

Governance Document
Department of French & Italian
Indiana University-Bloomington

- I. The Department of French and Italian includes three degree-granting branches, French literature, French linguistics, and Italian. The three branches function together as one department and take decisions in common, to the extent reasonable, in accordance with the provisions of this document. In matters of recruitment, tenure and promotion, however, the Department functions as two autonomous sections: the French literature and French linguistics branches constitute one section; the Italian branch forms the other section.

- II. The Chair. The Chair's role is to conceive and encourage scholarly and pedagogical projects that make the Department a leader in the University and in the Department's three academic disciplines, as well as to ensure its effective administration.
 - A. Selection. Preferably candidates for the office of Chair shall be full professors. 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, 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.
 - B. Term. The Chair's length of service is limited to one term, renewable once.
 - C. Responsibilities. The Chair shall appoint the Graduate Advisers in French literature, French linguistics and Italian, the Undergraduate Advisers, the Graduate Examiners and Language Examiners in both French and Italian, and the Faculty Teaching Evaluation Coordinator. Appointed on a rotating basis, the Graduate Advisers will serve for a two-year term, renewable once, and the Faculty Teaching Evaluation Coordinator will have a single, one-year term.

The Chair oversees the following functions:

- relations with the College and University administrations
- office staff and administrative operations
- coordination of the French literature, French linguistics and Italian 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 language 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
- other matters as they may arise

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

III. Departmental meetings. A quorum consisting of half the voting faculty plus one is required in order to conduct business. There shall be at least one departmental meeting each semester, in addition to those concerned with faculty recruitment, tenure and promotion. Additional meetings may be called by the Chair or by petition of one third of the voting members, as necessitated by departmental business. Faculty members may bring items to the Chair for discussion at departmental meetings. The following shall be invited to attend: tenured and tenure-track faculty; faculty with Joint or Adjunct appointments; Permanent and Visiting Lecturers. Certain agenda items will be reserved: business concerning individuals--faculty members, administrative staff and students--including recruitment, tenure, promotion, and assessment of examinations and academic performance; amendments to this document; and such items as the Chair so designates. Three graduate representatives, one from each of the three branches of the Department, to be elected by the graduate students, shall attend the unreserved part of departmental meetings.

IV. Voting. Voting faculty are tenured and tenure-track faculty who have been appointed in accordance with the criteria specified in Item V below ("Faculty Recruitment"). Only voting faculty may vote on faculty recruitment and conditions of work. (Adjunct appointees and non-budgeted joint appointees do not have voting rights. 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.

Faculty not present on campus are not normally expected to vote, but may submit absentee ballots. No proxy votes shall be accepted in cases concerning faculty recruitment, tenure and promotion.

Permanent and Visiting Lecturers may vote only on issues involving language instruction. Permanent lecturers may participate and vote in other faculty decisions that do not require tenure-track status (see section V., C).

The three graduate representatives at departmental meetings shall have a single vote among them.

- V. Faculty Recruitment. Faculty members may enter the Department either from outside the University or from inside, either as Joint or as Adjunct appointees, or through lateral movement from another IUB department. 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 appropriate section of the Department.
- A. Hiring from outside IU. A publicly announced search committee of specialists shall be formed, with representatives of all three branches when appropriate. The committee shall establish its list of candidates to be interviewed in consultation with the voting faculty. 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 appropriate section of the Department to determine the final choice of candidate.
- B. Appointments from inside IU. Any request for an appointment from inside IU 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. Such appointments require the approval of a majority of the voting faculty of the appropriate section of the Department.
- C. Lecturer in Language Instruction. This position is a non-tenure track, permanent lectureship with the specific title of Language Coordinator in French or Italian. The incumbent must hold a PhD. The initial appointment and initial probationary period is three years, with annual reappointment subject to effective performance of duties and continuing programmatic need. In the incumbent's third or sixth year, the Department will have the option of promotion to rank of senior lecturer. If promoted, subsequent reappointments to three-year terms will be made on a rolling basis; i.e., in year five a decision will be made to reappoint for years 7-9.

As a non-tenure-track appointee, a full time permanent lecturer does not participate and does not vote on the tenure and promotion cases of tenure-track faculty or on the hiring of tenure-track faculty. The lecturer also does not participate in other committees which require tenure-track status. She/he may, however, participate in faculty decisions involving undergraduate curricular changes that concern language instruction. Furthermore, she/he may be asked to participate in the evaluation of M.A. and Ph.D. examinations that involve language instruction and didactic methodology. The teaching load is three courses per semester, with one course release in each semester to compensate for language coordination.

