

# DEPARTMENT OF LANGUAGES, LITERATURES, AND CULTURES

## BYLAWS

Ratified on 2019 January 2019

### Article I: Mission Statement

As home to the majority of the language and literature programs on campus, this department has a three-fold mission: (1) to encourage and facilitate the study of languages, literatures, and cultures of the world, the nation, and the Commonwealth; (2) to represent international perspectives on academic endeavors and to contribute to the international presence at the University of Massachusetts Amherst; and (3) to promote the integrity of our component academic fields and to support the vitality of each of the programs housed in the department. Exploiting the synergistic potential inherent in combining both national and transnational approaches in a single entity, the department advocates an inclusive and interdisciplinary scholarship that develops new models, both theoretical and pragmatic, for the study of languages, literatures, and cultures.

### Article II: Programs

2.1 The programs housed primarily in the Department of Languages, Literatures, and Cultures (hereafter the Department) at the time of the adoption of these bylaws are the 20 graduate and undergraduate programs in Chinese, Comparative Literature, French, Germanic, Italian, Japanese, Portuguese, and Spanish. They are the following.

2.1.1 From East Asian Languages and Cultures: Chinese Language and Literature (B.A.), Chinese (M.A.), Japanese Language and Literature (B.A.), Japanese (M.A.).

2.1.2 From Comparative Literature: Comparative Literature (B.A., M.A., Ph.D.).

2.1.3 From French and Italian Studies: French and Francophone Studies (B.A., M.A., M.A.T.), Italian Studies (B.A., M.A.T.).

2.1.4 From German and Scandinavian Studies (B.A.), German Studies (M.A., Ph.D.).

2.1.5 From Spanish and Portuguese: Portuguese (B.A.), Spanish (B.A.), Hispanic Literatures and Linguistics (M.A., M.A.T., Ph.D.).

2.2 The members of each program shall be those faculty members with significant teaching responsibilities in the program.

- 2.2.1 Faculty members of the department may be affiliated with more than one program.
- 2.2.2 At the time of the adoption of these bylaws, faculty members shall be counted as members of those programs in which they have traditionally participated as members in the founding departments.
- 2.2.3 The program affiliation(s) of a new faculty member in the Department shall be decided as part of the search and appointment procedure.
- 2.2.4 A faculty member may become a member of an additional program if the receiving program votes to accept the new member by a 2/3 majority vote.
- 2.2.5 Each program shall send an updated list of its faculty to the Department Chair annually in September.
- 2.3 Subject to University governance procedures and established University protocols, the faculty of each program shall have the power and responsibility to determine degree requirements, to establish curricula, and to make decisions about graduate admissions where appropriate within the governance structures of the relevant academic unit. Programs shall also determine appropriate appointments for TA and TO positions allocated to the program and to take other actions not otherwise provided for in these bylaws or governance documents in order to promote the welfare of the program.
- 2.4 Undergraduate program directors and graduate program directors of the programs shall be chosen by the faculty members of the respective programs.

### Article III: Academic Units

- 3.1 The academic units of the Department are the academic and educational bodies responsible for coordinating the degree-granting programs within the fields and academic disciplines of the department. The academic units are responsible for ensuring the academic vitality and excellence of the programs within their purview.
- 3.2 The academic units of the Department at the time of the adoption of these bylaws shall correspond to the founding departments of the Department: Asian Languages and Literatures, Comparative Literature, French and Italian Studies, Germanic Languages and Literatures, Spanish and Portuguese.
- 3.3 The members of each academic unit shall be those faculty members with primary teaching responsibilities in the programs that are coordinated by the academic unit.

3.3.1 Each faculty member of the department shall be a voting member of one but only one academic unit.

3.3.2 At the time of the adoption of these bylaws, each faculty member shall be assigned to the academic unit that corresponds to the founding department to which the faculty member was originally appointed; future appointments to the Department shall be assigned to those academic units associated with their primary teaching responsibility.

