

ADMINISTRATIVE BYLAWS¹
OF THE DEPARTMENT OF ROMANCE STUDIES

Prologue

The Department of Romance Studies consists of the faculty, graduate students, full-time staff, and undergraduate students majoring in Romance Studies.

The faculty of the Department of Romance Studies includes regular rank faculty in the tenured, tenure-track, and non-tenure ranks; it also includes non-regular rank faculty holding the titles of Instructors and Lecturing Fellows.

PART I. DEPARTMENTAL ORGANIZATION AND POLICIES

Section I. Departmental and Regular Rank Faculty meetings

- A. There are two types of faculty meetings, departmental and regular-rank faculty meetings, as described below. Faculty meetings (departmental or regular rank) will be called by the Chair at least twice per semester. A quorum at either departmental or regular-rank faculty meetings is defined as a majority of the faculty with primary appointments in the department who are not on leave or on assignment abroad.
- B. All full-time regular rank faculty members may attend regular rank faculty meetings and vote, except on questions of renewal or promotion at or above their rank, as specified by university regulations. Visiting Professors do not attend faculty meetings. Any voting member may introduce a motion. Committees and Task Forces, through their chairs, make recommendations to the department. The Chair, the DUS, and the DGS, report at least once each semester to the department about activities conducted on behalf of the department. Formal motions may be introduced but are not required for departmental decision when consensus is apparent, except in cases of appointments, promotions and tenure, where secret ballots are required. A motion or request for a formal vote is always in order.
- C. There will be at least one departmental meeting per year, which full-time non-regular rank faculty and graduate students may attend to discuss their interests. There will be other, regular-rank, faculty meetings as needed to accomplish the tasks set out in section III below. There will be other, regular-rank, faculty meetings as needed to accomplish the tasks set out in section III below.
- D. With regard to faculty appointments, voting is restricted in various ways specified by the procedures below for appointment, tenure, promotion and reappointment. "the department," for this purpose, refers to the group thus constituted. Voting to initiate appointment procedures or choose among candidates is not included in this restriction.
- E. The Chair does not vote in departmental or regular-rank faculty meetings except to break a tie. There is no absentee ballot but on personnel issues absent members are to be polled.
- F. Regular-rank faculty meetings last no more than 90 minutes, unless a vote is taken to extend the meeting.

Section II. Chair.

The Chair is the department's chief administrative officer and is appointed by the Dean of the Faculty of Arts and Sciences after written consultation with all department members.

It is the prerogative of the Chair to:

- A. Recommend names to the Dean of Trinity College and the Dean of the Graduate School, for nomination to the positions of Director of Undergraduate Studies (DUS) and Director of Graduate Studies (DGS), respectively;
- B. Make part-time, visiting and other non-regular rank appointments, in consultation with the DUS, DGS, and language program directors concerned as appropriate. This includes assignment of teaching sections to graduate students, in consultation with the DUS, DGS and language program directors;
- C. Present to the Dean of the Faculty of Arts and Sciences the needs and priorities of the department, after consultation with the department;
- D. Hire and direct office staff;
- E. Allocate and administer the departmental budgets;
- F. Appoint departmental supervisors, directors (including those for study abroad programs) and committees (unless specified otherwise by departmental legislation), and library representatives;
- G. Make final arbitration concerning course assignments and scheduling, developed by the DUS in consultation with the Directors of the Language Programs and the DGS;
- H. Assign office space, taking into account needs and rank seniority.

Section III. Task Forces.

The work of the department will be organized by major concerns and charges to be addressed by semester or annually. "Faculty units" of the department are: French / Francophone; Italian; and Spanish / Latin American Studies (including Portuguese).

- A. Course planning and programming
- B. Personnel, including 1) hiring new faculty; and 2) promotions and tenure
- C. Lectures and media acquisitions
- D. Graduate student affairs, including 1) recruitment, advising, and review of graduate students; and 2) preparation for the job market
- E. Study abroad and distribution of monies accrued from study abroad programs

Section IV. Undergraduate Program.

- A. The department as a whole is responsible for all aspects of undergraduate curriculum.
- B. All courses are approved by the department upon recommendation by the course planning and programming taskforce. Changing subjects of courses with generic titles are customarily noted but need not be formally approved by the department.
- C. The department as a whole is responsible for study abroad programs. Departmental study abroad programs are administered by the faculty unit concerned in consultation with the Chair.
- D. Arts and Sciences approval of summer programs is contingent upon directorship by a member of our full-time faculty or a regular Duke faculty member from another department.

