

# Bylaws, Department of Romance Languages. Adopted 25 March 2019

## FOREWORD

These bylaws are expressly subject to the Bylaws of the Franklin College of Arts and Sciences (AS), the Bylaws of the University of Georgia Graduate Faculty (GF), the Statutes of the University of Georgia (Statutes), the Bylaws of the University Council of the University of Georgia (UC), the University of Georgia Guidelines for Appointment, Promotion, and Tenure, and the Policies of the Board of Regents. In case of any divergence from or conflict with these, the bylaws or policies of the higher level shall prevail.

## ARTICLE I. THE DEPARTMENT

### Section 1: Unit of the Franklin College of Arts & Sciences

The Department of Romance Languages is a unit of the Franklin College of Arts and Sciences, which in turn is a unit of the University of Georgia, the oldest of several institutions of higher education which compose the University System of Georgia, subject to the jurisdiction of the Board of Regents.

### Section 2: Statement of Purpose

The Department's mission is to embrace the Humanities as a discipline by engaging in instruction, research, and service in Romance languages, literatures, linguistics and cultures.

### Section 3: Responsibilities

Subject to the direction of the faculty of the Franklin College of Arts and Sciences, the faculty of the Department of Romance Languages shall be responsible for the programs of study offered by

the department, and shall have power to determine such matters as do not affect relations with other departments (cf. University Statutes, Article IX, Section 4).

## ARTICLE II. THE HEAD

### Section 1: Appointment

The Head of a department shall be recommended for appointment in accordance with the Regents Policy after the Dean of a school or college has consulted with the faculty of the department. Such consultation shall include a vote of the faculty of the department, the results of which shall be forwarded with the Dean's recommendation (Statutes, Article IX, Section 5). The specific procedures for this consultation are outlined in the Bylaws of the Franklin College of Arts and Sciences (Article IV, Section 1). A Department Head shall hold office at the pleasure of the President (Statutes. Article IX, Section 5).

### Section 2: Review and Removal

The Head shall be evaluated by the faculty of the department at least every three years; the evaluation shall be conducted by the Dean who shall notify the President of the results for consideration in the overall evaluation of the Head's performance (Statutes. Article IX, Section 5). The specific procedures for review and removal the Head are outlined in the Bylaws of the Franklin College of Arts and Sciences (Article IV, Section 2).

### Section 3: Duties

(a) The Head shall have general direction of the work of the department. The Head shall formulate and recommend proposed policies for the department and present them to the faculty of the department for consideration. The Head shall administer the rules and regulations enacted by the faculty of the department. The Head is charged with the responsibility for the execution of departmental, University, and Regents policies insofar as they affect the work of the department.

(b) The Head shall be the representative of the department in all official communications with the President, the Vice Presidents, the Deans, and other officers of the University, and also in all departmental communications with students.

(c) The Head shall be responsible for the quality of the instruction, research, and service programs conducted in the department.

(d) The Head shall make teaching assignments within the department and maintain insofar as possible an equitable and mutually agreeable distribution of courses and sections.

(e) The Head shall, after consultation with the appropriate members of the department, recommend appointments, reappointments and promotions, nominations for graduate faculty status, and, consistent with tenure and Regents Policy, recommend dismissals or non-renewals of the contracts of the faculty of the department. The Department Head's written recommendations concerning these actions shall be forwarded with the collective recommendation of the appropriate faculty of the department with regard to the same proposal.

(f) The Head shall consult, as needed, with the faculty through its elected members of the Advisory Committee about the supplies and expense budget for the department.

(g) The Head shall be responsible for the expenditure of departmental funds and the care and use of departmental property.

(h) The Head shall report annually to the Dean of the College of Arts and Sciences on the teaching, research, and service programs of the department. These reports shall include assessments of the performance of faculty members in the department, giving special attention to qualities of teaching excellence exhibited by faculty members (Statutes. Article IX, Section 5).

## ARTICLE III. OFFICERS

### Section 1: Associate Head

(a) Appointment. The Associate Head is appointed by the Head. The Associate Head will normally serve for three years.