Criteria for the evaluation of the performance of permanent full-time lecturers in language instruction consist of:

1. An outstanding teaching record in introductory graduate and undergraduate courses stressing the acquisition of French or Italian language skills.
2. A strong record of graduate teaching in the area of foreign language methodology or courses that bear on the training of prospective teachers of French or Italian.

3. Effective management of those parts of the French or Italian language program entrusted to the holder.
4. Effective training and supervision of teaching personnel over which the holder has responsibility (AIs, full-time visiting lecturers).
5. Successful professional involvement in activities that relate directly to language instruction.

The hiring procedure for this permanent lectureship are the same as outlined in sections V.-A and V.-B above.

VI. 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 or four members to evaluate the candidate's dossier, rate each of the three areas (research, teaching, service), and submit a written report to 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-1: Tenure and Promotion Criteria

All candidates will be evaluated in the areas of research, teaching, and service. The candidate should be considered "excellent" (the highest rating) in at least one area and be considered at least "good" in a second area. The candidate should rate at least "satisfactory" in service. The rating system is as follows: Excellent, Very Good, Good, Satisfactory, Unsatisfactory.

In evaluating the candidate's dossier for tenure or promotion, the Department makes the following distinction. In the case of tenure, the Department examines the dossier for serious promise of future accomplishments: there is an assessment of potential and promise. In the case of promotion, it determines whether actual achievement is sufficient to merit promotion to the next rank. As stated in Section III of the Vice Provost for Faculty and Academic Affairs Office Guidelines for Tenure and Promotion, "Tenure dossiers should present an assessment of the impact of the dissertation research and all post-terminal degree research and creative activities; promotion dossiers should contain an assessment of work done in rank at Indiana University and elsewhere."

A. RESEARCH. The Department does not wish to put constraints on the genuine research interests of any faculty member and recommends that the candidate consider what kind of research and publication will best demonstrate his or her abilities, scholarly interests, and training. Essentially, the Department looks at the candidate's publications for evidence of an analytical, investigative spirit, as well as a sustained and coherent research program. In the case of tenure, candidates are expected to demonstrate

tangible progress in a program of research beyond the dissertation.

The Department's chief concern in research is with quality rather than quantity. Nevertheless, the timing and pace of publication are important factors in the tenure committee's evaluation, since they provide indications of the candidate's future promise as a productive scholar. In general the Department has held to the rule that a book or the equivalent is required for tenure. The meaning of the terms "book" and "equivalent" vary from one field of the Department to another.

Candidates for tenure in the French and Italian literature sections are expected to publish a book along with some articles in refereed journals. The book may be a monograph or a critical edition that meets the standards described below, depending on the candidate's area of specialization. In rare cases, they may substitute a substantial series of articles that make public the results of a coherent research program in a significant field of the discipline.

Candidates for tenure in French linguistics or as Language Coordinator may publish their research either in the form of a book along with some articles in refereed journals or as a substantial series of articles in major refereed journals in their field.

For candidates in all fields, the tenure committee will take into consideration the quality and scope of the venues of publication. Candidates should therefore supply documentation of these factors, as well as of the impact the publications have had on the scholarly community when available. Co-authored articles will be evaluated according to the type and amount of the candidate's contribution to the collaborative effort. For such articles as well as for publications of conference proceedings, documentation of the editorial and review process must be furnished in order to permit the tenure committee to perform its evaluation in a knowledgeable and equitable manner.

The presentation of scholarly research and papers at prominent regional, national and international conferences is viewed as an important activity which serves to bring the candidate into critical dialogue with her/his research peers and to represent the Department and the University in the U.S. and abroad. Again, evaluation of these activities will be based on the process of review and selection for participation in the conference and the scholarly prestige of the venue.

French literature. The French literature and civilization section values most highly publications, such as books and articles, devoted to research, criticism, and theory, that illuminate areas of our discipline in significant ways. Critical editions, that is those that include a substantial introduction, extensive annotation, and a critical apparatus, are fundamental to the discipline, especially when they are based on works before the modern period, or on works never previously published. For the earlier periods

especially, such editions are crucial to establishing and extending the materials available for research, and are valued as such. While less highly valued than monographs or critical editions, translations of works of literature and culture, or of important theoretical and critical studies, when accompanied by an extensive critical apparatus, are also important to our field and demonstrate not only editorial and research skills but also creative abilities that make available to a wider public of non-French readers works that would otherwise be closed to them.

