DEPARTMENT OF LANGUAGES, LITERATURES, AND CULTURES BYLAWS
Approved at the Faculty meeting of April 19, 2023

Preamble

The Department of Languages, Literatures, and Cultures (LLC) operates in compliance with the constitution of the College of Liberal Arts and Sciences, the Sunshine Laws of the State of Florida, and the Collective Bargaining Agreement (CBA) between the University and United Faculty of Florida. No provision of these bylaws that governs terms and conditions of employment shall be inconsistent with the provisions of the CBA or with the mission and goals of the unit and the University. LLC is committed to the principles of open government, affirmative action, and equal opportunity.

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 LLC has a four-fold mission: (1) to conduct research at the undergraduate, 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 studies including but not limited to: Akan, Arabic, Chinese (Classical, Mandarin), Czech, French and Francophone, German, Haitian Creole, Hebrew, Italian, Japanese, Korean, Polish, Russian, Swahili, Vietnamese, Wolof and Yoruba, as well as transnational critical concentrations in literary studies, comparative cultural studies, film and visual studies, and medieval and early modern studies.

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 certificates in Translation Studies and Russian and East European Studies.

2.3 Faculty members in LLC will be identified by specialization in language and research concentrations in one or more transnational tracks of study. In consultation with the Department Chair, academic administration relating to curriculum, scheduling, teaching responsibilities,

liaison with libraries and supervision of Graduate Teaching Assistants (GTAs) will be carried out by faculty in each language specialization, who constitute its voting members. A 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: Faculty Membership

3.1 Full-time faculty include (i) lecturers, senior lecturers, and master lecturers (assistant, associate, and full instructional professors) and (ii) assistant, associate, and full professors whose effort is at least fifty percent in LLC.

3.2 All full-time faculty are considered department members for purposes of attending department meetings, performing service assignments, and participating in votes that are conducted during meetings that require a simple majority. Adjunct instructors may not vote on departmental issues. Faculty who do not hold graduate appointments may not vote on matters pertaining to the graduate program. Voting by ballot is restricted to full-time faculty members, as defined above. In tenure and promotion cases voting by ballot is further restricted by rules established by the College. Ballots are anonymous; voting will be conducted and tallied electronically.

Article IV: The Department Chair

4.1 The Department Chair (DC) will be selected in accordance with college guidelines. https://gov.clas.ufl.edu/constitution/

4.2 The basic administrative responsibility of the Department rests with the DC. This includes appointing an Associate Department Chair, selecting Undergraduate and Graduate Coordinators in consultation with language sections, appointing members to committees, and assigning a mentor to assistant professors and lecturers (assistant instructional professors). [See mentoring guidelines, Appendix A]

4.3 The DC will keep the committees and faculty informed of matters of departmental interest.

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

4.5 The DC is responsible for submitting the annual letters of evaluation.

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

4.7 The DC is the hiring authority for the department.

4.8 The DC acts as liaison to the Dean of the College as an advocate of LLC.

Article V: Other Department Structures and Positions: Associate Department Chair (ADC)

5.1 The ADC is appointed by the DC.

5.2 The ADC normally assumes the role of Acting Chair in the DC's absence.

5.3 The ADC provides advice to the DC concerning departmental academic affairs.

5.4 The ADC is an ex officio member of the Advisory Committee. An ADC may serve as liaison to other department committees as directed by the DC.

5.5 The ADC is assigned specific tasks to assist the DC (e.g., curriculum and course scheduling, fund raising and development, semester faculty assignment reports).

Article VI: Standing and Ad Hoc Committees: The standing committees of the department are outlined in 6.1-6.15. Procedures for creating Ad Hoc committees are detailed in 6.16; information on committee membership and voting are provided in 6.17.

Standing committees:

6.1 **Tenure and Promotion Committee**. There will 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 B.

6.2 **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 C.

6.3 **Advisory Committee**. There will be a department Advisory Committee, whose function will be to provide advice to the DC 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.

> 6.3 (i) The department Advisory Committee will advise the chair on matters of policy and procedure that are of concern to the department, such as but not limited to, (1) the budget; (2) work of, and relations between, the various committees in the department; (3) relations with other departments; (4) concerns of individual faculty members.
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> 6.3 (ii) The department Advisory Committee will consist of three members elected by the membership of LLC and two members appointed by the DC of LLC. At least one member of the committee will be a tenure-track professor and at least one member will be a lecturer (an instructional professor).
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> 6.3 (iii) Members of the departmental Advisory Committee will serve for two years. Members may serve for more than one term, but not consecutively.
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> 6.3 (iv) The department Advisory Committee will meet with the DC at least once in both Fall and Spring semesters, and then additional meetings may be called by the DC or any two members of the committee.

