

Governance Document  
Department of French & Italian  
Indiana University-Bloomington

- I. The Department of French and Italian includes three degree-granting branches, French/Francophone Studies, French linguistics, and Italian. The three branches function together as one department and take decisions in common, to the extent reasonable, in accordance with the provisions of this document. In matters of recruitment, however, the Department functions as two autonomous sections: the French/Francophone Studies and French linguistics branches constitute one section; the Italian branch forms the other section.
  
- II. The Chair. The Chair's role is to conceive and encourage scholarly and pedagogical projects that make the Department a leader in the University and in the Department's three academic disciplines, as well as to ensure its effective administration.
  - A. Selection. Preferably candidates for the office of Chair shall be full professors. They shall present their plans and visions for the Department at a faculty meeting. The selection of the Department's nominee for Chair shall be made by voting, with as many rounds as needed to arrive at a final choice between two candidates. The results of the departmental vote, recording the final number of votes for each of the two candidates, shall be conveyed to the Dean of the College.
  - B. Term. The Chair's length of service is limited to one term, renewable once.
  - C. Responsibilities. The Chair shall appoint the Graduate Advisers in French/Francophone Studies, French linguistics and Italian, the Undergraduate Advisers, the Graduate Examiners and Language Examiners in both French and Italian, and the Faculty Teaching Evaluation Coordinator. Appointed on a rotating basis in consultation with the Advisory Committee, the Graduate Advisers will serve for a two-year renewable term. The Faculty Teaching Evaluation Coordinator will have a one-year term.

The Chair oversees the following functions:

- relations with the College and University administrations
- office staff and administrative operations
- coordination of the French/Francophone Studies, French linguistics and Italian programs
- departmental meetings
- faculty recruitment
- tenure and promotion
- departmental committees
- salary determination
- course selection and scheduling
- graduate recruitment, admissions, fellowships, and AI selection
- communication with other language departments within the University, in the

CIC, and elsewhere

- management of supplies, equipment and expenses
- faculty research funding
- selection of guest speakers and allocation of relevant funds
- fund-raising
- other matters as they may arise

D. Acting Chair. In the event an Acting Chair needs to be named while the Chair is on temporary leave not to exceed twelve months, the Chair shall make the appointment, in consultation with the Chair's Advisory Committee and with the approval of the Dean of the College.

III. Departmental meetings. A quorum consisting of half the voting faculty plus one is required in order to conduct business. There shall be at least one departmental meeting each semester, in addition to those concerned with faculty recruitment, tenure and promotion. Additional meetings may be called by the Chair or by petition of one third of the voting members, as necessitated by departmental business. Faculty members may bring items to the Chair for discussion at departmental meetings. The following shall be invited to attend: tenured and tenure-track faculty; faculty with Joint or Adjunct appointments; Permanent and Visiting Lecturers. Certain agenda items will be reserved: business concerning individuals--faculty members, administrative staff and students--including recruitment, tenure, promotion, and assessment of examinations and academic performance; amendments to this document; and such items as the Chair so designates. Three graduate representatives, one from each of the three branches of the Department, to be elected by the graduate students, shall attend the unreserved part of departmental meetings.

IV. Voting. Voting faculty are tenured and tenure-track faculty who have been appointed in accordance with the criteria specified in Item V below (Faculty Recruitment) to a position with at least 25% FTE in the Department. Only voting faculty may vote on faculty recruitment and conditions of work. (Adjunct appointees and non-budgeted joint appointees do not have voting rights. Faculty voting rights cease at retirement.) Only tenured faculty may vote on tenure cases. Only Associate Professors with tenure and Full Professors may vote on promotion to associate rank. Only Full Professors may vote on promotion to full rank. The chair does not vote in tenure or promotion cases.

Faculty not present on campus are not normally expected to vote, but may submit absentee ballots. No proxy votes shall be accepted in cases concerning faculty recruitment, tenure and promotion.

Permanent and Visiting Lecturers may vote only on issues involving language instruction. Permanent lecturers may participate and vote in other faculty decisions that do not require tenure-track status (see section V., C).

The three graduate representatives at departmental meetings shall have a single vote among them.