(b) Duties

1. The Associate Head will meet every Fall semester with tenured and tenure-track faculty in each language program in order to establish a rotation of upper-division undergraduate courses, and a rotation of graduate courses.
2. The Associate Head will consult with tenured and tenure-track faculty every Fall semester in order to establish faculty course assignments for the following academic year. These assignments shall be submitted to the Head as early in the Fall as possible.
3. The Associate Head will be responsible for substituting for the Head during his or her absences from campus during the academic year, or (optional) during the summer.
4. Compensation for the position will be a 1-course reduction during the academic year. The Associate Head may also choose to work for one month during the summer, for which he or she will receive a stipend calculated at 11.11% of his or her base salary. The optional summer work cannot be traded for an extra course reduction during the academic year.

Section 2: Rotation of Administrative Positions

If the Head finds that a rotation must be established in order to fill the positions of Graduate Coordinator, Undergraduate Coordinators, or Language Supervisors, the Head will make assignments to those positions according to rank: first to full professors, then to associate professors, and finally to assistant professors. Assignments will reflect such considerations as how long faculty members have been at UGA without filling the administrative positions listed above, how long and how long ago they have served in those positions, and how much other service they have provided on departmental, graduate student, or other time-consuming committees.

Section 3: Graduate Coordinator

(a) Appointment. The Graduate Coordinator is appointed by the Dean of the Graduate School upon the recommendation of the Department Head through the Dean of the Franklin College of Arts and Sciences. The Graduate Coordinator normally serves for three years.

(b) Duties

1. To serve as the liaison officer between the Department of Romance Languages and the Graduate School.
2. To recruit applicants for graduate programs.
3. To make recommendations concerning admission of prospective graduate students to the Department.
4. To keep the Department's faculty members and graduate students informed on regulations and policies of the Graduate School.
5. To inform the Graduate School of the Advisory Committees of M.A. and Ph.D. students, and to announce Ph.D. Preliminary Examinations and Ph.D. Defenses.
6. To prepare the proper forms to request a change in status of graduate students and for transfer of credit to graduate programs.
7. To maintain up-to-date records on each graduate student in the Department.
8. To forward recommendations of graduate students after consultation with appropriate departmental committees for university-wide graduate assistantships and other graduate student awards.
9. To supply data to the Graduate School as requested by governmental agencies.
10. To serve as graduate advisor for graduate students until the major professor and advisory committee have been appointed.

11. To set up Teaching Assistantships and to recommend the appointment of Teaching Assistants to the Head.
12. To prepare an annual report to Graduate faculty including data on admissions, awards, Teaching Assistantships, degrees awarded, and placement.
13. To arrange and administer, in the first half of every semester, the Graduate School Language examinations in Romance Languages.
14. To arrange and administer written and oral examinations of the M.A. degree.
15. Compensation for the position will be a 2-course reduction during the academic year.

#### Section 4: Language Supervisors

##### (a) Appointment

1. The Language Supervisors are appointed by the Head. Language Supervisors are not limited to a stated term of service.
2. The Head will determine, in consultation with the Advisory Committee, the number of Supervisors who are needed to administer the department's language programs.

##### (b) Duties

1. To supervise teaching assistants and instructors; in French and Spanish, to also supervise preceptors in their assigned duties.
2. To design and implement syllabi and departmental examinations.

3. To plan and implement orientation activities and follow-up discussions of pedagogical matters.
4. To conduct observations of classes at least once per year.
5. To prepare teaching schedules for teaching assistants, instructors, and lecturers.
6. To select materials for 1000 and 2000 level courses in consultation with the teaching staff of the respective language programs.
7. To handle student complaints if they cannot be resolved with the instructor or (in French and Spanish) with the preceptor.
8. To develop and implement multimedia or technological applications whenever appropriate.
9. To monitor and approve absences from teaching by teaching assistants and instructors, for professional travel and other excused absences.
10. To provide the Head with written evaluations of graduate assistants and instructors, along with notification each semester of any observed weaknesses.
11. To serve on the Supervisors, Outcomes Assessment (for French and Spanish), and Graduate Admissions Committees. The Supervisor also participates in recommendations about the appointment and reappointment of instructors in his/her language area.
12. To provide an annual report of duties and accomplishments to the Head.
13. Ensure that final grades for 1000/2000 level courses taught by Teaching Assistants and Instructors are submitted in a timely and accurate manner.

