upon them. Minutes shall be corrected as necessary and formally approved by majority vote at the start of the next meeting.
- vi) A quorum at departmental meetings will consist of a simple majority of regular faculty.
- vii) Matters requiring a decision of the faculty will be initiated by means of a motion made at a department meeting by a faculty member and seconded by another. Motions from a departmental standing committee will be considered to already have a second. Once seconded, motions may be discussed, debated, and amended before coming to a vote.
- viii) Votes will ordinarily be registered and counted by a show of hands. Following discussion and the expression of all views, if a common course of action or position has evolved and a state of mutual agreement among members has been reached, the motion passes without a vote. Unless otherwise stated in this Manual of Operations and Procedures, a simple majority of votes will be required for a motion to pass. Absentee ballots will be allowed only under exceptional circumstances.
- ix) A secret written ballot shall be used to vote on a motion made at a meeting with a quorum present if a motion to have a secret ballot receives affirmative votes by at least one third of the eligible voters present. A motion not to have a secret ballot shall be out of order. If a motion to have a secret ballot passes, this does not rule out a subsequent motion to have a mail ballot.
- x) For all matters concerning the conduct of meetings that are not covered by the Manual of Operations and Procedures *Cannon's Concise Guide to Rules of Order* shall be the guide and parliamentary authority.

**b) Communication within the Department.**

- i) In the interest of full communication, other venues of communication, such as e-mail, shall be used to communicate matters concerning departmental business among the DEO, committees, and individual faculty members.
- ii) All faculty members share responsibility with the DEO in helping to maintain civility and respectful communication on a professional level, with the appropriate discretion, between and among the faculty, graduate and undergraduate students, and all other persons and institutions that have dealings with the Department. "Respectful communication on a professional level" includes both advising and committee settings. It is therefore inappropriate for faculty to attempt to coerce students to take or avoid certain courses for reasons other than to assist them in meeting programmatic requirements. Nor is it appropriate to coerce students to choose or avoid certain faculty as teachers, advisers or committee members. It is likewise inappropriate for faculty to refuse to serve on a committee because a particular faculty member is serving on it.

**3) DEPARTMENTAL EXECUTIVE OFFICER (DEO)**

- a) **Overall role.** The DEO is appointed by the Dean of the College, with the advice of the departmental faculty and the approval of the Provost (see the *Handbook for CLAS Faculty*: <http://www.clas.uiowa.edu/faculty/handbook/11/xi.shtml>). In the normal course of events the new DEO shall take office at the beginning of the academic year and shall serve for a three-to-five year term. The DEO is the chief administrative officer of the department and ex officio the chair of departmental meetings. The DEO's primary responsibility is to administer the policies established by the departmental faculty and

the College. The DEO will also assure the review of Departmental objectives, programs, and priorities and help develop new and revised policy as needed.

- b) **Administrative responsibilities.** The DEO ensures the general operations of the Department. The DEO has primary administrative responsibility for and is accountable to the faculty. The DEO's chief duties are to oversee the processes of faculty appointment, mentoring, review, and promotion; develop the curriculum; admit graduate students to degree programs with the recommendation of the GSC reported by the DGS; oversee the work of the department's teaching assistants and staff; ensure that non-academic staff are evaluated; recommend faculty salary raises; and manage the budget. In carrying out these responsibilities and all policies and procedures outlined in *Handbook for CLAS Faculty* and in the University's Operations Manual, the DEO shall consult with departmental officers and committees within the framework established in this Manual and shall delegate responsibilities to directors and chaired committees, who report to the DEO and the Department. At Department meetings, the DEO shall have the right to vote to make or break a tie vote.
- c) The DEO shall be the representative of the Department of French and Italian to the administration of the College of Liberal Arts and Sciences and the University. The DEO shall have the task of explaining departmental needs, priorities, and policies to the collegiate and university administration and communicating collegiate and university policies to the students and faculty in the Department.
- d) The DEO shall be reviewed according to collegiate and University policies.
- e) The teaching, research, and service commitments of individual DEOs are established through PTEAP agreements approved by the Office of the Dean. The Department recommends that DEO be relieved of 50% of teaching duties in every semester of service.
- f) With the approval of the Dean, the Director of Graduate Studies will function as acting DEO when necessary (i.e., in the absence of the DEO).

