

# BYLAWS OF THE DEPARTMENT OF WORLD LANGUAGES LITERATURES AND CULTURES AT LOUISIANA STATE UNIVERSITY

## I. DEFINITION OF TERMS

Dean: Dean of the College of Humanities and Social Sciences

Chair: Chair of the Department of World Languages, Literatures and Cultures

Associate Chair: Associate Chair of the Department of World Languages, Literatures and Cultures, also Section Head of Spanish Program

Sections Heads: Sections Head of any of the sections of the WLLC: Arabic, Chinese, Classics, German, Italian, Spanish, and American Sign Language (ASL)

Director of Hispanic Studies: Director for the MA. Program in Hispanic Studies

Graduate Advisor: Advisor for the MA. Program in Hispanic Studies

Spanish Undergraduate Advisor: Undergraduate Advisor for the Upper-level Division of Spanish

Spanish Language Coordinator: Coordinator for the Spanish Lower-Level (Basic Level) Division.

Spanish Section Head/Director of Hispanic Studies/Associate Chair

Voting Faculty: faculty members who are appointed with at least 51% of their responsibilities in WLLC of the rank of instructor or above

Professorial faculty: full-time academic year faculty at the rank of Assistant Professor or above

Graduate faculty: faculty holding associate or full membership of the graduate faculty

Tenured faculty: faculty holding tenure

Affiliate faculty: faculty from other departments affiliated with programs in WLLC

Part-time faculty: adjunct positions, appointments on a course-by-course basis (in-person or online), visiting appointments

## II. PREAMBLE

These bylaws were written by an appointed committee of faculty members representing each Section of the Department in 2023. All voting faculty members of the Department voted, and a majority vote in favor of adopting them was reached on May 21, 2024. The bylaws have been approved by the Dean and the Provost and, in accordance with LSU Policy Statement PS-36, will go into effect on **DATE**.

~~The Executive Committee~~ The Bylaws Revision Committee is responsible for overseeing any changes to the Department's Bylaws. Any faculty member can suggest changes to the Chair of ~~the Executive Committee~~ the Bylaws Revision Committee and should provide a brief rationale. The committee ~~chair~~ will then present these suggestions at the next Faculty Meeting. Changes must be approved by the majority of the voting faculty to go into effect ~~with the start of the following academic year upon~~ faculty approval. The bylaws consist of two parts: Part 1 outlines policies and procedures that apply to all Sections and members of the Department. Part 2 outlines those policies and procedures that are specific to the Spanish Section only.

## PART 1

### III. ADMINISTRATION

The Department is administered by the Chair, the Associate Chair, and the Sections Heads. In the absence of the Chair the direction of the Department falls to the Associate Chair. In the absence of both the Chair and Associate Chair direction of the Department falls to an Acting Chair. The Acting Chair is a senior member of the tenured faculty, designated in the first place by the Chair and in the second place by the Associate Chair.

### IV. DEPARTMENT MISSION STATEMENT

**Vision.** The LSU Department of World Languages, Literatures & Cultures seeks to fulfill our students' linguistic, academic, and professional needs in a diverse and inclusive environment. Our faculty will endeavor to be internationally-renown scholars who prepare students to successfully face the linguistic and cultural challenges of an increasingly global society and be stewards in their own communities.

**Mission.** The LSU Department of World Languages, Literatures & Cultures offers training in seven languages (Arabic, Chinese, German, Italian, Spanish, Latin, and Ancient Greek) as well as in American Sign Language. Our programs of study enable students to cultivate communicative and cultural competencies and prepare for careers in the humanities, government, science, business, and other disciplines. We strive to do this through our commitment to a deeper understanding of different cultures through connection, tolerance, and global interaction by fostering inclusion, diversity, and multiculturalism.

Our faculty comprised of internationally recognized scholars and instructors provide expert language instruction as well as courses on the literatures, cultures, and film from around the world. We seek to integrate research and teaching with diversity and inclusivity as we prepare our students to be global citizens and leaders.

### V. ELECTION AND RESPONSIBILITIES OF THE DEPARTMENT CHAIR

The Chair shall be selected in accordance with the provisions of the Bylaws and Regulations of the Board of Supervisors, for a term of three years. Ordinarily, no one shall be recommended to serve more than two consecutive terms as Chair.

A process for the selection of a new Chair is initiated by the executive committee of the department by calling for nominations from among the voting faculty. The faculty shall be given ten business days to make their nominations. To be eligible as a nominee for Chair, faculty must have attained the rank of Professor or have been approved for promotion to Professor for the subsequent academic year. After nominations are closed, candidates have five business days to submit a copy of their curriculum vitae and a statement outlining their goals as Chair and highlighting their qualifications as they see fit. The voting faculty has five business days to vote via electronic ballot set up by the departmental administrative assistant, who tallies the results and turns them over to the executive committee. In the event that no candidate receives a majority of votes, a run-off election is held between the top two vote-getting candidates. The Executive

Committee presents the outcome of the faculty vote to the Dean who is ultimately responsible for the appointment of a new Chair.

If the sitting Chair is not available to serve during a portion of the regular term, The Associate Chair takes over his responsibilities for the duration of that time. The process for selecting an interim or acting Chair is initiated by the executive committee as soon as it is determined that neither the Chair nor the Associate Chairs is available to serve.