3.3.3 The academic unit to which a new faculty member in the Department is assigned shall be negotiated as part of the search and appointment procedure.

3.3.4 A faculty member shall have the right to change academic units if the receiving academic unit votes to accept the new member by a 2/3 majority, and the Chair recommends the change to the Dean.

3.3.5 Each academic unit shall send an updated list of its members to the department Chair annually in September.

3.4 The academic unit shall be the academic structure framing personnel actions for each faculty member of the academic unit, the allocation of TA and TO resources among its programs, workloads and course assignments of faculty members, and scheduling, all subject to the approval of the Department Chair.

3.5 Subject to University regulations and governance procedures, each academic unit shall have the power to establish its own governance structures and governance procedures. Such governance structures and procedures shall be adopted by an absolute majority of the voting faculty members of the academic unit voting at a duly called meeting and may be changed by an absolute majority of eligible academic unit members voting at a duly called meeting.

3.5.1 Each academic unit shall elect a unit director. The powers, duties, and title of that office shall be consistent with the bylaws of the Department and governance documents of the University and shall be specified in the governance procedures of the academic unit.

3.5.2 In accordance with the needs of its programs and the nature of the academic unit and its governance structure, each academic unit shall have the power to elect appropriate academic personnel to direct facets of its academic offerings. Programs within an academic unit can elect to share a common director so as to facilitate the coordination of those programs.

3.5.3 Voting members of the faculty in the Department are tenured and tenure-track faculty and full-time and part-time lecturers on continuous employment. Membership on the Personnel Committee of the Department is limited to tenured

and tenure-track faculty and full-time lecturers on continuous employment. Part-time lecturers are not eligible for service on the Personnel Committee.

3.5.4 Each academic unit shall send an updated copy of its governance procedures to the Department Chair annually in September.

~~3.6 In accordance with University governance procedure and department protocol regarding its personnel committee (see section 5 below), each academic unit shall vote at the beginning of each academic year whether or not to constitute the academic unit's branch of the Personnel Committee. The vote to constitute such a branch of the Personnel Committee shall be taken and, if so voted, the branch shall be constituted by September 30. [Section deleted as per faculty vote, May 2007]~~

3.6 Each academic unit shall have the power and responsibility to take other actions not otherwise provided for in these bylaws pertaining to the functioning and welfare of the academic unit and its degree-granting programs; and provided such power and responsibility do not contravene University policy, the UMass-MSP Collective Bargaining Agreement, or state or federal laws.

3.7 In accordance with *Robert's Rules of Order*, each academic unit may constitute its own committees, hold meetings, and exercise other powers of decision-making bodies as specified in those rules.

#### Article IV: The Department Executive Committee

4.1 The Executive Committee shall be the main decision-making and long-range planning body for the Department as a whole.

4.2 The Executive Committee shall consist of two members elected by each academic unit.

4.3 At its first meeting of each academic year, the Executive Committee shall elect a chair of the Executive Committee from among its elected members.

4.4 The Department Chair shall serve ex officio without vote on the Executive Committee.

4.5 The Executive Committee shall meet at least three times each semester.

4.5.1 A quorum of the Executive Committee shall be six elected members.

4.5.2 Notice of regular meetings of the Executive Committee shall be posted to committee members and to all faculty members of the Department at least 10 days in advance and an agenda shall be sent at that time.

4.5.3 Special meetings of the Executive Committee may be called by the Department Chair or by written request of three members of the Executive Committee to the chair of the Executive Committee. Notice of such special meetings shall be posted at least 48 hours in advance of the meeting to committee members and to all faculty members of the Department, and an agenda shall be sent at that time.

4.5.4 Meetings of the Executive Committee are subject to the provisions of the Open Meeting Law of the Commonwealth of Massachusetts.

4.5.5 There shall be a public comment session of ten minutes at the beginning of each meeting of the Executive Committee. Observers of the meeting are only entitled to speak at the public comment session. At its discretion, however, the Executive Committee shall invite or permit the participation of non-members.