#### 4) COMMITTEES, DOCUMENTS, AND AREAS OF RESPONSIBILITY

- a) The major areas of administrative responsibility for the Department of French and Italian are the following:
  - i) The Graduate Program in French (M.A. and Ph.D.)
  - ii) The Undergraduate Program in French (B.A., French major and minor)
  - iii) The General Education Program in French language instruction
  - iv) The Curriculum in French
  - v) The Italian Program (General Education language program, Italian major and minor, Italian curriculum)
  - vi) The Arabic Program (General Education language program, Arabic minor, Arabic curriculum)
  - vii) The Swahili Program (General Education language program, Swahili curriculum)
  - viii) Faculty Hiring, Reviews, and Promotion (French, Italian, Arabic, and Swahili)
- b) All regular faculty members in the Department of French and Italian are expected to participate actively in the governance of the Department through service on departmental committees and attendance at department meetings.
- c) There shall be the following Program Directors: Director of Graduate Studies (DGS); Director of Undergraduate Studies for French (DUS); Director of Italian Studies (DIS). Duties of Program Directors are outlined below, under point 7. Program Directors are charged with initiating policy and procedures in their relevant areas in consultation with the DEO. When relevant, this consultation and mutual agreement will be indicated by the co-signing of relevant documents by both the DEO and the Program Director. In the event that consensus cannot be reached between the DEO and the Program Director, the Executive Committee will be convened to serve as mediator and to help in the creation of consensus. Any member of

the Executive Committee who is involved in the disagreement will be excused from this decision. In the event that the decision of the Executive Committee is not acceptable to one of the parties, the matter will be brought to the faculty as a whole for a decision.

- d) There shall be the following standing committees: Graduate Studies Committee; Undergraduate French Committee; Curriculum Committee; Italian Committee; Undergraduate Student Recruitment Committee. There shall also be an Executive Committee. The DEO shall serve ex officio on all committees.
- e) The meetings of all standing committees shall be publicized so that interested groups or individuals can follow deliberations, submit suggestions, participate in discussions, or make presentations, except that certain meetings, those for the discussion of individuals, for example, shall be ruled closed by the chair of the committee. A committee may consist of as few as one faculty member and as many as the entire departmental faculty. Responsibilities and make-up of committees are explained below.
- f) The following documents represent departmental policy and procedures in relevant areas: *Guide for Graduate Students and Assistants*; *Guide to Undergraduate French and Italian Studies*; *Procedures for Faculty Recruitment, Appointment, Review and Promotion*. These three documents may be amended by a simple majority vote at regular departmental meetings. The Department also maintains current and recent copies of the Self Study (in conjunction with the departmental review) and the Strategic Plan.
- g) The composition and duties of each director and committee shall be as follows:
  - i) **The Director of Graduate Studies (DGS) and the Graduate Studies Committee (GSC)**
    - (1) *Definition and appointment*
      - (a) The DGS will be appointed by the DEO for a one-year term, renewable, but it is expected that the DGS will serve for the full three-year term of the DEO who makes the appointment.
      - (b) Because the duties of the DGS represent a commitment beyond the departmental norm of 20% of total effort, the DGS will be offered an individualized portfolio under the University's Post-tenure Effort Allocation Policy. This portfolio would adjust the individual's teaching and/or research commitment so that an additional 10% of total effort is allocated to service.
  - ii) **The Graduate Studies Committee (GSC).**
    - (1) The GSC is composed of up to three students and five faculty members, in addition to the DGS.
    - (2) At the start of each academic year the DGS will invite the graduate student body, which includes any graduate student enrolled in the French M.A. or Ph.D. program, to choose up to three representatives. If three representatives are chosen, one could be selected from among students who have recently completed our M.A. program, one student from those who have recently completed doctoral exams and one student from those who have recently completed a B.A. or M.A. program at another institution. Committee members will be expected to be familiar with regulations and policies governing graduate studies. They will be chosen preferably among those who have experience advising graduate students and directing their work. Students will serve one year, but may be reappointed by the graduate student body.
    - (3) Faculty members are appointed annually by the DEO in consultation with the DGS. It is expected that service on the GSC will rotate over time among all the French faculty, and that all departmental faculty will have an opportunity to be involved each year with the GSC through its publicized agendas and open meetings.
    - (4) The GSC will meet once at the start of each semester at a time announced at least two weeks in advance. Prior to that meeting, the DGS will solicit agenda items from committee members and departmental faculty and distribute an agenda with a preliminary order of discussion. Further meetings will be scheduled as necessary to complete the semester's agenda, with a distinction made on each agenda between old business and new business. The agenda will be announced to all faculty, who are welcome to attend. Faculty will serve as secretary for each meeting, on a rotating basis. The committee will report to the department as its agenda requires, and will submit items for full departmental consideration as needed. There will be at least one written report,

