

# UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

## Bylaws of the Department of French

(Adopted September 15, 1975)

(Revised October 17, 1977; May 1, 1989; February 19, 1990; November 27, 1992; 31 January 2007)

### Article I. Administration

The Department of French shall be administered by a Head as chief administrative officer, whose duties and responsibilities are those defined in the Statutes of the University of Illinois (as amended in April 1991) and these Bylaws. The Head shall have general direction of the work of the department with the assistance of an Advisory committee, and statutorily elected and appointed Standing and Ad hoc Committees. The Head may also be assisted by such members of the faculty and/or academic-professional personnel as necessary.

The performance of the Head shall be evaluated at least once every five years in accordance with university policy.

For the purposes of these Bylaws, the Faculty of the Department of French shall consist of all persons holding a faculty appointment to, or academic title within, the Department of French (Professor, Associate Professor, Assistant Professor, Instructor, Lecturer) in a non-visiting status, on at least a quarter time appointment, and these persons shall constitute the voting membership of the Department.

### Article II. Committees

#### Section A. Standing Committees

##### 1. Advisory Committee

- a. The Advisory Committee shall be composed of those members of the Faculty who are willing to serve in a given year. To this departmental representation may be added one or more graduate students in French as non-participatory observers, elected for one-year term by and from the graduate student body. The Head of the Department shall act as chair of the committee.
- b. Each year in mid-April, the head shall invite members of the faculty to indicate their willingness to serve on the Advisory Committee for the following academic year.
- c. Meetings of the Advisory Committee shall be called by the Head as the need arises. Any four members of the Advisory Committee may, also, call for a meeting at any time.

- d. The function of the Advisory Committee shall be to advise the Head on matters of policy which do not fall within the purview of constituted departmental committees (such as the Graduate Policy Committee), or whose scope and implications are such as to affect the Department as a whole.

## 2. The Graduate Policy Committee

The Graduate Policy Committee shall be responsible for all aspects of graduate programs, including admissions. It shall consist of all Faculty who are members of the Graduate College. This body may seek the assistance of faculty who do not have membership in the Graduate College; when the Committee asks such assistance, it may invite non-members to attend meetings, but shall not extend voting rights to them. To the Graduate Policy Committee may be added two student members selected for a one-year term by and from the graduate student body. The Graduate Policy Committee elects its chair for a term of two years, renewable.

## 3. The Committee on Capricious Grading

The Committee on Capricious Grading shall consist of three faculty members, elected by the Faculty for two years, renewable, and of one graduate student with teaching experience, selected by and from the graduate student body. This Committee will receive complaints of students on alleged capricious grading by instructors; it will attempt to achieve an amicable settlement and, where this proves impossible, will make a decision and inform the Head of the Department. This Committee will elect its own chair from the faculty members of the Committee.

## 4. The Committee for Information and Mediation

- a. The Committee for Information and Mediation shall consist of three tenured faculty members within the Department, elected by the Faculty for staggered terms of three years, renewable. The Committee will elect its own chair.
- b. This body shall receive complaints and queries from members of the Faculty concerning actions or policies of the Department, its officers, its committees, or faculty.
- c. A member of the Committee who is or has been a party to a decision being appealed will recuse him/herself from discussions relating to the appeal. The remaining members will then invite another tenured member of the Faculty to serve for the duration of the grievance in question.
- d. It is suggested but not required that appellants will first consult the Head and/or the appropriate committee.
- e. Where possible, the Committee shall attempt to achieve an amicable settlement in a grievance case with the anonymity of the appellant(s) preserved, if appropriate.

If an amicable settlement proves impossible, the Committee will adjudicate the grievance and make a recommendation either to the Head, or to the appropriate committee within the Department, or to the appropriate body of the College, the Campus, or the University.

- f. For a formal review, the grievance should be explicitly stated in writing and the respondent(s) will be given the opportunity to reply in writing. The appellant will then be given the opportunity to submit a written reply to the response.
- g. The appellant may request a meeting with the Committee and will have the right to be accompanied by an advisor of his/her choice.
- h. The appellant will be given an approximate time-frame for completion of the review and will receive a copy of the Committee's recommendation along with the information on further appeals procedures at the college and campus level should the appellant wish to pursue the matter at other levels.
- i. All deliberations of the Committee will remain confidential.

## 5. The Graduate Student Grievance Committee

A Grievance Committee consisting of three faculty members and two graduate student members shall be appointed annually by the Head in consultation with the graduate student body and the Advisory Committee. This Committee shall review specific appeals, complaints or queries from members of the graduate student body regarding their status, their condition of employment, or any other matter which directly affects their professional welfare.

## 6. The Promotion and Tenure Committee

For decisions on promotion of Assistant Professors, this Committee shall consist of all tenured professors in the rank of Associate Professor and Professor. For decisions concerning Associate Professors, it shall consist of all professors. The Committee will be chaired by the Head. (See Article IV).

### Section B. Ad Hoc Committees

Ad Hoc Committees, other than duly constituted subcommittees of Standing Committees, may be appointed by the Head. A list of Ad Hoc Committees shall be posted upon their appointment.