## Section 5: Faculty Senators to the Franklin College of Arts & Sciences

(a) Election. The Department of Romance Languages elects senators to serve in the Faculty Senate of the Franklin College of Arts and Sciences. Whenever the three-year term of a senator is due to expire the following September, a new senator is elected by secret ballot by a majority vote of the Faculty. The election shall be held in the spring before the May meeting of the Senate (cf. Franklin College of Arts and Sciences Bylaws, Article II, Sections I, II, and III).

(b) Duties. To represent the Department in the Senate of the Franklin College of Arts and Sciences and to report to the faculty (cf. Franklin College of Arts and Sciences Bylaws, Article II, Section I).

## ARTICLE IV. REGULAR FACULTY

### Section 1. Members

The faculty of the Department of Romance Languages shall consist of all Professors, Associate Professors, Assistant Professors, Academic Professionals, Instructors, and Lecturers employed to do work of an instructional, research, or service nature in the department who are paid in whole or in part from the budget of the Department (University Statutes, Article IX, Section 2). Appointments, promotion and tenure of faculty shall be carried out according to the procedures in the University of Georgia Guidelines for Appointment, Promotion and Tenure and in the Statutes of the University of Georgia (Article X, Sections 1, 3 and 4). The policies governing academic freedom, conflict of interests, outside activities, leaves of absence, employment and resignation, suspension, and dismissal of faculty members are found in the Statutes of the University of Georgia (Article X, Sections 5-12).

### Section 2. Secretary

The Secretary of the Faculty of the Department of Romance Languages shall be elected by a majority vote of the Faculty at the beginning of each academic year.

### Section 3. Meetings

(a) Meeting Times. The faculty of the Department of Romance Languages shall meet at least once each term. At all meetings of the departmental faculty, the head of the department shall be the presiding officer (University Statutes, Article IX, Section 3). The time and place of regular or special meetings shall be determined by the Advisory Committee, whose Chair shall notify each member of the Faculty at least a week in advance of the meeting. Graduate Student Representatives are encouraged to attend as non-voting members.

(b) Agenda. Faculty members should forward to the Chair of the Advisory Committee items to be placed on the agenda. The agenda for the meeting shall be determined by the Advisory Committee and distributed to faculty members at least a week prior to the meeting along with pertinent information on items the Faculty will discuss. Late additions to the agenda will only be accepted in exceptional circumstances. The Head reserves the right to convene faculty meetings in emergency situations. (cf. UC, Part IV, Section V, D).

(c) Visitors. Visitors are allowed by invitation of the Head or a majority vote of the faculty.

(d) Quorum. A simple majority of the voting members of the Faculty shall constitute a quorum. Motions may be passed by a majority of those present and voting. The Faculty may not conduct business if a quorum is called and found lacking (cf. UC, Part IV, Section V, F; Robert's Rules of Order 90-91).

(e) Voting

1. Voting by members present. Voting on motions shall be by faculty, as defined by the Faculty Senate of the Franklin College of Arts and Sciences. Such voting shall be conducted by voice vote, a show of hands, or by written ballot. A vote will be taken by written ballot if any faculty member requests this procedure. The Secretary is responsible for counting and reporting the record of the vote in the minutes.

2. Proxy voting. Following the AAUP guidelines, proxy votes will not be allowed.

3. Absentee voting. Absentee balloting is permitted when a) the vote is not based on review of specific materials, or when b) the vote is based on specific materials, provided these materials are made available prior to the meeting. Absentee balloting is not permitted when the vote is based on specific materials which are made available only at the meeting.

(f) Minutes. The Secretary shall publish promptly to all faculty members a record of all actions taken at each meeting of the Faculty and shall forward a copy of the minutes to be kept on file in the Departmental Office. The minutes shall include the names of all faculty members present and the names of the authors of any motions which receive a second. University policy allows for recording devices to supplement the secretary's minutes only when a majority vote of the faculty authorizes this procedure.