distributed to all faculty by the DGS at the end of the year, to summarize work accomplished and items remaining on the agenda.

- (5) The committee's charge is
  - (a) to assist the DGS and DEO in recruiting and retaining the best possible graduate students by developing ongoing strategies and periodically evaluating their effectiveness.
  - (b) to assume responsibility for graduate student admissions and awards.
  - (c) to assist the DGS and DEO in securing the best possible conditions for graduate students in the department, including--but not limited to-- assistantships, fellowships, awards, funding and space for equipment, regular workshops for professional development, and outside funding for travel to present papers or conduct research.
  - (d) to serve as a forum for questions referred to the committee by the DGS or DEO, or by graduate students and faculty who have consulted the DEO and DGS, concerning any lack of clarity in guidelines for completion of degree programs, procedures and criteria for admissions and awards, and other departmental policies or decisions affecting graduate students.
  - (e) to review degree programs periodically and, when appropriate, to consider revisions or new options.
  - (f) to review all written materials prior to their dissemination to graduate students or potential students to make certain that they are clear, adequately informative, and in accordance with departmental policy and university guidelines. Preliminary review by this committee does not preclude consideration by the full faculty, as required elsewhere in this document.
  - (g) to bring to the department for approval any new proposals or changes in existing policy recommended by the committee, together with a report on pros and cons discussed by the committee.
  - (h) periodic revision of the *Guide for Graduate Students and Assistants*
- (6) Two standing subcommittees will be formed, the Graduate Admissions Subcommittee (GAS) chaired by the DGS, and the Minority Recruitment and Retention Subcommittee (MRRS). The GAS is made up of the DGS and two other faculty members, appointed by the DEO in consultation with the DGS. Responsibility for the admissions decision may be delegated by the DEO to the GAS, which is chaired by the DGS. Other subcommittees will be formed ad-hoc to address and carry out the responsibilities outlined above. The GAS will be composed of the DGS and two other faculty members. It is desirable that at least one member of the GAS will have served the previous year on the GAS.
- (7) Faculty on the GSC will meet with the DEO and without student representatives
  - (a) to review the DGS report on admissions (profile of applicants and profile of students selected), together with records from previous years furnished by the DGS. The purpose of this review will not be to evaluate the work of individuals but rather to help the department maintain the kinds of records that are useful in evaluating overall program effectiveness and quality over time, in accordance with the responsibility assigned to the DGS for maintaining data on the graduate programs relevant to the Department's strategic plan and self studies.
  - (b) to review the assignment of students to various types and sources of financial support, together with records from previous years furnished by the DEO. The purpose of these reviews is likewise to help the department maintain records that are useful in evaluating overall program effectiveness and quality over time.
  - (c) to act on petitions from graduate students for waiver of Departmental requirements and those University requirements that the Department is responsible for administering (e.g. Collegiate limitations on eligibility for support, Graduate College requirements, and the like).

