

DEPARTMENT OF LANGUAGES, LITERATURES AND CULTURES
BYLAWS
Revised and Adopted as of April 15, 2015

Article I: Mission Statement

As home to the majority of the language and literature programs on campus, this department endorses the premise that to learn another language is to step into another world. The knowledge acquired in this transformative process has an intrinsic value to the university and its students. As such, we have a four-fold mission: (1) to conduct research at the graduate and faculty level in the languages, literatures and cultures of the world, including linguistic and media studies, and communicate original results that relate these domains; (2) to facilitate the study of languages, literatures and cultures at the undergraduate level in such a way that students actively engage with this field of knowledge; (3) to connect North American and international perspectives on academic endeavors in the humanities, and to maintain an international voice and presence at the University of Florida; and (4) to promote the integrity of our component academic fields and to support the vitality of each of the programs housed in the department. By cultivating the potential inherent in combining both national and transnational approaches in a single entity, the department advocates an inclusive and interdisciplinary scholarship that develops innovative models, both theoretical and pragmatic, for the study of languages, literatures, and the various media that comprise our understanding of culture.

Article II: Programs, Sections, Membership

2.1 LLC offers specialized, language-particular studies including but not limited to: Akan, Arabic, Chinese, Czech, French and Francophone, German, Haitian Creole, Hebrew, Italian, Japanese, Polish, Russian, Swahili, Vietnamese, Wolof and Yoruba.

The LLC curriculum committee advises on and approves the undergraduate and graduate degree requirements of such studies in conformity with the relevant university regulations and policies.

2.2 In conjunction with the studies described in section 2.1 above, LLC offers transnational tracks of study that include but are not limited to: Medieval and Early Modern Studies, Linguistics, Visual Cultures, Translations Studies.

The LLC curriculum committee will advise on and approve of the undergraduate and graduate degree requirements of such studies in conformity with the relevant university regulations and policies.

2.3 Faculty members in LLC will be identified by specialization in a particular language and research concentrations in one or more transnational tracks of study. Academic

administration relating to curriculum, scheduling, teaching responsibilities, liaison with libraries and supervision of TA's will be carried out by faculty in each particular language specialization, who constitute its voting members. A language particular coordinator will be elected by faculty in the given language at the beginning of each academic year to communicate with department staff on these matters.

Article III: The Department Chair

3.1 The Department Chair shall be selected in accordance with college guidelines.

3.2 The basic administrative responsibility of the Department rests with the chair.

3.3 In addition, the Department Chair shall keep the committees and faculty informed of matters of Departmental interest.

3.4 The chair will make recommendations to the Dean with respect to merit pay allocation in accordance with the recommendations of the Merit Pay Committee.

3.5 The Departmental Chair is responsible for submitting the annual letters of evaluation.

3.6 While the Chair is encouraged to follow the recommendations of sections regarding faculty assignments, the chair also has the responsibility to ensure that the faculty assignments are reasonable and appropriate.

3.7 The Chair is the hiring authority for the department.

3.8 The Chair acts as liaison to the Dean of the College as an advocate of LLC.

Article IV: Other Department Structures and Positions

4.1 The Department Chair shall appoint an Associate Chair.

4.2 Tenure and Promotion Committee

There shall be a department Tenure and Promotion Committee constituted in accordance with the Tenure and Promotion guidelines adopted by the members of the Department of Languages, Literatures and Cultures and appended hereto as Appendix A.

4.3 Merit Allotment Committee

There will be a department Merit Allotment Committee constituted in accordance with the Merit Allotment Guidelines adopted by the members of the Department of Languages, Literatures and Cultures and appended hereto as Appendix B.

4.4 Advisory Committee

There shall be a department Advisory Committee, whose function will be to provide advice to the Chair regarding long term planning, as well as administrative and personnel matters that arise rapidly and call for a rapid response, or that require some confidentiality.

4.4 (i) The department Advisory Committee shall advise the chair on matters of policy and procedure that are of concern to the dept. such as but not limited to (1) the budget; (2) work of, and relations between, the various committees in the Dept. ; (3) relations with other departments; (4) concerns of individual faculty members.