(g) Parliamentary Procedure. The rules contained in the Modern Edition of Robert's Rules of Order shall govern the Department in all cases where they are not inconsistent with these bylaws and any special rules of order the Department may adopt (cf. Robert's Rules of Order 104; UC, Part IV, Section V, J).

## ARTICLE V. GRADUATE FACULTY

### Section 1. Members

The Graduate Faculty of the Department of Romance Languages consists of the faculty members of the Department who have been appointed by the Graduate Dean to either regular or provisional membership. A provisional member of the Graduate Faculty is charged with the responsibility of participating in the graduate program in all ways except serving as major professor for doctoral candidates, voting on appointments to the Graduate Faculty, and serving on the Graduate Council (cf. Bylaws of the University of Georgia Graduate Faculty, Article 1, Section 2). For criteria and procedures for appointment to the Graduate Faculty, see the Bylaws of the University of Georgia Graduate Faculty, Article 1, Section 4 and the departmental criteria.

### Section 2. Authority

Subject to the general policies of the University Council and the Graduate School, the Graduate Faculty shall have authority to determine entrance requirements for graduate students, to prescribe and define courses of study for them, to determine the requirements for such degrees as

are offered through the Graduate School, to enact and enforce rules for the guidance and government of its students in their graduate work, to recommend for degrees such candidates as have fulfilled degree requirements, and in general to exercise jurisdiction over all graduate educational matters in the Department (Bylaws of the University of Georgia Graduate Faculty, Article I, Section 2).

### Section 3. Secretary

The Secretary of the Graduate Faculty of the Department of Romance Languages shall be elected for the academic year by a majority vote of the members at the first meeting.

### Section 4. Meetings

(a) Meeting Times. The time and place of meetings shall be determined by the Graduate Coordinator who is the presiding officer at these meetings and notice shall be given to all Graduate Faculty members at least a week prior to the meeting whenever possible.

(b) Agenda. The agenda for the meeting shall be determined by the Graduate Coordinator and whenever possible distributed at least a week prior to the meeting to Graduate Faculty members along with pertinent information on items the Graduate Faculty will discuss. Graduate Faculty members should forward items to be placed on the agenda to the Graduate Coordinator.

(c) Graduate Student Representatives. Graduate Student Representatives shall be invited to those portions of the meetings not dealing with individual students or faculty members.

(d) Visitors. Visitors are allowed by invitation of the Graduate Coordinator or a majority vote of the Graduate Faculty.

(e) Quorum. A simple majority of the voting members of the Graduate Faculty shall constitute a quorum. Motions may be passed by a majority of those present and voting. The Graduate Faculty may not conduct business if a quorum is called and found lacking (cf. UC, Part IV, Section V, F; Robert's Rules of Order 90-91).

(f) Voting

1. Voting by members present. Voting on motions shall be conducted by voice vote, a show of hands, or by written ballot. A vote shall be taken by written ballot if any faculty member requests this procedure. All votes on appointment and reappointment to the Graduate Faculty shall be by preprinted ballots only. The Secretary is responsible for counting and reporting the record of the vote in the minutes.
2. Proxy voting. Following the AAUP guidelines, proxy votes will not be allowed.
3. Absentee voting. Absentee balloting is permitted when a) the vote is not based on review of specific materials, or when b) the vote is based on specific materials, provided those materials are made available prior to the meeting. Absentee balloting is not permitted when the vote is based on specific materials which are made available only at the meeting.

(g) Minutes. The Secretary shall publish promptly to all Graduate Faculty members a record of all actions taken at each meeting of the Graduate Faculty and shall forward a copy of the minutes to be kept on file in the Departmental Office. The minutes shall include the names of all faculty members present and the names of the authors of any motions which receive a second. University policy allows for recording devices to supplement the secretary's minutes only when a majority vote of the faculty authorizes this procedure.