6.4 **Graduate Studies Committee**. There will be a department Graduate Studies Committee consisting 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 DC, 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.

6.4 (i)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.

6.4 (ii) 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.

6.4 (iii) The LLC Graduate Committee delivers reports to the LLC faculty in plenary meetings on a regular basis.

6.4 (iv) 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.

6.5 **Curriculum and Undergraduate Studies Committee**. There will be a department Curriculum and Undergraduate Studies Committee, composed of all Undergraduate Coordinators of programs housed in LLC together with up to two additional members appointed by the DC of LLC to ensure departmental representation. 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.

6.5 (i) The Curriculum and Undergraduate Studies Committee will elect a Committee Chair for a term of two years.

6.5 (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.

6.5 (iii) The Curriculum and Undergraduate Studies 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. Requests are then reviewed by the Curriculum and Undergraduate Studies Committee.

They are officially approved at the department level by the chair of the Curriculum and Undergraduate Studies Committee who serves as a liaison between LLC and the CLAS and University Curriculum Committees.

6.6 **Sustained Performance Evaluation Committee**. There will be a department Sustained

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

6.7 **Bylaws Committee**. There will be a department Bylaws Committee, constituted of five LLC faculty members, three elected by the department and two chosen by the DC. 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 (instructional faculty) represented, if at all possible with at least one tenure-track professor, one tenured professor, and one lecturer (instructional professor) 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 DC appointments made will be announced along with election results.

6.8 **Peer Review Committee**. Peer review will be conducted as follows: Assistant Professors on tenure track, and Lecturers and Senior Lecturers (Assistant and Associate Instructional professors) will be evaluated once a year: Assistant Professors by Associate or Full professors, Lecturers (Assistant Instructional Professors) by Assistant, Associate, or Full professors or by Senior or Master Lecturers (Associate or Full Instructional professors), and Senior Lecturers (Associate Instructional professors) by Master Lecturers (Full Instructional professors), Assistant, Associate, or Full professors. In addition, Associate, Full Professors or Master Lecturers (Full Instructional professors) 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, 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 DC. The reviewed instructors will have an opportunity to prepare a response to the DC by March 15, if they so wish.

6.9 **Sabbaticals and Professional Development Leave Committee**. There will be a department Sabbaticals and Professional Development Leave Committee, consisting of four LLC faculty members, two elected by the department and two chosen by the DC. 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 (instructional faculty) represented, if at all possible with at least one tenure-track professor, one tenured professor, and one lecturer (instructional professor) 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. Best practices for the Sabbaticals and Professional Development Leave Committee are outlined in Appendix E.

6.10 **Travel Committee**. There will be a department Travel Committee consisting of five LLC faculty members, three elected by the department and two chosen by the DC. 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 (instructional faculty) represented, if at all possible with at least one tenure-track professor, one tenured professor, and one lecturer (instructional professor) 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 DC appointments made will be announced along with election results.

> 6.10 (i) The DC 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 DC. Along with its formal recommendation(s), the Travel Committee will provide the DC 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 in Appendix F

6.11 **Salary Pay Plan Committee (SPP)**. There will be a department Salary Pay Plan committee, consisting of three faculty members, and charged with reviewing requests from faculty for market equity raises or special pay increases intended to address salary compression, and provides a formal recommendation to the DC based on materials submitted by the faculty member.

6.12 **Website Committee**. There will be a department Website committee consisting of three members, appointed by the DC and tasked with updating the departmental website.

6.13 **Awards Committee**. There will be a department Awards Committee appointed by the DC and tasked with organizing an annual awards ceremony.

6.14 **Scholarship Selection Committees.** There will be individual committees appointed by the DC to award the following scholarships:

Alice Zirger
Albert and Rita Smith
John P. and Sydney L. Welsh
Conner

Kathleen Diamond
Mary Watt and Giuseppe D'Amata

Chen Xiangmei

6.15 **Courtesy Appointment Committee**. There will be a department Courtesy Appointment Committee appointed by the DC to review applications from candidates for visiting scholar positions and courtesy appointments in the department. The committee will make a formal recommendation to the DC on each applicant.

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

6.17 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 (instructional professor), and preferably one tenure track member, plus two members appointed by the DC. When choosing appointees, the DC 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 (instructional faculty) represented). Beginning in Fall 2022, elections and appointments will be staggered so that no more than one half of elected and one half of appointed members of a committee rotate off in any given academic year.

