

# **UNLV DEPARTMENT OF WORLD LANGUAGES AND CULTURES BYLAWS**

## **Article 1: The Department of World Languages and Cultures**

- 1.1 The Department of World Languages and Cultures will teach all languages and literatures other than English and will participate in any

of the University.

**Article 3: Meetings of the Department**

- 3.1 The Chair will call regular meetings of the Department faculty at least two times per semester.

**Article 4: Committees**

- 4.1 The Department will have the following standing Committees.
- 4.1.1 Merit Committee
- 4.1.2 Study Abroad Committee
- 4.1.3 Tenure and Promotion Committee

at least three volunteering faculty members.

- 4.3 Committee Duties
  - 4.3.1 The Merit Committee will review each merit application in accordance with the accepted college guidelines. Candidates are responsible for submitting a list of their accomplishments for the period since their last merit award along with all necessary supporting documentation in proper form and by announced deadlines. If a member of the Committee is the candidate under review, he or she will not participate in the deliberation. The Committee will forward its recommendations to the Chair. The Chair will subsequently communicate to the members of the department the recommendations forwarded to the College.
  - 4.3.2 The Study Abroad Committee will review graduation applications to make sure that no minor or major is granted with inappropriate study abroad courses, will oversee systematic course review and implementation of departmental recommendations, will present these recommendations for vote by the department, and will report to the Department at least once a year.
  - 4.3.3 The Tenure and Promotion Committee will vote on third-year review, tenure, and promotion. The vote will be by secret ballot. The Committee will forward its recommendation to the Chair in writing. The Chair will consult with this committee for the annual evaluations of tenure-track and full-time non-tenure track faculty.
  - 4.3.4 The Technology Committee administers and revises the departmental website based on procedures approved by Department faculty. It presents recommendations for use of computer-based resources for faculty vote and monitors implementation of policies so approved. The Committee reports on the status of policy recommendations, acts as a clearinghouse for information on technology training, and is the technology liaison between the Department and the Language Resource Center.
  - 4.3.5 The Faculty Awards Committee will review current CVs and teaching evaluations of departmental members in order to nominate FOL faculty for departmental, College, and university awards. To be considered for awards, candidates are responsible for submitting a current CV and copies of teaching evaluations for the prior year by announced deadlines. If a member of the Committee is the candidate under review, he or she will not participate in the deliberation. The Committee will forward its recommendations to the Chair.
  - 4.3.6 The Travel Committee will meet once in the Spring in order to award



- 5.2.1 Each language section will meet before the announced deadline to propose the selection and time of classes. After consultation with each section, the chair will submit the complete departmental schedule to the dean and all faculty members.
- 5.2.2 Faculty will teach classes in accordance with the terms of their initial university contract, the needs of the program, and their areas of expertise.

### **Program/Class Proposals**

- 5.2.3 For creation of new courses, a faculty member, in consultation with his/her language section colleagues, will submit a complete new course proposal to the Chair. The proposal will be routed at least two weeks prior to a general faculty meeting. The course must be approved by a simple majority before the Chair submits it to the College Curriculum Committee.
- 5.2.4 A proposed program of study will be routed at least two weeks prior to a general faculty meeting for comment among the Department members at large. The program must be approved by a simple majority before the Chair submits it to the College Curriculum Committee.

### **5.3 Recruitment**

- 5.3.1 The Department Chair will submit a list of recruitment priorities to the Dean for consideration, after such priorities have been approved by a majority vote of the department at a regularly scheduled meeting.
- 5.3.2 The Dean's final determination of the priorities will be reported to the Department Chair and forwarded to the Senior Vice-President and Provost. The Chair of the Department will convey this information to the faculty of the department.

5.3.5 The ad hoc recruitment committee will report its recommendations to the Department faculty at the appropriate intervals in the recruitment process. The Department will then discuss candidates and vote by secret ballot to select the one(s) to be recommended to the dean.

**5.4 Annual Evaluations**

5.4.1 The Chair of the Department will conduct the annual evaluation interview as provided in the University Code; such evaluation is to include a discussion of merit, salary, promotion, and tenure.

5.4.2 The Chair will discuss at a regularly scheduled meeting of the Tenure and Promotion Committee all recommendations regarding renewals of contracts, new appointments, tenure and promotion.

**5.5 Midtenure review**

5.5.1. The Department will adhere to the midtenure review guidelines set up by the College of Liberal Arts. Candidates will be informed of appropriate deadlines. The Tenure and Promotion Committee will review all material and vote by secret ballot. The Committee will forward its recommendation in writing to the Chair.

**5.6. Promotion and Tenure**

5.6.1 Procedures for promotion and tenure will adhere to college guidelines. At least two weeks prior to the vote, the candidate will provide a complete dossier, including the required outside letters of evaluation for review by the Tenure and Promotion Committee. No member of the Department may participate in the deliberation regarding recommendation of his or her own promotion or tenure. Voting will be by secret ballot and the committee report will be forwarded in writing to the Chair.

5.7.1 The Chair will present a detailed accounting of the department budget at the beginning of the semester at a regularly scheduled faculty meeting.

**Article 6: Procedures of the Department**

6.1 These bylaws may be amended by the following procedure:

6.1.1 Placing the proposed amendment on the agenda of a meeting of the Department with distribution of a copy of the proposed amendment to each faculty member.

6.1.2 Secret ballot vote on the proposed amendment at the next meeting of the department following 1.92 366.9 JTJET Q 24 01m /TT3/Cs1 c cm B 507.6

- 6.1.3 Approval by two-thirds vote of the voting membership of the Department faculty.
- 6.2 Suspension of any procedural clause, excepting 6.1 may be accomplished at any Department meeting by unanimous consent of the voting membership of the Department faculty present.
- 6.3 All members of the faculty will be provided copies of the current bylaws.

**(May 2009)**