

Spanish and Portuguese Department Bylaws

Department of Spanish and Portuguese

University of Colorado Boulder

APPROVED BY Department on Thursday, April 16, 2020

APPROVED BY Divisional Dean Bud Coleman on August 7, 2020

Bylaws

These departmental Bylaws, policies or rules are subject to the current laws and actions of the Regents and to other University policies and procedures, as described generally in the Faculty Handbook and as subsequently revised. Each departmental by-law, policy or rule is intended to be interpreted and applied in a manner consistent with current Regents laws and actions and other University policies and procedures. In the event of a conflict, Regents laws and actions, as well as other policies and procedures of the University, shall control.

1.0 The Department

The Department of Spanish and Portuguese (hereafter “the Department”) is administered by a Chair who is recommended by the faculty and appointed by the Regents to serve for a specific term.

- 1.1 **The Chair** of the Department shall be a tenured faculty member.
- 1.2 The regular term of the Chair shall be three years. The incoming Chair shall normally take office on July 1, following the regular election to be held in early Spring.
- 1.3 No Chair shall serve more than two consecutive terms.
- 1.4 The Department’s vote for Chair shall be made by a secret ballot at a physical meeting of the voting members of the Department. The voting process will begin with all voting members of the Department being able to write one or more names on a blank ballot. The faculty member named who receives the fewest votes will be eliminated, and this process will continue until one nominee receives a simple majority. If that nominee declines, the process will start again. If special circumstances prevent a member of the Department from attending the meeting in person, they should follow the procedure for absentee ballots outlined in this document. Should the Department’s nominee for Chair be the current Chair, the procedure for 1.6 below applies.
- 1.5 The duties and responsibilities of the Chair are as outlined in APS 1026, effective January 1, 2018 (<https://www.cu.edu/ope/aps/1026>).
- 1.6 If a Chair wishes to serve for a second three-year term, the Executive Committee (minus the Chair) will write an evaluative report about the Chair’s performance following the guidelines in the Faculty Handbook. In

crafting its report, the Executive Committee shall request input from all members of the Department, including graduate students and staff. The voting members of the Department shall vote to approve the report presented by the Executive Committee no later than the end of November of the third year. The report should then be forwarded to the Dean no later than the end of December. The Dean will then conduct their own evaluation following such procedures as seem appropriate.

- 1.7 Should the Chair decide not to seek a second term, the Executive Committee shall write the evaluative report as outlined in 1.6 during the Spring semester.
- 1.8 The Chair may be asked to resign for cause. The Faculty Handbook explains “resign for cause” in the following terms: “Termination for just cause of an appointment of a Department Chair prior to the expiration of a term of appointment may be recommended by either the Department faculty or the dean. Reasons for termination for cause will be the same as those specified for faculty in section 5.C.1, Laws of the Regents, 1990.”

Recall is initiated by a petition signed by 50% of the voting members of the Department. One of the Associate Chairs will then convene a physical departmental meeting to discuss the matter. A secret ballot will follow. No absentee or proxy ballots will be accepted. A two-third majority of votes cast is required to recommend recall to the Dean.

- 1.9 **The Associate Chair for Undergraduate Studies** may come from any professorial rank in the Department and normally serves for a period of three years. The Associate Chair will be voted on by all voting members of the Department. The Chair and the Associate Chairs will be elected by the same procedure and at the same time, whenever possible

- 1.9.1 **Study Abroad Advising.** The Associate Chair for Undergraduate Studies will also serve as the Study Abroad Advisor. The duties of the Study Abroad Advisor are the following: consider for approval courses that students have taken and/or are taking abroad; evaluate courses from study abroad programs, as requested by the Office of International Education (OIE); and work with the OIE on any other issues associated with the impact of study abroad programs on the Department majors and minors. The Associate Chair for Undergraduate Studies will serve as the Study Abroad Advisor for the Spanish Language and Literature and Spanish and Portuguese Language and Culture majors, as well as for the Spanish and Portuguese minors. The Director of the Spanish for the Professions track will advise students in that major.