Section V. Graduate Program.

- A. Appointment to a regular faculty position in this department entails membership in its Graduate Faculty. The DGS shall notify the Dean of the Graduate School of all such new appointments.
- B. The DGS will be responsible for following the progress of students in their course work and exams, and for reporting to the faculty each semester on the state of the graduate program. The graduate faculty annually evaluates progress of continuing graduate students, reviews admissions policies where applicable, and recommends future awards and fellowships.
- C. Faculty members of the Graduate student affairs task force as defined in Section III. D. will include:
 - 1) an Admissions Committee to select and recruit candidates for admission to the Graduate Program and report to the department; and
 - 2) a Placement Committee to prepare students and assist them in preparing their dossiers for the job market.

Section VI. Other Departmental Policies.

- A. *Covering of classes when absent.* Courses whose staffing is determined primarily by the Director(s) of the Language Programs should be covered to the satisfaction of the Director(s) either by substitution or make-up. In every case, the Director(s) of Language Programs should be notified and will decide on arrangements. Policy is more flexible with respect to upper level classes. Professors absent because of professional commitments are expected to notify the department office of the dates involved.
- B. *Nominations for Arts and Sciences Council elections.* Each member of the department may cast as many votes as the number of nominations which the department can make: the result is determined by plurality of the votes cast.
- C. *Evaluations.* It is departmental policy to distribute and collect student evaluation forms. All teaching faculty, including visitors, are expected to administer student evaluations according to the protocol specified.

D. *Prizes.* All faculty members may make nominations for the annual Niess/Hull (French Studies), Predmore (Spanish / Latin American Studies) and the Mazzoni prizes; all first and second majors can be nominated, and all faculty may vote.

Section VII. Task force organization

- A. *Course planning and programming.* The DUS serves as chair of this task force, which will also include the Directors of Language Programs and one member from each faculty unit appointed by the Chair. This committee is constituted in the Spring and meets at least once each semester. This task force discusses all issues related to undergraduate curriculum, and makes recommendations to the department on organization of majors, approval of new courses, approval of study abroad courses, etc.
- B. *Personnel.* The personnel task force is composed of all regular-rank faculty members of the department, who will deliberate as a whole on requests for new searches. The department Chair, in consultation with the faculty unit(s) concerned, will appoint a chair and other members of ad hoc search committees and reappointment, tenure and promotion committees.
- C. *The graduate affairs task force* is chaired by the DGS, who in consultation with the Chair will appoint a Graduate Liaison Committee composed by three other members, representing the three PhD programs within the department. Three graduate students and two alternates are elected members of the Liaison Committee, one from each program. The students are elected by secret ballot by the graduate students during an open meeting. Only one of the student representatives may be a first-year student. The Graduate Liaison Committee discusses issues of interest to the graduate students in the program.
- D. *The Study Abroad task force* is composed of a chair appointed by the Chair, the DUS, one language program director and all faculty members appointed as campus Directors of the departmental study abroad programs (summer, semester, year). In consultation with the Units, the task force recommends new programs, evaluates existing programs, reviews credentials of foreign faculty, evaluates new exchange agreements; and reviews credentials of personnel and administrators of joint programs. In keeping with this responsibility, program directors shall be privy to, and be consulted with, with respect to expenditures from the administrative budgets of their respective programs. In close consultation with the DUS, the campus directors for study abroad programs will be responsible for generating equivalencies and transfer credits for all courses having to do with those programs; the DUS will consult with Language Program Directors and / or study abroad directors as appropriate in evaluating requests for transfer credits from other programs.
- E. *The Lectures and Media task force* is composed of three members appointed by the Chair; each Unit should be represented. Usually the chairing of the Committee rotates among Units every academic year. In consultation with the faculty, it is the responsibility of the task force, in consultation with the faculty:
1. to organize a major annual department lecture, in consultation with the Chair, the DGS, and the DUS.
 2. to select lectures and new media to be purchased;
 3. to collaborate with other faculty members in planning workshops or conferences.

The task force has final say on the selection and award of fees and honoraria. It is also responsible, with support of department staff, for a lecture calendar, relations with invited speakers, relations with other co-sponsoring departments or programs and local accommodations and social activities of invited lecturers.

Section VIII. Amendments. The bylaws may be amended by a majority vote of those present at a regular-rank faculty meeting provided the text of the proposed amendment has been circulated to the members at least 10 days in advance of the meeting.