If it has been determined that the time during which Chair will be unable to serve lasts for more than two consecutive semesters, then an election for a new Chair with a new three-year term will be held during the final semester of service of the Chair.

The Chair is generally in charge of overseeing and coordinating the Department's teaching, research, and service activities and of representing the Department's interest within the College and the University. The responsibilities of the Chair include, but are not limited to, calling faculty meetings and setting the agenda for them; providing the Chair's reports on faculty's annual performance following the assessments of the Peer Evaluation Committee; coordinating hiring and interviews of new faculty and staff; and ensuring that faculty understand and properly implement the tenure and promotion policies. The Chair is also responsible for supporting faculty in securing funds for conferences, research and equipment.

#### VI. APPOINTMENT AND RESPONSIBILITIES OF SECTION HEADS

Section Heads are usually appointed by the Chair in coordination with the faculty of each section.

The duties of Section Heads include, but are not limited to, scheduling and distribution of course assignments among instructors; advising of students concerning academic requirements, course offerings, and prerequisites; scheduling and chairing of section meetings; coordination of language specific activities; coordination of curriculum changes, program assessments, and placement tests; communication of information concerning majors, minors, and undergraduate programs to the Chair and other administrative officers of the University; evaluation of courses for transfer credit and curriculum review.

The Section Heads are also responsible for assessing the annual activities in teaching, service, and (if applicable) research of instructors in their respective sections. Each Section Head reviews reports from all instructors and comes to an evaluation of their annual activities. The Section Head composes written reports which are then sent to the Chair who reviews the reports and forwards them to the College Dean

Further Section Heads are in charge of coordinating hiring in collaboration with the Chair. The Chair requests permission to hire from the Dean. Once approved, the Chair informs the Section Head and the two are responsible for publicizing and advertising the position. It is the Section Head's responsibility to establish a hiring committee that screens and selects candidates, preferably three, and ranks them according to their qualification. The Section Head is responsible to inform members in each respective Section (or Sections if the new hire is appointed to teach in multiple programs) of the committee's

recommendation and give them at least three business days to voice objections before the Department proceeds with the hiring.

## VII. FACULTY MEETINGS

The faculty of the Department shall meet at least once every semester. Meetings are called by the Chair. Any faculty member may request that the Chair call a meeting. The Chair will send the agenda of each meeting to the faculty at least 5 business days prior to each meeting.

Decisions made at Department meetings shall be made by majority of voice votes of those voting faculty attending, assuming the presence of a majority quorum (51% of the voting faculty). If a secret ballot is requested by any faculty member prior to voting on any issue, a secret ballot will be taken either by paper ballot or via electronic ballot. E-mail votes on issues may be used by the Chair, unless any faculty member objects. Faculty should have 24 hours to object before an e-mail vote is taken. If a faculty member requests the renewal of the Chair, he/she can request a confidence vote. A simple majority favorable vote of all voting faculty is required for a subsequent recommendation to the Dean.

All decisions of the faculty and the minutes of meetings are to be made available to all faculty in an online depository in an easily accessible location.

## VIII. STANDING COMMITTEES

Each Standing Committee is presided over by a committee chair and a co-chair. Their terms shall end in alternate years such that the co-chair routinely takes over the position from the outgoing committee chair after the term ends. ~~All committee appointments are ordinarily for a two-year term. Service on most standing committees shall not exceed three consecutive two-year terms, although the members can opt out of such continued service on specific committees after their first two-year term. Because the Computer/Technology Committee and Study Abroad Committee require faculty with special knowledge and experience, there will be no restrictions on their members' length of service.~~ The committee chair calls and organizes committee activities and meetings. When the committee chair is unable to do so, the co-chair takes over. Unless a committee is specifically limited to certain ranks or programs, it is recommended that all committees represent to the largest extent possible different ranks and sections from within the Department. Faculty members on research leave are not expected to engage in service activities during their leave, but may do so, at their own discretion. It is the faculty member's responsibility to ensure that alternates represent them on committees when needed and to communicate the arrangement to the responsible committee chairs.

The following list of Standing Committees is not exhaustive.

### a. EXECUTIVE COMMITTEE

The Executive Committee will be composed of the Associate Chair (who is the sitting Spanish Section Head) and –when possible-- a representative from each of the four faculty ranks (Professor, Associate Professor, Assistant Professor,

Instructor). They will be elected no later than January 15 of each academic year by the voting faculty. Membership of the Committee is limited to two consecutive one year terms, unless such restriction prevents representation from a particular rank.

The Committee recruits members to all standing committees and fills openings when they occur. When elections are necessary, they oversee the election process. The Executive Committee consults or advises the Chair on matters of Departmental meetings, agendas, service requirements, communication, and faculty development.

~~The Executive Committee oversees updates and makes changes to these Bylaws which must be approved by a majority of the voting faculty.~~

Decisions and policies of all areas, including Standing Committees, must be maintained in the central repository. All of these materials should be accessible online at the department webpage for all faculty members.

b. PEER EVALUATION COMMITTEE

The committee is elected by secret ballot from among the tenured faculty members and it consists of at least 5 members. The Chair appoints a committee chair and co-chair. Due to the heavy workload associated with this committee, members serve for a term of no more than two years and are released from service to this committee for the subsequent two years.

