

**CONSTITUTION FOR THE INDIANA UNIVERSITY-BLOOMINGTON
DEPARTMENT OF COMPARATIVE LITERATURE**

REVISED VERSION – Effective 06/05/2009

I. The Chair. The Chair's role is to ensure the effective administration of the Department, to conceive and encourage scholarship, to oversee curricular policy, and to represent the interests of the Department in the University and the profession at large.

A. **Selection:** Candidates for the office of Chair shall be tenured professors who are members of the voting faculty. They shall present their plans and visions for the Department at a faculty meeting. The selection of the Department's nominee for Chair shall be made by voting of the budgeted faculty, with as many rounds as needed to arrive at a final choice between two candidates. The results of the departmental vote, recording the final number of votes for each of the two candidates, shall be conveyed to the Dean of the College.

External candidates will be invited to present their plans and ideas to the Department at a mutually convenient forum. Voting procedures will be the same for external and internal candidates.

B. **Term.** The Chair's length of service is limited to two terms (length determined by the policy of the College).

C. **Responsibilities.** The Chair oversees the following functions: relations with the College and University administrations; office staff and administrative operations; coordination of the department's academic programs; departmental meetings; faculty recruitment; tenure and promotion; departmental committees; salary determination; course selection and scheduling; graduate recruitment, admissions, fellowships, and AI selection; communication with other departments within the University, in the CIC, and elsewhere; management of supplies, equipment and expenses; faculty research funding; selection of guest speakers and allocation of relevant funds; fund-raising; and other matters as they may arise. The Chair shall appoint the Directors of Graduate and Undergraduate Studies, who will serve for a two-year term, renewable once, and shall appoint directors of multi-section courses on a rotating basis.

D. In the event an Acting Chair needs to be named while the Chair is on temporary leave, the Chair shall make the appointment, in consultation with the Chair's Advisory Committee and with the approval of the Dean of the College. Such temporary leaves shall not exceed twelve consecutive months.

II. Departmental Meetings. A quorum consisting of half the voting faculty plus one is required in order to conduct business. For this purpose, voting faculty excludes faculty on official leave of absence, and those wishing to excuse themselves from the quorum for a given semester. There shall be at least two departmental meetings each semester, in addition to any special meetings devoted to faculty recruitment, tenure and promotion. Additional meetings, as necessitated by departmental business, may be called by the Chair or by petition of one third of the voting members as defined above for a quorum. Faculty members may bring items to the Chair for discussion at departmental meetings. The Chair will circulate the agenda at least one week in advance of each meeting. The following shall be invited to attend: tenured and tenure-track faculty; faculty with joint or adjunct appointments; visiting faculty. Two graduate representatives, usually the elected President and Secretary of the Student Advisory Board, will be invited to attend the open part of departmental meetings. Only tenured faculty may participate in meetings about tenure cases. Only Associate and Full Professors may participate in meetings about promotion to associate rank. Only Full Professors may participate in meetings about promotion to full rank. Discussion of certain agenda items will be closed to graduate students: business concerning individuals--faculty members, administrative staff and students--including tenure, promotion, and assessment of examinations and academic performance; amendments to this document; and such other items as the Chair designates as closed.

III. Voting. Voting faculty are fully or partially budgeted tenured and tenure-track faculty who have been appointed in accordance with the criteria specified in Item IV below ("Faculty Recruitment"). Unbudgeted appointees, whether joint title or adjunct, do not normally vote on matters of budget, salary, hiring, promotion, tenure, and the selection of a chair, and thus are not included under the term "voting faculty," but they may vote on all other matters and in all committees except the Advisory Committee and the Salary Committee. Following normal College practice, faculty voting rights cease at retirement.

Only tenured faculty may vote on tenure cases. Only Associate and Full Professors may vote on promotion to associate rank. Only Full Professors may vote on promotion to full rank. In the event there are fewer than five Full Professors (including the chair) holding 25% or greater FTE appointments in the department, a promotion review committee to vote on the promotion of Associate Professors to full rank will be created.

The minimum number of Full Professors composing the Promotion Review Committee must be equal to at least four. The Promotion Review Committee will include all Full Professors budgeted in the department (excluding the chair who does not vote). The Promotion Review Committee will include as voting members all adjunct faculty participating in the individual review committees of faculty being considered for promotion, subject to the approval of all tenured and tenure-track faculty. Should the Promotion Review Committee remain underpopulated, the chair may nominate the requisite number of faculty to the Committee, also subject to the approval of Department faculty. The membership of the Promotion Review Committee will remain the same for all reviews conducted by the department in a given academic year. The Promotion Review Committee constituted in this manner will serve for the academic year in which it is constituted.

Emeriti or other faculty serving on an individual review committee will participate in deliberations of the Promotion Review Committee but will be ineligible to vote.

Given that this procedure represents a departure from the standard promotion procedure, a memorandum of understanding describing this procedure should be signed by the candidate and the chair in the semester preceding promotion review. The candidate shall be made aware of the names of those faculty who will comprise the individual review committee before signing the MOU.

Faculty not in attendance at meetings are not normally expected to vote, but may submit absentee ballots to the Chair on previously announced items. No proxy votes shall be accepted.

Graduate student representatives to departmental faculty meetings may vote on items raised in the open part of meetings which they are invited to attend.

IV. Faculty Recruitment. Faculty members may enter the Department from outside the University, from another IU campus, or from another IUB department, either as fully budgeted, Joint or Adjunct appointees. Any proposal to the Dean requesting a new faculty appointment, whether an additional line, a replacement, or a partially budgeted position, shall be made in consultation with the entire voting faculty of the Department.