PART II

TENURE-TRACK FACULTY

PROCEDURE FOR APPOINTMENT, TENURE, PROMOTION AND REAPPOINTMENT

Section I. PROCEDURES FOR INITIAL APPOINTMENT.

- A. This policy covers appointments to tenure-track ranks. All full-time, regular-rank faculty vote on requests to the Dean of the Faculty of Arts and Sciences to initiate appointments and on choice among candidates. If the appointment involves tenure, voting on the tenure review file is restricted to tenured faculty at or above the rank proposed for the candidate. See also E and G below.
- B. As soon as the Dean of the Faculty of Arts and Sciences has authorized the appointment, the departmental chair will name a departmental search committee, which may include faculty from other departments, and the departmental chair will designate its chair. Composition of this committee must be approved by the Dean of the Faculty of Arts and Sciences. In forming the committee, the departmental chair will take into account appropriate representation of ranks (normally at least one person from each rank), units, special fields, and the needs of the undergraduate and graduate programs. The departmental chair may make additional appointments to the committee at his or her discretion.
- C. The search committee's first task will be the preparation of a job description for approval by the department. Other responsibilities include the identification of candidates, assembling of their dossiers, interviewing of candidates at the MLA when necessary, and, with the approval of the department and the departmental chair, the arrangements for candidates' visits. The committee, finally, will rank the candidates and evaluate their strengths and weaknesses.
- D. Communications with the candidates will normally be handled by the search committee's chair, who should maintain close contact with the departmental chair, particularly by providing copies of correspondence.
- E. The search committee, will present its final recommendation to the department, all of whose voting members will act upon the request for appointment. A vote by secret ballot will be conducted. If the search committee is unable to make a recommendation, a consensus vote to produce two final candidates may precede the secret ballot vote. All letters of recommendation will normally be for the use of the search committee only. However, they will be summarized, without identification of the referees, for the departmental dossier. Individual members of the department may have access to the referees' letters upon request to the departmental chair. The full dossier, together with the departmental chair's recommendation, is available to the voting members of the Department upon written request. The departmental chair will inform the Dean of the Faculty of Arts and Sciences of the outcome of the vote. If the department votes for appointment, the departmental chair presents the request to the Dean of the Faculty of Arts and Sciences, summarizing the major points of departmental discussion, including the nature of the vote (both for appointment and for rank), the positions of any departmental minority, his/her own position on the result and/or preference among the candidates. If the appointment involves tenure, the chair will also nominate a tenure review committee which, once approved by the Dean, will conduct a full tenure review, following the normal procedures of Arts & Sciences and of the University. Items gathered by the search committee may, if obtained respecting tenure-review procedures, become part of the tenure review dossier.
- F. Before the vote on the appointment, the departmental chair may express his/her own view on the search

committee's recommendation and inform the department of the reasons for his/her dissent. In no event will the departmental chair request or offer an appointment that the department has not specifically approved.

- G. If the department votes for appointment and the discussion has raised disagreements regarding the rank of the candidate, the rank will be determined by vote of the appropriate personnel committee for recommendation to the Dean of the Faculty of Arts and Sciences.
- H. *Joint appointments.* Joint appointments, whether primary or secondary, are considered full members of the department for all purposes. Secondary appointments are subject to periodic renewal according to the terms established by the department and the Dean of the Faculty of Arts and Sciences and specified in the letter of appointment.

1. *Primary joint appointment.* When a primary joint appointment is proposed at the initiative of another department or Unit, the departmental chair will name a departmental personnel committee. The same general procedures for appointment will hold, except that the documentation assembled by the department or Unit for its own appointment procedures, including any committee reports, will normally substitute for the work of a departmental search committee. If needed, the personnel committee will seek supplementary materials related to the area of competence of the department. The department should be informed by the Dean of the Faculty of Arts and Sciences to what extent the joint appointment may affect future appointments. Primary joint appointments are determined by the fact that half or more of the candidate's teaching responsibilities will normally be within the department. The departmental chair, in consultation with the Dean of the Faculty of Arts and Sciences, will make recommendations regarding service expected in the Department. Primary joint appointments with tenure will not carry a limit on duration of term of appointment.

