

Bylaws for
The Department of Modern Languages
Revised 21 September 2016

FACULTY: The departmental faculty consists of full-time instructional personnel, including tenured, tenure-track, instructional, visiting, and adjunct professors; senior lecturers, lecturers, and instructors.

MEETINGS: At least two times per semester the department holds meetings to conduct regular business. Before the first week of classes the Department Chair electronically publishes and circulates to department faculty and staff the regular department meeting schedule for that semester. The Department Chair may call *ad hoc* meetings or retreats throughout the academic year for the discussion and conducting of department business. Alternatively, the Chair may cancel a scheduled meeting when he/she determines there are insufficient agenda items to make a meeting necessary.

The Department Chair solicits items for possible inclusion in the agenda at least one week in advance of each meeting. The Chair or secretary circulates via email the final agenda at least two days in advance of the meeting. Minute-taking responsibilities are assigned on a volunteer basis before the first meeting of the year and rotate every year. Within one week after each department meeting, the department electronically publishes minutes and the Department Chair or secretary circulates them by e-mail attachment for approval at the next meeting. Minutes are backed up electronically and a printed copy can be obtained upon request to the department secretary.

All professorial faculty, directors of basic language programs, and the director of the Intensive English Program (IEP) are required to attend. Elected representatives of non-professorial faculty and the graduate students are invited to attend.

VOTING PRIVILEGES: The department favors operating on the basis of consensus. If consensus cannot be achieved, any member of the department may call for a vote. Voting on tenure-track hiring, tenure, and promotion are treated differently from all other agenda items.

Tenure-track Faculty Appointments: For votes on tenure-track faculty appointments, only those faculty members who are either tenured or hold a tenure-track appointment may vote.

Voting is conducted in the following manner. There are two rounds of voting, before which there is a discussion to define a candidate's acceptability. The first round establishes whether the voting faculty considers each candidate acceptable or unacceptable to hire. The second round establishes which candidate, of those found to be acceptable, will be offered the position first.

Candidates receiving a three-quarters majority "acceptable" vote from the eligible voters present (and those voting by proxy) proceed to the second round. If there are an uneven number of eligible voters, the tally is rounded up. If there is not a three-quarters majority, the voting faculty continue to discuss the candidates until a vote is called for again. If a three-quarters majority is ultimately impossible, the Department Chair decides whether to proceed with a simple majority (51%), or consider reopening the search.

Tenure and Promotion Cases: Tenure and promotion cases are voted on only by tenured faculty at a rank higher than the person being considered. Tenure and promotion are voted on separately by secret ballot in meetings convened by the Department Chair, and by absentee ballot via email communication with the Chair. Based on this vote and factors defined in the Tenure and Promotion Guidelines, the Department Chair makes a separate recommendation for tenure and promotion.

All Other Agenda Items: All attending faculty members may vote on other agenda items. All department members attending the meeting may give their input in discussions leading up to the vote. Only faculty members attending a meeting may vote, with the exception of absentees who submit written proxies on specific issues approved ahead of time by the Chair.

STANDING COMMITTEES: These permanent committees with rotating members include the Christopher C. Longest Lecture Committee, the Events and Advertising Committee, the Study Abroad Committee, and the Undergraduate Advisors Committee. Their specific responsibilities are described below.

All department faculty members may serve on standing committees. The Department Chair annually appoints all standing committee members. These appointments are published and circulated to department faculty and staff by the first week of classes each year. Moreover, each standing committee may include, at the discretion of the Department Chair, at least one graduate student as a non-voting member, elected by his or her peers or appointed by the Department Chair. Each standing committee meets at the discretion of the committee chair or the Department Chair. The committee chairs and the Department Chair are responsible for setting the yearly

agenda of the committee, reporting committee activities and proposals to the Department Chair, and submitting agenda items for department meetings to the appropriate entity.

Christopher C. Longest Lecture Committee: This series was established in 1960 by Ann Waller Reins Longest to enrich the university and to honor her husband, Christopher Longest, for his distinguished service in the departments of Classics and Modern Languages. It features visiting scholars in these fields, is jointly organized by Modern Languages and English, and is held annually, usually in the late fall. This committee consists of six members, at least one member from the discipline on which the lecture focuses, one from the department program with the largest student enrollment, and one from the English department. Three other representatives are chosen from other disciplines. The committee chooses the discipline (language section, linguistics, TESOL, etc.) of the lecturer and handles all arrangements for the Longest Lecture and reception. A spring meeting is held to decide the discipline represented by the next speaker.