4.5.6 Minutes of meetings of the Executive Committee shall be circulated to all faculty members of the department within one week of each meeting.

4.6 The duties of the Executive Committee shall include the following.

4.6.1 After consultation with the academic units, the Committee shall make decisions about recruitment priorities, while endeavoring to follow the recommendations of the academic units.

4.6.2 The Committee may make recommendations to the Chair of the Department pertaining to resources including staff, space allocation, and distribution of monies to academic units, taking into consideration such criteria as enrollment numbers, curricular needs of units, and other priorities of the department, college, and University.

4.6.3 The Committee shall advise the Department Chair on all major decisions pertaining to the Department.

4.6.4 The Committee shall approve ad hoc courses with a designation pertaining to the entire Department.

4.6.5 The purview of the Executive Committee shall also include, as needed, the coordination of scheduling, issues pertaining to curricular cooperation, and the appointment of ad hoc committees to work on particular departmental issues.

4.6.7 The Committee shall coordinate internal and external reviews of academic programs.

4.6.8 The Committee shall constitute departmental committees and subcommittees as needed, such as an Undergraduate Studies Committee, a Curriculum Committee, and the like.

## Article V: Department Chair

5.1 There shall be a Department Chair selected according to procedures established in University governance documents.

5.2 The Chair shall be chosen from among tenured faculty members holding appointments in the Department of Languages, Literatures, and Cultures at the time the search committee is constituted. Each Department Chair shall normally serve a single term of three years. An individual may serve a second consecutive term as Department Chair upon nomination to the Dean by a 2/3 majority of the voting members of the department; such vote shall be taken by written ballot at a duly convened meeting of the Department of Languages, Literatures, and Cultures.

5.3 In principle the chairmanship shall rotate among the academic units of the Department of Languages, Literatures, and Cultures.

5.4 The principal powers and duties reserved for the Department Chair are outlined in University governance documents and the MSP contract. In addition the Department Chair shall have the following duties.

5.4.1 The Department Chair shall be responsible for maintaining annual updated lists of the faculty members and updated governance procedures of each program and each academic unit in the Department of Languages, Literatures, and Cultures.

5.4.2 At the beginning of each year, the Department Chair shall circulate to the department a list of all faculty members, indicating their academic unit and program affiliations.

5.4.3 The Department Chair shall be responsible for keeping minutes of the meetings of the Executive Committee and of the Department of Languages, Literatures, and Cultures, and for circulating those minutes to the faculty of the Department of Languages, Literatures, and Cultures within one week of the meetings.

5.4.4 The Department Chair shall notify the Executive Committee about any major action pertaining to personnel or budget.

5.4.5 The Department Chair shall notify the Dean and other members of the University administration about the resolutions taken by the Executive Committee.

5.4.6 The Department Chair shall arrange social occasions for the department as a whole.

5.4.7 The Department Chair shall meet at least monthly with the directors of the programs at a regularly scheduled time.

5.5 At the request in writing to the Executive Committee of ten full-time faculty members of the Department, the Executive Committee may draft a resolution to redress decisions made by the Department Chair. The resolution shall be indicated on an agenda circulated to the entire faculty of the Department two weeks before a duly constituted meeting of the Department. If 2/3 of those in attendance vote by secret ballot in favor of the resolution, the Executive Committee shall forward the resolution and the vote to the Dean.

#### Article VI: Other Department Structures and Positions

6.1 There shall be a department graduate studies committee composed of the graduate program directors of the academic units or programs; this committee shall meet at least once each semester.

6.2 There shall be a nominating committee composed of one member of each academic unit elected annually by the faculty members of each academic unit at unit meetings in April. The nominating committee shall nominate faculty members for any committee at the department level whose membership is to be determined by a vote of the department faculty.

6.3 Department faculty members shall have the right to constitute common interest groups, pertaining to such concerns as programs abroad, translation, language teaching, or word and image.