2. When a faculty member with a full appointment in the department or a primary appointment in the department and a secondary appointment in another department or Unit wishes to modify his/her status (increase or decrease her/his teaching load in another department or Unit) the faculty member should make an official request in writing addressed to the departmental chair. It is the responsibility of the departmental chair to inform the appropriate personnel committee of the department above the rank of the faculty member of the request of the faculty member. Approval for a new joint appointment, extension or reduction of an existing joint appointment is left to the departmental chair in consultation with the Dean of the Faculty of Arts and Sciences. The same procedure applies for a new faculty member at the time of the original appointment.

3. *Secondary joint appointment.* When a secondary joint appointment is proposed at the initiative of a faculty member in another department or Unit, it is the responsibility of the departmental chair to inform the department or the relevant Personnel Committee (faculty at rank). The department or Personnel committee will review the credentials of the applicants and a formal vote with secret ballot will be conducted. When the vote is favorable, the departmental chair will so inform the Dean of the Faculty of Arts and Sciences and recommend secondary appointment. Secondary appointments will normally carry a limit of duration decided by the Dean of the faculty of the Arts and Sciences in consultation with the departmental chair.

Secondary appointments at any level (Assistant, Associate or Full) can be made by the Department of Romance Studies following the Arts and Sciences general regulations for secondary appointments. The Faculty reserve the right in agreement with the Faculty to be appointed, to specify the rights and obligations of the appointee.

4. *Adjunct appointments.* Adjunct appointments are necessary when a Faculty has a primary appointment in a division other than Arts and Sciences (e.g. Business School, Museum of Art, Law

School). Adjunct appointments (at any level) can be made by the Department of Romance Studies following the Arts and Sciences general regulations for secondary appointments (Chair Handbook, 3/10). Ordinarily, Adjunct appointments do not carry the regular rights and responsibilities of primary or secondary regular appointments. However, under special circumstances, the Faculty reserve the right to extend, by special vote, certain rights to and demand certain responsibilities from the appointee.

Section II. PROCEDURE FOR TENURE, PROMOTION AND REAPPOINTMENT

A. PERSONNEL COMMITTEE. For consideration of promotion, tenure, and reappointment, the personnel committee is composed of all tenured faculty members above the current rank of the faculty member under review.

B. PROMOTION. All pertinent communications with the candidate for promotion are to be exclusively among her/him and the departmental chair, and the chair of the personnel subcommittee. If the personnel committee votes to consider the promotion of a member of the department, the following steps are taken:

1. The departmental chair requests the candidate to submit a detailed *curriculum vitae*, a list of publications and work in progress, copies of books and articles and other scholarly materials, and manuscripts accepted for publication. Manuscripts not yet accepted for publication and/or works near completion will be considered if the candidate consents. The candidate has the option of submitting a list of referees qualified to judge the scholarly work, and to ask that particular referees not be chosen.
2. After discussing the candidate's list of referees, if a list has been submitted, with the personnel committee, the departmental chair gives whatever advice may be appropriate. The committee follows the candidate's list until as many as three referees and three alternates are found, and adds the same number from a list submitted by its own members, to a total of at least six referees and six alternates. The departmental chair communicates with the referees.
3. The departmental chair appoints a subcommittee of the personnel committee composed of at least two of its members; one of these is normally designated its chair. This subcommittee:
 - a) reads the publications and manuscripts;
 - b) assesses teaching (through such methods as class visits, examination of students' evaluations, and consultation with colleagues, the DUS and the DGS) and service; and
 - c) evaluates the referees' reports.
4. When all information and reports have been evaluated, the subcommittee submits the candidate's full dossier and its recommendation to the personnel committee.
5. Taking into account the subcommittee's recommendation and its own judgment, the personnel committee votes by secret ballot to recommend or not to recommend promotion.
6. Before the vote on promotion by the personnel committee, the departmental chair may express her/his own views on the candidate. If the personnel committee votes for promotion, the departmental chair forwards its recommendation, together with his or her own, to the Provost. The full dossier including the departmental chair's recommendations is available to the personnel committee on request.

C. PROMOTION TO RANK OF PROFESSOR. Usually the Professors, through the departmental chair, will initiate the process. However, it is possible for an Associate Professor to ask to be considered; if such is the case, the faculty member should write an official letter requesting to be promoted. In addition, the candidate will submit the following documents:

1. An updated *curriculum vitae* with the date of completion on the left corner of the first page.
2. A provisional statement describing achievements since the last promotion in the areas of research, teaching and service, and indicating the current direction of research and projected dates of completion of major works in progress.
3. a. A list of six external referees and, if applicable, a list of up to three referees which cannot be chosen by the Personnel Committee and a justification for each exclusion.
OR b. A short statement indicating that the candidate does not wish to suggest any names, for or against.
4. A sample of the most representative publications in print and manuscript.