The committee's charge is to evaluate the research, teaching, and service activities of professorial faculty during a calendar year. Candidates who are seeking promotion during that year are exempt from the annual review.

Each faculty member submits a report of annual activities by the deadline set by the Dean, the committee reviews reports from all professorial faculty members. The committee comes to an evaluation of each faculty member's activities and composes report recommendations which are sent to the Chair. The Chair reviews the committee's recommendations and forwards them to the Dean. In the case of tenure-track Assistant Professors, the committee recommendations are sent to the Chair, who then writes a separate report, and forwards both reports to the Dean.

c. PROMOTION AND TENURE COMMITTEE

The Promotion and Tenure Committee consists of at least three faculty members excluding the Chair who have attained the rank of Full Professor and are appointed by the Executive Committee. Committee members elect the committee chair by secret ballot.

The Promotion and Tenure Committee is charged with assisting the Chair in reviewing and facilitating tenure and promotion cases in the Department.

Responsibilities include:

- initial review of requests for starting tenure and promotion applications,
- advising faculty members with questions regarding tenure and promotion processes, and
- nominating to the Dean qualified faculty members within or outside the Department to serve on the Review Committee appointed to review each candidate's tenure and promotion application.

The P&T committee makes its recommendations ~~and review decisions~~ by majority vote.

d. RESEARCH AND MENTORING COMMITTEE

The Executive Committee selects three faculty members to form the research committee and appoints a Chair and Co-Chair. Preferably, two of the research committee members ~~must~~ should have received external or internal grants in the previous five years.

~~The Research Committee is charged with supporting faculty in promoting faculty research and publication, assisting faculty in preparation of external and internal grant proposals, assisting faculty in preparation of sabbatical leave and summer research grant proposals, and cooperating with the Tenure and Promotion Committee in supporting faculty advance to their next promotion.~~

The Research and Mentoring Committee is charged with 1) promoting and supporting Departmental research and publication and 2) mentoring junior faculty in their advance in career and promotion. The Committee may devise various activities highlighting research and publicize opportunities for external and internal grants and support. The Committee assists faculty in preparation of grant proposals, external or internal, and sabbatical leave proposals, at the request of faculty concerned. Junior faculty, on a voluntary basis, may solicit mentoring advice from the Committee. If requested, the Committee may serve as, or select from among the senior faculty, a mentor for a junior faculty member. All mentoring recommendations are strictly advisory. The Committee may cooperate with the Tenure and Promotion Committee in supporting faculty in their progress to the next promotion.

e. AWARDS COMMITTEE

The Awards Committee is charged with soliciting nominations and reviewing candidates for departmental awards. The Executive Committee selects at least three committee members and appoints a chair and co-chair.

The Department annually gives out the following awards:

- The **Award for Outstanding Teaching by a Faculty Member** recognizes excellence in teaching by a faculty member in WLLC. Two awards will be given each year, one to an instructor and one to a professor. Required materials are an email of nomination by a member of the WLLC faculty (self-nominations are allowed), a letter of support from a student the faculty member taught at some point within the past three years but is not teaching or advising at the time of the nomination, teaching evaluation scores from the past calendar year (i.e., Fall and Spring of the previous academic year), a brief statement of teaching philosophy, and a current CV in PS-36 format.
- The **Award for Outstanding Research by a Faculty Member** recognizes the publication by a WLLC faculty member of an outstanding book, edited volume, or peer-reviewed article in a leading journal in their field within the past calendar year. Required Materials are an email of nomination by a member of the WLLC faculty (self-nominations are allowed), a letter of support from a member of the WLLC faculty (cannot come from the nominee), and a current CV in PS-36 format.
- The **Award for Outstanding Service by a Faculty Member** recognizes a faculty member in WLLC for service to the department that exceeds their normal duties. Two awards will be given each year, one to an instructor and one to a professor. Required Materials are an email of nomination by a member of the WLLC faculty (self-nominations are allowed), a letter of support from a member of the WLLC faculty (cannot come from the nominee), and a current CV in PS-36 format.
- The **Award for the Outstanding Graduate Student** recognizes a graduate student in WLLC for excellence in teaching, research, and/or service to the department. Required Materials are a letter or email of nomination by a member of the WLLC faculty, letters of support from 2 members of the WLLC faculty, a current CV (in any format).

The Awards Committee shall solicit nominates in early to mid-November and announce the awards during following the Spring semester faculty meeting.

f. COMPUTER/TECHNOLOGY COMMITTEE

The Computer/Technology Committee consists of three ex-officio members and at least two faculty members appointed by the Executive Committee. The Director of the World Language Resource Center, a faculty member in charge of coordinating Spanish language instruction, and either the Office Manager, or the Operations Coordinator of the Department serve as ex-officio members. Its duties are to provide support to the Department, including regular training and professional development opportunities, on the use and implementation of educational technology resources in language instruction; to advise the Chair on all matters pertaining to the use, acquisition, and development of technology for academic and administrative purposes in the Department; to make recommendations to the Chair concerning the acquisition and allocation of computer-related equipment in the Department; and to determine the Departmental response to requests for information from any computer committee or agency at the University.

## IX. PROCEDURE FOR FORMATION OF AD-HOC COMMITTEES

When the need arises, the Chair may form an ad-hoc committee to carry out a specific charge that cannot otherwise be taken on by the existing administrative units. To this end, the Chair appoints a committee chair and members-at-large for an ad-hoc committee. Whenever possible the Chair should consult with the Executive Committee before making such appointments. It is the Chair's responsibility to formulate the charge and provide an approximate timeline for the committee work.