French Linguistics. The candidate should present a significant body of research that illuminates an area of the language sciences--core linguistics (phonology, morphology, syntax, lexicon, semantics), language acquisition, sociolinguistics, glottopolitics, etc.--in new and significant ways. It is highly desirable that some of the research findings come to the attention of scholars in francophone regions: France, Quebec, French-speaking Switzerland, etc. External research funding greatly enhances a research dossier because success in competition for these funds reflects a candidate's accomplishments and promise in a given field at the national level.

Italian Literature and Culture. The Italian section is particularly mindful of the diversity in research profiles represented by 1) differing methodologies in historical, philological and critical inquiry, and 2) differing areas of research (including, but not limited to, film studies, manuscript studies, gender and area studies, literary criticism, linguistics, editorial theory). Consequently, the Italian section assesses forms of publication according to the standards of methodology, or of the different areas of research, and the process of selection and review of the publications presented. In the evaluation of the candidate's dossier, equal weight is given to book-length studies on critical topics and scholarly critical editions according to the criteria specified above. The Italian faculty also values translation as stated in the French literature section. The Italian faculty recognizes that the serious and rigorous editing, rather than compilation, of a volume of critical studies, or of a special issue of a well-respected journal is a valuable contribution to scholarship, but cannot substitute for a monograph or a critical edition in the presentation of a tenure dossier.

Coordinator of Language Instruction. In addition to development activities linked to the candidate's pedagogical missions, s/he should present several articles in the areas of applied linguistics, language acquisition, or didactics published in refereed journals of these subfields, as well as those reaching a wide audience among teachers of French and foreign languages. Extra- departmental and external funding for research and/or development activities is highly desirable, for it reflects the candidate's accomplishments and promise among specialists in language instruction and language acquisition at the national and/or international level.

B. TEACHING. All faculty members are expected to demonstrate good pedagogical performance. They should show flexibility in their teaching as indicated by courses at

different levels--undergraduate and graduate courses at the beginning and advanced levels--and aimed at different types of students. Especially for candidates for promotion, participation in dissertation committees is another important criterion for contribution to the teaching mission of the department. Criteria for excellence in teaching include the preparation of textbooks as well as pedagogical books, articles, and presentations.

The Coordinator of Language Instruction is expected to demonstrate outstanding pedagogical skills at all levels, including beginning and intermediate language courses. In addition, s/he is expected to have a distinguished record in the training of prospective teachers and in the development of various pedagogical materials that show innovation and/or the appropriate use of technological supports, such as interactive computer enhanced instruction, use of audio-visual aids and of Internet resources. S/he is expected to participate actively in professional meetings at the regional and national level and to engage in outreach activities such as the organization of workshops of interest to students, faculty, and secondary school teachers. Successful applications for extra-departmental and external funding for development and outreach activities significantly enhance a Language Coordinator's tenure dossier.

C. SERVICE Since the Department will not normally support candidacy for tenure or promotion based primarily on the grounds of service, a strong record in this area is less important than the candidate's demonstration of quality and success in the areas of research and teaching. Nevertheless, effective service is required for tenure and promotion.

The category of service includes departmental functions (for example: advising, committee work, participation in student activities such as the French House or the Circolo Italiano, directorship of overseas programs, course coordination); parallel activities in the College of Arts and Sciences and the Graduate School (such as service on tenure committees, policy or advisory committees); or in the University at-large (Bloomington and University Faculty Council, etc.); and service to the profession (such as editorial work for professional journals, writing book reviews and acting as referee for journals and for funding agencies, and holding office in professional organizations, etc.).

VI-2: Tenure and Promotion Procedures

A. TIMING The first consideration of promotion to the rank of Associate Professor normally coincides with review for a tenure recommendation. That review usually takes place in the sixth year of a candidate's appointment. Consideration of promotion to the rank of Professor generally occurs for the first time after five or six years in the preceding rank.

B. ANNUAL REVIEWS Annual reviews for reappointment, promotion, or tenure are conducted every spring by the Chair, in collaboration, if he or she finds it appropriate,

with an ad hoc committee of senior colleagues. A written statement is provided to the faculty member but is not included in any subsequent tenure or promotion dossier.