#### 6.4 LLC Curriculum Committee

6.4.1. There shall be an LLC Curriculum Committee formed as a standing committee of the department in accordance with the LLC by-laws. The Curriculum Committee shall have a default membership of all LLC UPDs, unless a different representative is nominated by any given program. The LLC Curriculum Committee shall report directly to the LLC Chair.

6.4.2. The chair of the LLC Curriculum Committee will be chosen among its members in the first meeting of the academic year.

6.4.3 The chair or the outgoing chair of the LLC Curriculum Committee will convene the first meeting of the academic year.

6.4.4. For course or curriculum proposals that need approval by the LLC Curriculum Committee, the UPD forwards his or her approval of the proposal to

the chair of the LLC Curriculum Committee. In the absence of the UPD, the program director forwards his or her approval.

6.5.5. The LLC Curriculum Committee shall interpret its role as being supportive of the creation of new courses or the implementation of curriculum changes by LLC programs. It shall assist the programs in optimizing their course or curriculum proposals, but it will have no oversight over them. The committee will not vote on proposals under the rubrics of individual programs and cannot veto them.

6.5.6. With a unanimous vote, the LLC Curriculum Committee can approve courses with anomalous designations, such as “Languages, Literatures, & Cultures,” over which no single unit has authority.

## Article VII: Personnel Committee

### 7.1. Forming the Committee

7.2. The Personnel Committee of the Department is created in conjunction with the nomination of the Academic Unit’s Personnel Subcommittees in the spring of the academic year. After each Academic Unit nominates its representatives to the Unit Personnel Subcommittee, that subcommittee will then select two members who will serve on the Personnel Committee during the following academic year. One of the two faculty members must be tenured, when available. The names of these faculty members will be reported to the current Chairs of the Personnel Committee and the Office Manager of the LLC.

7.2.1. As defined in 3.5.3, part-time faculty are not eligible for service on the Personnel Committee.

### 7.3. The General Unit

7.3.1. Personnel Subcommittee of the General Unit, as defined in 9.1.1, is a committee of the whole.

7.3.2. The Personnel Subcommittee of the General Unit sends one faculty member to the Personnel Committee to represent the faculty in the General Unit.

7.4. The Personnel Committee will have two Chairs elected from among its tenured faculty members: that is, a Chair and an Associate Chair



- 7.5. Pending confirmation by the Department Chair, the Chair and the Associate Chair of the Personnel Committee will receive a one-course reduction
- 7.6. Quorum is a majority of the members on the PC. For tenure and promotion cases, two members from the unit of the candidate in question must be present.
- 7.7. Drafts of AFRs, PYMRs, and 4.2, tenure, and promotion letters must be made available to all members of the PC before any approval. The office manager of the LLC will retain copies of this drafts as computer files.
- 7.8. AFRs can be drafted in subcommittees but must be approved by the LLC PC.
- 7.9. An AFR is returned to the subcommittee for revision if the AFR does not follow the guidelines. The office manager of the LLC will retain a copy of the current guidelines and make it available to the unit subcommittees. Revision of the guidelines is the responsibility of the LLC PC.
- 7.10. Constituting LLC PC
  - 7.10.1. The PC meets on Wednesdays from 8am to 10 am.
  - 7.10.2. Each unit elects its two members by December 1 to serve on the PC during the following academic year. The names of these members are forwarded to the current associate chair of the PC and the office manager of the LLC
  - 7.10.3. The incoming chair is responsible for convening the first meeting of the new PC by the second week of classes in September.
- 7.11. Chair and Associate Chair
  - 7.11.1. The chair and associate chair share the work burden of overseeing the PC.
  - 7.11.2. Both the chair and associate chair have a one-course reduction, pending approval by the LLC Department Chair, and as dictated by past practice.