- 1.9.2 **Undergraduate Advising.** A Professional Academic Advisor, assigned by the University, will advise undergraduate students in the Department. The Associate Chair for Undergraduate Studies will work closely with the Professional Academic Advisor in helping undergraduate students to make progress towards the completion

of their major or minor. The Associate Chair for Undergraduate Studies will also consider for approval courses transferred from other universities, and they will inform the Professional Academic Advisor of any changes concerning the undergraduate curriculum.

- 1.10 **The Associate Chair for Graduate Studies** may come from any professorial rank in the Department and normally serves for a period of three years. The Associate Chair will be voted on by all voting members of the Department. The Chair and the Associate Chairs will be elected by the same procedure and at the same time, wherever possible.
- 1.11 **The Department includes the following teaching ranks:** Professors, Associate Professors, Assistant Professors, Senior Instructors, Instructors, Lecturers, GPTIs, and TAs.

2.0 Voting

- 2.1 **Voting Membership of the Department.** Voting members of the Department are all Tenured and Tenure-track (TTT) faculty and all core teaching faculty on multiple-year contracts with a 50% appointment or more who hold the ranks of Senior Instructor (including the honorary title of Teaching Professor) and Instructor. Visiting faculty and others on one-year, 100% appointments may not vote on any departmental matters, though they may participate in personnel discussions or discussions about appointments. Retired and/or emeritus faculty are not voting members of the Department regardless of rank or designation. In the case of new tenure-track faculty who start ABD with the temporary rank of Instructor, they will not be able to vote on Graduate Program issues or new hires before successfully defending their dissertation and achieving the rank of Assistant Professor. Each voting member of the Department, regardless of rank, has one vote. As a member of the Department, the Department Chair has one vote and votes with the Department. The majority of votes always carries the motion. All voting members vote on the election of Chair, Associate Chairs, and all departmental issues, except as described in points 2.1.1-2.1.5.
 - 2.1.1 Only TTT faculty vote on issues related to the Graduate Program.
 - 2.1.2. New appointments at the rank of Instructor or Senior Instructor shall be decided by a simple majority of members at or above the rank of the person under consideration, by secret ballot.
 - 2.1.3. Only TTT faculty will vote on the description of a TTT position, on the ranking of the finalists at the end of the interviewing process, and on the final hire unless the new hire will be expected to work directly with the language program, in which case language program coordinators will vote on the ranking of finalists and the final hire.

2.1.4. Reappointments, tenure, and promotions shall be decided by a simple majority, using secret ballots, by members above the rank of the person under consideration.

2.1.5. In cases of retention, only tenured faculty vote.

2.2 **General voting procedures**

2.2.1 All matters to be voted on at a meeting will be announced in the agenda circulated at least 24 hours before the meeting.

2.2.2 Quorum is defined as two thirds of the voting members of the Department. Voting members of the Department who have sent absentee ballots will not be counted towards the quorum.

2.2.3 Secret ballots are always used when voting on personnel matters. For all other matters secret ballots will be used by all voting members if there is a seconded motion to use them.

2.2.4 Absentee ballots. The assembled members of the faculty will vote on whether to accept or reject an absentee ballot.

2.3 **Voting Within Committees**

2.3.1 Ex-officio members of committees shall not vote. Committee chairs shall vote as members of their respective committees. All voting committee members shall determine voting procedures.

3.0 **Committees and Other Responsibilities**

Constitution of committees and other responsibilities in the Department and in the University at large. Before announcing the make-up of committees, the Chair will request from all faculty members their preferences regarding participation in committees and other service responsibilities. The goal is to accommodate the interests and career development of the faculty to the extent possible, and to guarantee rotation of responsibilities among the faculty. A departmental bulletin that lists committee assignments will be distributed annually. Meeting minutes can provide a valuable record of decisions made in committee; any committee meeting in which a vote is taken upon a matter of interest beyond the committee must record the result of the vote.

3.1. **The Executive Committee** will serve in an advisory role to the Chair.