### iii) **The Director of Undergraduate Studies in French (DUS) and the Undergraduate Committee in French (UC)**

- (1) *Definition and appointment.*
  - (a) The DUS is responsible for overseeing undergraduate French instruction provided by the department.
  - (b) The DUS is appointed by the DEO for a one-year term, renewable, but it is expected that the DUS will serve for the full three-year term of the DEO who makes the appointment.

- (c) Because the duties of the DUS represent a commitment beyond the departmental norm of 20% of total effort, the DUS will be offered an individualized portfolio under the University's Post-tenure Effort Allocation Policy. This portfolio would adjust the individual's teaching and/or research commitment so that an additional 10% of total effort is allocated to service.
- (2) *Responsibilities and duties of the DUS*
  - (a) The DUS shall chair the UC.
  - (b) The DUS has the authority, in consultation with the DEO, to delegate responsibilities to other faculty members. Specifically, the DUS will, in consultation with the DEO, appoint undergraduate major advisors, an Honors Program Director, and a Study Abroad Director.
  - (c) The DUS takes primary responsibility for recommendations and reports to the DEO on matters including policies and procedures outlined in the *Guide to Undergraduate French and Italian Studies* including specifically (but not limited to) those relating to:
    - (i) the recruitment, orientation and advising of undergraduate majors and minors;
    - (ii) the outcomes assessment of undergraduate majors;
    - (iii) undergraduate student suggestions, concerns, and complaints;
    - (iv) maintaining data on the undergraduate programs relevant to the Department's strategic plan and self studies;
    - (v) periodic revision of the *Guide to Undergraduate French and Italian Studies*;
    - (vi) oversight of the honors program;
    - (vii) oversight and promotion of study abroad including advising and transfer of credit;
    - (viii) various scholarship programs and opportunities for undergraduates
    - (ix) articulation between incoming students from secondary-school programs and the Department's language programs.
    - (x) articulation between the second-year and other language courses in the Department.

**iv) Undergraduate Committee in French (UC)**

- (1) Faculty members will be appointed to the UC by the DUS in consultation with the DEO for a one year term, renewable, but it is expected that committee members will serve for the full 3-year term of the DUS who makes the appointment.
- (2) The committee's charge is:
  - (a) To assist the DUS and the DEO in recruiting and retaining the best possible students by developing ongoing proactive strategies and periodically evaluating their effectiveness.
  - (b) articulation between incoming students from secondary-school programs and the Department's language programs in consultation with the DUS;
  - (c) To assist the DUS and DEO in securing the best possible funding for undergraduate students in the department, including but not limited to fellowships and awards.
  - (d) To serve as the forum for questions addressed to the UC by the DUS or DEO about guidelines for completion of degree programs, procedures and criteria for admission and awards, and other departmental policies or decisions affecting undergraduate students.
  - (e) To review degree programs periodically and, when appropriate, to consider revisions or new options.
  - (f) articulation between the Department's first- and second-year language programs;
  - (g) articulation between the second-year and other language courses in the Department in consultation with the DUS;
  - (h) the evaluation of first- and second-year language courses;
  - (i) maintaining data as needed on the first- and second-year language programs relevant to the Department's strategic plan and self studies;
  - (j) To review all written materials prior to their dissemination to undergraduate students and to make certain that they are clear, adequately informative, and in accordance with departmental policy and university guidelines.
  - (k) To bring to the department for approval any new proposals for changes in existing policy recommended by the committee, together with a report on pros and cons discussed by the committee.
- (3) *Coordinating the first-year language program.* The DEO will appoint faculty to assume responsibility for the first year language program. Faculty members who accept a departmental

teaching assignment as the first-year language program coordinator agree to work with the UC within the framework established by the UC for these courses in order to ensure the integrity of the GE sequence. Choice of materials and other curricular decisions are to be made in cooperation with the UC. The Coordinator of the first-year language program will develop and maintain curriculum, and assist in the evaluation of the curriculum, of all first-year (elementary) language courses in French. The Coordinator of the first-year language program will participate in the training and evaluation of instructors and will advise the UC and the DEO regarding appointments of instructors and other needs associated with the first-year language program. The appointment of the Coordinator of the first-year language program will be for a one-year term, renewable, but it is expected that service will be for the full three-year term of the DEO who makes the appointment, and frequently beyond. Because the duties of the the Coordinator of the first-year language program represent a teaching commitment beyond the departmental norm of 20% of total effort (i.e., the equivalent of one course for every two semesters of service), his or her classroom teaching duties will be adjusted accordingly.