4.4.(ii) The department Advisory Committee shall consist of three members elected by the membership of LLC and two members appointed by the Chair of LLC. At least one member of the committee will be a tenure-track professor and at least one member will be a lecturer.

4.4. (iii) Members of the departmental Advisory Committee shall serve for two years. Members may serve for more than one term, but not consecutively.

4.4 (iv) The department Advisory Committee will meet with the chair once per semester minimum, and then additional meetings may be called by the chair or any two members of the committee.

4.5 Graduate Studies Committee

4.5 (i) There shall be a department Graduate Studies Committee that shall consist of the graduate coordinator and one TA coordinator of each language, literature, and culture concentration in LLC that confers an M.A. or Ph.D. Up to three additional members will be appointed to the committee by the chair, with the aim of having the broadest possible representation from among LLC graduate faculty members not associated with an existing M.A. or Ph.D. - conferring LLC concentration. The term of these appointments will be one year, repeatable up to three years. (Feb. 27, 2012)

4.5 (ii)The LLC Graduate Committee coordinates and oversees graduate studies department-wide, consults with the chair regarding OPS allocations and other matters pertaining to graduate studies in LLC, considers proposals regarding graduate studies from LLC faculty members, and brings proposals and initiatives regarding graduate studies for formal consideration to the LLC faculty in plenary meetings. (April 23, 2012)

4.5(iii) The LLC Graduate Committee recognizes the authority of the faculty members at the graduate level in LLC to direct graduate studies in their respective concentrations. (April 23, 2012)

4.5 (iv) The LLC Graduate Committee delivers reports to the LLC faculty in plenary meetings on a regular basis. (April 23, 2012)

4.5 (v) The LLC Graduate Committee in consultation with the LLC faculty works to plan activities and workshops that help graduate students grow as teachers and scholars. (April 23, 2012)

4.6 Sustained Performance Evaluation Committee

4.6 (i) There shall be a department Sustained Performance Evaluation Committee

Performance Evaluation Committee constituted in accordance with the LLC Procedure for Sustained Performance Evaluation adopted by the members of the Department of Languages, Literatures and Cultures and appended hereto as Appendix C.

4.7 Standing Committees:

There will be the following standing committees:

- (i) Awards Committee;
- (ii) Bylaws Committee;
- (iii) Courtesy Appointment Committee;
- (iv) Curriculum Committee;
- (v) Implementation Committee;
- (vi) Peer Review Committee;
- (vii) Sabbaticals Committee;
- (viii) Sustained Performance Evaluation Committee;
- (ix) Salary Pay Plan Committee (SPP);
- (x) Travel Committee;
- (xi) Undergraduate Studies Committee;

4.7(i) The Awards Committee shall be appointed by the Chair.

4.6(ii) The Bylaws Committee shall be constituted of five LLC faculty members, three elected by the department and two chosen by the chair. Ideally, the committee will be as diverse as possible, both with respect to language (with no more than one member from a given language on the committee at a time) and to rank (with the widest possible range of tenured and untenured professors and lecturers represented, if at all possible with at least one tenure-track professor, one tenured professor, and one lecturer on the committee). Committee members ordinarily serve for a term of three years. An elected or chosen committee member who has served for three years may stand again for election if s/he wishes. Elections will be held to fill open positions on the committee at the beginning of the academic year, when nominations and self-nominations will be solicited and vote by secret ballot held. Any possible chair appointments made will be announced along with election results.

4.7(iii) The Courtesy Appointment Committee shall be appointed by the chair.

4.7(iv) The Curriculum Committee shall be composed of all Undergraduate Coordinators of programs housed in LLC together with up to two additional members appointed by the Chair of LLC to ensure departmental representation.

- (i) The Curriculum Committee shall elect a Committee Chair for a term of two years.
- (ii) The committee will meet on a regular basis: at least once per semester and ideally once a month if there is business to discuss.
- (iii) The Curriculum committee is responsible for reviewing and approving all new course proposal or change requests. All such requests will be

forwarded by faculty members to their respective Undergraduate Coordinators: Faculty member will send to UGC who will forward it to CC Chair and committee for approval. Where there is no UGC then faculty members will send it directly to the Chair of the CC Committee.