Article VII: Department Meetings

7.1 The DC calls and presides over department meetings.

7.2 There will be a minimum of two regular department meetings in both Fall and Spring semesters.

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

7.4 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 by a recording secretary appointed by the DC and circulated in advance of the next meeting for approval by voting members of LLC (Article III). Minutes will be stored in an archive on the LLC share drive for consultation by voting members.

7.5 Department meetings are open to all members of the Department on Languages, Literatures, and Cultures, but only those designated as voting members of the department (Article III) are entitled to vote at the meetings.

7.6 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 (that is, not designated as “visiting” or “adjunct”).

7.7 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.

7.8 Department meetings will be conducted according to Robert's Rules of Order. A parliamentarian appointed by the DC at the beginning of each academic year will ensure that appropriate procedures are followed.

Article VIII: Amending Department Bylaws

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

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

LLC shall conduct annual evaluation of faculty members, ranked and unranked, that is, tenure track and tenured faculty as well as lecturers (instructional professors), in accordance with Article 18 of the Collective Bargaining Agreement for 2021-2024 and, in particular, with sections 18.5 and 18.6 thereof.

Article X: Departmental Strategic Plan. The Department will create and periodically update a strategic plan, as approved by the voting members. (See Appendix G.)

Appendix A: Mentoring

1. **Mentoring of tenure-track faculty**

In accordance with UF policy, the Department of Languages, Literatures, and Cultures shall provide each tenure-track assistant professor with a mentor appointed from among the tenured faculty in the department. The assistant professor may contact the chair to request a different mentor if desired. The role of the mentor is to act as a resource on matters pertaining to professional development. This shall include establishing bi-annual meetings to review the year's accomplishments and to set future goals. The assistant professor may also request the mentor's presence at meetings with the department chair. At the same time, the assistant professor is encouraged to consult broadly within and beyond the department for career guidance.

2. **Mentoring of non-tenure-track faculty**

The Department of Languages, Literatures, and Cultures shall provide each Lecturer (Assistant Instructional Professor) with a mentor appointed from among the Senior and Master Lecturer (Associate and Full (Instructional) Professors) in the department. The Lecturer (Assistant Instructional Professor) may contact the chair to request a different mentor if desired. The role of the mentor is to act as a resource on matters pertaining to professional development. This shall include establishing bi-annual meetings to review the year's accomplishments and to set future goals. The non-tenure-track faculty member may also request the mentor's presence at meetings with the department chair. At the same time, the Lecturer (Assistant Instructional Professor) is encouraged to consult broadly within and beyond the department for career guidance. The department recognizes mentoring as a valuable contribution to the profession; the mentor should include mentoring when reporting service on the SFAR and AAR.

Appendix B Tenure and Promotion Guidelines

Department Criteria

Tenure and promotion: tenure-accruing / tenured faculty

The policies and procedures of the Department of Languages, Literatures, and Cultures (hereafter LLC) are designed to complement those established by the College of Liberal Arts and Sciences (hereafter College) and the University of Florida (hereafter University), which take precedence. Should any part of LLC's published procedures conflict with, or not take into consideration any of those announced by the College or University, LLC's practices will be preempted and/or revised accordingly. Pursuant to College and University guidelines, the role of LLC in the tenure and promotion process is fact-finding and advisory. LLC acknowledges the importance of research, teaching, and service within the University and endorses the research designation of the University.

Each tenure-accruing / tenured faculty member's semester assignments should ordinarily reflect research, teaching, and service priorities. LLC expects all of its members to contribute on a regular and continuing basis to research, teaching, and service, in a manner that is consistent with their semester assignments. Semester assignments should be made so that candidates for tenure and promotion can meet expectations because the assignments must be taken into account in the tenure-and-promotion consideration. Because LLC is interdisciplinary, faculty members making decisions about tenure and promotion will consider standards appropriate to the individual candidate's disciplinary background and sub-field, but candidates are encouraged to disseminate their research in ways that reach across disciplines and sub-fields. LLC's faculty members will emphasize the quality of the research outlets, as will external reviewers.

Candidates are encouraged to pursue tenure/promotion as early as their records justify its award, consistent with College and University rules. No LLC committee deliberation, faculty vote, or chair recommendation is final or determinative. All cases, whether the LLC review is positive or negative, will be forwarded to the College, unless the candidate chooses to withdraw. College and University rules set guidelines for candidates wishing to withdraw from the process.