- V. Faculty Recruitment. Faculty members may enter the Department either from outside the University or from inside, either as Joint or as Adjunct appointees, or through lateral movement from another IUB department. Any proposal to the Dean requesting a new faculty appointment, whether an additional line, a replacement, or a partially budgeted position, shall be made in consultation with the entire voting faculty of the appropriate section of the Department.
- A. Hiring from outside IU. A publicly announced search committee of specialists shall be formed, with representatives of all three branches when appropriate. The committee shall establish its list of candidates to be interviewed in consultation with the voting faculty. The committee shall report the results of its entire screening process at a departmental meeting, and then a ballot shall be taken among the voting faculty of the appropriate section of the Department to determine the final choice of candidate.
- B. Appointments from inside IU. Any request for an appointment from inside IU shall be referred to the Chair's Advisory Committee, which may, at its discretion and in consultation with the Chair, bring the request to the faculty. Such appointments require the approval of a majority of the voting faculty of the appropriate section of the Department.
- C. Lecturer in Language Instruction. This position is a non-tenure track, permanent lectureship with the specific title of Language Coordinator in French or Italian. The incumbent must hold a PhD. The initial appointment and initial probationary period is three years, with annual reappointment subject to effective performance of duties and continuing programmatic need. In the incumbent's third or sixth year, the Department will have the option of promotion to rank of senior lecturer. If promoted, subsequent reappointments to three-year terms will be made on a rolling basis; i.e., in year five a decision will be made to reappoint for years 7-9.

As a non-tenure-track appointee, a full time permanent lecturer does not participate and does not vote on the tenure and promotion cases of tenure-track faculty or on the hiring of tenure-track faculty. The lecturer also does not participate in other committees which require tenure-track status. She/he may, however, participate in faculty decisions involving undergraduate curricular changes that concern language instruction. Furthermore, she/he may be asked to participate in the evaluation of M.A. and Ph.D. examinations that involve language instruction and didactic methodology. The teaching load is three courses per semester, with one course release in each semester to compensate for language coordination.

Criteria for the evaluation of the performance of permanent full-time lecturers in language instruction consist of:

1. An outstanding teaching record in introductory graduate and undergraduate courses stressing the acquisition of French or Italian language skills.

2. A strong record of graduate teaching in the area of foreign language methodology or courses that bear on the training of prospective teachers of French or Italian.
3. Effective management of those parts of the French or Italian language program entrusted to the holder.
4. Effective training and supervision of teaching personnel over which the holder has responsibility (AIs, full-time visiting lecturers).
5. Successful professional involvement in activities that relate directly to language instruction.

The hiring procedure for this permanent lectureship are the same as outlined in sections V.-A and V.-B above.

## VI. Tenure and Promotion.

These guidelines outline the criteria for promotion and tenure in the Department of French and Italian. They provide a specific departmental context within the general university framework for promotion and tenure of faculty. If the department's criteria for tenure change during the period of candidacy, the faculty member may choose to be evaluated for tenure under the criteria in force at the time of hiring; promotion reviews are grounded in current expectations. The departmental statement and vote, along with the Chair's statement, are sent to the College tenure/promotion committee, which may or may not agree with the departmental decision.

VPFAA Guidelines:

[http://www.indiana.edu/~vpfaa/docs/promotion\\_tenure\\_reappointment/pt-revised-review-guidelines.pdf](http://www.indiana.edu/~vpfaa/docs/promotion_tenure_reappointment/pt-revised-review-guidelines.pdf)

College of Arts & Sciences Guidelines:

<https://intranet.college.indiana.edu/faculty/tenure-promotion.html>

### **VI-1: Tenure and Promotion Criteria**

All candidates will be evaluated in the areas of research, teaching, and service. A candidate for promotion and/or tenure must be judged *excellent* (the highest category) in at least one of these three areas of performance, and also be judged either *satisfactory* (research, service/engagement) or *effective* (teaching) in the other two. The evaluative categories used to judge performance are: Excellent, Very Good, Satisfactory (research, service/engagement) or Effective (teaching), and Unsatisfactory or Ineffective.

In rare cases, a candidate may choose to have his/her work be judged as a balanced case rather than seeking the highest rating in a single category. Tenure or promotion in a balanced case requires the candidate to be "Very Good" in all three performance areas.