(h) Parliamentary Procedure. The rules contained in the Modern Edition of Robert's Rules of Order shall govern the Department in all cases where they are not inconsistent with these bylaws and any special rules of order the Department may adopt (Robert's Rules of Order 104; UC, Part IV, Section V, J)

## ARTICLE VI. DEPARTMENTAL COMMITTEE

### Section 1. Members

The Departmental Committee of the Department of Romance Languages shall consist of all professors, associate professors, and assistant professors employed to do work of an

instructional, research, or service nature in the department who are paid in whole or in part from the budget of the Department.

## Section 2. Secretary

The Secretary of the Departmental Committee of the Department of Romance Languages shall be elected by a majority vote of the members at the first meeting of the Departmental Committee for each academic year.

## Section 3. Meetings

(a) Meeting Times. The time and place of meetings shall be determined by the Department Head who is the presiding officer at these meetings and notice shall be given to all Departmental Committee members at least a week prior to the meeting.

(b) Agenda. The agenda for the meeting shall be determined by the Head and distributed to Departmental Committee members at least a week prior to the meeting along with pertinent information on items the Departmental Committee will discuss. Departmental Committee members should forward to the Head items to be placed on the agenda (cf. UC, Part IV, Section V, D).

(c) Visitors. Visitors are allowed by invitation of the Head or a majority vote of the faculty.

(d) Quorum. A simple majority of the voting members of the Departmental Committee shall constitute a quorum. Motions may be passed by a majority of those present and voting. The Departmental Committee may not conduct business if a quorum is called and found lacking (cf. UC, Part IV, Section V, F; Robert's Rules of Order 90-91).

(e) Voting

1. Voting by members present. Voting on motions shall be conducted by voice vote, a show of hands, or by written ballot. A vote shall be taken by written ballot if any Departmental Committee member requests this procedure. Only the appropriate faculty in the department may

vote on recommendations for promotion and tenure as specified in the University of Georgia Guidelines for Appointment, Promotion and Tenure, and these votes shall be by preprinted ballots only. The Secretary is responsible for counting and reporting the record of all votes in the minutes.

2. Proxy voting. Following the AAUP guidelines, proxy votes will not be allowed.

3. Absentee voting. Absentee balloting is permitted when a) the vote is not based on review of specific materials, or when b) the vote is based on specific materials, provided these materials are made available prior to the meeting. Absentee balloting is not permitted when the vote is based on specific materials which are made available only at the meeting.

(f) Minutes. The Secretary shall publish promptly to all Departmental Committee members a record of all actions taken at each meeting of the Departmental Committee and shall forward a copy of the minutes to be kept on file in the Departmental Office. The minutes shall include the names of all faculty members present and the names of the authors of any motions which receive a second. University policy allows for recording devices to supplement the secretary's minutes only when a majority vote of the members of the committee authorizes this procedure.

(g) Parliamentary Procedure. The rules contained in the Modern Edition of Robert's Rules of Order shall govern the Departmental Committee in all cases where they are not inconsistent with these bylaws and any special rules of order the Departmental Committee may adopt (cf. Robert's Rules of Order 104; UC, Part IV, Section V, J).

## ARTICLE VII: COMMITTEES

### Section 1: Basic Charge to Standing Committees

(a) Each committee shall review in its area established policies and their administration and offer such recommendations as deemed necessary (UC, Part II).

(b) Each standing committee shall meet whenever requests by the Head or any faculty member warrant such a meeting.

(c) The committees are not required to keep minutes or to distribute them to the Faculty.

(d) Recommendations of the committees which need faculty approval shall be submitted to the Head for inclusion on the agenda at faculty meetings (cf. UC, Part II).

(e) Other than elected committees (see below, Advisory and Curriculum Committees), the Head shall appoint committee chairs who will have the option of recommending members of their committees to the Head. The Head shall consider the rotation of membership and the equitable distribution of committee assignments in making the final decisions about appointed committee memberships.

## Section 2: Standing Committees

(a) Advisory Committee. The elected Advisory Committee consists of two full, two associate, and two assistant professors elected annually from the faculty for staggered terms of two years. The Advisory Committee advises the Head on the use of the supplies and expense budget; policies regarding salaries; recommendations for faculty awards; department and university policies; faculty concerns; and other matters.