The material should be given to the departmental chair at least two weeks before the meeting of the Professors as Personnel Committee. If the Professors decide to undertake full promotion review, the procedures in section B above (beginning with item 2) will apply.

D. TENURE . See the *Faculty Handbook* and the *Procedures for Appointments, Reappointments, and Promotions in Arts & Sciences*. Qualifications for tenure are usually reviewed by the department in the spring of the candidate's sixth year of service at Duke, and he or she is informed of the department's recommendation not later than the fall of the following academic year. The time of the review may be advanced at the request of the candidate. If the personnel committee votes to consider recommending tenure, the procedure given above is followed.

E. REAPPOINTMENT. Reappointment follows the University's guidelines and the procedure for tenure given above.

F. COUNTER-OFFERS INVOLVING TENURE AND/OR PROMOTION. Counter-offers involving tenure or promotion follow the above procedures if time permits. If the procedures must be accelerated, the faculty should be consulted by the departmental chair to indicate whatever modifications may be appropriate.

PART III

NON-TENURE-TRACK, REGULAR RANK FACULTY

PROCEDURES FOR APPOINTMENT, PROMOTION AND REAPPOINTMENT

Section I. PROCEDURES FOR ALL RANKS OF PROFESSOR OF PRACTICE AND RESEARCH PROFESSOR AND LECTURERS

Subsection I. PROCEDURES FOR INITIAL APPOINTMENT.

- A.** This policy covers appointments to the regular, non-tenure-track ranks of Assistant Professor of Practice, Associate Professor of Practice, Professor of Practice, Research Assistant Professor, Research Associate Professor, Research Professor and Lecturer. Regular tenure-track faculty, and regular non-tenure-track faculty at or above the proposed rank of the candidate concerned, may vote on such appointments.
- B.** The Dean of the Faculty of Arts and Sciences authorizes the Department to recommend a new appointment. The Dean of the Faculty of Arts and Sciences establishes policy regarding whether a search is required for a new appointment. The Dean of the Faculty of Arts and Sciences also defines the procedure for such a search, once criteria submitted by the Department have been approved. Only the Provost can waive a search.
- C.** As soon as the Dean of the Faculty of Arts and Sciences has authorized the appointment, the departmental chair will name a departmental review committee of at least three faculty members that will act as the search committee; the departmental chair will designate the chair of the committee. Composition of this committee must be approved by the Dean of the Faculty of Arts and Sciences. In forming the committee, the departmental chair will take into account appropriate representation of ranks (normally at least one person from each rank), units, special fields, and the needs of the undergraduate and graduate programs. Members of the committee must hold a position higher than that of Lecturer or Adjunct. The departmental chair does not serve as member of the review committee unless specifically approved by the Dean of the Faculty of Arts and Sciences.
- D.** The search committee's first task will be the preparation of a job description for approval by the department. Other responsibilities include the identification of candidates, assembling of their dossiers, and, with the approval of the department and its chair, the arrangements for candidates' visits. The committee, finally, will rank the candidates and evaluate their strengths and weaknesses.
- E.** Communications with the candidates will normally be handled by the search committee's chair, who should maintain close contact with the departmental chair, particularly by providing copies of correspondence.
- F.** The search committee will present its final recommendation to the department, all of whose voting members will act upon the request for appointment. A vote by secret ballot will be conducted. If the search committee is unable to make a recommendation, a consensus vote to produce two final candidates will precede the secret vote. Before the vote on the appointment, the departmental chair may express his/her own view on the search committee's recommendation and inform the department of the reasons for his/her dissent. In no event will the chairman request or offer an appointment that the department has not specifically approved.