In evaluating the candidate's dossier for tenure or promotion, the Department makes the following distinction. In the case of tenure, the Department examines the dossier for serious promise of future accomplishments: there is an assessment of potential and promise. In the case of promotion, it determines whether actual achievement is sufficient to merit promotion to the next rank. Tenure dossiers should present an assessment of the impact of the dissertation research and all post-terminal degree research and creative activities; promotion dossiers should contain an assessment of work done in rank at Indiana University and elsewhere.

A. RESEARCH. The Department does not wish to put constraints on the genuine research interests of any faculty member and recommends that the candidate consider what kind of research and publication will best demonstrate his or her abilities, scholarly interests, and training. Essentially, the Department looks at the candidate's publications for evidence of an analytical, investigative spirit, as well as a sustained and coherent research program. In the case of tenure, candidates are expected to demonstrate tangible progress in a program of research beyond the dissertation.

The Department's chief concern in research is with quality rather than quantity. Nevertheless, the timing and pace of publication are important factors in the tenure committee's evaluation, since they provide indications of the candidate's future promise as a productive scholar. In general the Department has held to the rule that a book or the equivalent is required for tenure. The meaning of the terms "book" and "equivalent" vary from one field of the Department to another.

In order for book manuscripts to be considered published research, they must be accepted by a publisher, and irreversibly "in production." Book manuscripts are considered "in production" when all creative and scholarly work has been completed by the author. Similarly, articles and book chapters must either be "in press" or "forthcoming" in order to be considered published research. "Forthcoming" means that an article or book chapter has been accepted for publication and requires no further creative or scholarly revisions. Books that are "in production" and articles/chapters that are "in press" or "forthcoming" at the time the dossier is considered by the external referees will be given greater weight in the decision than material under review or merely under contract.

Candidates for tenure in the French/Francophone and Italian literature/culture sections are expected to publish a book along with some articles in refereed journals. The book may be a monograph or a critical edition that meets the standards described below, depending on the candidate's area of specialization. In some cases, they may substitute the book with a substantial series of articles in well-established refereed journals that make public the results of a coherent research program in a significant field of the discipline.

Candidates for tenure in French linguistics or as Language Coordinator may publish their research either in the form of a book along with some articles in refereed journals or as a substantial series of articles in major refereed journals in their field.

For candidates in all fields, the tenure committee will take into consideration the quality and scope of the venues of publication. Candidates should therefore supply documentation of these factors, as well as of the impact the publications have had on the scholarly community when available. Co-authored articles will be evaluated according to the type and amount of the candidate's contribution to the collaborative effort. For such articles as well as for publications of conference proceedings, documentation of the editorial and review process must be furnished in order to permit the tenure committee to perform its evaluation in a knowledgeable and equitable manner.

The presentation of scholarly research and papers at prominent regional, national and international conferences is viewed as an important activity which serves to bring the candidate into critical dialogue with her/his research peers and to represent the Department and the University in the U.S. and abroad. Again, evaluation of these activities will be based on the process of review and selection for participation in the conference and the scholarly prestige of the venue.

**French/Francophone Studies.** The French/Francophone Studies section values most highly publications, such as books and articles, devoted to research, criticism, and theory, that illuminate areas of our discipline in significant ways. Critical editions, that is those that include a substantial introduction, extensive annotation, and a critical apparatus, are fundamental to the discipline, especially when they are based on works before the modern period, or on works never previously published. For the earlier periods especially, such editions are crucial to establishing and extending the materials available for research, and are valued as such. While less highly valued than monographs or critical editions, translations of works of literature and culture, or of important theoretical and critical studies, when accompanied by an extensive critical apparatus, are also important to our field and demonstrate not only editorial and research skills but also creative abilities that make available to a wider public of non-French readers works that would otherwise be closed to them.

**French Linguistics.** The candidate should present a significant body of research that illuminates an area of the language sciences--core linguistics (phonology, morphology, syntax, lexicon, semantics), language acquisition, sociolinguistics, glottopolitics, etc.--in new and significant ways. It is highly desirable that some of the research findings come to the attention of scholars in francophone regions: France, Quebec, French-speaking Switzerland, etc. External research funding greatly enhances a research dossier because success in competition for these funds reflects a candidate's accomplishments and promise in a given field at the national level.

