

LANGUAGES, LITERATURES AND CULTURES DEPARTMENT BY-LAWS

I. Languages, Literatures and Cultures Mission Statement

The Department of Languages, Literatures and Cultures is committed to providing all students at Illinois State, including majors, minors, teacher education majors and minors, and graduate students, with educational opportunities of the highest possible quality; fostering and promoting research on the part of our faculty that is recognized at the national and international level; and offering our service and expertise as appropriate to the university, the public, the Illinois educational community, and the academic profession.

In providing students with the highest quality instruction, our faculty aims to help students:

- ◆ develop a high degree of proficiency in the four basic linguistic skills of listening comprehension, reading, writing, and speaking a foreign language;
- ◆ gain knowledge and understanding of the cultures where the foreign language is spoken through readings, research, and the use of contemporary and historical cultural materials, including literature;
- ◆ increase understanding of cultural differences and global and national interdependence through course work and study-abroad opportunities;
- ◆ acquire skills for critical analysis, cogent and articulate communication, and research;
- ◆ prepare for graduate study or employment in various fields, including teaching at all levels; and
- ◆ in the case of teacher education, develop proficiency in the art and science of teaching through courses in the theory and methodology of foreign language instruction, classroom observations, training in the latest instructional technology, and supervised practice.

The objectives listed above are attained through classroom instruction, advising, and out-of-class activities (such as language clubs, study-abroad experiences, and student teaching).

The Department of Languages, Literatures and Cultures upholds the ideal of the teacher/scholar and maintains that scholarly research is inextricably linked with and essential for effective teaching at the university level. In order to produce research of the highest quality in such fields as cultural studies, linguistics, literary studies, and pedagogy, our professors: give scholarly papers and presentations at local, regional, national or international conferences; publish their research in local, regional, national, or international publications; and apply for funding support from both internal and external sources.

With respect to service, our department seeks to provide expertise and advice as appropriate in areas directly and indirectly connected with Languages, Literatures and Cultures and to lend individual and institutional support and leadership in a wide variety of venues. These include: the university itself and its governance at the Department, College, and University levels; the public arena at the local, state, national, and international levels; the Illinois educational community through outreach to teachers of foreign languages at all levels; and academic professional organizations.

II. Languages, Literatures and Cultures Overview

Department bylaws are intended to be consistent with current University Policies and Procedures, University Appointment, Salary, Promotion and Tenure (ASPT) guidelines, bylaws of the College of Arts & Sciences, College Faculty Status Committee (CFSC) guidelines, Department Faculty Status Committee (DFSC) guidelines and applicable non tenure track (NTT) collective bargaining agreements. Should inconsistencies arise, the abovementioned documents prevail.

III. Faculty

Faculty (as per ASPT document) rights, duties, and responsibilities are stipulated in the Faculty Handbook, ASPT, CFSC, and DFSC documents. In pursuit of good governance the faculty may:

1. Amend the document by a two-thirds vote;
2. Review all policies of the department consistent with regulations and objectives of the university;
3. Call a faculty meeting for a single item by a petition signed by one-third of the faculty. Additional items may be considered only after the affirmative vote of the quorum;
4. Approve long range plans.

IV. Languages, Literatures and Cultures Structure

A. Chairperson

In addition to fulfilling all duties and responsibilities described in documents issued by the Board of Trustees, University, and College, the chairperson shall:

1. Hold departmental and Administrative Advisory Committee meetings;
2. Publicize the agenda for departmental meetings;
3. Publicize the minutes of the departmental meetings;
4. Appoint the Director of Graduate Studies and the Director of Undergraduate Studies.

B. Chair-Appointed Positions

Released Time Service Assignments: The following departmental assignments each carry one course release per year.

1. **Director of Undergraduate Studies:** Appointed by the chairperson to oversee and coordinate the undergraduate programs, including curriculum, advising and recruitment, in all languages, and to serve as liaison between the department and University College. Serves as chairperson of the Curriculum Committee, in addition to other duties as prescribed by the department chairperson. The appointment is made for a three-year term.
2. **Director of Graduate Studies:** Appointed by the chairperson of the department to oversee and coordinate the Graduate Programs, including curriculum, advising, recruitment, and examinations, in all languages, and to serve as liaison between the department and the Graduate School. Serves as chairperson of the Graduate Committee, in addition to other duties as prescribed by the department chairperson. The appointment is made for a three-year term.

3. **Teacher Education Coordinator:** Specified at the time of hiring as part of the regular yearly assignment of a faculty member, to oversee and coordinate the teacher education program in all languages, and to serve as liaison between the department and the College of Education. Assumes primary responsibility for accreditation reviews of teacher education. Serves as chairperson of the Teacher Education Committee, in addition to other duties as prescribed by the department chairperson.
4. **Graduate Assistant Coordinator:** Specified at the time of hiring as part of the regular yearly assignment of a faculty member, to oversee and coordinate the graduate assistants in all languages, in addition to other duties as prescribed by the department chairperson.