## X. PROCEDURES FOR PROMOTION OF INSTRUCTORS

The Department of WLLC employs a significant number of valued faculty in non-tenure track positions. These faculty members are devoted to instruction and service with the following ranks: Instructor, Senior Instructor, and Distinguished Instructor. The timeline and requirements for promotions in the Department follow the regulations stipulated in [LSU Policy Statement 36NT](#).

To be recommended for promotion, a non-tenure track faculty member must meet or exceed the departmental expectation for teaching and service based on documented performance data in the evaluation rated per the uniform departmental rating standards applied equitably and consistently to all faculty members in the department in that year. Those ratings substantiated by data and uniform standards must be documented in the majority of the years of employment at LSU. Generally, instructors are expected to communicate effectively with their students and to provide instructions on a level and of a quality in accordance with the practices in their respective fields.

When applying for a promotion, an instructor must submit to the Chair:

- 1) A cover letter requesting a promotion and providing a short rationale for it.
- 2) A CV in the instructor's preferred format.
- 3) Copies of all student evaluation reports obtained since starting the position or since the previous promotion.
- 4) Annual reports since starting the position or since the previous promotion.

In addition, the Section Head is responsible to ensure that the candidate undergoes two classroom observations by qualified members of the faculty and that the two observation reports are submitted to the Chair.

The department applies the following standards to the evaluation of instructors:

**Expectations of Teaching.** One of the department's primary missions is instruction in language, literatures, and cultures. Therefore, evidence of superior quality teaching at the undergraduate level is of importance. An instructor's teaching effectiveness is assessed on the basis of the following criteria:

- A.  Quantitative college and departmental student evaluations: a cumulative average of at least 3.0 on a 4.0 scale over a three-year period is expected;
- B. Peer observations conducted by the Section Head or another professorial faculty

- member, that confirm the instructor's ability to conduct lessons of high quality.
- C. Peer observations conducted by senior members of the faculty;
- D. ~~Grade distribution reports should indicate fair and equitable grading policies that remain in line with Department and College routine practices.~~

**Expectations of Service.** An instructor's service record should indicate a spirit of collaboration and citizenship necessary for the Section and the Department to function properly. While instructors do not carry the same service responsibilities as professorial faculty members, they are nevertheless expected to contribute to departmental service activities.

Service activities of Instructors are typically:

- A. Service as a member of section or departmental committees.
- B. Service at the regional level.
- C. The performance of additional responsibilities as needed by the section, department, college, or university; or
- D. Community outreach.

The professorial faculty members vote to recommend an instructor for promotion.

## **XI. PROCEDURES FOR TENURE AND PROMOTION OF PROFESSORIAL FACULTY**

### **Tenure and Promotion Procedures**

In accordance with [LSU Policy Statement 36T](#), Assistant Professors on the tenure track are subject to review during the third and sixth year of their tenure track, unless the timeline of their tenure track has been shortened or extended according to university policy. The final review results in a departmental recommendation if the candidate shall be reappointed with tenure or not by the University.

Associate Professors with tenure as well as Assistant Professor wishing to conduct their review for tenure early specifically need to apply in writing to initiate a promotion to full professor according to the regulations defined in [LSU Policy Statement 36T](#). The Chair and the Tenure and Promotion Committee review these requests and make recommendations based on the candidate's curriculum vitae. When neither the members of the Promotion and Tenure Committee nor the Chair possess relevant expertise in a candidate's field of research, they are strongly encouraged to consult relevant experts from within the University before making their recommendation.

The departmental review process shall have the following procedure:

It is the candidate's responsibility to send to the Chair by the end of February prior to the desired review

1. (in the case of promotions from Associate Professor to Professor and in the case of a request for early consideration of promotion from Assistant to Associate Professor) a statement indicating the intention to initiate the review towards promotion;
2. a current CV in the candidate's preferred format.

3. If the bid for a promotion is approved, the candidate must submit within three calendar weeks of approval to the Chair
4. a list of at least eight eligible university professors who can be considered in choosing external reviewers.

The Chair and the Promotion and Tenure Committee make nominations to the Dean for appointments on the Review Committee which consists of at least three faculty members. Review committee members may include faculty members from outside the Department if the Department does not have three members who are familiar with the candidate's area of research/teaching expertise. The Review Committee reviews the candidate's bid and issues a recommendation for tenure and/or promotion of the candidate.