C. THIRD YEAR REVIEW In the case of faculty members preparing for tenure, the chair, in conjunction with a committee of senior colleagues in the candidate's area, or a closely related area, conducts a more formal assessment of research, teaching and service in the third year of their appointment. Such reviews are announced in late winter, providing candidates with ample time for assembling information. The results are communicated by letter, as prescribed in the Academic Guide **but this letter is not included in any subsequent tenure or promotion dossier.**

D. TENURE DOSSIER PREPARATION The Chair, in the spring semester of the candidate's fifth year (or the pre-tenure year), begins, with the assistance of the candidate, to assemble a tenure dossier from materials provided by the candidate and from items in the candidate's office file. The candidate should provide a detailed CV and a statement about his or her research, teaching, and service achievements and plans.

Research Record. This should include scholarly publications and reviews thereof, with evidence of the quality of the periodicals and presses; scholarly works complete but still in manuscript form; descriptions of research in progress; a list of conferences at which the candidate has presented a paper or chaired a session; correspondence with editors and conference organizers where appropriate.

Teaching Record. Candidates are responsible for collecting evidence of the quality of their teaching from the time of their appointment. Such evidence should include student evaluations, peer reports, syllabuses, teaching materials such as class notes or course packets, Web pages, CD-ROMs prepared by the professor, and a record of dissertations directed or for which the candidate has been a member of the committee. Documentation of performance as a teacher should not be left to the year before or the year of one's candidacy, as good evidence is often difficult to obtain then and is sometimes considered less valid when requested for the specific purpose of compiling a promotion or tenure dossier. Nevertheless, solicited letters from former students can be helpful. The candidate is advised to ask the Chair or another colleague to solicit such evaluations on his or her behalf. (The candidate provides the list.)

Service Record. Candidates are responsible for providing a record of service to the Department, the College, the University, and the profession. It should include publications and other documentation reflecting such service, service evaluations and the like submitted by colleagues or other persons familiar with the candidate's work.

Supporting Letters. The dossier may also include unsolicited statements on the

candidate's qualifications for tenure/promotion submitted by colleagues in the Department and elsewhere in the University, and/or statements solicited specifically by the Chair or a colleague at the candidate's request (list should be provided by the candidate).

External Referees. Both the Chair of the Department and the Dean of the College of Arts and Sciences will request assessments of the candidate's research. Five out of ten are selected by the candidate and five by the Chair. Half of these are requested by the Department, half by the College. The Chair provides the candidate with the opportunity to eliminate names of referees who might be prejudicial to the case. The Chair and the candidate together produce a brief description of the referees' status and publications.

E. TENURE DECISION The tenure dossier is completed early in the fall of a candidate's sixth year (or tenure year) and presented to a committee composed of all the tenured faculty in the Department. A subcommittee of three or four, appointed by the chair, evaluates the dossier, rates each of the three areas (research, teaching, and service) and submits a written report to the voting faculty. The latter, having had the opportunity to read and discuss the dossier, vote (yes, no, or abstain) by secret ballot. Members unable to attend the meeting at which the vote takes place are not thereby denied the opportunity to cast a ballot. The committee then revises its report to reflect the discussion and to record the vote. The Chair also writes a report on the candidate. Both reports are submitted to the Dean. The result of the vote is made known to the candidate.

F. PROMOTION DECISION The decision to assemble a promotion dossier is normally the result of a perception common to the candidate and Chair that the proper moment for that step has arrived. (If the Chair does not have this perception, he or she will nevertheless either assume the responsibility of preparing a dossier should the candidate wish to proceed with the recommendation, or else agree to cooperate as necessary with another sponsor of the candidate's choosing.) The procedure from this point is the same as for the tenure decision (see preceding paragraph), except that the committee evaluating the dossier will be composed of all full professors in the Department.

VII. Departmental Section Meetings: The French literature, French linguistics, and Italian faculty of the department shall hold sectional meetings as appropriate to conduct the business of the section during the course of each academic year. The Director of Graduate Studies shall serve as convener. The department chair is an ex officio member of each of the sectional committees and will decide whether to attend specific meetings.

VIII. Departmental Committees.

There shall be nine standing committees:

- Chair's Advisory Committee
- Salary Committee
- French Graduate Recruitment and Admissions Committee
- Graduate Studies Committee (French Literature)
- French Undergraduate Studies Committee
- Italian Studies Committee
- AI Awards Committee
- Departmental Fund-Distribution Committee
- Guest Speaker Committee

Other committees may be appointed as needed.