Research:

Generally, for research contributions the candidate must make a significant intellectual impact that warrants tenure and promotion or promotion in a University of this stature as determined by leading scholars in her/his field. The record must show independent scholarship to have such impact. Scholarly impact will typically be realized through a book—a single-author monograph based on original research—published by an academically reputable and recognized press, and a number of refereed articles. Ordinarily, to be considered in the tenure-and- promotion process, a book of original research needs to have been accepted for publication and be at some stage of the production process. LLC also recognizes that refereed articles and other publications (e.g., edited volumes, invited chapters, articles in peer-reviewed electronic journals, encyclopedia entries, texts, reviews) can also contribute to the impact a scholar has. While a book of original scholarship remains the normal standard for candidates in disciplines such as literary and media

studies, LLC recognizes that in some fields such as linguistics the research norm may be different (somewhat more like expectations in the social and natural science disciplines) and, in lieu of a scholarly monograph, consist of a substantial record of refereed articles in standard journals of the discipline, book chapters, and refereed proceedings. The quality and quantity of publications will be given due consideration in tenure-and promotion reviews. The quality of the respective research contributions will be determined by peer assessment within and outside the University. Normally, for tenure and promotion to associate professor, the record of these activities is expected to show the beginning of a national reputation. For promotion to full professor, the record should show evidence of an established international recognition, based on significant scholarly work beyond that which led to the promotion to associate professor, usually in the form of a new book of original scholarship (or an equivalent corpus of other publications), and a record of other publications documenting this higher level of recognition.

Teaching:

LLC encourages and recognizes excellence and innovation in the area of teaching. Student and peer teaching evaluations are an important, but not the only, means by which excellence can be established. College rules require that both student and peer-teaching evaluations be included in the candidate's submitted materials. Assistant professors are expected to have at least one peer teaching evaluation performed each year; associate and full professors are encouraged to have some recent peer evaluations on record, and no less than one in the year preceding the application for promotion. Peer reviews generally comment on such matters as pedagogy, organization, course content, and delivery. In addition, in the assessment of excellence in teaching, importance will be given to the development of new courses (including within the framework of study abroad programs and/or (e.g., electronic) course formats that strengthen the department's teaching effort), to the supervision of undergraduate honors theses, masters theses, and/or dissertations. Any activities involving the coordination of teaching or advising of students, such as undergraduate and graduate coordination, supervision of graduate student teaching assistants, teaching honors, awards, or recognitions should be acknowledged and included in tenure-and- promotion materials. The annual letters of evaluation should also address teaching excellence.

Service:

Service is an integral component of faculty performance. At a minimum, service includes full participation in LLC departmental activities and responsibilities. Faculty members will be asked to serve in various capacities within LLC. LLC recommends that the chair not assign extensive or burdensome service to tenure-accruing professors. Service can also extend to the College and University through such activities as the Senate, standing or ad hoc committees, fund-raising, etc. Service may be extended to the community (e.g., presentations to civic organizations, local/state government, primary or secondary schools). In addition, LLC recognizes service to the academic profession including memberships on editorial boards, leadership or committee roles in professional organizations and learned societies, manuscript reviews for journals and granting agencies. LLC recognizes as service the creation and/or coordination of study abroad programs. LLC expects that before tenure, faculty members will have served in some of these capacities. The service expectations increase as faculty members move through the ranks.

Awards and recognitions for service should be included in a candidate's submitted materials. Annual evaluation letters should address service contributions.

Tenure and promotion timeline:

Those eligible candidates who may apply for tenure and promotion should consider attending a College tenure- and-promotion workshop, usually held in the spring semester. Those candidates who are to be considered the following fall should notify the LLC chair by March 1 of the calendar year in which they wish to be considered, at which time they shall complete the form regarding their decision about waiving access to various materials (e.g., external reviews). Anyone who chooses to be considered for tenure and promotion needs to be aware that the University and College guidelines may be updated and that these updates frequently are announced after April.

Concerning the departmental LLC T&P committee: at the beginning of the fall semester, a standing Tenure and Promotion committee consisting of three tenured LLC faculty members will be formed. Two of the members will be elected by the tenured and tenure-accruing members of the LLC faculty, and one will be appointed by the chair, with a view to the breadth and diversity of the committee. The T&P committee will serve a term of two years. For each individual Tenure and Promotion case, the T&P committee may choose, in consultation with the chair, an additional ad-hoc committee member with some expertise in the respective individual case. Additionally, the T&P committee will consult with the appropriate specialist(s) among the tenured LLC faculty regarding the preparation of the case.