C. Academic Professionals

1. **Academic Advisor:** The primary responsibility of the Academic Advisor is to conduct and direct advising of non-education undergraduate majors and minors in foreign languages during the school year and during the summer, and to represent the department at advising events such as Preview, Look at ISU, transfer days, and others. Major concurrent responsibilities include monitoring registration, tracking enrollments, and providing data to the Chair; teaching 3-4 courses per year, and other duties relating to the undergraduate program assigned by the Chair, as time permits.
2. **Supervisor of Student Teachers:** The primary responsibility of this position is the supervision of student teachers in French, Spanish, and German, under the direction of the Languages, Literatures and Cultures Pedagogy professor in our department. Major concurrent responsibilities include aiding the Professor in the advisement of Teacher Education majors and in planning and supporting our teacher outreach program, the Saturday Morning Workshops, as well as teaching beginning and intermediate language courses as supervisory and other duties permit.

V. Departmental Committees

Any time a majority of committee members deem that there is sufficient cause for a meeting, the chair of the committee will convene a meeting as soon as possible. Unless otherwise specified, all committee members have an equal vote and may place items on the agenda for discussion

A. Elected Committees

1. Language Section Coordinators

Language section coordinators are elected by each section (French, German, Less Commonly Taught Languages (LCTL) and Spanish), for a two year term.

- a. Coordinators shall hold regular meetings of their section's faculty and coordinate advisement.
- b. They shall develop the semester schedule in cooperation with the faculty in their language and present it to the chairperson for approval.
- c. The coordinators, in consultation with the faculty of their language(s) area, shall make recommendations for the summer schedule to the department chairperson.
- d. Coordinators serve on the Administrative Advisory Committee

- e. Coordinators may not succeed themselves for at least one full year after serving.

2. Administrative Advisory Committee

This committee shall be responsible for close cooperation with the chairperson in the administration of the policies and directives of the department and the University. It shall consist of one coordinator from each of the following language areas: French, German, LCTL, and Spanish. The faculty coordinators will be elected by their colleagues in the language(s) area to serve for two years. The Academic Advisor, Director of Undergraduate Studies and the Director of Graduate Studies will also serve on the Administrative Advisory Committee as non-voting members.

In the event that any area should lack representation, the committee reserves the right to appoint a member to represent that area. The chairperson of the department will be chairperson of this committee and will preside at all meetings. The committee shall hold regular meetings and shall concern itself with the following matters:

- a. Long range planning;
- b. Physical facilities;
- c. Library and educational resources;
- d. Publicity;
- e. Social activities;
- f. Student recruitment;
- g. Advice on ad hoc committee appointments and on administrative decisions. All substantive decisions shall require the approval of the faculty;
- h. Implementation of committee reports;
- i. Distribution of minutes of all its meetings to the entire faculty;
- j. Policy matters. Those developed by this committee must be brought to the department for discussion and approval;
- k. Setting the agenda for the department meetings.

3. Undergraduate Committee

This committee shall consist of five elected representatives of the department, one faculty member elected by the German, French, LCTL and Spanish sections respectively, and one undergraduate student, nominated and elected by the faculty. Elected members will serve for a period of two years, except for the student member, who will serve for one year. The chairperson of the department will be an ex-officio member. The chair of the committee shall be the Director of Undergraduate Studies. Duties of the committee:

- a. To review new programs, courses, workshops, and institutes at the undergraduate level. These must first be approved by each language area involved. The review takes place after the language area approval;
- b. To review majors, minors, and course descriptions in the undergraduate catalog;
- c. To conduct study of issues of importance impacting on the undergraduate curriculum. To get widest input on these issues, subcommittees may be formed at the recommendation of the full committee. Subcommittees may include at least one member of the Undergraduate Committee, and will report to the Undergraduate Committee before bringing issues to the larger faculty.
- d. To maintain a current file of syllabi for each course offered in the department;
- e. To review criteria and procedures for proficiency examinations, independent study proposals, and UTA programs;
- f. To stimulate the development of new offerings;

- g. To distribute regular updates to the entire faculty.

4. Graduate Committee

Membership is limited to the graduate faculty recognized as such by the Graduate council plus one graduate student representative. The committee shall consist of one representative elected from and by the graduate faculty from each of the major language(s) areas (French, German, Spanish), one pedagogy faculty member selected by the entire graduate faculty of the department, the department chairperson, and the Director of Graduate Studies and a graduate student (full-time) to be elected by all full-time graduate students. The student representative may be excused in certain cases involving confidential, academic and personnel matters at the discretion of the Director of Graduate Studies. Elected members will serve for two years except for the graduate representative who will serve for a one-year term. Duties of the committee:

- a. To meet as needed and distribute regular updates to the entire faculty;
- b. To assist the Director in recruitment;
- c. To review regularly graduate offerings in the catalog. Proposed new offerings at the 400-level must be reviewed by the Graduate Committee. Proposed new offerings at the 300-level require review of the Graduate Committee and approval of the Undergraduate Committee;
- d. To review annually the graduate curriculum and make course and scheduling suggestions to the language sections;
- e. To serve as advisors to graduate students in the members' respective language areas.