**Italian Literature and Culture.** The Italian section is particularly mindful of the diversity in research profiles represented by 1) differing methodologies in historical, philological and critical inquiry, and 2) differing areas of research (including, but not limited to, film studies, manuscript studies, gender and area studies, literary criticism, linguistics, editorial theory). Consequently, the Italian section assesses forms of publication according to the standards of methodology, or of the different areas of research, and the process of selection and review of the publications presented. In the evaluation of the candidate's dossier, equal weight is given to book-length studies on critical topics and scholarly critical editions according to the criteria specified above. The Italian faculty also values translation as stated in the French/Francophone Studies section. The Italian faculty recognizes that the serious and rigorous editing, rather than compilation, of a volume of critical studies, or of a special issue of a well-respected journal is a valuable contribution to scholarship, but cannot substitute for a monograph or a critical edition in the presentation of a tenure dossier.

**Coordinator of Language Instruction.** In addition to development activities linked to the candidate's pedagogical missions, s/he should present several articles in the areas of applied linguistics, language acquisition, or didactics published in refereed journals of these subfields, as well as those reaching a wide audience among teachers of French/Italian and foreign languages. Extra- departmental and external funding for research and/or development activities is highly desirable, for it reflects the candidate's accomplishments and promise among specialists in language instruction and language acquisition at the national and/or international level.

**B. TEACHING.** All faculty members are expected to demonstrate effective pedagogical performance. They should show flexibility in their teaching as indicated by courses at different levels--undergraduate and graduate courses at the beginning and advanced levels--and aimed at different types of students. Especially for candidates for promotion, participation in dissertation committees is another important criterion for contribution to the teaching mission of the department. Criteria for excellence in teaching as the primary basis for tenure/promotion include the preparation of textbooks as well as pedagogical books, articles, and presentations.

Specifically, teaching will be evaluated based on the following:

- Student teaching evaluations
- Peer (colleague) teaching evaluations
- Letters from students requested by the Chair at the time of tenure or promotion (no letters inserted by the candidate in the dossier will be evaluated for this purpose)
- Number of dissertation committees of which the candidate has been a member or has directed
- Variety of classes taught

- Outreach efforts in teaching (e.g. courses taught for the Honors College, General Education classes, freshman seminars, etc.)

The Coordinator of Language Instruction is expected to demonstrate excellent pedagogical skills at all levels, including beginning and intermediate language courses. In addition, s/he is expected to have a distinguished record in the training of prospective teachers and in the development of various pedagogical materials that show innovation and/or the appropriate use of technological supports, such as interactive computer enhanced instruction, use of audio-visual aids and of Internet resources. S/he is expected to participate actively in professional meetings at the regional and national level and to engage in outreach activities such as the organization of workshops of interest to students, faculty, and secondary school teachers. Successful applications for extra-departmental and external funding for development and outreach activities significantly enhance a Language Coordinator's tenure dossier.

C. SERVICE The candidate's record of service on the department and university levels, and in the profession as a whole, should be satisfactory. Since the Department will not normally support candidacy for tenure or promotion based primarily on the grounds of service, a strong record in this area is less important than the candidate's demonstration of quality and success in the areas of research and teaching. Nevertheless, the candidate's record of service will be reviewed and considered. Generally, service is more important in cases of promotion to full professor than in tenure cases.

The category of service includes departmental functions (for example: advising, committee work, participation in student activities such as the French Club or the Circolo Italiano, directorship of overseas programs, course coordination); parallel activities in the College of Arts and Sciences and the Graduate School (such as service on tenure committees, policy or advisory committees); or in the University at-large (Bloomington and University Faculty Council, etc.); and service to the profession on national and international levels (such as editorial work for professional journals, writing book reviews and acting as referee for journals and for funding agencies, and holding office in professional organizations, etc.). Community service may also be considered, although this is less important than service related to academic or scholarly endeavors.

## **VI-2: Tenure and Promotion Procedures**

A. TIMING The first consideration of promotion to the rank of Associate Professor normally coincides with review for a tenure recommendation. That review usually takes place in the sixth year of a candidate's appointment. Consideration of promotion to the rank of Professor generally occurs at the time when the candidate feels his/her accomplishments would result in a successful evaluation.