4.7(vi) (a) Peer review will be conducted as follows: Assistant Professors on tenure-track, Lecturers, and Senior Lecturers will be evaluated once a year: Assistant Professors by Associate or Full professors, Lecturers by Senior or Master Lecturers, Assistant, Associate or Full professors, and Senior Lecturers by Master Lecturers, Assistant, Associate, or Full professors. In addition, Associate, Full professors or Master lecturers who wish to be peer reviewed may request an evaluation to the Peer Review Committee. The Peer Review committee will assign evaluators at the beginning of each academic year. The reviewer will review one course per academic year. Reviewers and reviewed instructors will be matched according to their respective area of expertise (Linguistics, Literature, or Film), and their target language may or may not be matched. Assignments will be changed in case of a conflict in the teaching schedules upon request initiated by the reviewer. The peer evaluation should be completed by March 1 of each academic year with a copy to the reviewed instructor and to the Chair. The reviewed instructors will have an opportunity to prepare a response to the Chair by March 15, if they so wish. [amended Nov. 19 2012]

4.7 (vii) The Sabbaticals Committee consists of four LLC faculty members, two elected by the department and two chosen by the chair. Ideally, the committee will be as diverse as possible, both with respect to language (with no more than one member from a given language on the committee at a time) and to rank (with the widest possible range of tenured and untenured professors and lecturers represented, if at all possible with at least one tenure-track professor, one tenured professor, and one lecturer on the committee). Committee members ordinarily serve for a term of two years. An elected or chosen committee member who has served for two years may stand again for election if s/he wishes. Elections will be held to fill open positions on the committee at the beginning of the academic year, when nominations and self-nominations will be solicited and vote by secret ballot held. Typically, every year faculty members would vote for one committee member and the chair would choose one. Any possible chair appointments made will be announced along with election results. [amended February 18, 2015]

4.7 (viii) (a) The Travel Committee consists of five LLC faculty members, three elected by the department and two chosen by the chair. Ideally, the committee will be as diverse as possible, both with respect to language (with no more than one member from a given language on the committee at a time) and to rank (with the widest possible range of tenured and untenured professors and lecturers represented, if at all possible with at least one tenure-track professor, one tenured professor, and one lecturer on the committee). Committee members ordinarily serve for a term of three years. An elected or chosen committee member who has served for three years may stand again for election if s/he

wishes. Elections will be held to fill open positions on the committee at the beginning of the academic year, when nominations and self-nominations will be solicited and vote by secret ballot held. Any possible chair appointments made will be announced along with election results.

4.7 (viii) (b) The Chair will consult with the Travel Committee to determine how best to allot available departmental travel funds. The Travel Committee will review LLC faculty applications for travel funding, rank them according to priority, and submit its recommendation(s) to the departmental Chair. Along with its formal recommendation(s), the Travel Committee will provide the Chair with a summary and/or explanation of the criteria by which it evaluated and ranked the applications. It is suggested, but not required, that the Travel Committee evaluate applications and determine priority according to the criteria listed below (in descending priority), in sections 4.7 (b) [1] - [5]. Each applicant may be assigned a random number of points according to each criterion for the purpose of a quantified ranking of the applications.

4.7 (b) [1] The necessity of travel (to the event) for the applicant's further promotion and/or further professional development, with applications from tenure-accruing faculty deserving highest priority; associate professors, lecturers and senior lecturers deserving secondary priority; and full professors and master lecturers deserving comparatively less priority.

4.7 (b) [2] The nature and degree of the applicant's participation in the event, with formal presentations delivered to an internationally or nationally diverse audience (e.g. delivering a paper, serving as a discussant on a panel, or contributing to a roundtable) deserving priority over a mainly organizational contribution (e.g. chairing a panel); and organizational contribution deserving priority over mere attendance at the event.