3.1.1 *Composition:* The Department Chair will chair this committee as an ex-officio member; as such they cannot vote but can participate in discussions. The committee will be made up of four other members. A randomized system will be used (See Appendix A) to establish a distribution by rank to ensure that all voting members of the Department rotate onto the committee on a regular basis. There must be representation of each rank such that one Instructor or one Senior Instructor will always be on the committee. Other ranks may have multiple representatives. Once a list has been created, committees will be formed yearly in numerical order of rotation. Any

such issues will be communicated, adjustments made, and the names of committee members for the next year communicated to the Department at the end of each Spring semester. Yearly terms will begin with each new academic year

3.1.2 A vacancy occurring during an academic year shall be filled by switching places with the next person of same rank in order on the list.

3.1.3 A new list will be created through the same randomized process whenever a) new faculty is hired; b) a faculty member leaves or c) two or more faculty members change rank.

3.1.4 *Functions.*

3.1.4.a *Searches for professorial position vacancies.* After the job description is voted on by TTT faculty, the Executive Committee will advise the Chair on matters pertaining to searches for TTT faculty, such as composition of the search committee and the design of an inclusive search with a diversified applicant pool that complies with federal regulations and university requirements. Exceptions to this are those aspects of the search that have been defined internally as the purview of other committees, of the entire faculty, or of TTT faculty.

3.1.4.b *Grievances.* The Executive Committee will be an internal channel for faculty grievances except for: (1) cases in which these bylaws specify otherwise; and (2) cases in which the “Academic Affairs Policy on Professional Rights and Duties of Faculty Members and Roles and Professional Responsibilities of Department Chairs” or other documents that supersede these bylaws specify otherwise.

3.1.4.c *Chair’s evaluation.* The Executive Committee will administer the internal evaluation of the Chair, according to both the criteria specified in 1.6 of these bylaws and the Faculty Handbook Rules.

3.1.4.d *Standing committees.* The Executive Committee will advise the Chair regarding appointments to standing committees and ad-hoc committees, as well as appointments of departmental representatives to outside committees.

3.1.4.e The Executive Committee will advise the Chair on all other matters that may arise, as long as they are not defined in these bylaws as the purview of other standing committees or the exclusive prerogative of the Chair of the Department.

- 3.1.4.f *Personnel.* The Executive Committee will advise the Chair on matters involving faculty. It will perform the annual merit review / salary increase recommendations for faculty, including tenure-track faculty, senior instructors, and full-time instructors, following the criteria defined in the appropriate procedural documents. Only tenured and tenure track members of the Executive Committee can conduct Annual Merit Evaluations of the research component for tenure-line faculty. Evaluations of non-tenure-line faculty will be conducted by the entire Executive Committee. Individual members of the Executive Committee will absent themselves when their salaries and/or the salaries of their partners/spouses are being discussed. See 9.0 on matters of faculty retention.
 - 3.1.4.g *Budget.* The Executive Committee will advise the Chair on budgetary matters and financial matters. At the beginning of the academic year, the Chair will present the departmental Operating Budget to the Executive Committee for their consideration and approval. The Chair will disclose budgetary information to the Executive Committee in a timely manner, so that proper advice can be given.
 - 3.1.4.h *Budget requests from Chair.* The Executive Committee will consider and approve or deny all budget requests from the Chair for expenditures that derive from the duties associated with this administrative position.
 - 3.1.4.i *Financial support to faculty and/or external units.* The Executive Committee will advise the Chair on the timing, criteria, and amounts to be assigned to faculty and/or other entities as departmental and/or external support for specific academic purposes (such as event organization and conference travel). The Chair will produce a report of the funds assigned twice a year and distribute it to all faculty.
 - 3.1.4.j *Spousal/Partner hires.* The Executive Committee will participate in the Spousal/Partner hiring process for tenure-track positions or rostered instructorships as described in Appendix C.
- 3.1.5 It is expected that the Executive Committee will, in most cases, function by consensus. However, should matters arise which require a formal vote, simple majority will carry the motion. Should the vote of the Committee result in a tie, there will be a second vote, in which the Chair can cast the deciding vote.