In the case of a dual appointment where the candidate's tenure is in LLC, the chair, in consultation with the T&P committee coordinates the candidate's tenure and promotion procedure with the supervisor of the other department, center, or program. Either the second unit evaluates the candidate internally and produces an advisory vote and a letter or the chair of LLC, in consultation with the T&P committee and the supervisor of the other unit, will select an additional committee member from the candidate's other unit.

In a case or cases of promotion to full professor, the chair, in consultation with the advisory board, will substitute associate professors with full professors (for these cases only).

Dossier preparation:

Once the chair of LLC is notified by an eligible candidate, the candidate will be asked to provide the T&P committee and chair a list of seven names of potential reviewers out of which the LLC chair, in consultation with the T&P committee, will choose three and then will identify three other potential external reviewers from the departmental list. The candidate also has the right to identify up to three reviewers whom she/he might feel ought not to evaluate her/his case. The LLC chair will endeavor to contact the external reviewers no later than May of that year. The number of letters requested from the department's list cannot exceed the number of letters requested from the candidate's list. The College expects a minimum of 5 and maximum of 6 external letters of evaluation. The T&P committee will draft biographical sketches of the external reviewers. LLC will include those sketches in the candidate's portfolio for submission.

At the beginning of May, the candidates should make reprints or copies of their publications available to the LLC office. In extraordinary cases, where there is an abundance of material, candidates may identify which publications to send to the reviewers when the LLC chair sends the formal letters of request. The letters to these reviewers will comport with College and University guidelines.

The candidates will prepare their packet for submission according to College and University guidelines. The packet needs to be presented to the LLC office in August so that it can be reviewed carefully to ensure that it is both complete and correctly formatted. It will also be submitted for a preliminary review to the College office.

Voting procedures:

Early in September, the candidate's materials will be made available to those faculty members eligible to vote on the case. After the eligible voting faculty members have had the opportunity to review the materials, a meeting (or meetings, as necessary in view of the number of cases) of the eligible voting members of LLC will take place, at which the Tenure-and-Promotion committee will summarize the facts of the case(s), and at which the tenured members of LLC (or full professors in cases of promotion to full professor) will have the opportunity to discuss the case(s). A vote will be conducted afterwards that comports with College and University guidelines. That vote will be reported in the materials submitted to the College. The LLC chair will write a letter of transmittal to the College that reports the vote and summarizes the case. In the case of candidates with dual appointments, where the candidate's tenure is in LLC, arrangements will be made by the chair to assure that the feedback of the chair, director, etc. of the candidate's other unit is also conveyed. A copy of that letter is made available to the candidate (appropriately redacted as required by College and University guidelines).

Promotion: non-tenure accruing faculty

In accordance with the College guidelines, the promotion from Lecturer to Senior Lecturer (Assistant to Associate Instructional Professor) is analogous to promotion from Assistant to Associate Professor, and promotion Master Lecturer (Full Instructional Professor) is analogous to promotion to Full Professor. However, in neither case should tenure or national stature as a scholar be considered.

For promotion to Senior Lecturer (Associate Instructional Professor), candidates will typically demonstrate meritorious achievements in teaching, advising, and in other assigned administrative or service activities; sustained commitment to excellence in teaching; and important contributions in the areas of program and course development (or in other areas of assignment), such as the use of innovative instructional techniques or technologies.

For promotion to Master Lecturer (Full Instructional Professor), candidates will typically demonstrate superior achievements in teaching, advising, and in other assigned administrative or service activities; sustained commitment to excellence in teaching; and important contributions in the area of program and course development (or in other areas of assignment), such as the development or use of innovative instructional technologies or techniques.

Among the factors that may serve as indicators of merit and superiority as outlined above:

- Student, peer, and chair evaluations;
- Development of innovative instructional techniques, technologies, and/or technological approaches;
- Nominations or receipt of teaching awards, grants, or other such forms of recognition of superior performance in teaching and service;
- Active participation in professional development opportunities and professional organizations.

Additionally, although an active research agenda is not required for promotion to Senior or Master Lecturer (Associate or Full Instructional Professor), some lecturers (instructional faculty) may be involved in research activities. These may include attending and presenting at conferences or workshops and publishing in appropriate venues, such as peer-review journals. Such contributions are recognized as indicators of merit and superiority if they inform excellence in teaching and are, for the purposes of promotion, linked to assigned duties.

The same promotion procedures including packet preparation and deadlines as for any tenure accruing or tenured faculty promotion to the next rank are followed (see LLC T&P procedures), with the exception of those pertaining to scholarship, since it is assumed that the primary activity of lecturers (instructional faculty) is instructional. Hence, lecturers (instructional faculty) do not need external letters. Since the primary activity of lecturers (instructional faculty) is instructional, the summary of percent assignments shown in the portfolio should accurately reflect the Lecturer's (Instructional Professor's) actual assignments and activities.