Events Committee: This committee fosters greater visibility for the department on campus, in the community, and regionally for events proposed and arranged by department members. The committee consists of at least three people, including a tenured professor with knowledge of the University of Mississippi, one tenure-track assistant professor who could learn more about the university through this appointment, and a third member from among all ranks of faculty or, if applicable, a graduate student. The duties of the committee consist of helping event organizers to coordinate, promote, and advertise their colloquium, conference, talk or other event. These events may be formal or informal, such as visiting speakers, colloquia by our own faculty, etc. The committee may help department members write press releases and advertise events in a timely fashion on the University calendar and on newsletters, social media, and other venues as appropriate. They also maintain a mailing list and alumni database for the purposes of future advertising, fundraising, and alumni networking.

Study Abroad Committee: This committee oversees and assesses the effectiveness of the study abroad programs related to Modern Languages and promoted by the university's Study Abroad Office. Meetings are scheduled as needed. The committee is comprised of representatives from programs in the department which offer credit for Study Abroad coursework. When circumstances warrant, there may be additional committee members from that discipline; for instance, for language sections with substantial study abroad participation. One member, decided by the committee itself, represents the department on the university Study Abroad Advisory Committee. Members of this committee are responsible for signing academic

permission forms for students planning to study abroad, approving changes in programs, assessment of study abroad program effectiveness, and other tasks as needs arise.

Undergraduate Advisors Committee. The purpose of this committee is to facilitate communication among undergraduate advisors so that they are better able to fulfill their duties, especially since some of the newest and smallest languages are taught by a revolving staff that changes every two years. All undergraduate advisors are automatically members. If there is a separate Director of Language, he/she may be invited to be a member as the case permits and the committee decides.

This committee meets a minimum of twice per year. The first meeting in the fall is held very early in the semester and is used: (1) to establish mentors from among continuing members to help the newest members; and (2) to address any common issues that may develop. The spring meeting is held in time to be useful for designating Honors and includes sharing the previous semester's activities and issues. This committee may promote and facilitate the sharing of information and common advising resources, such as templates and documents that detail best practices.

Milden Award Selection Committee: The Alfred William Milden Scholarship is awarded to students who demonstrate financial need and academic excellence in languages. A new selection committee is formed every year, usually in the spring. The Department Chair appoints the committee members, including a chair and one member from each of the language majors, at the beginning of the academic year. The committee organizes the selection process as its chair sees fit. Applications are due in early spring and the awardee is usually selected in late March (around Spring Break).

AD HOC COMMITTEES: The Department Chair will form temporary committees, such as search committees, advisory committees, etc. as needed.

Search Committees: In the event of a job search (actual or anticipated) for a tenure-track position, the discipline and/or sub-discipline is defined by the entire faculty at the earliest opportunity. If more than one position needs to be filled, the faculty ranks them in order of their priority to the department. The Department Chair then appoints a Search Committee and committee chair for each position in a timely fashion. The Department Chair is a non-voting member on all Search Committees. The committee chair convenes meetings as needed. The duties of the Search Committee include: (1) composing job advertisements and submitting them

to the Department Chair; (2) reading application materials of all applicants and ranking them; (3) interviewing candidates via video conference, telephone, and/or in person at academic conferences; (4) organizing all aspects of campus visits for the top two search finalists as per the Provost's guidelines; (5) presenting their assessment of these candidates in a department meeting so that voting members may cast informed ballots. The Department Chair communicates the department's hiring decision to the candidates who came for campus visits.

For hiring non-tenure track positions, the Department Chair appoints a committee, chaired by a tenure-track professor, with at least two other faculty members. The search follows a similar process, though campus visits are not normally conducted due to expense.

OFFICERS:

Chair: The Chair is the primary officer of the Department of Modern Languages and the primary advocate and liaison for department faculty with other academic, administrative, and institutional units within the University. After search committee and departmental recommendations, the Chair is appointed by the Dean of the College of Liberal Arts. As the primary officer, the Chair conducts all department meetings; oversees all schedules and curricula; oversees the department budget and approves all expenditures of budgetary funds in institutional accounts; supervises office staff; maintains personnel files; reviews all student matters and issues that affect a student's standing in the university; appoints department officers and the members of standing and ad hoc committees; writes annual reviews of tenured and tenure-track faculty members and provides each faculty member with a copy of his/her review; forwards to the Dean of Liberal Arts all tenure and promotion recommendations for institutional action; recommends salary increases to the Dean of the College of Liberal Arts; and other duties as they may arise.

