



MANUAL OF OPERATIONS AND PROCEDURES OF THE DEPARTMENT OF LINGUISTICS
Approved by the College of Liberal Arts and Sciences, April 2002

Authority of the Manual

These are the operating rules and procedures for faculty governance of the Department of Linguistics. The Department shall follow the operating rules and procedures of the University and the College of Liberal Arts and Sciences, and shall follow the operating rules and procedures in this document as a supplement thereto. Once approved by the Department and the College, these operating rules and procedures become effective immediately.

Faculty Membership and Eligibility to Vote

Definition of faculty membership

Only tenure-track faculty (including those with a 0% appointment) are eligible to vote on issues affecting departmental policy and procedure. The sole exception to this is in the hiring of tenure-track faculty. In this case, students actively participate in the on-campus interview process and cast a single vote which is conveyed to the faculty by the student representative.

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 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.

Officers and Standing Committees

Delegated powers and duties of the DEO.

The DEO is responsible for making committee assignments in consultation with faculty, chairing meetings in which tenured faculty conduct junior faculty review, reviewing and approving requests for funds, making RA and TA assignments (in consultation with entire faculty), overseeing the departmental budget, overseeing faculty development as outlined in College the *Handbook for CLAS Faculty* (on-line at <http://www.clas.uionwa.edu/faculty/>), and administering Department curriculum and degree programs as outlined in College DEO Administrative Manual. The DEO will recommend, subject to approval by the Dean, an individual to whom administrative responsibility will be delegated in the DEO's absence.

Other Officers

Director of Graduate Studies—The Director of Graduate Studies chairs the Admissions Committee, attends Graduate College meetings of graduate studies directors, and fields inquiries and communicates with prospective graduate students.

Standing Committees

Admissions—The Admissions Committee reviews applications to the graduate program and makes admissions decisions and makes financial aid recommendations for incoming students (which are then discussed and decided upon by the full faculty). The three members of the committee and the chair are appointed by the DEO and membership rotates every year. The committee meets as necessary to fulfill its charge.

MA Comprehensive Examination Committee—The MA Comps Committee creates the yearly MA Comprehensive Examinations in phonology, syntax, and applied linguistics, grades the examinations, and creates the MA Reading List for the following year. The questions and the reading list are designed with advice from all relevant faculty. The chair of the committee is responsible for establishing the examination schedule in consultation with the Committee and the students taking the exam and for conveying the results of the examination to the students. The Committee is made up of 4 or 5 faculty members appointed yearly by the DEO, and the chair is selected from those members by the DEO.

Colloquium—The Linguistics Colloquium Coordinator is responsible for scheduling and announcing the biweekly colloquia. The colloquium coordinator is appointed yearly by the DEO.

Departmental Meetings

Meetings are regularly held the second Monday of every month at 2:30 p.m. unless there are special circumstances that require a change of schedule (which is done in consultation with the entire faculty). Additional meetings are called when the need arises. A quorum of faculty required for the meeting is 2/3 of the eligible faculty in residence during the semester. In the absence of a quorum, the meeting is scheduled for another day or time. The DEO chairs the meeting, presiding over discussion of agenda items and matters that require a faculty vote. Approximately one week prior to the meeting, the DEO issues a call for agenda items to all faculty and the student representative(s), any of whom may have an item placed on the agenda. Normally, voting is by voice or by show of hands. Roll-call votes and secret ballots are taken at the request of anyone attending the meeting. With the assistance of the departmental secretary, the chair creates minutes of each meeting, which are disseminated to all members of the faculty.

***Note:** 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 not governed by this section of the departmental operating rules and procedures.*

Procedures for Amendment of the Operating rules and procedures

Amendments to the operating rules and procedures can be suggested by any faculty member and taken up at a regular or special meeting of the faculty. Voting will be by show of hands or by voice unless a secret ballot is requested. Approval of the amendment requires a two-thirds majority and approval by the College.