

Department of Spanish and Portuguese
Bylaws

Approved by the College of Liberal Arts and Sciences, September 2009

Last revised August 28, 2009

I. Authority of the Bylaws

This manual of operation formulates the procedures for faculty governance of the Department of Spanish and Portuguese. 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, these operating procedures become effective immediately.

II. Faculty Membership and Eligibility to Vote

Departmental faculty are defined as tenured and tenure-track, lecturers, visiting and adjunct. For the purposes of departmental governance, only tenured and tenure-track faculty--not including 0% appointments whose main appointment is elsewhere, enjoy voting rights.

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 and the University. Individual faculty members fulfill these responsibilities in accordance with the University's policy on professional ethics and academic responsibility.

III. Officers and Standing Committees

The officers of the Department of Spanish and Portuguese include the DEO and the Executive Committee. The Executive Committee shall consist of the Director of Undergraduate Studies, the Director of Graduate Studies, Curriculum Director, and one tenured faculty member elected by the tenure-track faculty of the department.

The DEO of the Department of Spanish and Portuguese determines the teaching and service assignments for the faculty. Specific course offerings and the teaching schedule are assigned in consultation with each faculty member and the Curriculum Committee.

The DEO oversees all of the routine administrative duties associated with the position: submitting course approval forms, schedule of courses and course catalog content, and other paperwork associated with the smooth running of the department; exercising budgetary authority; overseeing searches for and reviews of faculty and office staff; monitoring course development and curricular reviews; meeting departmental and College deadlines, organizing and chairing faculty meetings; and advertising and promoting departmental programs.

The Executive Committee shall serve as a consulting body to the DEO, and help prepare the agenda for Department meetings. The DEO may seek advice, and the Executive Committee may offer advice, on any matters pertaining to the administrative duties of the DEO as listed above. The DEO may consult the Executive Committee on any other departmental matters as he/she wishes. The Executive Committee shall normally meet twice a month during the academic year.

Standing committees include Curriculum, Financial Aid, Graduate Admissions, Graduate Professionalization, and Activities Organization. All officers and committee members serve a 2-3 year term for continuity, and are appointed by the DEO.

The faculty advises the DEO on issues related to student recruitment, fundraising, and collaboration with other departments. In the area of curricular development, new courses are submitted to the Curriculum Committee for approval, and existing courses undergo review by the Curriculum Committee periodically. Self-studies of the entire program will be conducted as mandated by the College of Liberal Arts and Sciences.

IV. Department Meetings

The Department will meet a minimum of twice per semester. Meetings will be chaired by the DEO. The Executive Committee will solicit items for the agenda and assist the DEO with the preparation of the agenda, which shall normally be distributed at least one week prior to a meeting. These meetings are open to departmental faculty, with voting rights defined in Article II above. Special meetings can be called by the DEO or any faculty member. Minutes are taken by the DEO or designated other.

V. Acting DEO

Within the first two weeks of each semester, the DEO will recommend, subject to the approval of the Dean, an individual to whom administrative responsibility will be delegated in the DEO's absence. The Acting DEO serves at the pleasure of the DEO, and a new Acting DEO can be named at any time.

VI. Procedures for Amendment of the Manual of Operations and Procedures

Amendments to these operating rules can be proposed by any member of the tenured and tenure-track departmental faculty and will be approved via voice vote (unless a written ballot is requested) with a two-thirds majority. All changes must be approved by the Dean of the College of Liberal Arts and Sciences.