5. Teacher Education Committee

The Teacher Education Committee shall be a standing committee consisting of two members plus the methodology professor, elected by each major section with a teacher education major or minor, except for the methodology professor who would ex-officio be a member and chair of the committee.

The duties of this committee are to assist the methodology professor in the following tasks:

- a. To monitor and coordinate the teacher education program with the sections and the department, and to propose standards and procedures concerning this program;
- b. To supervise the acceptance, retention, and graduation of individual teacher education majors and minors in terms of standards established by the department;
- c. To conduct periodic surveys among students and alumni to maintain quality control of the program itself;
- d. To write and submit, through the department chair, the periodic outside evaluation reports called for by the university, the state, or accrediting agencies, for instance the NCATE and ISBE reports required every five years.

These duties are to be understood in a non-exclusive manner. All department faculty should be interested in the welfare of the teacher education program and its students and should freely make suggestions to the Teacher Education Committee, to other relevant committees, or to the department chair, concerning the program in general, and individual problems, or possible improvements.

6. Elections Committee

This committee shall consist of two members appointed by the chairperson, generally new faculty members, with the longer-serving member leaving the committee when the new member begins in fall. The department chairperson shall inform this committee of forthcoming elections in a timely manner. Duties:

- a. To distribute ballots and indicate where ballots are to be deposited;
- b. To count the ballots and publish the results;
- c. To insure that voting rules and directives mandated by the University or College are made known to the faculty and are followed precisely;
- d. To insure that all substantive decisions shall be voted on by secret ballot.

7. Entertainment Committee

Two members appointed by the chairperson; generally one will be the newest faculty member. This committee arranges a Fall picnic and a Spring banquet, scheduling, booking the site and arranging for catering, invitations, setup and cleanup. Other faculty members assist as needed.

VI. Languages, Literatures and Cultures Policies and Procedures

A. Meetings

1. Each semester a given period should be set aside for all faculty and used for the monthly meeting.
2. All meetings are to be held at that hour, barring exceptional circumstances.
3. Meeting agenda is to be distributed and posted at least three days before the date.
4. An agenda is to be short enough to be covered in a 50-minute meeting.
5. General remarks are to be at the end of the agenda.
6. During each discussion, the department secretary will note, in order, the names of those who indicate desire to speak on the subject. The department chairperson will then allow these members to speak in turn without interruption.
7. If the subject is receiving too much time for discussion, the chairperson will either limit discussion per member to one minute or postpone the discussion to another time. It is the chairperson's duty at each meeting to make sure the agenda is entirely covered.
8. The minutes at each meeting will be recorded by the secretary present and then distributed to the faculty within five days.
9. Voting members at the department meetings shall be all tenured and tenure-line faculty. Full-time administrative/professional (A/P) staff may vote on questions regarding the undergraduate program and non-personnel matters of budget and department planning.
10. Voting and committee membership privileges shall not be abridged except by the DFSC, CFSC, and University policy.
11. The Department is not required to hold a monthly meeting if there is no new business to discuss.

B. Teaching Loads

Under ordinary circumstances tenure-line faculty in the Department of Languages, Literatures and Cultures will have a 3/2 or a 2/3 course load per year. Since we strongly encourage all faculty to teach 100-level courses (4 credit hours) it is not at all unusual for

some faculty to teach 11 or even 12 hours in a given semester. It is our standard policy to offer faculty who are active and productive scholars released time for research. Additional released time is offered to faculty who carry out major departmental assignments, such as Director of Graduate Studies, Graduate Assistant Coordinator, and Director of Teacher Education. We also follow standard university policy in counting a large class (100 or more students enrolled) as the equivalent of two small classes and we make every effort to provide a teaching assistant (10 hours/week) to faculty who teach writing-intensive classes with at least 50 students enrolled. Faculty who take a semester-long sabbatical or leave of absence will be expected to teach three courses during the semester they are on campus.

C. Summer Employment Policy:

The department recognizes that priority regarding summer positions will always be given to courses and programs geared towards the needs of the students. Regarding summer employment both on-campus and overseas every effort will be made to assign the greatest number of faculty. Appointments will be made consonant with the faculty members' desire to teach and in order of seniority. With the exception of faculty members in their last four years before retirement, each faculty member will move to the end of the list as he or she offers a summer course. Whenever possible, priority will be given to faculty members in the last four years before retirement, who may claim that priority no more than two times. Faculty will be expected to design courses with the broadest possible appeal.

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