In lecturer (instructional faculty) promotion cases, the departmental LLC T&P committee may choose, in consultation with the chair, an additional ad-hoc committee member with some expertise in the respective individual case. Additionally, the T&P committee will consult with the appropriate language specialist(s) among the tenured LLC faculty the preparation of the case.

Dossier preparation:

Those candidates who are to be considered in the following fall should notify the LLC chair by March 1 of the calendar year in which they wish to be considered, at which time they shall complete the form regarding their decision about waiving access to various materials (e.g., internal reviews). The LLC chair will consult with the T&P committee members and the candidate about who should serve as internal reviewers. The College expects a minimum of 5 and maximum of 6 letters of evaluation. The candidate may submit a list of potential reviewers. The number of letters from the department's list cannot exceed the number of letters from the candidate's list.

The candidates will prepare their materials for submission according to College and University guidelines. The packet needs to be presented to the LLC office in August so that it can be reviewed carefully to ensure that it is both complete and correctly formatted. It will also be submitted for a preliminary review to the College office.

Voting procedures:

Early in September, the candidate's materials will be made available to those faculty members eligible to vote on the case. After the eligible voting faculty members have had the opportunity to review the materials, a meeting (or meetings, as necessary in view of the number of cases) of the eligible voting members of LLC will take place, at which the Tenure-and-Promotion committee will summarize the facts of the case(s), and at which the appropriate members of LLC will have the opportunity to discuss the case(s).

In accordance with CLAS guidelines, faculty voting on promotion of Lecturer (Assistant Instructional Professor) to Senior Lecturer (Associate Instructional Professor) will be tenureaccruing and tenured professors, that is, Assistant, Associate and Full Professors, as well as nontenure track faculty of superior rank: Senior and Master Lecturers (Associate and Full Instructional Professors). The vote will be recorded on the cover sheet of the packet. Faculty voting on promotion of Senior to Master Lecturer (Associate to Full Instructional Professor) will will be tenure-accruing and tenured professors, that is, Assistant, Associate and Full Professors, as well as non-tenure track faculty of superior rank: Master Lecturers (Full Instructional Professors). Lecturer (Instructional faculty) promotion cases may be discussed at the same faculty meeting in which other T&P cases in the department are discussed and voting may proceed after twenty-four hours following that meeting in the same way. See the CLAS T&P Guidelines (see attached). That vote will be reported in the materials submitted to the College. The LLC chair will write a letter of transmittal to the College that reports the vote and summarizes the case.

College Criteria

Note that current college clarifications do not expressly refer to non-tenure-track faculty. However, the college considers the promotion of non-tenure accruing titles to be analogous to promotion from assistant to associate professor or to professor, but without consideration of tenure.

Tenure and Promotion to Associate Professor and Promotion to Full Professor are based on distinguished professional activities in the areas of teaching, research, and service. Candidates must exhibit "distinction" in two of these areas, and normally these are research and teaching. "Distinction" is defined in the College of Liberal Arts and Sciences as an excellent and sustained record as demonstrated by well-known evaluative measures in the disciplines and areas of the College. The distinction of a candidate is based on complex information that includes productivity, innovation and creativity, and positive impact on students, the community, and the academic discipline of the candidate. These criteria are evident in the evaluation of teaching through student class evaluations, contributions to Department and University curriculum, peer evaluations, and recognition of teaching. Distinction in research and scholarship is especially evident through the documentation of productivity included in the packet and the evaluation of that record by internal and external reviewers in light of expectations of productivity at major research universities.

TEACHING - There should be evidence of a sustained commitment to excellence in teaching by the candidate as reflected in student teaching evaluations, faculty/departmental peer evaluations, and instructional materials. Peer evaluations are expected for promotion and tenure to Associate

Professor as well as promotion to Full Professor. If student or peer evaluations are not present in the packet, their lack must be explained by the candidate and/or chair/director.

RESEARCH - There should be evidence of a body of work of sufficient quality and quantity that has produced at least the beginning of a national reputation for significant and creative contributions to the candidate's field of research for the promotion to Associate Professor with tenure. In addition, there should be evidence of the promise of continued intellectual growth and productivity. For promotion to Professor, an established national and/or international reputation is expected, as well as the indication of sustained high-quality work.