- a) For promotions from Assistant to Associate Professor with tenure, it is the candidate's responsibility to submit to the Chair the following documents and materials:
  1. a narrative report of approximately 2-5 pages that describes the candidate's research activities;
  2. copies (electronic or print) of all publications (articles, book chapters, books, and digital projects) and, if available, published reviews thereof;
  3. a narrative report of approximately 2-5 pages that describes the candidate's teaching activities;
  4. a portfolio containing the candidate's teaching philosophy and all reports of student evaluations obtained since starting the position or, if applicable, since the last promotion; it is at the candidate's discretion to add to the portfolio materials that speak to the candidate's teaching practices, course development activities, and effectiveness as a teacher, such as sample syllabi, sample lesson plans, or sample assignments;
  5. a narrative report of approximately 1-3 pages on the candidate's service activities;
  6. copies of all annual reports since starting the position or, if applicable, since the last promotion;
  7. a cv in the format according to PS-36;
  8. a CV in the candidate's preferred format.
- b) For promotions from Associate Professor to Professor, it is the candidate's responsibility to submit to the Chair the following documents and materials:
  1. a narrative report of approximately 2-5 pages that describes the candidate's research activities since the last promotion;
  2. copies (electronic or print) of all publications since the last promotion (articles, book chapters, books, and digital projects) and, if available, published reviews thereof;
  3. a narrative report of approximately 2-5 pages that describes the candidate's teaching activities since the last promotion;
  4. a portfolio containing the candidate's teaching philosophy and all reports of student evaluations obtained since the last promotion; it is at the candidate's

discretion to add to the portfolio materials that speak to the candidate's teaching practices, course development activities, and effectiveness as a teacher, such as sample syllabi, sample lesson plans, or sample assignments;

5. a narrative report of approximately 1-3 pages on the candidate's service activities since the last promotion;
6. copies of all annual reports since the last promotion;
7. a CV in the format according to PS-36;
8. a CV in the candidate's preferred format.

In addition to materials listed under a) and b), the Section Head is responsible to ensure that the candidate undergoes two classroom observations by qualified members of the faculty and that the two observation reports are submitted to the chair of the review committee.

### **Review Procedure and Evaluation**

The Chair is responsible to distribute the candidate's submitted materials and documentation to the Review Committee and acts as liaison between the Department and the College.

In reviewing the candidate, the Review Committee applies the following general criteria, although it must be noted that adherence to these guidelines does not guarantee tenure and promotion, nor does some deviation from them inherently preclude the possibility of tenure and promotion candidates receiving these benefits.

**Evaluation of Research.** The candidate's research productivity is measured by one of two standards:

1. The first option is that a candidate publishes a book with a reputable, refereed press. For the promotion from Assistant to Associate Professor, the book may be a substantially revised dissertation. For the promotion from Associate Professor to Professor, this book shall offer newly developed contributions to the candidate's field of scholarly expertise. The book should be either published, or the candidate must have received a contract which indicates the book has been accepted for publication and all final revisions have been submitted to the press and approved. In addition to this book, a candidate should publish 2-4 articles in refereed journals respected in his or her field or book chapters in edited books, but these may not be papers included in unrevised conference proceedings. These should not simply be articles revised for inclusion in the book as chapters. These articles or chapters should either be published or in print by the time of the review.

2. The second option is that a candidate chooses to pursue scholarly article publication to the exclusion of a book. In this case, the general expected range with respect to the quantity of articles or book chapters published or in print is between 9 and 12. The same criteria with respect to venue listed above would also apply here.

As translations, collaborative research publications, and research in the Digital Humanities are increasingly common in the Humanities, the Department considers such research activities equivalent to traditional article or chapter publication:

- 1) Editing scholarship that is not merely a collection of conference proceedings and offers significant contributions to the candidate's field of research should be taken into account as valuable research activity;
- In assessing research in the Digital Humanities, the Department follows the [guidelines set forth by the Modern Language Association](#). Acting as Project Leader in a Digital Humanities project should be taken into account as valuable research activity and, depending on the scope of the project, may be considered equivalent to monograph publication;
- Translations are to be considered equivalent to scholarly publications and are recognized according to their length and significance to a candidate's field of research.

**Evaluation of Teaching.** One of the department's primary missions is instruction in language, literatures, and cultures. Therefore, evidence of superior quality teaching at the undergraduate (and, where applicable, at the graduate) level is of paramount importance. Teaching effectiveness is assessed on the basis of the following:

- A. Quantitative college and departmental student evaluations (3.0 on a 4.0 scale is minimal);
- B. General education evaluations, when appropriate;
- C. Peer observations conducted by senior members of the faculty;
- D. ~~Grade distribution reports should indicate fair and equitable grading policies that remain in line with Department and College routine practices.~~
- E. The candidate's statement of teaching philosophy and other materials from the teaching portfolio

**Evaluation of Service.** A candidate's service record should indicate a spirit of collaboration and citizenship necessary for a section, program, the Department, or school at the University to function properly. The Department is committed to freeing junior faculty members from tasks that may impede their scholarly agendas. Senior faculty members traditionally perform the most time-consuming activities such as serving as section head, but junior faculty members are expected to assist in the running of the Department. These are some examples of some kinds of service in our Department:

- A. Service as a member of section or departmental committees
- B. Service as undergraduate or graduate advisor
- C. The performance of additional responsibilities as needed by the section, department, college, or university
- D. Community outreach
- E. Service at the regional or national level will enhance an assistant professor's record but is not required. Some service at the regional or national level is recommended for associate professors. Examples of such service may be serving as reviewer for articles for peer reviewed journals, and membership on editorial boards of peer reviewed journals.

- F. Service at the college or university level will enhance an assistant professor's record, but it is not required for them. It is recommended for associate professors.

The Review Committee presents its recommendations to the eligible voting faculty at least ten business days prior to their vote and to the Dean for further review.

## XII. RESPONSIBILITIES OF STAFF

There are two full-time staff in the department serving the needs of faculty, the Department Chair, the HSS Dean's Office, students and visitors. Duties are divided between the Assistant to the Department Chair and the Operations Coordinator.