- 3.1.6 It is expected that the Chair will inform the Executive Committee regularly of all significant issues related to departmental governance. The Executive Committee (as a body, as opposed to individual members of the Committee) can request information from the Chair regarding issues that it deems relevant to the performance of its functions.
- 3.1.7. In cases where the Chair does not follow a recommendation made by the Executive Committee, the Chair will submit a written explanation of the decision to the committee members.
- 3.2 **The Graduate Committee** is established in accordance with existing Bylaws.
- 3.2.1 *Composition.* The Graduate Committee shall be composed of five graduate faculty members, in addition to the Associate Chair for Graduate Studies. Each graduate faculty member should serve on the committee for one year at least once every three years. This committee will be chaired by the Associate Chair for Graduate Studies. The Department Chair will be a permanent ex-officio member of the Graduate Committee. The Chair of the Department may function as the Associate Chair of Graduate Studies. When this happens, this person will be the Chair of the Graduate Committee and will have a vote within this body. If a member is unable to complete their full term, or is on leave of absence, the Chair of the Department will appoint a temporary replacement for the remainder of that period.
- 3.2.2 *Functions.* The Graduate Committee will advise and inform the Chair on the Graduate Program, including the admission and progress of graduate students. Regarding admissions, the Graduate Committee will be in charge of proposing acceptance of the MA students and preparing a short list of potential PhD students to be admitted that will be voted on by the graduate faculty. Also, it will sanction faculty-created reading lists and advise the faculty on the format of comprehensive exams, on other regulations pertaining to graduate degrees, on the careful maintenance of an advising system, and on the nomination of graduate students for fellowships, etc. It will be the first step to propose changes to the Graduate Manual, any of which will be voted on by the graduate faculty.
- Furthermore, the Committee will evaluate and make recommendations to the Department concerning proposals for new courses, changes in curriculum, and the rotation of the graduate seminars (should a specific rotation schedule be necessary). Finally, it will consider and implement policies concerning the Graduate Program upon consultation with the Chair and all appropriate parties.

- 3.3 **The Library Liaison** is appointed by the Chair. Duties include requesting the purchase of books and periodicals. This individual should equitably apportion available funds.
- 3.4 **The Undergraduate Curriculum Committee** is appointed by the Chair and will meet as necessary. When dealing with matters beyond the expertise of the current membership, this committee will be expanded, on an *ad hoc* basis, to include appropriate representation (e.g., language coordinators). The Chair of the Department will be an ex-officio member of the Committee. The Associate Chair for Undergraduate Studies will function as the Chair of the Committee.
- 3.4.1 *Functions.* The Undergraduate Curriculum Committee will evaluate and make recommendations to the Department concerning proposals for new courses and changes in curriculum. It will also evaluate the results of such changes. It will administer the Outcomes Assessment process as well. *Ad hoc* committees dealing with curricular matters will report to the Curriculum Committee, which will then ask for departmental action when appropriate.
- 3.5 **The Grade Appeals Committee.** The Chair will appoint three faculty members, one graduate and one undergraduate student. The Committee will consider all grade appeals in accordance with existing University policies. The grade appeal must be filed no later than the end of the regular semester subsequent to the semester in which the grade was submitted
- 3.6 **Course Coordinator.** Course Coordinators will be appointed by the Chair to supervise the teaching of multi-section courses. Those responsible for coordinating courses will discharge their duties according to the guidelines included in Appendix B.
- 3.7 **Other Committees.** The Chair will appoint other committees as required.

4.0 Meetings

Regular meetings shall be held at least twice each semester and not more frequently than once a month. The Chair may call additional meetings, and special meetings may be called upon the written request of three or more voting members. Based on matters to be discussed (i.e. the proposed agenda), the Chair may call any of the following types of meetings:

- 4.0.1 *Departmental Meetings.* All departmental teaching-rank individuals (Professors, Associate Professors, Assistant Professors, Senior Instructors, Instructors, Lecturers, Graduate Student Representatives) and Department staff members are invited to attend.
- 4.0.2 *Faculty Meetings.* Instructors, Senior Instructors, tenure-track faculty, and tenured faculty are invited to attend. A Graduate Student Representative may be invited to attend.