The expectations of research productivity vary by the major areas of Liberal Arts and Sciences (Humanities, Social Sciences, and Natural/Mathematical Sciences) as well as by each discipline within these broad areas. Each department has published guidelines that detail these expectations. In general, candidates for promotion to Associate Professor/tenure in the humanities are normally expected to have a book-length scholarly manuscript completed and accepted for publication by a press recognized in the field. Candidates for promotion to Professor in the humanities are normally expected to have two scholarly books in published form available for departmental/college review. The expectations in some fields may, however, be closer to those in natural and social science disciplines. The natural and laboratory sciences are focused primarily on a substantial record of refereed articles in visible journals and evidence of the viability of a research program, often reflected in successful external funding. The mathematical and natural sciences regard refereed articles in important journals appropriate to the field as primary publication outlets. Social science fields vary according to discipline and even sub-field within them. A scholarly record of research resulting in several peer-reviewed articles published each probationary year is expected, and in some cases, a scholarly book on that research is deemed appropriate for promotion to Associate Professor with tenure. Candidates for promotion to Professor in the social sciences are generally expected to have a second book, when appropriate, or a similar record of articles with recognized impact on the field or profession.

SERVICE - For promotion to Associate Professor/tenure, there should be evidence of a positive contribution to the life of the department, college, and university. For promotion to full Professor, a candidate is expected to make a positive contribution to the department through service on key committees as well as participation in university and professional service. A candidate's service record may also include service to the state and the nation.

These three areas of activity should conform to the annual assignment of duties, and the tenure and promotion evaluation should be a reflection of these annual assignments. For this reason, annual letters of evaluation of the faculty should make note of any exceptional assignments in teaching, research, or service and the resulting productivity in any area that goes beyond that of other faculty members in the unit.

University Criteria

The University’s criteria for granting tenure, promotion, or permanent status shall be relevant to the faculty member’s assignment and to his/her performance of the duties and responsibilities expected of a member of the university community. These criteria recognize three broad categories of academic engagement:

(A) Teaching – Instruction, including in person classroom teaching, distance / executive / continuing education, direction of theses and dissertations, and extension education programs.

(B) Research – Research or other scholarship and creative activities. Reminder: All tenure track faculty must have a minimum of 10 percent of their time assigned to research.

(C) Service – Public and professional.

Each faculty member shall be given assignments that provide equitable opportunities, in relation to other faculty members in the same department, to meet the required criteria for promotion, tenure, and permanent status. Extension contributions in academic service may be inclusive of the three broad categories described above.

In most cases, tenure and promotion require "distinction" in at least two areas, teaching and research, unless the faculty member has an assignment that primarily reflects other responsibilities, such as the Cooperative Extension Service or a clinical assignment. Merit should be regarded more important than variety of activity. "Distinction" is defined by the University and clarified by each college and department in terms tailored to the college and to department disciplines and consistent with University standards.

Appendix C – LLC Merit Allotment Guidelines

https://languages.ufl.edu/wp-content/uploads/sites/119/LLC-Merit-Raise-Criteria.pdf

Appendix D 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 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 F: LLC Travel Grant Guidelines

Each applicant for LLC travel funds will be assigned a random number of points according to each criterion for the purpose of a quantified ranking of the applications.

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 (assistant and associate instructional professors) deserving secondary priority; and full professors and master lecturers (full instructional professors) deserving comparatively less priority.

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.

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.) 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.

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).

Appendix G LLC Strategic Plan

LLC Five-Year Strategic Plan (2022-2027), approved unanimously on April 20, 2022

LLC Strengths and Accomplishments

- The Department of Languages, Literatures, and Cultures (LLC) is the most diverse department at UF in terms of the ethnic backgrounds of its faculty and in terms of the variety of our research and teaching expertise. Representing languages and cultures in Africa, the Caribbean, Asia, and Europe, LLC is UF's training ground for R1-level research and teaching involving intercultural competence on global dimensions. Beyond this, and in addition to our more than 120 majors and 150 minors, we strengthen the UF community by offering language and culture competence and enabling completion of state language requirements in 15 different languages and cultures, and this diversity we aim to preserve and strengthen in future years.

- LLC collaborates with and supports the missions of numerous other UF centers and departments (Center for African Studies, Center for European Studies, Center for Jewish Studies, Department of Linguistics, Department of Spanish and Portuguese, The UF International Center, Center for Medieval and Early Modern Studies, the Digital Humanities Working Group, and many more) that contribute to the international reputation of the University of Florida.

- Our department is known for its innovative course offerings, its online and hybrid course development, and its close mentoring relationships between students and faculty. We take pride in our faculty’s reputation for excellence in research and teaching. We are especially proud of our outstanding, accomplished students, many of whom end up working for the government, the military, various translation agencies, non-profit humanitarian organizations,

the education system, and the mass media, as well as continuing their studies at prestigious graduate and law schools.