- G.** If the department votes for appointment and the discussion have raised disagreements regarding the rank of the candidate, the rank will be determined by vote of the appropriate personnel committee for recommendation to the Dean of the Faculty of Arts and Sciences.
- H.** The departmental chair will inform the Dean of the Faculty of Arts and Sciences of the outcome of the vote. If the department votes for appointment, the departmental chair presents the request to the Dean of the Faculty of Arts and Sciences, summarizing the major points of departmental discussion, including the nature of the vote (both for appointment and for rank), the position of the appropriate Units, the positions of any departmental minority, his/her own position on the result and/or preference among the candidates. The letter must also specify how the candidate will fulfill the requirements for regular faculty rank. These are:
1. Statement of faculty title and the University School, department, program, institute or center in which the appointment is to be made.
 2. Statement of the individual's primary responsibilities in relation to the University's goals, performance of the individual's role principally at the University, and full-time status.
 3. Instructional component of the individual's work in relation to the degree-granting mechanisms of the University or in relation to those individuals at the University who are undertaking further training/studies beyond graduate degrees.
 4. If applicable, the nature of the individual's ongoing contractual relationship to the University.

The full dossier, together with the departmental chair's recommendation, is available to the voting members of the Department upon written request to the departmental chair.

- I.** If the decision of the Dean of the Faculty of Arts and Sciences differs from the departmental recommendation, s/he explains her/his reasons to the department and sends a letter to the candidate informing him/her of the decision. In the case of an unfavorable departmental decision, the departmental chair sends a letter to the candidate informing her/him of the decision. Within two weeks of receiving this letter, the candidate may appeal the unfavorable departmental decision to the Dean of the Faculty of Arts and Sciences.
- J.** Joint appointments.
1. **Primary joint appointment.** When a primary joint appointment is proposed at the initiative of another department or Unit, the departmental chair will name a personnel committee. The same general procedures for appointment will hold, except that the documentation assembled by the department or Unit for its own appointment procedures, including any committee reports, will normally substitute for the work of a departmental search committee. If needed, the personnel committee will seek supplementary materials related to the area of competence of the department. The department should be informed by the Dean of the Faculty of Arts and Sciences to what extent the joint appointment may affect future appointments. Primary joint appointments are determined by the fact that half or more of the candidate's teaching responsibilities will normally be within the department. The departmental chair, in consultation with the Dean of the Faculty of Arts and Sciences, will make recommendations regarding service expected in the Department. When a faculty member with a full appointment in the department or a primary appointment in the department and a secondary appointment in a department wishes to modify his/her status (increase or decrease her/his teaching load in another department or Unit) the faculty member should make an official request in writing addressed to the departmental chair. It is the responsibility of the chair to inform the appropriate personnel committee of the department above the rank of the faculty member of the request of the faculty member. Approval for a new joint appointment, extension or reduction of an existing joint

appointment is left to the departmental chair in consultation with the Dean of the Faculty of Arts and Sciences. The same procedure applies for a new faculty member at the time of the original appointment.

2. **Secondary joint appointment.** When a secondary joint appointment is proposed at the initiative of a faculty member in another department or Unit, it is the responsibility of the departmental chair to inform the department or the relevant Personnel Committee (faculty at rank). The department or Personnel committee will review the credentials of the applicants and a formal vote with secret ballot will be conducted. When the vote is favorable, the departmental chair will so inform the Dean of the Faculty of Arts and Sciences and recommend secondary appointment. Secondary appointments will normally carry a limit of duration decided by the Dean of the Faculty of Arts and Sciences in consultation with the departmental chair. Joint appointments, whether primary or secondary, are considered full members of the department.
3. **Adjunct appointments** are necessary when a Faculty has a primary appointment in a division other than Arts and Sciences (e.g. Business School, Museum of Art, Law School). Adjunct appointments (at any level) can be made by the Department of Romance Studies following the Arts and Sciences general regulations for secondary appointments (Chair Handbook, 3/10). Ordinarily, Adjunct appointments do not carry the regular rights and responsibilities of primary or secondary regular appointments. However, under special circumstances, the Faculty reserve the right to extend, by special vote, certain rights to and demand certain responsibilities from the appointee.
4. Secondary appointments at any level (Assistant, Associate or Full) can be made by the Department of Romance Studies following the Arts and Sciences general regulations for secondary appointments (Chair Handbook, 3/10). The Faculty reserve the right in agreement with the Faculty to be appointed, to specify the rights and obligations of the appointee.

Subsection II. PROCEDURES FOR PROMOTION AND REAPPOINTMENT.

The department originates recommendations for reappointments and for promotion of Lecturer, Research and of the Practice faculty.

- A. **PERSONNEL COMMITTEE.** For consideration of promotion and reappointment, the personnel committee is composed of all those regular faculty members above the current rank of the faculty member under review. The departmental chair does not serve as member of the review committee unless specifically approved to do so by the Dean of the Faculty of Arts and Sciences.