4.0.3. *Graduate Faculty Meetings.* Tenure-track faculty and tenured faculty are invited to attend.

- 4.1 The Chair shall circulate an agenda one week prior to Departmental meetings, except in cases of personnel decisions or by-law changes, when the notification period will be ten days. Any additions to the agenda from members of the Department should be received by the Chair twenty-four (24) hours prior to the meeting. Personnel matters that require urgent action (e.g. offers to candidates for new appointments) may be considered within two days after the members of the Department have been notified of a meeting.
- 4.2. The Chair shall inform the Graduate Students of the Department that they are invited each year to elect three representatives (two M.A. students, one from linguistics and one from literature, and a Ph.D. student) to sit in on all regular departmental meetings and, where appropriate, additional meetings. They will have no vote. After the business of common interest has been discussed, the graduate student representatives shall be dismissed. They will not be present for discussion of matters concerning personnel or individual students, either undergraduate or graduate.
- 4.3 Department meetings will be conducted according to *Roberts Rules of Order* unless otherwise specified.
- 4.4 Minutes will be recorded by a designated staff or faculty member for the meeting. Minutes shall be submitted to the faculty prior to the next faculty meeting. They are to be approved at that meeting, by a vote as described in section 2.0 of the By-laws. Any voting member of the Department may move to amend the minutes, and amendments will be approved by a simple majority vote, again as described in section 2.0.

5.0 Vacant Faculty Positions

The faculty will meet and vote to determine the priority and description of all new Instructor and above positions. At least one week prior to meeting to discuss and vote upon potential hires, position proposals will be shared in writing with the faculty. The following procedures will be in place with regard to all approved searches:

- 5.1 A search committee appointed by the Chair (see 3.1.4.a) will conduct the early stages of the search. The committee will work with the Chair to create a job announcement, which reflects the Department's vision. The job description will be circulated among voting members of the faculty as defined in 2.1 and voted upon before it is published.
- 5.2 The Search Committee will review all credentials received and will make a recommendation to the Chair concerning those applicants to be interviewed off-campus. The search committee will advise the Chair and the Department regarding which candidates should be invited to campus, if appropriate. The application materials of those candidates invited to campus will be made available to the faculty prior to voting upon whether

or not candidates should be invited to the campus, if appropriate. If the voting faculty were to reject the recommendations of the Search Committee, the Chair may void the search or ask the Search Committee to submit additional recommendations.

5.3 Recommendations for new appointments will be voted on, using secret ballots, by voting members of the faculty, as defined in 2.1. Said recommendations, along with the Chair's assessment of the search, will be conveyed by the Chair to the relevant Associate Dean or Dean in the College of Arts and Sciences.

5.4 The Chair appoints lecturers.

6.0 Promotions in Rank, Academic Tenure

6.1 A candidate for tenure will be evaluated by all tenured members of the faculty. Promotion and reappointment will be recommended by tenured faculty members whose current rank is superior to that of the candidate. The Chair will send the recommendation of the tenured faculty of the Department to the Dean of the College of Arts and Sciences with appropriate documentation. The Department adheres to the criteria for tenure and promotion established by the University of Colorado, namely excellence in either research or teaching and at least meritorious in the other two areas. Definitions of excellence and meritorious are included in section 10.4 of these by-laws and the Faculty Handbook.

6.2 A candidate for promotion to Full Professor will have a record that, when taken as a whole, is considered excellent and shows evidence of growth since tenure.

6.3 Regarding the promotion from the rank of Instructor to Senior Instructor please see <https://www.colorado.edu/bfa/sites/default/files/attached-files/Instructor%20Bill%20of%20Rights.pdf>

6.4 Based on the needs of the Department, any Part-time Instructor (or "Lecturer") who has taught at 50% or more for at least three years may be, as recommended by the Instructor's Bill of Rights (IBOR), considered for promotion to the rank of Full-time Instructor.

