

By-Laws of the Department of Languages, Literatures, and Linguistics
Indiana State University
Adopted April 27, 2011

I. The Duties and Responsibilities of the Chair of the Department of Languages, Literatures, and Linguistics

A. The duties and responsibilities of the Chair will be governed by the regulations of Indiana State University, the College of Arts and Sciences, and the Constitution or By-Laws of the faculty of Indiana State University, the College of Arts and Sciences, and the Department of Languages, Literatures, and Linguistics.

B. The Chair has the duty to represent the Department to the administration of the College and the University and to inform the Department of the views, policies, and directives of the administration. The Chair also has the duty to represent the Department in its relations with other academic departments and the University entities. If the Chair represents views other than those of the Department to the University or College, the Chair will so notify the Department.

C. In accordance with the regulations of the University Handbook and the guidelines laid down by the College of Arts and Sciences, the Chairperson will be reviewed in his or her third year of service and triennially thereafter. The regular department faculty may also petition for a review of the Chairperson by a majority vote as laid out in the University Handbook.

1. The review of the Chair will be conducted by the Department in coordination with the Dean's office.

2. The composition of the Review Committee, per CAS guidelines, will be determined by the Dean.

3. All full-time tenure/tenure-track faculty will have the right to participate in the review process, primarily through completion of a review questionnaire composed by the Dean in coordination with the Review Committee.

II. Department meetings

A. The action of the faculty of the Department of Languages, Literatures, and Linguistics shall be taken through Department meetings, except as provided otherwise in Section I of these By-Laws

Department meetings shall have the authority and responsibility for establishing the policies of the faculty of the Department of Languages, Literatures, and Linguistics.

In addition, Department meetings shall have the authority and responsibility for formulation the policy of the Department of Languages, Literatures, and Linguistics in all matters for which that authority and responsibility has not been vested in another office or body by the regulations of

Indiana State University, the College of Arts and Sciences, and the School of Graduate Studies, and of making recommendations upon all matters concerning the Department.

B. Department meetings shall be composed of all full-time members of the faculty of the Department of Languages, Literatures, and Linguistics.

C. The majority of the tenure/tenure-track faculty shall constitute a quorum of any Department meeting and its decisions and recommendations shall be taken by a majority of the members present.

~~D. Voting rights in Department meetings is given to all 1) tenure/tenure-track faculty; 2) all full-time faculty; 3) all faculty present at the meetings in which the issue has been discussed; 4) all faculty present at the meeting.~~

D. The Chair of the Department of Languages, Literatures, and Linguistics shall appoint, with the consent of the faculty member, a member of the faculty or staff to serve as the Secretary Pro Tempore of each Department meeting. The Secretary of the Department meeting shall have the responsibility of keeping minutes of the proceedings of the meeting and of making them available to members of the Department faculty in such ways as the faculty may determine.

E. The Department Chair may call Department meetings as he or she deems necessary and (2) the Chair will, within fourteen days, call a special meeting session upon receiving the written request of a Standing Committee or a written petition, stating the purpose of a meeting, signed by one-third of the full-time members of the faculty.

F. The Department of Languages, Literatures, and Linguistics shall have at least one meeting per semester.

III. The Standing Committees

A. The standing committees of the Department are the Academic Development Committee, the Assessment Committee, and the Personnel Committee.

B. The members of the standing committees of the Department shall be appointed with the exceptions provided in the By-Laws, by the Department Chair with the consent of the faculty and shall be responsible to the Chair and the faculty of the Department.

~~C. Each tenured/tenure-track faculty member will serve on at least one standing committee.~~

All standing committees except the Personnel Committee will submit recommendations to the faculty and the Chair for their consideration and shall serve as policy making bodies.

DG. The structure and duties of the standing committees are specified in a separate document, which is updated each year as the *Structure of Committees and Assignment of Departmental Duties*.

IV. Ad Hoc Committees

A. Other Committees may be established as needed by the faculty or by the Chair with the consent of the faculty. The Department Chair may at will serve as a member of any ad hoc committees.

B. Unless other provisions are made when a committee is created, the members of ad hoc committees of the Department shall be appointed by the Department Chair with the consent of the faculty.

C. Special or ad hoc committees will make recommendations to the faculty and the Department Chair and shall not act as policy making bodies.

D. A special Search Committee shall be appointed by the Department Chair for each faculty position to be filled by the Department. Each Search Committee generally shall include those faculty members having specialties nearest the specialty of the position to be filled. In addition, search committee membership will adhere to the requirements in the *Faculty Recruitment Procedures Manual*. Each Search Committee will recommend standards to be met by candidates, conduct correspondence and interviews with candidates, recommend candidates for campus interviews, and recommend to the Department faculty a candidate(s) for appointment.

V. Department Website

A. The Department web page will include any information, forms, and other materials that the Chair or the standing committees deem necessary or useful for the furtherance of the Department's educational mission, including a description of the curriculum and program outcome objectives. Individual faculty members may request materials be posted to the Department website by request to the Webpage Editor, who will consult with the appropriate personnel and inform the Chair before posting the requested materials.

B. The Chair, and his/her designated Webpage editor, have primary responsibility for the content and appearance of the Department website. Should any concerns about the content of the website arise, the question will be referred to the appropriate committee and then to the faculty as necessary.

C. The Department web page will include a page listing the faculty with their rank, area(s) of specialty, Ph.D. granting institution and year, and links to their basic university contact information, office hours, and curricula vitae.

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VI. Adoption and Amendment

A. The By-Laws of the Department of Languages, Literatures, and Linguistics, Indiana State University, shall be adopted when they shall have received the approval of a majority of the tenured/tenure-track full-time-faculty of the Department.

| B. The By-Laws may be amended by a majority of the tenured/tenure-track faculty of the Department.