The Assistant to the Department Chair reports to the Department Chair and is primarily responsible for, but not limited to, overall front office management including financial and human resource matters, and Academic Affairs statistical reporting. The Assistant to the Department Chair supervises the Operations Coordinator.

The Operations Coordinator reports to the Assistant to the Department Chair and is responsible for course offerings, student worker employment and supervision, social media accounts and questions/assistance for students and visitors.

Both staff members assist with other miscellaneous jobs not specifically described above (other duties as assigned such as making conference room reservations).

The Assistant to the Department Chair is evaluated by the Department Chair. The Operations Coordinator is evaluated by the Assistant to the Department Chair. Staff promotion within the department does not take place without the Department Chair, Dean and HRM justification and approval to create a new and different position. If the new position is approved, the staff member must apply for the position, be interviewed with other candidates, and be selected. There is no promotion path, similar to faculty, for staff within department through evaluation. Even so, department staff are encouraged to take advantage of on-campus training opportunities.

## XIII. STANDARDS FOR EVALUATION OF ANNUAL PERFORMANCE

In evaluating the annual reports of faculty members during any given calendar year, the Peer Evaluation Committee, the Section Heads, and the Chair are applying the following standards:

**Evaluation of Teaching.** Quantitative scores are based on the overall score for instructor performance as listed in the student evaluation reports. These scores are assessed according to the following criteria (applicable to both instructors and professorial faculty):

Scores of 3.8—4.0: excellent and exceeds departmental expectations

Scores of 3.5—3.7: very good

Scores of 3.0—3.49: good

Scores of 2.75—2.99: fair

Scores of 2.74 or below: unsatisfactory and does not meet departmental expectations.

In cases of an overall excellent score for all courses rated on the student evaluation reports by the majority of students taught in that year, the rating of "exceeds departmental expectations" should be awarded for a fair and accurate representation.

In cases of unsatisfactory scores on the student evaluation reports, the Chair or the Section Head should make recommendations for improvement.

Any student evaluation report based on a small number of evaluations should be regarded with caution as this may not represent a teacher's effectiveness.

Grade distribution is not part of the annual evaluation and is not tied to teaching ratings per LSU Policy Statement 44 and LSU Faculty Senate Resolution 10-09.

~~Grade distribution reports should indicate fair and equitable grading policies that remain in line with Department and College routine practices. In cases when a faculty member's grade distribution reports indicate that regularly and repeatedly more than 50% of all course grades are at A+ or A or that 20% or more of students receive an F, D, or W grade, the Chair or the Section Head should make recommendations for improvement.~~

**Evaluation of Research.** Assistant, Associate, and Full Professors of the LSU Graduate Faculty are expected to maintain an active research agenda. To meet the departmental expectations, they need to report articles or book chapters which have been published, accepted for publication, submitted for review, completed for subsequent submission, or are in progress during a calendar year, as well as any conferences they attended or lectures and presentations they have given.

Instructors and professorial faculty who are not part of the Graduate Faculty are not expected to maintain an active research agenda but should be commended for engaging in research if they choose to do so.

**Evaluation of Service.** Professorial faculty on any level are expected to provide service to the Department, the University, their profession, or the local community. Assistant Professors are expected to provide less time-consuming service than Associate and Full Professors. While Instructors' primary responsibility is teaching, they should still contribute some service.

Fair and equal distribution of service assignments are essential to the functioning of the Department. The Department evaluates service activities according to the following general expectations:

a) Professorial faculty members are expected to spend approximately 4-5% of their workload on service. This corresponds to roughly 50-60 hours of service activities during a 9-month academic year.

b) Instructors are expected to spend approximately 2% of their workload on service. This corresponds to roughly 16-20 hours of service activities during a 9-month academic year.

c) Administrative assignments such as Section Head or Program Director for other units (i.e. Comparative Literature or Academic Programs Abroad) that come with additional compensation or course relief are significant service contributions, but given the added benefits, do not relieve a faculty member entirely from other service assignments.

These expectations are approximate guidelines, faculty members cannot be held accountable to exact values, nevertheless, a service record that indicates activities significantly less than the outlined expectations will be assessed as unsatisfactory.

#### XIV. DEPARTMENTAL FUNDS

It is the responsibility of the Chair to administer the Departments budget. The Department's budget consists of fund allocated by the Dean and an endowment specific to the Department.

**Events.** The Chair makes decisions pertaining to the funding of events organized by members of the Department as well as by those outside of the Department. The Chair is encouraged to consult to the largest extent possible with the Research Committee when allocating funds for events.

**Research and Teaching Materials.** Departmental funds can be used to purchase research or teaching materials through the LSU Libraries. Whenever the Library cannot fund the acquisition of new materials, faculty members can request to the current Chair that the Department uses available funds to cover the expense.

PART 2

Bylaws of the Spanish Section  
Hispanic Studies Program  
Department of  
World Languages, Literatures &  
Cultures  
Louisiana State  
University

Updated February 23, 2024

## **I. Principal administrative positions of the Spanish section and the Hispanic Studies program**

- The Spanish Section Head and Director of the Hispanic Studies Program
- The Graduate Studies Advisor
- The Undergraduate Studies Advisor
- The Language Program ~~Advisor~~ Coordinator

### **A. The Spanish Section Head/Director of Hispanic Studies**

(Note: The professor who holds the position is also the Associate Chair of the Department of World Languages, Literatures & Cultures. These **Bylaws** describe only Spanish Section activity.)