- Our new Foreign Languages and Literatures major (implemented in 2016) embodies a dual focus on the cultural and the transcultural. Our students explore cultures embedded within language traditions by means of the language courses and electives they take. They also have the opportunity to develop transcultural strengths by virtue of a 9-credit critical concentration in areas like Comparative Culture Studies, Film and Visual Culture, Literary Studies, and Medieval and Early Modern Studies. Our highly successful Dual Language Major allows students with advanced command of one foreign language to seek expertise in another foreign language and culture that also meet students' interests and career needs. Our new certificate in Translation studies (launched in 2021) has been attracting students from all over campus. Such growing interest in translation competence speaks to UF students' commitment to acquiring advanced language and culture-related skills, which they can apply successfully in our ever-changing world. We offer our students a safe and conducive environment to explore different cultures and languages both at UF and through supervised study-abroad programs.

- In addition to academic rigor and global knowledge, LLC offers to our majors and minors a true sense of belonging. Our impressive student-teacher ratios allow us to create a community of learning in which mutual respect is the norm. Students participate enthusiastically in the various student associations and other extra-curricular activities associated with the various language areas. This atmosphere of care and respect matters in a time in which students deal with intense anxiety due to pressures related to their academic performance and post-graduation plans. LLC's sense of community has been crucial during the COVID-19 emergency as contact with familiar instructors and students became a solid foundation in a time of great uncertainty.

Future Development

- LLC is committed to preserving the breadth and depth of our majors and minors. It is crucial that students at UF, the flagship university of the state of Florida, are afforded the opportunity to select from a broad variety of language programs. The global reach of UF should be reflected in the global range of LLC's offerings. Moreover, students should be allowed to cultivate their embedded knowledge of their chosen language(s)/culture(s) by taking language, literature and culture courses beyond elementary and intermediate language. Crucial too for the health of our offerings is the preservation of the breadth of LLC's research areas. LLC faculty members engage in research that is nationally and internationally recognized, encompassing fields such as Culture/Cultural Studies, Film and Media Studies, Language Pedagogy, Linguistics, Literature, Medieval & Early Modern Studies, and Translation Studies. Our commitment to the future of our major in Foreign Languages and Literatures means that we will need to advocate in the future for hires and resources for our individual language programs.

- We remain equally committed to maintaining the range and strength of our research production. Our faculty members are nationally and internationally recognized for their important contributions to the multiple academic disciplines and fields relevant to our department. Continued publication with prestigious journals and presses as well as participation in conferences and successful grant application constitute a crucial part of that research. We are committed to nurturing an environment in which faculty is supported in their pursuit and development of these research agendas.

- LLC has the potential to implement an innovative graduate program. We need to start by proposing a standalone M.A. degree in Language and Cultural Studies with tracks in areas such as (a) Languages and Cultures, and (b) Digital Humanities. This will also serve as the basis for our strategic goal, which is the establishment of a 4+1 degree (B.A. and M.A. combined) that will focus on cutting-edge topics in translation and intercultural/transnational studies. This program will cater primarily to our own majors and will foster collaborative research with other departments in CLAS and UF. The 4+1 M.A. degree will be terminal and will allow students to pursue career-oriented goals that the FLL B.A. is often not enough to support.

- LLC is invested in increasing enrollments in our Translation Certificate. We will recruit in a more coordinated fashion from our majors and minors. We would be interested in developing new course options with the goal of increasing the number of participating languages so that all LLC majors and minors are able to complete the certificate. We foresee a significant role for translation studies within LLC's 4+1 B.A./M.A.

- LLC is interested in strengthening the areas of critical concentrations that form part of the Foreign Languages Major. First steps might involve the development of new courses to be offered in each concentration as well as coordinated efforts to encourage our majors to pursue these transcultural avenues of study. In time, we will also consider the addition of new critical concentrations such as Environmental Humanities, Digital Humanities, and Narrative Humanities. These are especially attractive concentrations as they offer the prospect of reaching across disciplinary borders to scientific, agricultural, and medical fields, allowing us to tap into UF's focus on Artificial Intelligence.

LLC is committed to the further development of online and hybrid course models and the innovative development and employment of new instructional technologies in order to reach remote populations of students in the global "Gator Nation" of the future. In this effort, assuming there are sufficient resources to support the extension of effort it would involve, LLC faculty would seek to develop and cultivate productive synergies with the College of Liberal Arts and Sciences and the University of Florida Online, if and where such synergies might be institutionally productive.