7.0 Faculty Responsibilities

The Faculty will adhere to the rules and regulations of the College of Arts and Sciences, the Graduate School, the University, and the Regents.

8.0 Spousal/Partner Hiring and Conflicts of Interest

8.1 The Department will follow university policy and its own partner hiring policy (see Appendix C) on spousal/partner hiring.

8.2 The Department will follow university policy on conflicts of interest. In particular a member of a spousal/partner/romantic couple may not take part in any personnel-related decision, discussion, or event involving the other member of the couple.

- 8.3 Both members of a spousal/partner/amorous couple may not serve concurrently in any two of the positions of Chair, Associate Chair for Graduate Studies or Associate Chair for Undergraduate Studies.

9.0 Retention Offers

As a department, we recognize the importance of retaining quality faculty members. The retention of exceptional faculty helps ensure a high level of education for our students and enriches our high-quality research and scholarship.

When a faculty member receives a job offer from a different institution, or is expecting such an offer, the Chair will conduct a vote by secret ballot with the Executive Committee members as to the desirability of making a retention offer. After a positive vote, the Chair will contact the Divisional Dean to discuss the terms of the retention. The Chair will then communicate to the Executive Committee the terms of the agreement, specifying the total amount of the salary raise and additional research funds committed (if any), their effective date, and the way in which they will be funded (Department/College/Provost). The Chair will also communicate to the tenured faculty the general terms of the retention agreement.

If possible, the Chair will convene meetings with and conduct anonymous votes by the Executive Committee for retentions, but given the time-sensitive nature of these offers, it is also acceptable to vote by email.

10.0 Evaluation of Faculty Members

Every year the faculty members of the Department of Spanish and Portuguese are evaluated by the Executive Committee and the Chair to determine merit. Furthermore, at other intervals, there are reappointment, tenure, post-tenure, and promotion evaluations involving the appropriate faculty members. All evaluations must comply with existing University policies (*Faculty Handbook* and the Laws of the Regents). Listed below and in Appendix D and Appendix E are departmental policies relating to the above-mentioned evaluations. Other documents, approved by the Department faculty and involving yearly and equity evaluation, should be consulted for further information. See Appendix I and 11.0 in these bylaws.

- 10.1 **TTT Faculty.** *Specifications for Meets Normal Expectations, Exceeds Expectations and Far Exceeds Expectations for TTT faculty.* In three statements, on Teaching, Research, and Service, respectively, which are submitted to the Department for the annual merit review, TTT faculty shall provide a self-evaluation ranking their teaching, research, and service activities as *meets, exceeds, far exceeds (or below/far below) normal expectations* according to the criteria listed in Appendix D.

The criteria listed in this document are meant to serve as a guide. TTT faculty should cite as much specific information as possible and provide supporting documents and/or list any and all teaching, research, and service-related activities to support the merit self-evaluation, even if the activities are not listed in this document.

As contracts may vary among TTT faculty, contractual differentiated workloads may be adjusted accordingly (with notification and input from the faculty member whose workloads differ from the standard 40% teaching, 40% research and 20% service workload distribution). Adjustments to annual merit criteria must be made at the beginning of the review year (typically January) and the faculty member must be made aware of the merit review specifications.

Following Department protocol for updating procedural documents, the teaching, research, and service specifications for annual merit review outlined in Appendix D may be modified to reflect any changes to TTT faculty contracts mandated by the College of Arts and Sciences. Any adjustments to the annual merit criteria must be made at the beginning of the review year (typically January) and all faculty members affected by said adjustments must be made aware of any changes to the merit review specifications.

- 10.2 **Instructor and Senior Instructor Ranks.** *Specifications for Meets Normal Expectations, Exceeds Expectations and Far Exceeds Expectations for Instructors and Senior Instructors.* In two statements on Teaching and Service, respectively, which are submitted to the Department for the annual merit review, Instructor and Senior Instructor ranks shall provide a self-evaluation ranking their teaching and service activities (and research activities, if applicable) as *meets, exceeds, far exceeds* (or *below/far below*) *normal expectations* according to the criteria listed in Appendix E.