B. ANNUAL REVIEWS Annual reviews for reappointment, promotion, or tenure are

conducted every spring by the Chair, in collaboration, if he or she finds it appropriate, with an ad hoc committee of senior colleagues. A written statement is provided to the faculty member but is not included in any subsequent tenure or promotion dossier.

C. THIRD YEAR REVIEW In the case of faculty members preparing for tenure, the chair, in conjunction with a committee of senior colleagues in the candidate's area, or a closely related area, conducts a more formal assessment of research, teaching and service in the third year of their appointment. Such reviews are announced in late fall, providing candidates with ample time for assembling information. The committee will report to the chair with a recommendation to reappoint or not. In case of a negative recommendation, all tenured faculty will discuss the case and vote on the reappointment by secret ballot. The results are communicated by letter, **but this letter is not included in any subsequent tenure or promotion dossier**. The chair will meet with the candidate to discuss the review in person.

D. DEPARTMENTAL COMMITTEE During the spring semester prior to the tenure/promotion review year, the Chair, in consultation with the candidate and appropriate senior colleagues, appoints a departmental tenure/promotion committee. This committee is comprised of colleagues of appropriate rank and, when possible, in scholarly fields similar to those of the candidate. The committee's task is to evaluate the candidate's research, teaching, and service and report to the voting faculty. Most of the committee's review of the candidate's work is done after submission of the dossier, but may commence before the official submission through reading of the candidate's publications or teaching evaluations.

E. TENURE DOSSIER PREPARATION The Chair, in the spring semester of the candidate's fifth year (or the pre-tenure year), begins, with the assistance of the candidate, to assemble a tenure dossier from materials provided by the candidate and from items in the candidate's office file. The candidate should provide a detailed CV and a statement about his or her research, teaching, and service achievements and plans.

**Research Record.** This should include scholarly publications and reviews thereof, with evidence of the quality of the periodicals and presses; scholarly works complete but still in manuscript form; descriptions of research in progress; a list of conferences at which the candidate has presented a paper or chaired a session; correspondence with editors and conference organizers where appropriate.

**Teaching Record.** Candidates are responsible for collecting evidence of the quality of their teaching from the time of their appointment. Such evidence should include student evaluations, peer reports, syllabuses, teaching materials such as class notes or course packets, Web pages, CD-ROMs prepared by the professor, and a record of dissertations directed or for which the candidate has been a member of the committee. Documentation of performance as a teacher should not be left to the

year before or the year of one's candidacy, as good evidence is often difficult to obtain then and is sometimes considered less valid when requested for the specific purpose of compiling a promotion or tenure dossier. Nevertheless, solicited letters from former students can be helpful. The candidate will provide a list of students to the Chair to solicit such evaluations on his or her behalf.

**Service Record.** Candidates are responsible for providing a record of service to the Department, the College, the University, and the profession. It should include publications and other documentation reflecting such service, service evaluations and the like submitted by colleagues or other persons familiar with the candidate's work.

**Supporting Letters.** The chair may solicit letters from university colleagues outside the Department in regard to the candidate's service or teaching outside the Department, which are then included in the dossier. Unsolicited letters are discouraged.

**External Referees.** The Chair of the Department will request assessments of the candidate's research from scholars at other institutions, who must be tenured (for tenure cases) or full professors (for promotion cases). Half of the external referees are selected by the candidate and half by the Chair, in consultation with appropriately-ranked colleagues in the department. The candidate's list of referees and the department's list of referees must be developed independently. The Chair does provide the candidate with the opportunity to eliminate names of referees from the department's list who might be prejudicial to the case. The candidate must explain, clearly, her/his professional or personal relationship with each of the referees on both lists. The Chair and the candidate together produce a brief description of the referees' credentials and publications. All external referees must be approved by the Dean.

F. VOTING FACULTY Voting faculty for tenure cases are all tenured faculty who hold at least 25% FTE in the Department. Voting faculty for promotion cases are all full professors who hold at least 25% FTE in the Department. The Chair does not vote with the rest of the faculty on tenure or promotion cases, as his/her opinion is expressed in a separate report.