- (4) *Coordinating the second-year language program.* The DEO will appoint faculty to assume responsibility for the second-year language program. Faculty members who accept a departmental teaching assignment as the second-year language program coordinator agree to work with the UC within the framework established by the UC for these courses in order to ensure the integrity of the GE sequence. Choice of materials and other curricular decisions are to be made in cooperation with the UC. The Coordinator of the second-year language program will develop and maintain curriculum, and assist in the evaluation of the curriculum, of all second-year (intermediate) language courses in French. The Coordinator of the second-year language program will participate in the training and evaluation of instructors and will advise the UC and the DEO regarding appointments of instructors and other needs associated with the second-year language program. The appointment of the Coordinator of the second-year language program will be for a one-year term, renewable, but it is expected that service will be for the full three-year term of the DEO who makes the appointment, and frequently beyond. Because the duties of the the Coordinator of the second-year language program represent a teaching commitment beyond the departmental norm of 20% of total effort (i.e., the equivalent of one course for every two semesters of service), his or her classroom teaching duties will be adjusted accordingly.
  - (5) *Coordinating third- and fourth-year language and conversation programs.* The DEO and the DUS will appoint faculty to assume responsibility for all other undergraduate language courses in French. The Coordinators of these courses will choose class materials, develop, maintain, and assist in the evaluation of the curriculum of these language courses in consultation with the DEO and the UC. These Coordinators will also participate in the training and evaluation of instructors and will advise the UC and the DEO regarding appointments of instructors and other needs associated with their programs. The appointment of Language Program Coordinators will be for a one-year term, renewable, but it is expected that service will be for the full three-year term of the DEO who makes the appointment, and frequently beyond. Finally, these Coordinators will also assist the DEO, the UC, and the DUS in determining appropriate measures of language outcomes and outcomes assessment for the undergraduate major program including information for departmental reviews.
- v) **The Curriculum Committee (CC).** The CC is comprised of the DGS, the DUS, the DEO, and one other faculty member to be appointed by the DEO. A graduate student representative will be invited to participate in deliberations. The CC will be chaired by a faculty member appointed by the DEO for a one-year term, renewable, but it is expected that service will be for the full three-year term of the DEO who makes the appointment. The CC takes primary responsibility for recommendations and reports to the DEO on matters regarding the curriculum including but not limited to such matters as course listings, course scheduling, new courses, approval of cross-listings with other programs and departments, and the maintenance of degree requirements in French undergraduate and graduate programs. The Committee also helps maintain data on the curriculum relevant to the Department's strategic plan and self studies.