B. PROMOTION AND REAPPOINTMENT.

1. **Procedures.** All pertinent communications with the candidate for promotion or review are to be exclusively among her/him and the departmental chair, and the chair of the personnel committee, if one is appointed. An external review is required by the department for appointment or promotion to the ranks of, Research Associate Professor, Research Professor, Associate Professor of the Practice of, Professor of the Practice of.

For appointment or reappointment to Lecturers, Assistant Professor of the Practice of and Research Assistant Professor no external review is required by the University or the Department. If the personnel committee votes to consider the promotion of a member of the department, the following steps are taken:

- a. The candidate for one of the regular non-tenure-track positions will provide the following data:
 - i. a curriculum vitae,
 - ii. copies of all publications,
 - iii. in addition, for ranks where it is required (Associate and Professor of the Practice), the candidate may submit a list of referees (four) qualified to judge the work, and to ask that particular referees not be chosen.
 - b. After discussing the candidate's list of referees, if a list has been submitted, with the personnel committee, the departmental chair gives whatever advice may be appropriate. The committee follows the candidate's list until as many as two referees and two alternates are found, and adds the same number from a list submitted by its own members, to a total of at least four referees and four alternates. The departmental chair communicates with the referees.
 - c. The departmental chair appoints a subcommittee of the personnel committee composed of at least three members, two of which should be in the Department; one of these is normally designated its chair. This subcommittee:
 - i. reads the materials and assesses their value
 - ii. assesses teaching (through such methods as class visits, examination of students' evaluations, and consultation with colleagues, the DUS and the DGS); and
 - iii. if applicable, evaluates the referees' reports.
 - d. When all information and reports have been evaluated, the subcommittee submits the candidate's full dossier and its recommendation to the personnel committee.
 - e. Taking into account the subcommittee's recommendation and its own judgment, the personnel committee votes by secret ballot to recommend or not to recommend promotion or reappointment.
 - f. Before the vote by the personnel committee, the departmental chair may express her/his own views on the candidate. If the personnel committee votes for promotion, the departmental chair follows the steps indicated above. In particular s/he forwards recommendation of the personnel committee, together with his or her own, to the Provost. The full dossier including the departmental chair's recommendations is available to the personnel committee upon written request.
2. **Criteria.** The department establishes its own criteria for reappointment and promotion of ranks of Lecturer, Assistant Professor, Associate Professor and Professor of the Practice; Research Assistant Professor, Research Associate Professor, and Research Professor.

A. *Lecturer of French/Creole/Italian/Portuguese/Spanish*

- i. a curriculum vitae
- ii. Professional statement and teaching philosophy (maximum of 2 pages)
- iii. student evaluations (provided by the department)
- iv. Language Program Director's reports on performance in language program (provided by LPD if available)
- v. Any relevant class observations (provided by LPD if available)
- vi. Professional activities that improve teaching practice and help program enhancement.

- B. *Senior Lecturer of French/Creole/Italian/Portuguese/Spanish.*** In addition to the above criteria, promotion and reappointment will be based on the following criteria:
- i. Candidates will have been appointed to a minimum of two terms as Lecturer, for a total of at least eight years in rank prior to promotion.
 - ii. Candidates should be active in the dissemination of their pedagogical approaches, e.g. through publications, presentations, or workshops.
 - iii. Demonstrate high performance in teaching
 - iv. Contributions to the design of courses, development of teaching materials, and integration of new approaches.
 - v. Collaborative service and contributions to the program, department, college, university, and/or community and in the field.
- C. *Assistant Professor of the Practice of French/ Italian/ Portuguese/ Romance Studies/Spanish.***
- i. Personnel at this rank will have earned a Ph.D. degree.
 - ii. Personnel at that rank will have a scholarly specialty related to the Teaching of Foreign languages or Language Acquisition.
- D. *Associate Professor or Professor of the Practice of French/ Italian/Portuguese/ Romance Studies/ Spanish.*** In addition to above criteria, promotion will be based on the following criteria:
- i. Effectiveness in carrying out the administrative and teaching responsibilities attached to the previous rank.
 - ii. New materials produced in the area of competence such as instructional methods, workbooks, syllabi, exercises, technological programs or systems to enhance the quality of departmental language teaching.
 - iii. Production of a major publication in the area of specialization.
 - iv. In addition, Associate Professors and Professors of the Practice of should have a demonstrated record in:
 1. Collaborating with regular tenure-track faculty, research faculty and graduate students on projects central to the purpose of the Department.
 2. Presenting the result of research projects based on pedagogical activities at scientific and professional meetings and in major professional journals.
 3. Developing professionally toward a high level of national/international recognition in their field of practice.
- E. *Research Assistant Professor***
- i. Personnel at this rank will have a scholarly specialty related to Foreign Languages, Literature or Culture.
 - ii. It is expected that applicants for this position will possess the highest academic degree awarded in his/her specialty or will show evidence of equivalent professional achievements, and continue to engage in significant professional activities in the field of specialty beyond the performance of instructional duties.
 - iii. It is expected that candidates will be able to demonstrate that several major publications or performances have been recorded.
- F. *Research Associate Professor and Professor.*** Promotion and renewal are based on the principle that criteria equivalent to those of regular tenure-track appointments be met. This includes cultural preparation, off-campus achievements, peer-group standing. Promotion will be based on the following criteria:
- i. General quality of creative writing published.
 - ii. Prestige of venue in the area of staged performances.