G. TENURE DECISION The tenure dossier is completed by August 1 of a candidate's sixth year (or tenure year) and presented to the group of all the tenured faculty in the Department. The departmental tenure committee submits a written report of its evaluation of the candidate's research, teaching, and service to the voting faculty at least two days prior to the tenure meeting. The latter, having had the opportunity to read the dossier and the committee report, discuss the case at the meeting. Only typographical or factual errors in the report may be corrected after the meeting. After discussion during the meeting, each eligible faculty member votes on each of the three

areas (research, teaching, and service) as well as on the overall tenure decision (yes, no, or abstain) by secret ballot. Members unable to attend the meeting at which the vote takes place will have the opportunity to cast a ballot before the meeting. It is assumed as a matter of professional ethics that each member of the voting-eligible faculty who participates in the vote has read the dossier. The votes are tallied by the senior staff member in the Department. After the meeting, the chair discusses the result of the vote with the candidate.

In order to register a positive vote for tenure, each faculty member's ballot must indicate a rating of "excellent" in the primary area of consideration, and at least "satisfactory/effective" in the other two areas (except in a balanced case). The departmental tenure committee's report is accepted at the meeting and becomes part of the tenure/promotion dossier. The Chair also writes a report evaluating the candidate's dossier and reporting on the discussion in the departmental meeting, to explain the vote, particularly in the case of negative votes, abstentions, absent faculty, and faculty who fail to vote. The chair's report becomes part of the dossier, as does a report of the votes.

H. PROMOTION DECISION The decision to assemble a promotion dossier is normally the result of a perception common to the candidate and Chair that the proper moment for that step has arrived. (If the Chair does not have this perception, he or she will nevertheless either assume the responsibility of preparing a dossier should the candidate wish to proceed with the recommendation, or else agree to cooperate as necessary with another sponsor of the candidate's choosing.) The procedure from this point is the same as for the tenure decision (see preceding paragraph), except that the departmental committee evaluating the dossier will be composed only of full professors, and the voting faculty in this case is comprised of all full professors in the Department.

VII. Departmental Section Meetings: The French/Francophone Studies, French linguistics, and Italian faculty of the department shall hold sectional meetings as appropriate to conduct the business of the section during the course of each academic year. The Director of Graduate Studies shall serve as convenor. The department chair is an ex officio member of each of the sectional committees and will decide whether to attend specific meetings.

VIII. Departmental Committees.

There shall be nine standing committees:

- Chair's Advisory Committee
- Salary Committee
- French Graduate Recruitment and Admissions Committee
- French/Francophone Studies Graduate Program Committee ( )
- French Undergraduate Studies Committee
- Italian Studies Committee

- AI Awards Committee
- Departmental Fund-Distribution Committee
- Guest Speaker Committee

Other committees may be appointed as needed.

French linguistics graduate studies are supervised by a committee of the whole.

Membership and Duties. Unless otherwise specified, membership on committees is limited to the voting faculty. When appointments to committees are to be by alphabetical rotation, the rotation shall begin with a different letter for each committee. Unless otherwise specified, the Chair may make adjustments to this system when circumstances so require.

Chair's Advisory Committee. The committee shall consist of three members, two named by the Chair and one appointed by alphabetical rotation. The Committee will consist of one member from each of the three branches of the Department. There is a two-year term limit. The committee shall advise the Chair on matters concerning departmental operations, such as requests for faculty appointments from within IUB, selection and scheduling of faculty teaching responsibilities, and other issues.

Salary Committee. The committee's charge is to rate faculty performance for the purpose of making salary recommendations to the Chair of the Department, or to the Dean of the College in the case of the Chair.

- A. The committee shall consist of four members, with each rank represented, two members from French/Francophone Studies, one from French linguistics, and one from Italian. The departmental Chair presides over the deliberations.
- B. Members shall serve one year. During the term of service, committee members' salary rankings shall be determined by the Chair of the Department in consultation with those members of the Advisory Committee who are not currently members of the Salary Committee.
- C. The committee is appointed in alphabetical order. Adjustments may be made to ensure that junior faculty serve before their third-year review, and for leaves of absence, sabbaticals and the like.
- D. Following the committee's deliberations, during the summer or early in the fall semester, the departmental Chair shall reconvene the committee to review the results of its determination of salary rankings.
- E. The committee shall take into account each faculty member's performance in research, teaching and service over a three-year period. The Committee shall rank the Chair's performance according to the same criteria. The committee shall assign a numerical rank for each faculty member's performance based on the current annual report; an average rank for the period shall be determined, weighting each of the two previous years as 1, and the current year as 2.
- F. Each faculty member shall have the opportunity each year to discuss salary matters with the Chair.

