

# MODERN LANGUAGES & LITERATURES

## Rules of Governance

Fourth Revised Draft, April 9, 2019

Approved by department vote April 22, 2019

Revised with Faculty Excellence input October 28, 2019

Committee:

Martha García, Chair

Pamela McGlinchey

Elizabeth Giltner

Florin Mihai

Julie Pomerleau

## Mission

### Creating Access.

At the undergraduate and graduate levels, the mission of all our teaching, research, and service can be summed up in this one word: **access** — to ideas, to cultures, to the world.

Our mission directly aligns with UCF's pursuit of an affordable, high-quality higher education of national distinction and international reach. Creating access is fundamentally what we do as a Department of Modern Languages & Literatures. When we teach a language, we create access to other ways of thinking, perceiving, and expressing. When we translate, we facilitate access to other peoples, cultures, and worldviews. When we guide students through a piece of literature, we render accessible the best that has been imagined across time and place. When we lead Study Abroad opportunities, we cultivate access to international experiences and perspectives. When we help heritage speakers improve their first language, we offer access to their families' deeper past and present. When we train our students to teach English (TEFL and TESOL), we extend access to the world's most commonly spoken language and open avenues for employment, locally and internationally. Acquiring a second or third language is an eminently transferable skill which enhances our students' career prospects, cultural literacy, and access to greater opportunities worldwide.

Access does not mean erasing differences. Rather, it is a matter of removing barriers and opening conduits of mutual communication. An ancient text or an unfamiliar culture is profoundly different, and our research and teaching equip students to understand, value, and articulate those differences. As we guide our students toward comprehension of other cultures, they become proficient in accessing the wealth of diversity within and beyond our borders, fully ready for the global workplace. In terms of both affordability and geographical reach, our teaching is accessible via a wide and innovative range of online and mixed-mode classes, as well as face-to-face instruction.

## Article I: Membership

A. The voting membership shall be all full-time faculty members holding regular or joint appointments in the Department of Modern Languages & Literatures, regardless of rank, with the **Approved by Faculty Excellence May 8, 2020**

following exceptions: (1) only faculty with appropriate rank shall vote on issues on which University rules and regulations restrict voting by rank; (2) joint appointments cannot vote on tenure when they do not hold tenure in the Department; (3) for curricular issues, faculty members at the instructor and/or lecturer ranks shall vote for the programs in which they regularly teach; (4) all voting members of the Department can provide input for Chair searches; (5) searches for new faculty members will be conducted in accordance with UCF's "Search and Screening" Guidelines and other relevant departmental, College, and University policies.

B. Adjunct faculty, visiting faculty, and emeritus faculty members are considered non-voting members.

C. Tenured members of the Department are those members who have been granted tenure in the UCF Department of Modern Languages & Literatures by the procedures established by the Department, College, University, and Board of Trustees.

D. Academic ranks of Department members are determined by procedures established by the Department, College, University, and Board of Trustees.

E. The responsibility of faculty governance rests with individual full-time Department members. With the same expectation we have for the Chair and all administrative officials to fulfill their obligations to supervise the Department and its programs, the Department expects each full-time faculty member to adhere to his or her responsibility towards faculty governance, which includes attending Department meetings, committee meetings, and voting on Department business as well as engaging in conversations, debates, and feedback in the spirit of improving the Department and its programs for their colleagues and students at large in the Modern Languages & Literatures programs.

F. Every member of the Department is expected to engage in conduct that is professional, cooperative, and respectful of others and is consistent with being a productive citizen of the Department, College, and University. This is in accordance with the UCF Employee Code of Conduct.

## **Article II: Authority**

A. Within the Department, the ultimate authority resides in its voting members except in those instances where the College or University has vested authority in the Chair.

B. Operation of the Department is conducted by the Chair, the Appointed or Elected Administrative Officers, and the Department Committees.