(b) Computer/Technology Committee. The Computer Committee consists of appointed faculty members. In addition, the Office Manager of the Department serves as an ex-officio member. Its duties are: to make recommendations to the Head concerning the acquisition and allocation of computer equipment in the Department; to determine the Departmental response to requests for information from the Franklin College of Arts and Sciences Computer Committee or any other computer committee or agency at the University of Georgia; to advise the Head on all matters pertaining to the use, acquisition, and development of technology for academic and administrative purposes in the Department.

(c) Curriculum Committee. The elected Curriculum Committee consists of four faculty members representing the four language areas. The Curriculum Committee consults with the Undergraduate and Graduate Coordinators as appropriate or necessary. Each year two members are elected by the Faculty for a two-year term, and the committee then elects its chair from among the second-year members. Its duties are to consider all curriculum matters, to implement changes as needed, and to make recommendations to the Head and the Faculty.

- (d) Examination Committee. The duties of the appointed members of the Examination Committee are to administer and grade the Graduate School language exams.
- (e) Graduate Admissions Committees. There are four appointed graduate admissions committees, one for each language offering graduate courses: French, Italian, Portuguese and Spanish. The Graduate Coordinator is the ex-officio chair of each committee. The Language Supervisors serve as members of the committees in their respective languages. Applications of candidates for the Master's and Doctoral degree in Romance Languages are reviewed by the committees in both languages. The duties of the Graduate Admissions Committees are to establish policies for admission of graduate students to the Department of Romance Languages, in accordance with the policies of the Graduate School, and to review and evaluate applications of prospective students for admission to the graduate program.
- (f) Graduate Studies and Outcomes Assessment Committee. The appointed members of the Graduate Studies and Outcomes Assessment Committee are responsible for constructing and administering quantitative and qualitative evaluations and measurements of the department's graduate programs. They also advise the Graduate Coordinator on such matters relating to graduate students as admissions, awards, policies, programs, and other matters.
- (g) Latin American Film Festival Planning Committee
- (h) Hiring Committee. The duties of the appointed members of the Hiring Committee are to assure that the department's needs for instructors are met. They advertise positions, screen applications, interview candidates, and make recommendations for hiring to the Head.
- (j) Study Abroad Committee. The duties of the appointed members of the Study Abroad Committee include: providing advice regarding existing programs; evaluating proposals for new programs and making recommendations to the faculty and the Head; and assisting the undergraduate coordinators in advising non-major and non-minor study abroad students as needed.
- (k) Supervisors Committee. The members of the Supervisors Committee are the supervisors of the four language areas: French, Italian, Portuguese, and Spanish. The committee is chaired by the Associate Head. The Supervisors Committee is responsible for reviewing the department's

lower division language programs, seeking ways to improve those programs, and solving problems that arise in the administration and implementation of those programs.

(l) Travel Funds Committee. The appointed members of the Travel Committee administer requests for travel money and are responsible for making the most equitable division possible of the funds available, taking into account the function of the participant at the meeting or meetings he or she proposes to attend.

(m) Undergraduate Outcomes Assessment Committee. The appointed members of the Undergraduate Outcomes Assessment Committee are responsible for constructing and administering quantitative and qualitative evaluations and measurements of the department's undergraduate programs.

(n) Website Committee.

### Section 3. Other Committees

The Head, or the Faculty by a majority vote, may authorize the establishment of additional standing or ad hoc committees for any purpose falling under the jurisdiction of the department (cf. Franklin College of Arts and Sciences Bylaws, Article III, Section VI).

## ARTICLE VIII: AMENDMENTS TO THE BYLAWS

The Departmental Committee shall have the power to alter, repeal, or amend these bylaws, or to adopt new bylaws. Copies of proposed amendments or proposed new bylaws shall be discussed and sent to all voting members. The number of votes needed for passage shall be a simple majority of those eligible to vote. The vote shall be conducted during the academic year only.