4.7 (b) [3] The scholarly prestige or visibility of the event, with conferences of international reputation typically deserving priority over conferences of national reputation; and conferences of national reputation typically deserving priority over conferences of mainly local reputation. In cases when an event's visibility would not be readily apparent to a travel funding committee consisting of non-specialists in the applicant's field, the applicant is encouraged to explain the event's significance on the application.

4.7 (b) [4] The geographical location of the event relative to the Gainesville area, with international locations typically deserving priority over national locations; and relatively distant national locations typically deserving priority over locations of relative proximity. Local events that do not require air travel would occupy the lowest priority within this criterion.

4.7 (b) [5] The amount of funding received by the applicant during the most recent funding period, with applicants reporting no support during recent funding period(s) deserving priority over applicants who have recently received travel funding; and applicants of comparatively little recent funding deserving priority over applicants with a

larger amount of recent funding. For the purposes of this criterion, recent funding may include both departmental and college travel support, as well as internal grants (e.g. Humanities Scholarship Enhancement Fund).

4.7 (xi) The Undergraduate Studies Committee consists of the undergraduate coordinators of languages with majors in LLC, plus 2-3 faculty members selected by the chair to represent languages currently without a major (two or three as the case may be, in order to arrive at an odd number of total committee members). Colleagues in a language with a major may designate one of their number to serve on this committee instead of the undergraduate coordinator (i.e. an “alternate”). Committee members ordinarily serve a term of three years. At the beginning of the academic year, languages with a major will inform the chair who their representative for the coming academic year will be. Thereafter the chair will communicate the membership of the undergraduate committee to the department, including the undergraduate coordinators (or their alternates) and the chair’s selections.

4.8 As needed the Department will constitute Ad-Hoc Committees, such as but not limited to a Chair Search Committee and Faculty Search Committee(s)”

4.8 (i) Except where otherwise stated, the election formula for all elected committees in LLC will be as follows: three members will be elected, including at least one tenured member and one lecturer, and preferably one tenure track member, plus two members appointed by the Chair. The chair’s appointees should try to ensure diversity both with respect to language (with no more than one member from a given language on the committee at a time) and to rank (with the widest possible range of tenured and untenured professors and lecturers represented).

Article V: Department Meetings

5.1 The Chair calls and presides over department meetings.

5.2 There will be a minimum of two regular department meetings each semester.

5.3 Additional meetings of the department may be called by the Department Chair, upon receipt of a written request by ten or more full time faculty members of the Department of Languages, Literatures and Cultures, to the Department Chair.

5.4 Regular Meetings shall be announced in writing to the department faculty at least two weeks in advance; an agenda shall be circulated at least two working days before each meeting; minutes of departmental meetings will be kept and approved by LLC fulltime faculty.

5.5 Department meetings are open to all members of the Department on Languages, Literatures and Cultures, but only full-time faculty members in permanent positions (i.e.

not designated as “visiting” or “adjunct”) are entitled to vote at the meetings.

5.6 The quorum shall be sixty percent of the faculty members of the Department of Languages, Literatures and Cultures who are full-time faculty members in permanent positions (i.e. not designated as “visiting” or “adjunct”).

5.7 Proxies may be cast at departmental meetings or at announced times after departmental meetings. . A proxy must be in writing; it must be signed (electronically or manually); it must be limited to one person's use, at one specified meeting, and on one issue, and it must be submitted to the chair prior to the vote.

Article VI: Amending Department Bylaws

6.1 Draft versions of the Bylaws may be amended by a motion passed by a majority vote at a regular Department meeting.

Article VII: Department Clarifications of University Criteria for Annual Performance Evaluations

LLC shall conduct annual evaluation of faculty members, ranked and unranked (that is, tenure track, tenured and Lecturers,) in accordance with Article 18 of the Collective Bargaining Agreement in place on February 1, 2014 and, in particular, with sections 18.5 and 18.6 thereof.

Appendix A
Tenure and Promotion Guidelines

Appendix B
Merit Allotment Guidelines

Appendix C
LLC Procedure for Sustained Performance Evaluation

Appendix D
Independent Study Policy

Appendix E
Independent Study Proposal Form

Appendix C

LLC Procedure for Sustained Performance Evaluation

A. Sustained Performance Evaluations are called for senior faculty at intervals of seven (7) years from the last T&P or Performance Review.