Associate Chair: The Associate Chair in the Department of Modern Languages is chosen from among the tenured faculty in consultation with members of the department. This person is primarily responsible for the following departmental duties: graduation applications; Study abroad forms; textbook assignments; catalogue proofing; maintaining an online calendar of departmental events; the Majors Fair; Fall and Spring Visit Day; grade appeals; student complaints; student requests for travel support; freshman and transfer orientations; Honors Day awards; teaching observations; and instructional faculty dossiers. The Associate Chair will assist the Chair with the following: tenure and promotion protocol; faculty evaluations; job searches;

sabbatical leave requests and reports; College of Liberal Arts summer grant rankings and reports; mentoring of junior faculty; academic workflow; the budget; Curriculum and Policy; departmental committee assignments; staff performance evaluations; and event planning.

Directors of Basic Language Instruction: Several faculty members serve as Directors of Basic Language Instruction in Arabic, Chinese, French, German, Italian, and Spanish. Some directors rotate while others permanently serve in this role; some are hired into the position, while others are appointed by the Chair. In programs with large enrollments, other individuals coordinate one course or a combination of courses, and thus work with the Director(s).

Directors are charged with four main duties: (1) conducting annual pedagogical orientations in August for new and returning graduate students and instructors; (2) setting policy and pedagogy for elementary and intermediate language courses, including the development of common syllabi and teaching materials such as exams; (3) overseeing the implementation of the elementary (100-level) and intermediate (200-level) language curricula; (4) conducting classroom observations or arranging to have others conduct them. Additional duties include, but are not limited to: (a) selecting and ordering textbooks and ancillaries; (b) holding regular section meetings with instructors and teaching assistants (TAs); (c) observing classes and holding individual follow-up meetings with instructors; (d) organizing mid-semester workshops for instructors and TAs if deemed necessary; (e) advising students on their appropriate entry level into the program; (f) promoting courses, language clubs, film series, and related activities; and (g) providing support for and coordinating with study abroad programs.

When circumstances warrant (i.e., large enrollment, additional responsibilities, etc.) and resources permit, two faculty members accomplish these duties. In this case, one is a tenure-track professor who serves as program director and oversees pedagogical philosophy and policy. The other is a coordinator, who may or may not be tenure-track but must hold a PhD, who schedules class sections, conducts instructor observations, meets with students, and assists the director as needed. Furthermore, when circumstances warrant and resources permit, the Chair may offer release time to a director.

Graduate Program Coordinators (GPCs): The Chair appoints three Graduate Program Coordinators: one in Languages (French, German, Spanish), another in Linguistics, and a third in TESOL. These coordinators typically serve a three-year term, renewable for one additional cycle. The duties of the GPCs include the general administration of all matters related to students in their graduate programs, including recruitment, admission, advisement, review and retention

of graduate students, allocation of graduate-student funding and research- or teaching-assistant duties. GPCs also act as liaisons between the Graduate School and Modern Languages.

Undergraduate Advisors: The department has at least one Undergraduate Advisor in each of the departmental majors. The individual holds a PhD and is chosen by the Chair. There are two Undergraduate Advisors for large language sections. Advisors perform several distinct roles. The primary responsibility is to help students identify and access scheduling alternatives, as well as potential consequences of scheduling decisions. They help students understand the purpose of a university education; relate the rigors and expectations of the students' declared major; and initiate the planning necessary for the student's academic and career paths.

Faculty Senate Representatives: In accordance with university policy, the Department of Modern Languages is represented by two Faculty Senators. They are appointed by the Chair and serve a three-year term with the possibility of renewal. The Department Chair shall stagger appointments to assure a continuity of experienced representatives on the Faculty Senate. They are charged with attending all Faculty Senate meetings (held monthly on the first Tuesday and as needed) and briefing the Chair and/or the department at departmental meetings or by email when appropriate.

PROCEDURE FOR AMENDING THE BYLAWS: The bylaws may be amended by a simple majority of department faculty members with voting privileges (see FACULTY section for definition). Proposed changes to the bylaws are moved, seconded, and recorded in the minutes at one department meeting and voted on at the next scheduled meeting.