French linguistics graduate studies are supervised by a committee of the whole.

Membership and Duties. Unless otherwise specified, membership on committees is limited to the voting faculty. When appointments to committees are to be by alphabetical rotation, the rotation shall begin with a different letter for each committee. Unless otherwise specified, the Chair may make adjustments to this system when circumstances so require.

Chair's Advisory Committee. The committee shall consist of three members, two named by the Chair and one appointed by alphabetical rotation. The Committee will consist of one member from each of the three branches of the Department. 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.

Salary Committee. The committee's charge is to rate faculty performance for the purpose of making salary recommendations to the Chair of the Department, or to the Dean of the College in the case of the Chair.

- A. The committee shall consist of four members, with each rank represented, two members from French literature, one from French linguistics, and one from Italian. The departmental Chair presides over the deliberations.
- B. Members shall serve one year. During the term of service, committee members' salary rankings shall be determined by the Chair of the Department in consultation with those members of the Advisory Committee who are not currently members of the Salary Committee.
- C. The committee is appointed in alphabetical order. Adjustments may be made to ensure that junior faculty serve before their third-year review, and for leaves of absence, sabbaticals and the like.
- D. Following the committee's deliberations, during the summer or early in the fall semester, the departmental Chair shall reconvene the committee to review the results of its determination of salary rankings.
- E. The committee shall take into account each faculty member's performance in

- research, teaching and service over a three-year period. The Committee shall rank the Chair's performance according to the same criteria. The committee shall assign a numerical rank for each faculty member's performance based on the current annual report; an average rank for the period shall be determined, weighting each of the two previous years as 1, and the current year as 2.
- F. Each faculty member shall have the opportunity each year to discuss salary matters with the Chair.

French Graduate Recruitment and Admissions Committee. The committee's charge is to recruit and select students to be admitted to the graduate programs and to grant Alships and fellowships. The committee shall have five members: two members of the French literature graduate faculty and one member of the French linguistics graduate faculty, chosen through alphabetical rotation for two-year terms; and the two French graduate advisors.

French Literature Graduate Studies Committee. The committee's charge is to coordinate graduate requirements, curriculum, examinations, and other relevant issues. Any changes in these matters are subject to the approval of the voting faculty of the section. Membership shall include: the Graduate Adviser; the Graduate Examiner; one member of the graduate faculty, chosen through alphabetical rotation for a two-year term; and one graduate student chosen by the Graduate Student Organization, named for a one-year term.

French Undergraduate Studies Committee. The committee's charge is to coordinate undergraduate requirements, curriculum, co-curricular activities, assessment and other relevant issues. Any changes in these matters are subject to the approval of the voting faculty of the section. Membership shall include: the Language Coordinator; the Undergraduate Adviser; and two representatives of the literature and civilization courses to be chosen from among the faculty who teach those courses.

Italian Studies Committee. The Italian section will hold regularly scheduled meetings (dates to be fixed at the beginning of each semester) to dispense with current business. The Graduate Adviser of the section will serve as Convening Officer of Italian Studies and will set meeting times and agendas in consultation with other members. Special non-scheduled meetings can be called if two Italian faculty request it of the Convening Officer. The Italian Studies Committee will operate as a committee of the whole, deciding business on a simple majority vote, in the following areas and adhering to the following guidelines:

- A. Italian Graduate Admissions. All admissions to the graduate program, offers of associate instructorships, or nominations for fellowships will be honored by the Italian faculty only if such applications have been examined by the entire Italian section and subsequently made official by the approval of the Chair. No such offers or admissions or nominations should be made by the Chair alone or by individual Italian faculty without the approval of a majority of the Italian section obtained at a regular meeting.