### Section C. Elections and Meetings

In the case of elected Standing Committees listed above, vacancies occurring during the term of office shall be filled by departmental vote from the eligible members of the Department who are willing to serve. All elections of Faculty to these committees shall be by secret, written vote held any time before the end of the second week of the fall semester unless

otherwise specified in this document. All selections of students for the above committees shall be conducted by the appropriate student body in a manner decided upon by its members. Extraordinary meetings of standing committees shall be called at the request of the committee chair or of at least one-third of the committee members unless otherwise indicated. The Head shall post a list of all members of standing committees as early in the fall semester as feasible.

### **Article III. Intradepartmental Communications**

#### **Section A. Bulletin**

During the academic year, a weekly bulletin shall be issued to serve as a vehicle of communication within the Department. A bulletin will be issued as needed during the summer. The Head or the Head's designated representative shall oversee its preparation and distribution. Only items signed by faculty, staff or students shall be included in this bulletin. Members of the Department are encouraged to submit news of their publications and other professional achievements to the bulletin.

#### **Section B. Meetings**

The meetings of the Faculty of the Department of French shall be governed by the procedures laid down in Roberts' *Rules of Order, Newly Revised* (latest edition), unless otherwise specified herein.

During the academic year of the University, there shall be regular meetings of the Faculty of the Department, chaired by the Head, which graduate students may attend. Departmental meetings shall be announced by written notice and the proposed agenda placed in faculty mailboxes at least forty-eight hours in advance of the time of the meeting.

Voting members present shall constitute a quorum.

Extraordinary meetings of the Department shall be called at the request of the Head or upon the written request of one-fourth of the Faculty to the Head or Advisory Committee.

The Head shall make every effort to consult appropriate bodies concerning major decisions during summer sessions and at times when the University is not in academic session.

Minutes of all departmental meetings shall be taken. Minutes shall be presented for approval at the following meeting of the Department and shall be maintained in a permanent minutes book in the department office. These minutes shall be available to voting members of the Department.

In the case of proposed change of structure or of unusually important departmental matters, the Head should solicit votes from all Faculty of the Department.

## Section C. Faculty Records

### 1. Faculty Files

The Department shall maintain a file where faculty members shall deposit evidence of their professional activities (publications, review of publications, evaluations of teaching, administrative posts, committee and/or public service, etc.). The individual has the responsibility to keep the file complete and up to date. This file will be taken into consideration for decisions and promotion, tenure, and salary increases.

### 2. Annual Report of Activities

Faculty members shall, at a specified time during the academic year, provide an annual report of scholarly, educational and administrative activities.

## **Article IV. Promotion and Tenure**

In accordance with the provisions of the revised University of Illinois Statutes, in determining promotion of the academic staff, special consideration shall be given to the following 1) research ability and achievement; 2) teaching ability and performance; 3) ability and performance in continuing education, public service, committee work, and special assignments designed to promote the quality and effectiveness of academic programs and services.

## Section A. Evaluation

### 1. Interviews

Upon the request of a candidate for promotion and tenure, the Head shall interview the candidate for the purpose of reviewing the candidate's work, i.e., the quality of research and publication, teaching, and contributions to the Department, College, University and Community.

### 2. Teaching

Teaching will be evaluated by an ad hoc committee selected by and from the Promotion and Tenure Committee. The Committee will evaluate candidates by procedures such as class observation; written evaluation by students; submission of course outlines, bibliographies, examinations and/or other relevant documents; written evaluation by colleagues; discussions with the evaluation committee.

### 3. Outside Evaluation

At the request of the Head, the candidate shall supply a short list of referees. In consultation with expert colleagues in the Department, the head shall select two or three referees from the list and at least three other referees.

## Section B. Presentation and Vote

The Head shall present the candidate for promotion to the Promotion and Tenure Committee with pertinent documentation. The Committee shall vote by secret ballot. Every reasonable effort shall be made to contact Committee members who are not on campus, provide them with appropriate documentation, and record vote. The Head shall then communicate to the candidate(s), in writing and within ten days, the recommendation of the Committee, together with the Head's own recommendation, without violating the confidentiality of the proceedings.

## Section C. Record of Proceedings

The decisions of the Promotion and Tenure Committee shall be recorded by a Recording Secretary. A tally of the votes shall be reported to the Committee and the ballots kept in a locked place in the Department.

## Section D. Preparation of Documents

The Head, in consultation with the Promotion and Tenure Committee may seek the advice and assistance of members of the Faculty above the rank of the candidate in preparing the candidate's documents for submission.

## Section E. Reconsideration

Any faculty member who feels aggrieved because of an unfavorable decision regarding promotion and/or tenure shall have the right to request reconsideration of that decision. The candidate shall be entitled to present this request to the Committee for Information and Mediation.

## Article V. Faculty Appointments

### Section A.

In the case of academic appointments (tenured, non-tenured, visiting) involving the rank of Instructor or above, the Head shall consult the Faculty, as well as the advisory and/or search committees and graduate students.

### Section B.

The Department shall elect an Affirmative Action Officer from among the Faculty for a two-year term with a possibility of renewal. The Affirmative Action Officer shall serve *ex officio* on all intradepartmental search committees and shall monitor procedures of the Department for the purpose of conforming to College and University Affirmative Action policies and procedures and to the departmental Affirmative Action plan.

## **Article VI. Amendment**

One-fourth of the Department of French may call for amendment of these bylaws. Proposed amendments must be submitted in writing to the Head who shall circulate them to Faculty of the Department at least one week before their consideration in a departmental meeting. After the meeting the amendments shall be voted on by secret written ballot, and they shall not be adopted unless approved by a majority of the votes cast.

1/31/07