- 7.11.3. The associate chair shall generally have a two-year term, once as associate chair, and the following year as chair, pending confirmation by the constituted PC.
- 7.11.4. By February 15, the current associate chair will convene a meeting of the members of the PC for the following academic year. The associate chair oversees an election of the chair and the associate chair for the following academic year. This next chair should generally be the current associate chair. The associate chair recuses himself or herself in this election. If the current associate chair does not serve as chair in the following academic year, his or her unit will appoint another member from the unit to be a candidate for chair of the LLC PC.
- 7.11.5. If no member volunteers to be the Chair or Associate Chair, the Personnel Committee will select the tenured member of the Personnel Committee to be Chair or Associate Chair from units according to this rotation: Spanish and Portuguese Studies, French and Francophone Studies/Italian Studies, Comparative Literature, Asian Languages and Literatures, German and Scandinavian Studies, and other new units. If members volunteer to be the Associate Chair, the unit of the person selected to be Associate Chair will go to the end of the rotation in the following year.

## 7.12. Merit Awards

7.12.1. The unit subcommittees evaluate faculty merit on a scale of 12.

7.12.1.1. Tenured and tenure-track faculty are evaluated in research, teaching, and service equally, with a 0 being the lowest and 4 the highest in each category.

7.12.1.2. For lecturers, the unit subcommittees determine the evaluation categories and their weights, as dictated by past practice and job descriptions. Lecturers can be evaluated the same as tenured and tenure-track faculty. They can also be evaluated in terms of their teaching only (on scale of 12). Finally, they can be evaluated in terms of their teaching and service equally (6 for teaching and 6 for service), or their teaching primarily with some service (for example, 8 for teaching, 4 for service).

7.12.2. In determining merit pay from “pool A” (merit money for which LLC PC has discretion), the pool is divided into shares for each unit, proportionate to the

number of faculty in each unit. The unit subcommittees recommend how to apportion those shares according to their evaluations in 7.12. These recommendations are forwarded to the LLC PC, which can adjust them according to its own evaluation.

(For example, say the Spanish and Portuguese unit has 14 faculty, and the LLC Department has 70 faculty. SP decides on how to apportion 20 percent of the merit pool for the LLC Department. And say, added up, the total evaluation numbers of the 14 faculty in SP is 126 (everyone got 9s). A faculty member has a 3 in service, 3 in research, and 3 in teaching for a total of 9. SP would recommend that faculty member get 7.1 percent of the merit pool allocated to SP and 1.4 percent of the LLC Department merit pool. The LLC PC reviews the recommendation and allocates the faculty member 1.7 percent of the Department merit pool.)

7.12.3. The LLC PC will make recommendations to the Department Chair and the Dean on merit pay from “pool B” “or other pools not under the discretion the LLC PC. The LLC PC will recommend only a limited number of faculty for these other pools.

#### Article VIII: Department Meetings

8.1 There shall be a minimum of two regular department meetings each semester. Meetings can be scheduled anytime between 8:00 am to 10:00 am on Wednesdays.

8.2 Special meetings of the department may be called by the Department Chair, the Executive Committee, or by written request to the Executive Committee chair of ten full-time faculty members of the Department of Languages, Literatures, and Cultures.

8.3 Meetings shall be announced in writing to the department faculty at least two weeks in advance; an agenda shall be circulated with each announcement.

8.4 Department meetings are open to all members of the department, but voting faculty members are entitled to vote at the meetings as defined in 3.5.3.

8.5 The quorum shall be 60 per cent of the voting faculty members of the Department of Languages, Literatures, and Cultures as defined in 3.5.3. Only those present may vote; proxies are not accepted.

8.6 Upon a 2/3 vote at a department meeting, an issue shall be submitted to the department faculty within two weeks for a vote by written ballot. Such votes shall be jointly tallied by the Department Chair and the chair of the Executive Committee. The results of votes by written ballot shall be announced to the faculty of the department in writing within one week of the vote.

8.7 Minutes of department meetings shall be circulated to department members by the Department Chair within one week of the meetings.

8.8 At the request in writing to the Department Chair and to the Executive Committee of 15 full-time faculty members of the Department of Languages, Literatures, and Cultures, a decision taken by the Executive Committee can be reconsidered by the faculty as a whole at a department meeting. Such reconsideration shall be held at a duly constituted department meeting within three weeks of the request for reconsideration, and notification of the reconsideration shall be part of the agenda distributed in advance of the meeting.