The criteria listed in this document are meant to serve as a guide. Instructor and Senior Instructor ranks should cite as much specific information as possible and provide supporting documents and/or list any and all teaching and service-related activities to support the merit self-evaluation, even if the activities are not listed in this document.

As contracts may vary among Instructor and Senior Instructor ranks, contractual differentiated workloads may be adjusted accordingly (with notification and input from the faculty member whose workloads differ from the standard 85% teaching / 15% service workload distribution). Adjustments to annual merit criteria must be made at the beginning of the review year (typically January) and the faculty member must be made aware of the merit review specifications.

Following Department protocol for updating procedural documents, the teaching and service specifications for annual merit review outlined in Appendix E this document may be modified to reflect any changes to Instructor and Senior Instructor contracts mandated by the College of Arts and Sciences. Any adjustments to the annual merit criteria must be made at the beginning of the review year (typically January) and all faculty members affected by said adjustments must be made aware of any changes to the merit review specifications.

10.3 **Procedures and Standards: reappointment, comprehensive reappointment, promotion, and/or tenure**

10.3.1 Voting members on cases of fourth-year comprehensive reviews or tenure (both processes are required of all TT faculty) will be all tenured members of the Department who hold continuous appointments. Voting members in cases of promotion shall be all tenured members in ranks above the current rank of the candidate. Only those members who have examined and initialed the file prior to the meeting may vote. Any voting member who is absent may express an opinion and vote in writing (but not through email, as per university confidentiality policies). Said vote is to be forwarded to the Chair prior to the meeting concerning the person being evaluated.

10.3.2 If a voting member suggests additional information be gathered, that member should do so in writing and reasonably in advance of the vote.

10.3.3 Voting members will assemble to discuss and vote by secret written ballot on each case.

10.3.4 A report of the vote, together with a summary of discussion, including minority opinion, if any, will be written by the Chair and forwarded to the Dean. If considered appropriate by the Chair, they may write an independent letter reflecting their views. The Chair will inform the candidate of the outcome of the vote and then distribute to the candidate a copy or copies of the transmittal letter or letters in a timely fashion, in order to permit the candidate to respond.

10.4 **Standards for tenure and promotion according to the *Faculty Handbook* and the Laws of the Regents:**

(1) Tenure requires demonstrated meritorious performance in each of the three areas of teaching, research or creative work, and service, and demonstrated excellence in either teaching, or research or creative work (*Faculty Handbook, Principles & Policies Related to Appointment, Reappointment, Promotion and Tenure*).

(2) Promotion to Full Professor requires a record that, taken as a whole, is judged to be excellent, a record of significant contribution to both graduate and undergraduate education (unless individual or departmental circumstances can be shown to require a stronger emphasis or singular focus on one or the other). In addition, the faculty member's record since receiving tenure and promotion to the rank of Associate Professor must indicate substantial, significant, and continued growth, development, and accomplishment in teaching, research, and service.

(3) Promotion to the rank of Associate Professor requires considerable successful teaching experience and promising accomplishment in both teaching and research (*Faculty Handbook, Principles & Policies Related to Appointment, Reappointment, Promotion and Tenure*).

(4) Levels of performance correspond to professional expectations for the discipline interpreted by those officially involved in the evaluation process of each candidate.

Please refer to the *Faculty Handbook* for greater information on tenure and promotion standards and procedures.

10.5 **Procedures: Post-tenure Review**

10.5.1 *General.* The Laws of the Regents prescribe that all tenured faculty members be evaluated periodically in order to ascertain their strengths and weaknesses in the areas of teaching, research, and service. Furthermore, this process should be instrumental in the professional development of tenured faculty members.