French Graduate Recruitment and Admissions Committee. The committee's charge is to recruit and select students to be admitted to the graduate programs and to grant Alships and fellowships. The committee shall have five members: two members of the French/Francophone Studies graduate faculty and one member of the French linguistics graduate faculty, chosen through alphabetical rotation for two-year terms; and the two French graduate advisors.

French/Francophone Studies Graduate Program Committee. The committee's charge is to coordinate graduate requirements, curriculum, examinations, and other relevant issues. Any changes in these matters are subject to the approval of the voting faculty of the section. Membership shall include: the Graduate Adviser; two members of the graduate faculty, chosen through alphabetical rotation for a two-year term; and one graduate student chosen by the Graduate Student Organization, named for a one-year term.

French Undergraduate Studies Committee. The committee's charge is to coordinate undergraduate requirements, curriculum, co-curricular activities, assessment and other relevant issues. Any changes in these matters are subject to the approval of the voting faculty of the section. Membership shall include: the Language Coordinator; the Undergraduate Adviser; and two representatives of the literature and civilization courses to be chosen from among the faculty who teach those courses.

Italian Studies Committee. The Italian section will hold regularly scheduled meetings (dates to be fixed at the beginning of each semester) to dispense with current business. The Graduate Adviser of the section will serve as Convening Officer of Italian Studies and will set meeting times and agendas in consultation with other members. Special non-scheduled meetings can be called if two Italian faculty request it of the Convening Officer. The Italian Studies Committee will operate as a committee of the whole, deciding business on a simple majority vote, in the following areas and adhering to the following guidelines:

- A. **Italian Graduate Admissions.** All admissions to the graduate program, offers of associate instructorships, or nominations for fellowships will be honored by the Italian faculty only if such applications have been examined by the entire Italian section and subsequently made official by the approval of the Chair. No such offers or admissions or nominations should be made by the Chair alone or by individual Italian faculty without the approval of a majority of the Italian section obtained at a regular meeting.
- B. **Italian Graduate Studies.** Graduate requirements, curriculum, reading lists, and other relevant issues (including guest speakers to be invited on campus) should be decided by the Italian faculty as a whole. In a regular rotation supervised by the Chair, one member of the Italian section will serve as Graduate Adviser, who will be in charge of counseling all students on a regular basis before registration and of keeping regular office hours for the same purpose during the academic year.
- C. **Italian Undergraduate Studies.** Undergraduate requirements, curriculum, honors opportunities, study abroad opportunities, co-curriculum activities, assessment, and other relevant issues will be coordinated by the Coordinator of the Language Program

(appointed by the Chair of the Department) and by the Undergraduate Adviser in Italian Studies (selected through a regular rotation supervised by the Chair). Either individual will regularly bring appropriate undergraduate issues to the Italian Studies Committee for action. The Coordinator of the Language Program will oversee course scheduling, teaching of basic courses, and regular course evaluation and will conduct an orientation session and periodic meetings with associate instructors. The Undergraduate Adviser will counsel all undergraduate students on a regular basis before registration and keep regular office hours for the same purpose during the academic year.

AI Awards Committee. The committee shall evaluate French and Italian AI's in order to select the winners of the Department's annual awards for excellent AI teaching. The committee shall consist of the French Language Coordinator, an Italian faculty member (preferably the Italian Language Coordinator), and two other members of the faculty chosen by the chair.

Departmental Fund-Distribution Committee. The committee shall review requests for funding and determine awards from the several sources available to the Department, except for support for guest speakers, which shall be determined by the Guest Speaker Committee. The committee shall announce its various funding decisions to the Department at appropriate times. Student prizes are determined at a meeting of the full faculty in French and in Italian. Membership shall include the Chair of the Department, and three members of the faculty chosen through alphabetical rotation for two-year terms, one from each of the branches of the Department.