A. Hiring for tenured and tenure track appointments from outside IU. The Chair shall form a search committee and publicly announce its membership. The committee shall establish its list of candidates to be interviewed in consultation with the voting faculty. After the interviews, the search committee shall designate candidates for on-campus visits. The committee shall report the results of its entire screening process at a departmental meeting, and then a ballot shall be taken among the voting faculty of the Department to determine the final choice of candidate.

B. Appointments to tenured and tenure track positions from inside IU.

1. Joint titles. The Advisory Committee will periodically review the record (research, teaching and service) of all colleagues who have been actively involved in the teaching and committee work of the Comparative Literature Department, and, with the assent of the faculty members nominated, will present to the department faculty a list of nominees for discussion and a written vote. A two-thirds majority of the votes cast in a secret ballot is required to approve a nomination. Upon approval, the nominee must move at least 25% of his or her FTE to the Comparative Literature Department in order to become a Joint title with full voting rights.

2. Adjunct titles. Any request for an appointment as adjunct member of the Department shall be referred to the Chair's Advisory Committee, which may, at its discretion and in consultation with the Chair, bring the request to the faculty. Requests may be initiated by any member of the IU faculty, including the candidate for adjunct status. Such appointments require the approval, by secret ballot, of a majority of the voting faculty of the Department.

C. Non-tenure track appointments. The Chair, in consultation with the Advisory

Committee or a committee appointed for this purpose, may make non-tenure track appointments. These positions are for one year, renewable only once.

V. Tenure and Promotion. In the spring semester preceding the academic year of the candidate's nomination for tenure or promotion, the Chair shall appoint a committee, of three members when possible, to evaluate the candidate's dossier, rate each of the three areas (research, teaching, service), and submit a written report to the appropriate section of the voting faculty. The latter shall vote on the recommendation, and the committee shall then revise its report to reflect the discussion and to record the vote. The Chair shall also write a report on the candidate. Both reports shall be submitted to the Dean.

VI. Departmental Committees. There shall be ten standing committees: Advisory Committee; Salary and Equity Committee; Graduate Admissions Committee; Graduate Studies Committee; Undergraduate Studies Committee; AI Affairs Committee; Comparative Arts Committee; Translation Committee; Development Committee; Computer Committee. Other committees may be appointed as needed.

Membership and Duties. Membership on committees generally includes voting faculty, faculty with joint or adjunct titles, and student representatives. Members are appointed by the Chair, unless otherwise specified below. Committees will report on their activities to the departmental faculty at least once a year.

Advisory Committee. The committee shall consist of four members, one named by the Chair, and three elected by the voting faculty. There is a two-year term limit. The committee shall advise the Chair on matters concerning departmental operations, such as requests for faculty appointments from within IUB, selection and scheduling of faculty teaching responsibilities, and other issues. Membership on the committee is limited to budgeted faculty.

Salary Committee. The committee's charge is to aid the Chair in matters pertaining to the salaries of the budgeted members of the faculty. Membership, policies and procedures are to be determined by agreement of the budgeted faculty. Membership on the committee is limited to budgeted faculty.

Graduate Admissions Committee. The committee's charge is to select students to be admitted to the graduate programs and to be offered fellowships. The committee shall have four members, three faculty and one graduate student.

Graduate Studies Committee. The committee's charge is to coordinate graduate requirements, curriculum, examinations, the distribution of prizes, and other relevant issues. Any changes in these matters are subject to the approval of the voting faculty. The committee shall have four members, three faculty including the Graduate Adviser, and one graduate student.

Undergraduate Studies Committee. The committee's charge is to coordinate undergraduate requirements, curriculum, co-curricular activities, assessment, distribution of prizes, admission to the Honors program, and other relevant issues, and to approve the syllabi of courses taught by

Associate Instructors other than C145-146, C255 and C256. Any changes in these matters are subject to the approval of the voting faculty. The committee shall have four members, the Undergraduate Adviser, two faculty representing the different options for the major whenever possible, and one graduate student.

Associate Instructor Affairs Committee. The committee's charge is to select students to be appointed as Associate Instructors. The committee shall have four members, three faculty including the Graduate Adviser, and one graduate student.

Comparative Arts Committee. The committee's charge is to coordinate all matters pertaining to the development of the comparative arts program. This includes recommending curriculum changes to the Graduate or Undergraduate Studies Committees. Any changes are subject to the approval of the voting faculty of the Department. The committee shall have four members, three faculty and one graduate student involved in the comparative arts program. One faculty member of this committee will ordinarily be appointed to the Undergraduate Studies Committee.

Translation Committee. The committee's charge is to coordinate the requirements, curriculum, examinations, and other issues relevant to the Certificate in Translation. Any changes in these matters are subject to the approval of the voting faculty of the Department. The committee shall have four members, three faculty and one graduate student involved in the translation program.

Development Committee. The committee's charge is to coordinate plans for departmental grant applications and conferences. The committee shall have four members, three faculty and one graduate student.

Computer Committee. The committee's charge is to supervise the disbursement of funds for the acquisition of computer equipment for faculty members and staff. The committee shall have four members, three faculty and one graduate student.

VII. Amendments to this document as ratified will require a two-thirds majority of votes actually cast for passage. Voting procedures will be as follows: mail ballot with signatures required on envelopes, to be submitted within three weeks of the last discussion of the amendment at a faculty meeting (closed item). Votes will be tallied by the Advisory Committee.

VIII. The provisions of this document will take effect at the beginning of the semester following passage by the Department.