10.5.2 Post-tenure review will be conducted after the awarding of tenure unless the departmental Chair, in consultation with the departmental Executive Committee, ascertains that this is impossible in view of special and unusual circumstances affecting a given case (i.e., illness and/or absence from campus for a prolonged period of time). Institutional guidelines will determine the frequency of all post-tenure reviews.

10.5.3 A committee of tenured faculty members appointed by the Chair of the Department will conduct post-tenure reviews. The Committee will work in close consultation with each faculty member under review and the Chair. Only Committee members will participate in the post-tenure reviews unless both the Committee and the Chair feel they need additional expertise from others in the Department.

10.5.4 Post-tenure review evaluations will require the consideration of evidence in the areas of teaching, research, and service as outlined in sections 10.1. The indicators to be used are the same as those in place for tenure reviews.

10.5.5 After concluding its review, the Post-Tenure Review Committee will submit its report to the Chair. The Chair and the PUEC Committee will then discuss the document with the faculty member under review. The faculty member under review may respond in writing within a month. Soon after, a final summary report (or faculty development plan) on the evaluation will be issued. When appropriate, said report will make recommendations to facilitate the professional development of the faculty member. The report will be sent to the Dean of the College of Arts and Sciences for their action and transmittal to others in the administration who are required to have access to this information.

10.5.6 In conducting post-tenure reviews the Department will comply with all University and College of Arts and Sciences regulations.

10.5.7 The yearly merit evaluations will be used by the Department to monitor progress between post-tenure reviews, as prescribed by existing institutional policies.

11.0 Faculty Salary Guidelines

The Executive Committee will be in charge of the annual merit evaluation and salary increase. The total merit score is based on three years of work.

- 11.1 Standard and differentiated faculty workloads to be used in the salary calculation will be reviewed each year by the Department Chair prior to the beginning of the salary process. A faculty member must be notified of any change in percent of their workload.
- 11.2 The Department Chair will send to faculty instructions for submitting their self-evaluation materials at least four weeks prior to the deadline for submitting them. The Executive Committee will review the self-evaluation and complete the merit evaluation process according to the parameters of the Department's "Evaluation of Faculty Members" policy described in 10.0. Faculty members will have a week to review their evaluations and to file grievances or notice of numerical discrepancies with the Department Chair. The Executive Committee will hold a meeting in order to rule on grievances.
- 11.3 Once the Salary Allotment is available, the Chair will give the Executive Committee at least 48 hours to review the proposed salary spreadsheet before it is approved. The Executive Committee will have access to the dollar amounts/percentages assigned but not to the salary totals.
- 11.4 See Appendix I for tier and merit allocation calculations.

12.0 Mentoring

Mentors are colleagues who provide career development counseling, either formally or informally. Primarily, mentors assist new faculty members, but experienced faculty members may work with mentors as well.

- 12.1 **Mentoring for TTT Faculty.** The Department shall initially offer all junior faculty a mentor; the mentor will be chosen in consultation with the junior faculty member. Mentors may change at the request of mentors and/or the mentored. Mentoring may come in a variety of forms, but mentoring responsibilities are generally divided between the Chair of the Department and senior faculty. Mentors have no legal liability for the outcome of promotion or review processes.

Either the Chair or a mentor designated by the Chair will meet annually with junior faculty to discuss progress toward reappointment and promotion/tenure. Junior faculty may request specific feedback on their progress. Either the Chair or the Associate Chair for Undergraduate Studies will develop course schedules with junior faculty members. These schedules may be designed to allow for teaching-intensive semesters

(new preparations, etc.) and other semesters that permit more time for research and creative work.

The Chair or the appointed mentor will ensure that each junior faculty member has regular teaching observations (at least annually).

- 12.2 **Mentoring for non-TTT Faculty.** Newly-appointed Instructors will also be given the opportunity to work on professional development issues pertinent to their situation with a Department mentor of Senior Instructor status, who will be chosen in consultation with the new Instructor.

13.0 Amendments

The Departmental Bylaws may be amended if at least two-thirds of the faculty within the Department wishes to do so and during a special meeting of the faculty called for this purpose by the Chair.