B. In years when SPE are required, the Chair will appoint a Committee of three or more faculty at the rank of Assoc. Professor or above to conduct peer review. The Committee report is advisory to the Chair.

1. The LLC office will prepare a file for each faculty member under review consisting of Annual Performance Reviews from the past six (6) years, plus other evaluative materials, in accordance with CBA Art. 18.8, and forward this file to the Committee.

2. The Committee will appoint a Chair by consensus or vote. Upon review of the files, the Committee will provide one of two

determinations to the Dept. Chair:

a- Sustained performance is satisfactory, or

b- Sustained performance is consistently below satisfactory in one or more areas of assigned duties and responsibilities.

3. In the case of an unsatisfactory determination, the Committee will provide additional explanation.

C. The Committee will be dissolved upon completion of the review.

Appendix D
Policy Regarding Undergraduate Independent Study (IS)
LLC Curriculum Committee
Adopted April 17, 2013

In principle, the department of Languages, Literatures, and Cultures (LLC) discourages enrollment in IS and encourages enrollment in regular courses offered by the department.

However, when certain conditions are met, IS may be considered:

1. IS departmental proposal form should be completed and signed by the faculty member.
2. IS may be used to gather data in preparation for writing Honors/Senior Thesis.
3. IS may be used by graduate students enrolled in lower level language classes for units that do not offer graduate courses.
4. Other cases may be considered, subject to approval.

Procedures

When faculty members want to offer IS proposal forms are to be submitted to UGCs who will:

- a. Review the proposal form.
- b. Sign to indicate approval of the IS proposal.
- c. Forward the proposal to the chair for final approval.
- d. In units where there are no UGCs, proposal forms are to be submitted directly to the chair of the department who will review the proposal in place of the UGCs.

APPENDIX E

“Best Practice for committee for sabbaticals and professional leaves”

(Document to be kept with chair of committee and chair of LLC)

Process:

The Chair of LLC forwards applications for sabbaticals and professional development leaves to the committee members. Members, who have applied for a sabbatical or professional development, recuse themselves from serving on the committee. Members of the committee assess each case based on value and significance, quality of proposal, and feasibility in terms of strengths and weaknesses (chart 1). The chair of the committee collates the assessment and forwards a summary to the chair of LLC organized according to strengths and weaknesses of each application (chart 2). This assessment is advisory to the chair and thus not binding. As the number of applicants can vary, committee member's assessment should be kept brief and to the point.

Chair of the committee:

As the assessment of sabbatical applications has to occur usually with a quick turn-around time, every year the committee elects the chair for the upcoming year. This will also insure that the chair has served on the committee as a member for at least one year. It is the committee chair's responsibility that the composition of the remaining committee is in place by the end of the academic year for the subsequent year.

Appendix E

Registered by: _____ Date Registered: _____

Please complete and return to Bodo at 301 Pugh Hall Department and individual credit depends on the completion of this form.

LANGUAGES, LITERATURES, AND CULTURES DEPARTMENT PROPOSAL for INDIVIDUAL STUDY

REGISTRATION REQUEST FORM TERM:

YEAR:

STUDENT NAME:

UFID NUMBER:

E-MAIL: TEL:

LANGUAGE:

COURSE LETTERS & NUMBER:

SECTION:

CREDITS:

INSTRUCTOR NAME:

INSTRUCTOR SIGNATURE:

DATE:

UGC OR CHAIR SIGNATURE:

DATE:

INDEPENDENT STUDY COURSE PROPOSAL

TITLE:

COURSE DESCRIPTION:

OBJECTIVE AND GOALS

TOPICAL OUTLINE (at least tentative)

REQUIRED READINGS

GRADING MODALITY (Methods by which students will be evaluated and their grade determined)

	Description & deadline	% of the grade
Oral report		
Written report		
Tests		
Final paper		
Etc.		

PERIOD & LENGTH OF MEETINGS:

Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the appropriate undergraduate catalog web page

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>