Principles for allocation of funds:

- Departmental funds should be allocated in competition and on the basis of a formal application
- Requests for funds will be considered in the fuller context of other monies already awarded, either by the College or the department, or both
- Unencumbered research account balances will be taken into account when making funding allocations.

The chair shall announce each year the amount of money available for research, including funds for travel, equipment, and faculty-graduate student collaborative projects. The results of the funding competition shall be made known to any faculty member who requests them.

In case of conference travel or research materials, strong consideration will be given to the relationship between the conference topic or research materials and the applicant's own research program and publication record in the field (if not a new one).

The following guidelines will be taken into consideration:

- 100% funding for a good proposal and a zero or low balance of unencumbered research funds
- 75% funding for a good proposal and a good balance of unencumbered research funds
- 50% funding for a good proposal and a very healthy balance of unencumbered research funds

During the meeting, the chair will let the Committee know about the state of the research accounts, whether they are nonexistent, low, good, or very healthy.

Guest Speaker Committee. The committee shall oversee the selection and funding of outside speakers invited by the Department. It shall not be concerned with departmental contributions to the remuneration of speakers whose chief sponsors are outside the Department; such contributions shall be determined by the Chair alone. Membership consists of three members of the faculty, one from each section of the department, chosen through alphabetical rotation, for two-year terms.

- IX. Amendments. Amendments to this document as ratified will require a two-thirds majority of the full-time faculty for passage. (If the item interests only one section of the department, it will require approval of only two thirds of the full faculty in that section.) Voting procedures will be: 1) By mail ballot with signatures required on envelopes or by e-mail, to be submitted to the administrative assistant within two weeks of the last discussion of the amendment at a faculty meeting; or 2) By ballot or a show of hands at the faculty meeting when the amendment is on the agenda, provided that all full-time faculty members are present at the meeting.
- X. The provisions of this document will take effect at the beginning of the semester following passage by the Department.

*Initial document ratified: February 28, 1997*

#### AMENDMENTS

1. *Amendments to sections VII and VIII approved: March 2, 2001*
2. *Amendments to section VI approved: November 30, 2001*
3. *Amendments regarding creation of a permanent lecturer position approved: March 14, 2003.*
4. *Amendments regarding committee composition approved: November 14, 2003.*
5. *Amendments regarding tenure criteria approved: April 16, 2004.*
6. *Amendments regarding departmental meetings and chair's advisory committee approved: Oct. 20, 2006.*
7. *Amendment regarding Guest Speaker Committee approved: Sept. 24, 2007.*
8. *Amendment regarding voting on tenure and promotion cases approved: Jan. 16, 2009.*

9. *Amendments regarding Departmental Fund-Distribution Committee and adding Departmental Section Meetings approved: Mar. 6, 2009.*
10. *Amendment adding details to Departmental Fund-Distribution Committee duties approved: Mar. 27, 2009.*
11. *Amendment regarding section VI-1 Tenure and Promotion Criteria approved: Apr. 30, 2010.*
12. *Amendments regarding voting on tenure and promotion cases (same as 1/16/09, but correcting different section of document) as well as section VI-1 Tenure and Promotion Criteria approved: Oct. 5, 2011.*
13. *Amendment regarding the French Literature Graduate Studies Committee approved Oct. 23, 2012.*
14. *Amendment regarding section VI-2, D, External Referees for tenure and promotion cases, approved: Dec. 10, 2012.*
15. *Amendment of tenure and promotion guidelines approved: April 4, 2014.*
16. *Elimination of Italian Studies Committee section D (voting on tenure/promotion and on hiring) approved: April 22, 2014.*
17. *Amendment of tenure and promotion guidelines approved: October 13, 2014.*
18. *Change program name "French Literature" to "French/Francophone Studies" approved: April 22, 2016.*
19. *Remove term limit for Faculty Teaching Evaluation Coordinator (Section II, C), approved: November 22, 2016.*
20. *Change language regarding appointment of Graduate Advisers (Section II, C), approved: February 14, 2017.*
21. *Revision of description of Departmental Fund-Distribution Committee (Section VIII) approved: May 8, 2018.*