#### *Procedures for appointment*

- The Director must be a tenured member of the Spanish graduate faculty. The Chair of the Department of World Languages, Literatures & Cultures shall announce the position to all eligible Spanish faculty. All professorial faculty and full-time instructors are eligible to vote. However, the votes, by secret ballot, of the two groups are tallied separately, in order to provide the dean with a comprehensive view of voting results. Although the ballots of the two groups are tallied separately, each faculty member's vote counts equally, regardless of rank. A quorum for this election shall consist of three-fourths of the faculty not away on leave, but those away on leave have the option to vote. The faculty recommendation shall be made by an absolute majority (more than 50% of the votes of those voting) and shall be communicated to the Dean of Humanities and Social Sciences by the Chair.
- The Section Head/Director serves for two years. No Head/Director may serve more than two consecutive terms. The Head/Director receives a one-course reduction per semester. If the Head/Director is away for an extended period of time (e.g., a sabbatical leave), the Spanish faculty will vote for a new Head/Director. An Interim Head/Director may be appointed in special circumstances by the Dean of the College. The option of an Interim Head/Director may not be considered if the leave period of the Head/Director is longer than one semester or the leave takes place at the beginning or end of his/her term.

#### *Responsibilities*

- The Head/Director shall be responsible for the day-to-day administration of instructional and related activities of the Spanish program during the academic year.
- The Head/Director shall designate an acting Head/Director to carry out the day-to-day duties of the office during brief absences and shall notify the Chair of this designee.

- The Head/Director shall represent, promote and mediate the interests of the Hispanic Studies program within the department, college, university and the profession as a whole.
- The Head/Director, with the advice of the Coordinating Committee, shall arrange a master schedule of classes designed to meet all needs and avoid as many conflicts as possible.
- The Head/Director shall convene regular meetings of the Spanish faculty, the faculty of the Hispanic Studies Program, the Executive Committee of the Hispanic Studies program, and the Coordinating Committee of the Spanish Section. A two-thirds quorum will be required to approve any motion of the faculty.
- The Head/Director, advised by the professorial ranked faculty, shall evaluate and determine the staffing needs of the Spanish Section and Hispanic Studies Program.
- The Head/Director shall participate actively in the recruitment of new tenured and tenure-track faculty. The Chair of the department, in consultation with the Head/Director and other faculty, will appoint search committees for new faculty positions.
- The Head/Director shall coordinate the recruitment, nomination, initiation and activities of the Spanish honor society Sigma Delta Pi.
- The Head/Director shall coordinate the awarding of prizes given by the Spanish Section.
- The Head/Director shall be in charge of the creation of the Spanish House and shall coordinate the proper functioning of the Spanish House.
- The Head/Director shall hold office hours for the performance of his/her administrative duties throughout the academic year.

## **B. Graduate Studies Advisor (GSA)**

### *Procedures for Appointment*

- The Graduate Studies Advisor must be a tenured member of the Spanish graduate faculty, who is sensitive to the program needs of students interested in pursuing the cultural studies concentration. The Chair must announce the position to all eligible Spanish faculty. These same faculty are eligible to cast a secret ballot to elect the graduate advisor.
- The GSA shall have a course release per year and have priority to teach one course during the summer session.
- The GSA serves for two years and for no more than two consecutive terms.

### *Responsibilities*

- The GSA shall chair the admissions sub-committee of the Executive Committee of the Hispanic Studies Program.

- The GSA shall help oversee the rotation and availability of graduate-level courses, assemble relevant data for assessing progress of graduate students, and coordinate the recruitment of new graduate students.
- The GSA shall serve as major faculty advisor to all graduate students during the first semester; be available at registration to advise each student; and keep office hours throughout the academic year for this purpose.
- The GSA shall administer the budget available to support graduate teaching assistants.
- The GSA shall coordinate the administration of the M.A. exams with the committee chairs and notify the candidates of the time, place, and the results of the examination.
- The GSA shall respond to inquiries about the graduate program from prospective students and other institutions and devise effective means for recruiting the best possible students; shall coordinate and circulate all of the graduate students' applications and keep track of the selection process; and maintain contact with the candidates during the application period.
- The GSA shall maintain a detailed and current file on each graduate student.
- The GSA shall conduct exit oral interviews with graduating students.
- The GSA shall maintain relevant data for assessing the progress of the program, including statistics on number of applications, percentage of students admitted and enrolled, and scores on the GRE and TOEFL

### **C. Undergraduate Studies Advisor (USA)**

#### *Procedures for Appointment*

- The Head/Director shall call for nominations for USA. Nominations may also be made from the floor. All Spanish Section faculty may vote, and the election is by secret ballot. The USA shall be elected by a simple majority.
- The USA should be a tenured faculty member or an advanced assistant professor.
- The USA shall have a course release per year.
- The USA serves for two years and for no more than two consecutive terms.

#### *Responsibilities*

- The USA shall chair the Undergraduate Studies Committee.
- The USA shall help oversee the rotation and availability of undergraduate-level courses, transfer credit requirements, independent studies, honors theses, and other matters relevant to requirements for the major.
- The USA shall be available at registration to advise each major on his/her program and keep office hours throughout the semester for this purpose.