**vi) The Director of Italian Studies (DIS) and the Italian Committee**

- (1) *Definition and appointment*
  - (a) The DIS is appointed by the DEO as an aspect of the faculty appointment. The DIS will serve for the term of the faculty appointment or for any set time period agreed upon mutually by the faculty member, the DEO, and the Dean of the College. The Italian Committee shall also include all additional full-time faculty members appointed in the Italian program. The IC meets as necessary to discuss matters of concern to the Italian program.
  - (b) Because the duties of the DIS represent a commitment beyond the departmental norm of 20% of total effort, the DIS will be offered an individualized portfolio under the University's Post-tenure Effort Allocation Policy. This portfolio would adjust the individual's teaching and/or research commitment so that an additional 10% of total effort is allocated to service.
- (2) *Responsibilities and duties of the DIS.* The DIS takes primary responsibility for recommendations and reports to the DEO on all matters involving Italian studies and programs including policies and procedures outlined in the *Guide to Undergraduate French and Italian Studies*. This comprises, but is not limited to:
  - (a) Recruitment, professional development, direction, and review of Teaching Assistants and Lecturers in Italian;
  - (b) The curriculum in Italian including course listings, course scheduling, new courses, approval of cross-listings with other programs and departments, evaluation of the curriculum, and the maintenance of general education and degree requirements in Italian programs;
  - (c) articulation between incoming freshmen from secondary school programs and the Department's language programs;
  - (d) articulation between the first- and second-year programs;
  - (e) articulation between the second-year and advanced language and literature courses in the Department;
  - (f) articulation between GE courses and the major in Italian
  - (g) advising of GE students and undergraduate majors and minors
  - (h) the outcomes assessment of undergraduate majors;
  - (i) study abroad opportunities, including the transfer of credit;
  - (j) various scholarship programs for undergraduates;
  - (k) undergraduate student suggestions, concerns and complaints;
  - (l) maintaining data on the language programs relevant to the Department's strategic plan and self studies; and
  - (m) periodic revision of relevant sections of the *Guide to Undergraduate French and Italian Studies*.
- (3) *Coordinating the first-year Italian program.* The DEO, consulting with the DIS, will appoint faculty to assume responsibility for the first-year language program. The Coordinator of the first-year language program will, in consultation with the DIS, choose all class materials, develop, maintain, and assist in the evaluation of the curriculum of all first-year (elementary) language courses in Italian. The Coordinator of the first-year language program will participate in the professional development and evaluation of instructors and will advise the DIS and the DEO regarding appointments of instructors and other needs associated with the first-year language program. The appointment of the Coordinator of the first-year language program is for a one-year term, renewable, but it is expected that service will be for the full term of the DEO who makes the appointment and frequently beyond. The Coordinator of the first-year program shall be relieved of 25% of teaching duties for every four semesters of service.
- (4) *Coordinating the second-year Italian program.* The DEO, consulting with the DIS, will appoint faculty to assume responsibility for the second-year language program. The Coordinator of the second-year language program will, in consultation with the DIS, choose all class materials, develop, maintain, and assist in the evaluation of the curriculum of all second-year (intermediate) language courses in Italian. The Coordinator of the second-year language program will participate in the professional development and evaluation of instructors and will advise the DIS and the DEO regarding appointments of instructors and other needs associated with the second-year language

program. The appointment of the Coordinator of the second-year language program is for a one-year term, renewable, but it is expected that service will be for the full three-year term of the DEO who makes the appointment and frequently beyond. The Coordinator of the second-year program shall be relieved of 25% of teaching duties for every four semesters of service.

- vii) **The Undergraduate Student Recruitment Committee (USRC)** shall be co-chaired by the DUS in French and by the DIS. The USRC may also include one or more faculty members from each program in the department. Faculty committee members will be appointed by the DEO with the advice of the co-chairs of the USRC for a one-year term, renewable. Student ambassadors may be invited to participate in the meetings and activities of the committee. The USRC takes primary responsibility for developing and maintaining oversight of strategies to attract students to the Department, organizing recruitment events and outreach activities, and meeting with prospective students.
- viii) **Ad-Hoc Committees.** The DEO may create ad-hoc committees to serve other needs as required. Once a search for a faculty line has been authorized, for instance, an ad hoc committee appointed by the DEO will constitute a search committee (see *Procedures for Faculty Recruitment, Appointment, Review and Promotion*)
- ix) **Committees of the Whole.** The DEO may constitute the entire faculty of the Department as a committee of the whole in order to serve particular needs. Deliberations regarding needs for faculty lines will be done by the entire departmental faculty.
- x) **The Executive Committee (EC)**
  - (1) The EC is composed of one representative from each program in the Department.
  - (2) Members of the EC are elected at the beginning of the Fall term, when a vacancy comes due, by secret, paper ballot. Members serve three years. Terms shall begin and end at the start of the fall semester and shall be staggered to ensure continuity. The DEO and committee chair shall count the vote for the EC in the presence of the faculty. A special election to fill a vacancy of one semester or longer shall be held immediately upon the announcement that a vacancy has occurred, the elected replacement to serve for the period of the vacancy. The members of the EC shall elect a committee chair each year.
  - (3) The EC may meet as called by the DEO to consult on departmental matters and concerns. The EC may also meet independently at the call of the faculty member senior in point of service on the Committee to discuss departmental and faculty matters and concerns. In particular, the EC will:
    - (a) provide a formal channel for discussion between faculty and the DEO regarding any aspect of Department activities;
    - (b) serve as mediator and help in the creation of consensus in the event of a lack of agreement between the DEO and a Program Director.
    - (c) assure that the Chair carries out the departmental guidelines with respect to salary increases.