- In addition, research faculty should have a demonstrated record in:
- iii. Collaborating with regular tenure-track faculty, research faculty and graduate students on projects central to the purpose of the Department.
 - iv. Presenting their creative work at major meetings of peers.
 - v. Developing professionally toward a strong pedagogical presentation of their activities. This should be accomplished through guest-lecturing or lecture-readings, master class, workshops, etc.
 - vi. Receiving prizes, awards and grants.

PART IV
NON-REGULAR RANK FACULTY
PROCEDURES FOR APPOINTMENT AND REAPPOINTMENT

Section I. PROCEDURES FOR APPOINTMENT.

- A.** This policy covers appointments to non-regular rank faculty, full-time or part-time, in the department language programs.
- B. Criteria.** The department establishes its own criteria for appointment and reappointment in the ranks of Lecturing Fellow, Senior Lecturing Fellow. They hold an mA or PhD or have AbD status in applied French, Italian, Portuguese, or Spanish linguistics, second languages pedagogy, or related areas, including specialties in literature and culture. Faculty on one-or three-year contracts have the title of Instructor Faculty on long-term contracts and serving as course coordinators have the title Lecturing Fellow.
- C.** By the beginning of the spring semester, Directors of the Language Program review their estimated staffing needs for the coming year to determine whether additional faculty are likely to be required for the coming academic year, in consultation with the Chair and Administrative Assistant. If so, a search description will be submitted for the approval of the Associate Dean of the Faculty of Arts and Sciences and will be placed on the Modern Languages Association job listing, usually in January. Candidates will be asked to send a CV, recommendations, transcripts, a statement of teaching philosophy, sample teaching evaluations and a video or DVD of teaching to the Chair, who will forward the materials to the Director of the Language Program to which they have applied.
- D.** Directors of the Language Programs may also seek out and encourage qualified candidates to apply, and other faculty members of the units in question may also refer qualified candidates to the Language Program Director and Chair for consideration.
- E.** Communication with candidates will normally be handled by the Language Program Directors. Selection of candidates to receive contracts will be the responsibility of the Language Program Director in consultation with the Chair.
- F.** Contracts will include a detailed job description, including the teaching load, other duties, as well as the salary stipulated and benefits for which the faculty member will be eligible during the term of the contract. All initial contracts will be one year, renewable. Contingent on satisfactory performance and departmental needs, subsequent contracts may be for a period of one to three years, renewable.

Section II. PROCEDURES FOR REAPPOINTMENT

- A.** Non-regular rank faculty who are in the last year of their contract will be reviewed for reappointment and informed of the Language Program Director's recommendation by the end of the fall semester.
- B.** Decisions regarding reappointment will be made by the Chair in consultation with the Language Program Director. and with the administrative assistant on budget.

- C. **Criteria** for renewal will include: Teaching effectiveness, evaluated on the basis of class visits, and student evaluations, quality of materials produced, reliability; collegiality and overall contributions to the language teaching program.

Section III. OTHER POLICIES CONCERNING NON-REGULAR RANK FACULTY

- A. Although teaching, coordinating and other administrative functions of the non-regular rank faculty will normally be within the language programs, non-regular rank faculty holding a PhD may, with the approval of the DUS, supervise undergraduate independent study projects; on recommendation of the faculty unit and approval of the chair, such faculty may also direct summer programs abroad.
- B. Although eligible graduate students will have priority, non-regular rank faculty may also teach summer language courses.