- The USA shall coordinate the recruitment of new undergraduate students. The USA shall respond to inquiries about the undergraduate program from prospective students of other institutions and devise effective means for recruiting the best possible students.
- The USA shall maintain records of all undergraduate Spanish majors, minors, and double majors.

#### **D. Language Program Coordinator**

##### *Procedures for Appointment*

- The Language Program Coordinator shall have professorial rank, with teaching, coordinating and research responsibilities.
- The Language Program Coordinator shall have a course release per semester.

##### *Responsibilities*

- The Language Program Coordinator shall conduct lower-level placement, supervise placement examinations, and supervise the proper placement of students in the language program.
- The Coordinator shall assist the Head/Director and the Chair with the staffing of the language courses.
- The Coordinator shall coordinate all of the activities of the language program, courses Spanish 1101-2102, including preparing syllabi, scheduling orientation meetings, scheduling regular staff meetings, appointing exam committees, and resolving any problems arising in the language program.
- The Coordinator shall oversee teaching assistants in their teaching duties.
- The Coordinator shall maintain files to document the performance of teaching assistants and instructors. He/she will report the results to the professorial ranked faculty every spring semester and prepare an annual report for the peer evaluation committee.
- The Coordinator shall be responsible for the biennial Symposium for Spanish Teachers of Louisiana and the State Rally.
- The Coordinator shall maintain contact with the K-12 teaching community in the city and the state.

## **II. Standing Committees**

The standing committees of the Spanish Section shall be:

- The Executive Committee for Hispanic Studies
- The Spanish Section Coordinating Committee
- The Undergraduate Studies Committee

The standing committees shall be constituted and have such functions as set forth in this section of the **Bylaws**.

*General guidelines applicable to all standing committees:*

- All professorial ranked faculty shall serve on at least one standing committee.
- No faculty member except the Head/Director may serve on more than two standing committees.

***The Executive Committee for Hispanic Studies (undergraduate program)***

- The Executive Committee shall be chaired by the Head/Director.
- The Executive Committee shall serve in an advisory capacity and determine the direction of the M.A. in Hispanic Studies program.
- The Executive Committee shall consist of the Head/Director, the Graduate Studies Advisor, two Spanish Section faculty members from the two fields not represented by the GSA (Peninsular literature, Latin American literature, Linguistics), and a member of the Hispanic Studies faculty from another department. The committee members serve two-year terms. Election of the Head/Director and the GSA is described above. The other members of the committee are elected by the faculty of the Hispanic Studies program. The Head/Director shall call for nominations and distribute ballots for the selection of the members from among those who are nominated and willing to serve. Election is by a simple majority of those voting.
- The Executive Committee shall maintain liaison with other departments/programs and universities.
- An admissions sub-committee of the Executive Committee, consisting of the GSA and the two other members from the Spanish Section (excluding the Head/Director) shall review applications to the M.A. in Hispanic Studies and recommend admission to the Head/Director and the Chair of the department.
- The Executive Committee shall recommend to the Graduate School the probation or the termination of those graduate students who are performing unsatisfactorily, either in their teaching and/or academic work.
- The Executive Committee shall create a protocol for administering the program budget.

***The Spanish Section Coordinating Committee***

- The committee shall consist of the Head/Director, the GSA, the USA, and the Language Coordinator.
- The Coordinating Committee shall meet each semester to prepare the schedule of courses for the following semester and to project the schedule for future semesters based upon enrollment trends and the needs of the students.

### ***The Undergraduate Studies Committee***

- The Undergraduate Studies Committee shall consist of the Undergraduate Studies Advisor, who shall chair its meetings, the Language Program Coordinator, and professorial ranked faculty members who are not serving on other committees. At the beginning of the fall semester, the Head/Director shall appoint for one year an instructor representative, who will attend the Undergraduate Committee meetings.
- The Undergraduate Studies Committee shall be concerned with, and serve as a review body for, all aspects of the undergraduate curriculum. It shall consider other such specific issues and problems as may be referred to it at regularly called meetings of the Spanish Section faculty.
- The Undergraduate Studies Committee shall send representatives to meetings organized by the various organizations of the University, where recruiting of majors and minors may take place. It should hold an Open House early in the fall and spring semesters for those students currently enrolled in Spanish Section courses in order to encourage students to major or minor in Spanish.
- The Undergraduate Studies Committee shall assist the Undergraduate Studies Advisor in ALL of his/her responsibilities by forming various subcommittees as appropriate.

### ***The Amending Process***

An amendment to these **Bylaws** may be offered by any member of the Spanish Section faculty (professors and instructors) at any meeting of the Spanish Section during the academic year. The proposed amendment will be voted upon at a second meeting to be held not sooner than one week afterwards nor postponed more than one month following the meeting at which it was proposed.

To be approved, an amendment shall require a 2/3 vote of those present and voting, which must constitute a majority of the Spanish faculty, professorial ranked members and instructors.

### ***Effective Date***

These **Bylaws** shall go into effect upon final approval by the Spanish faculty (professors and instructors) and the Chair of the Department of World Languages, Literatures & Cultures. Current committee memberships shall remain in effect until the end of the present academic year. Election of new representatives will be held during the first week of May.