## 5) TEACHING ASSIGNMENTS AND RESPONSIBILITIES

- a) In order to best carry out the Department's pedagogic mission and to assure the continued vitality of its faculty, faculty members are encouraged to be involved in teaching at all levels of the language and literature curriculum and with all populations, from first-year students to doctoral candidates. Faculty members will provide the Curriculum Committee with a proposal each year, with the aim of developing a 3-5 year plan, addressing, a) the areas for which they assume primary teaching responsibility, b) participation in multi-section course direction, c) new areas and directions in teaching. It is assumed that each faculty member's activity over the 3-5 year period will involve participation in the language program.
- b) The Department strongly values and supports the freedom of individual faculty members to develop new courses and pedagogical directions. Proposals for new or substantially revised courses will be shared with the Department in order to keep faculty members apprised of changes to the curriculum and to encourage involvement in this process.

- c) Faculty members who accept a departmental teaching assignment in a course that carries credit within the General Education Requirements of the College of Liberal Arts and Sciences agree to teach the course within the framework of those requirements.
  - d) All courses in the Department that have more than one section will have a course director who will take responsibility for the curriculum. Faculty members who accept a teaching assignment in a course with more than one section agree to teach the course with the materials and other curricular decisions established by the course director unless a separate agreement is established, with the approval of both parties and of the DEO, normally for the purpose of exploring fruitful directions for the course.
  - e) Faculty members who accept a teaching assignment in a course that helps fulfill a departmental major agree to assist the Department in the assessment of outcomes for departmental majors. Faculty members who accept a teaching assignment in a course that helps meet requirements in a graduate degree program agree to participate, as asked, in the creation and administration of graduate (M.A. and Ph.D.) examinations and to serve on appropriate committees.
- 6) **GRADUATE STUDENT REPRESENTATIVES.** The graduate student body, which includes any graduate student enrolled in the French M.A. or Ph.D. program, shall be invited at the start of each academic year to elect up to three representatives who shall represent the graduate students to the faculty and shall have the right to attend and participate in all committee and departmental meetings within the limits defined elsewhere in this Manual of Operations and Procedures. For all ad-hoc committees where graduate students are represented (such as the search committee), they will elect two representatives. Elected graduate representatives shall have the right to indicate graduate positions on issues by means of a vote that shall be recorded but not counted in the official vote of the faculty.
- 7) **AMENDMENTS TO MANUAL OF OPERATIONS AND PROCEDURES**
- a) The Department shall consider amendments to the Manual of Operations and Procedures proposed in a petition, signed by at least four regular departmental faculty and submitted to the DEO. The proposed amendment shall state the precise section and sentences to be amended. The proposed amendments shall specify the words to be added, deleted or replaced. Moreover, the proposal shall give a complete statement of the wording of the section in the amended form.
  - b) A notice of the proposed amendments shall be distributed in written form by the DEO. The proposed amendments shall appear as an agenda item at the next departmental meeting.
  - c) Adoption of an amendment to the Manual of Operations and Procedures requires a two-thirds vote at the departmental meeting. All amendments to this Manual of Operations and Procedures are subject to approval by the College. The Department shall be notified by the DEO of all College and University policy changes affecting this document.

**April 29, 2002**