

Bylaws of the Linguistics Department

This document contains the bylaws voted on and approved by the Linguistics Department at the University of Massachusetts Amherst on March 20th, 2017. Procedures for amending or replacing these bylaws are included below.

1. Bylaws Concerning Departmental Committees

1.1 Personnel Committee

- a. All permanent teaching faculty, except the department head and other members of the administration (if any), are members of the Personnel Committee (PC); visiting faculty are not members. The chair of the PC is elected by the PC. There are no graduate student observers on the PC.
- b. The PC is responsible for all department-level personnel actions.
- c. All members of the PC, including non-tenure-track and untenured faculty, vote.

1.2 Admissions Committee

- a. The chair is appointed by the head. There are usually three additional members.
- b. The Admissions Committee is responsible for admitting a class of exceptionally qualified graduate students each September.

1.3 Curriculum Committee

The chair of the Curriculum Committee is appointed by the department head. The Curriculum Committee, in consultation with the full faculty, is responsible for determining the undergraduate and graduate curriculum.

1.4 Ad Hoc Committees

The head may set up ad hoc committees as needed, for any purpose they feel is useful.

1.5 Faculty Search Committees

The Linguistics Department will conduct individual faculty searches as follows:

1.5.1 Appointment of Search Committees for Tenure-System Faculty:

The Head will appoint a search committee of 3 or more faculty members. A graduate student representative will be appointed by the Personnel Committee in consultation with the graduate student body. This student member will have access only to non-confidential materials and will not vote on decisions regarding the search.

1.5.2 Purview of Search Committees in Searches.

Committees charged with conducting searches for faculty will:

- a. Collaborate with the Chair/Head and the faculty in developing the position description, advertising/recruitment plan, facilities plan, and other elements of the hiring requisition;
- b. Work with the Department's Business Manager to fulfill the advertising/recruitment plan;
- c. Work with the Office of Equal Opportunity & Diversity with regard to promoting the recruitment of a diverse applicant pool;
- d. Review all applicant materials and come up with a "long short list" of approximately 8-12 applicants to be considered by the Faculty;
- e. Make confidentially available to the Faculty the application materials – provided the Faculty individually agree to maintain that confidentiality as described below;
- f. Present to the Faculty the strengths and weaknesses of each candidate on the long short list;
- g. Organize campus visits, including public sessions open to all Faculty and students, for approved interviewees;
- h. Organize a meeting of all of the Department's Faculty after the last campus interview in order to deliberate and vote (by secret ballot) on the ranking of the acceptable finalists;
- i. Write a recommendation that reflects the Faculty's ranking and rationale for that ranking.

1.5.3 Access to Confidential Applicant Materials

Faculty who have access to confidential applicant materials must adhere to the University's confidentiality requirements

1.5.4 Conflicts of Interest.

A real or perceived conflict of interest between an applicant and a Faculty member engaged in the search process must be disclosed and must be managed, mitigated, or eliminated.

2. Bylaws Concerning Departmental Governance

2.1 Role of Department Head in Department Governance

- a. We affirm the duties of the Department Head as specified in Section 3.5 (inter alia) of the Red Book.¹
- b. The Department Head is the principal liaison between the Department and the Dean, as well as other administration officials.
- c. Decisions regarding departmental matters are to be made by the faculty, except in cases where the faculty have collectively agreed to delegate that decision to the Head.
- d. The following decisions are commonly delegated by the faculty to the Head, and the Head may act under the assumption that those decisions have been so delegated, unless the faculty have explicitly indicated otherwise:
 - (i) Assignment of TAs, TOs, and RAs;
 - (ii) Appointment of committee chairs other than the Personnel Committee;
 - (iii) Expenditure of departmental funds for ‘minor matters’, including but not limited to student conference travel, support of conferences and workshops, support of the Freeman Lecture, hiring of student workers, etc.
- e. Regarding the assignment of TAs, TOs, and RAs, these decisions will always be made in consultation with the faculty teaching those courses, the faculty that are PIs on the relevant grants, and the graduate students themselves. Details regarding the procedures for assigning these positions can be found in the document “Linguistics Department Appointment and Reappointment Procedures” (<http://www.umass.edu/gradschool/sites/default/files/linguist.pdf>)
- d. The performance of the Head will be reviewed in a manner consistent with what has already been laid out in Faculty Senate Document 82-021 and 90-029.

2.2 Role of Non-Tenure Track Faculty in Department Governance

- a. Individuals with the following types of appointments are not members of the Personnel Committee, and do not vote on matters of departmental governance. However, they are welcome to attend regular departmental meetings, including the Student Progress Meetings at the end of the semester.
 - (i) Visiting faculty (i.e., Lecturers and other forms of leave replacement)

¹ Available online at: <https://www.umass.edu/provost/sites/default/files/uploads/redbook.pdf> (Accessed 3/10/2017).

- (ii) Adjunct faculty
- (iii) Emeritus Faculty
- b. Other non-tenure track faculty (*e.g.*, Lecturers whose appointments extend beyond a year and are not hired as a leave replacement) have all the rights and responsibilities regarding Departmental Government that tenure track faculty have. This includes membership on the Personnel Committee.

2.3 Role of Graduate Students in Departmental Governance

- a. Graduate students play an important advisory role in departmental decisions, through two Representatives of the graduate students (“Graduate Student Reps”) chosen by the graduate students on a semiannual basis.
- b. Graduate Student Reps attend every regular departmental meeting, and have equal freedoms as faculty members to participate in discussions, suggest agenda items to discuss, and vote on matters in regular departmental meetings.
- c. No decision that directly impacts the graduate student body will be made until the faculty have heard their input via the Graduate Student Reps. Discussions of individual student progress, and decisions related to individual students, are the exceptions to this practice.
- d. Graduate Student Reps do not participate in discussions of individual students, and are not members of the Personnel Committee.

3. Bylaws Concerning Departmental Meetings

- a. Departmental meetings will be held at a time when no classes are scheduled. Historically, this has been either Monday or Wednesday from 12:20PM to 1:10PM.
- b. Meetings need not be held each week.
- c. The Department Head should announce by Friday of the preceding week whether a department meeting will be held on the following week. Ideally, a draft agenda for the meeting will also be circulated with this announcement, as well as an invitation for others to suggest changes or additions to the agenda.

4. Bylaws Concerning the Amendment or Replacement of Bylaws

- a. These bylaws will be reviewed annually, ideally at the first departmental meeting of the academic year.

- b. Any member of the faculty or graduate student representative can suggest an amendment to these bylaws at any time.
- c. Amendments will be voted on in a departmental meeting where at least 3/4th of the currently active faculty members are present.

5. Bylaws Concerning Outside Letters for Tenure Review

Given the relatively small size of our discipline both nationally and internationally, it is sufficient in our discipline and in our department for tenure review cases to contain eight letters by outside reviewers.