- B. Italian Graduate Studies. Graduate requirements, curriculum, reading lists, and other relevant issues (including guest speakers to be invited on campus) should be decided by the Italian faculty as a whole. In a regular rotation supervised by the Chair, one member of the Italian section will serve as Graduate Adviser, who will be in charge of counseling all students on a regular basis before registration and of keeping regular office hours for the same purpose during the academic year.
- C. Italian Undergraduate Studies. Undergraduate requirements, curriculum, honors opportunities, study abroad opportunities, co-curriculum activities, assessment, and other relevant issues will be coordinated by the Coordinator of the Language Program (appointed by the Chair of the Department) and by the Undergraduate Adviser in Italian Studies (selected through a regular rotation supervised by the Chair). Either individual will regularly bring appropriate undergraduate issues to the Italian Studies Committee for action. The Coordinator of the Language Program will oversee course scheduling, teaching of basic courses, and regular course evaluation and will conduct an orientation session and periodic meetings with associate instructors. The Undergraduate Adviser will counsel all undergraduate students on a regular basis before registration and keep regular office hours for the same purpose during the academic year.
- D. Tenure, Promotion, and Recruitment in Italian Studies. Since matters regarding tenure, promotion, and recruitment in the Italian section are handled autonomously by the Italian faculty within the Department, the Italian faculty will serve as a committee of the whole to act on such issues, in cooperation with the Chair. The Italian faculty will follow COAS guidelines on all tenure, promotion and recruitment matters. Recruitment of new faculty lines or replacement of existing lines in Italian should be determined by demonstrable program needs and traditional academic criteria (such as student demand, the lack of adequate coverage in curriculum, the loss of a faculty member through retirement or resignation). Assignment of faculty lines to Italian should not be determined, in other words, solely by a majority vote of the department, and the Italian section should be allowed to argue a case for new lines with both the Chair and the Dean of the COAS.

AI Awards Committee. The committee shall evaluate French and Italian AI's in order to select the winners of the Department's annual awards for excellent AI teaching. The committee shall consist of the French Language Coordinator, an Italian faculty member (preferably the Italian Language Coordinator), and two other members of the faculty chosen by the chair.

Departmental Fund-Distribution Committee. The committee shall review requests for funding and determine awards from the several sources available to the Department, except for support for guest speakers, which shall be determined by the Guest Speaker Committee. The committee shall announce its various funding decisions to the Department at appropriate times. Student prizes are determined at a meeting of the full faculty in French and in Italian. Membership shall include the Chair of the Department, and three members of the faculty chosen through alphabetical rotation for two-year terms, one from

each of the branches of the Department.

Principles for allocation of funds:

- Departmental funds should be allocated in competition and on the basis of a formal application
- Requests for funds will be considered in the fuller context of other monies already awarded, either by the College or the department, or both
- Research account balances will be taken into account when making funding allocations.

The chair shall announce each year the amount of money available for research, including funds for travel (aside from the basic departmental travel allowance), equipment, and faculty-graduate student collaborative projects. The results of the funding competition shall be made known to the full faculty in the interests of transparency, and faculty who receive funds shall report on their use and outcomes to keep colleagues informed of research initiatives.

Guest Speaker Committee. The committee shall oversee the selection and funding of outside speakers invited by the Department. It shall not be concerned with departmental contributions to the remuneration of speakers whose chief sponsors are outside the Department; such contributions shall be determined by the Chair alone. Membership consists of three members of the faculty, one from each section of the department, chosen through alphabetical rotation, for two-year terms.

- IX. Amendments. Amendments to this document as ratified will require a two-thirds majority of the full-time faculty for passage. (If the item interests only one section of the department, it will require approval of only two thirds of the full faculty in that section.) Voting procedures will be: 1) By mail ballot with signatures required on envelopes or by e-mail, to be submitted to the administrative assistant within two weeks of the last discussion of the amendment at a faculty meeting; or 2) By ballot or a show of hands at the faculty meeting when the amendment is on the agenda, provided that all full-time faculty members are present at the meeting.
- X. The provisions of this document will take effect at the beginning of the semester following passage by the Department.

Initial document ratified: February 28, 1997

Amendments to sections VII and VIII approved: March 2, 2001

Amendments to section VI approved: November 30, 2001

Amendments regarding creation of a permanent lecturer position approved: March 14, 2003.
Amendments regarding committee composition approved: November 14, 2003.
Amendments regarding tenure criteria approved: April 16, 2004.
Amendments regarding departmental meetings and chair's advisory committee approved: Oct. 20, 2006.
Amendment regarding Guest Speaker Committee approved: Sept. 24, 2007.
Amendment regarding voting on tenure and promotion cases approved: Jan. 16, 2009.
Amendments regarding Departmental Fund-Distribution Committee and adding Departmental Section Meetings approved: Mar. 6, 2009.
Amendment adding details to Departmental Fund-Distribution Committee duties approved: Mar. 27, 2009.
Amendment regarding section VI-1 Tenure and Promotion Criteria approved: Apr. 30, 2010.

May 4, 2010