## Article IX: The General Unit and the Addition of Programs or Academic Units

### 9.1 The General Unit and the Academic Units

9.1.1 The Academic Units are Asian Languages and Literatures; Comparative Literature; French and Francophone Studies/Italian Studies; German and Scandinavian Studies; Spanish and Portuguese Studies; and new academic units, as constituted according to the procedure in 9.2.

9.1.2 The General Unit consists of faculty who are not members of an Academic Unit.

9.1.3 The General Unit is responsible for the personnel actions of its faculty. It also oversees the programs, including budgets, run by its faculty.

### 9.2 New Academic Units

9.2.1 Subject to the rules of University governance, programs and departments from outside the Department of Languages, Literatures, and Cultures may petition to join the department as programs within an already existing academic unit or as a new academic unit.

9.2.1 The acceptance of such additional programs or academic units shall be subject to the approval of a 2/3 majority vote of the voting faculty of the Department of Languages, Literatures, and Cultures.

9.2.3 Subject to the rules of University governance, groups consisting of a minimum of five tenured and tenure-track faculty within the department may petition the department to found a new degree- granting program within an already existing academic unit or as a new academic unit of the department as a whole.

9.2.4 A written statement outlining the proposed curriculum and degree requirements of the proposed program, as well as an indication of the resources available to support such a program, shall be submitted to the department as a whole for a vote. A decision to forward the proposal to the

appropriate channels in faculty governance and the University administration shall be subject to the approval of a 2/3 majority vote of voting faculty of the department. Such a vote shall be by written ballot, in accordance with the procedures outlined above in section 6.

#### Article X: Rules of Order

10.1 The governance of the department shall be in conformance to the governance procedures of the University of Massachusetts and to union contracts governing employees of the University of Massachusetts.

10.2 The rules of order for meetings of the department and its committees shall be those of the current edition of *Robert's Rules of Order*

9.2.1 The use of *Robert's Rules of Order* notwithstanding, a tie vote shall be construed as a failed motion. [9.2.1 inserted as per faculty vote, May 2007]

#### Article XI: Procedures for Adopting and Amending the Bylaws

11.1 These bylaws shall be adopted in accordance with the following procedure.

11.1.1 The text shall be submitted in writing to the department faculty.

11.1.2 A meeting chaired by the Executive Committee shall be held approximately two weeks later, at which the proposed bylaws will be discussed and suggestions for changes presented in writing will be considered.

11.1.3 The Executive Committee shall review the proposed bylaws and make suitable amendments.

11.1.4 The revised text shall then be submitted for a written vote by all voting faculty members as defined in 3.5.3. Faculty members shall vote separately on each article (I through X) of the proposed bylaws. .

11.1.5 To be adopted, an article must have both 60 percent or more of the vote of all voting faculty members in the department and more than 25 percent of the vote of the faculty in each unit. Any article rejected by 75 per cent of the faculty of any unit shall be considered to be rejected.

11.1.6 Adopted individual articles in the bylaws shall go into effect immediately upon ratification.

11.1.7 Any articles of the bylaws that are rejected by the faculty shall be referred to the Executive Committee for further consideration. Such articles and their ramifications shall be resubmitted to the faculty in accordance with the

procedure outlined in this section.

11.2 At the request of the Executive Committee or a request in writing to the Department Chair and to the Executive Committee of fifteen full-time faculty members of the Department of Languages, Literatures, and Cultures, an amendment to the bylaws shall be considered by the faculty at a department meeting.

11.2.1 The proposed amendment shall circulate to the faculty at least two weeks in advance of the meeting.

11.2.2 The vote shall be by written ballot of voting faculty; a 2/3 majority is required for adoption.

11.3 Three years after the adoption of these bylaws a Governance Committee shall be constituted to review the bylaws systematically and to propose appropriate amendments. Said Governance Committee shall be composed of two members elected by each academic unit of the department.