## **Article III: Meetings**

A. The Department will have at least two meetings of staff and faculty each year, one in the fall semester and one in the spring semester. Any meeting materials necessary for casting a vote or other pressing departmental issue will be distributed at least five business days before the meeting day and time if possible. Each departmental meeting will have an agenda. Meeting

materials, agendas and their distribution can be waived by the Chair of the Department if said meeting is called to only address a single issue, or the expectation is that said meeting is informative in nature requiring no action items to be introduced, or will be brief in nature. The Chair of the Department of Modern Languages & Literatures will chair the meeting unless the Chair designates someone else to do so or the meeting is called by the College, Academic Affairs, or other unit on campus. As per the UCF Faculty Senate, proposed meeting agendas must be provided to the faculty by the leader in advance of the meetings. The Chair of the meeting is responsible for the agenda and distribution (or availability) of materials for the meeting whether electronic or in hard copy. All full-time faculty are required to attend meetings. Absences should be communicated to the Chair of the Department before the scheduled meetings.

B. The Chair of the Department is expected to call meetings as necessary for the business and functioning of the Department. A special meeting may be requested by a group comprising one third of the full-time faculty by submitting such a request, in writing, to the Chair. Any special faculty meeting shall occur within five business days of the presented request if reasonably possible. Meetings will be scheduled according to the agenda pending the availability of speakers or items at the time of the meeting. The Chair of the meeting will consider requests by faculty to add items to a meeting agenda.

C. Meetings are conducted in an orderly fashion with the chair of the meeting recognizing a speaker and the order at which they speak. A chair of the meeting or a quorum of the voting faculty can call for a vote to end a discussion and either table the item for further deliberation at a future meeting or commence a vote on said item immediately.

D. At least fifty percent of the full-time faculty must be present in a meeting to constitute a quorum. A faculty member on leave is excused from departmental meetings and will not be counted toward total number of faculty necessary for a quorum. A quorum being in effect, all decisions shall be made by a simple majority of those present and eligible to vote, which means one vote above fifty percent of all positive and negative votes received within the voting time frame.

E. Online votes must be conducted by individual ballot through Qualtrics or other online service distributed by Department administrators over an announced period of time.

F. At each faculty meeting, a member of the administrative staff of the Department of Modern Languages & Literatures, or a designated substitute, will act as secretary for the meeting. The secretary will keep minutes which will include a list of attendees and items discussed. The secretary will record the results of action items and any votes during a meeting. Minutes must be circulated to the members before the following meeting and offered for approval at that meeting. Agendas and approved minutes will be posted electronically on the department shared file accessible to all unit faculty. A shared drive or unit intranet is the preferred means for information sharing. Except for records deemed confidential under law or University policy, leaders must not keep unit records confidential from unit faculty. As requested by unit faculty, records must be posted electronically in a manner accessible to all unit faculty.

G. The following must be posted online in a manner accessible and easily navigable by all unit

faculty, as determined by a majority of the faculty of each unit: unit policies and Bylaws; unit budgets; formal plans; unit meeting agendas, minutes, and exhibits; unit committee records (including membership, agendas, minutes, and exhibits).

H. Upon the request of unit faculty, other public data relevant to unit members should be posted electronically in a manner accessible and easily navigable by all unit faculty.

#### **Article IV: Committees**

A. Ad Hoc Committees: The Chair shall establish such committees for a specified duration as are needed to deal with specific matters of importance to the Department. The Department shall be notified as soon as possible of the formation, purpose, and make-up of such committees. Search committees are appointed by the Chair as needed. The formation of Search Committees will adhere to departmental, College, and University policies and guidelines.

B. Standing Committees: Full-time faculty members will be asked to provide nominations to serve on University, College or departmental standing committees. All eligible voting faculty members can serve on all committees unless the faculty member is on leave, sabbatical, or administrative appointment.

All department-level standing committees that are subject to UCF policies and regulations or parameters outlined in the Collective Bargaining Agreement, with regard to composition, length of term of service, responsibilities, and procedures, will operate as specified therein. For all other department-level standing committees, participation will be voluntary and open to any rank unless otherwise indicated below. Unless otherwise specified, there are no set term limits for service on standing committees, and the minimum expectation will be one academic year. Faculty with extended service on a particular committee may be asked by the department Chair to step down if their continued service deprives another eligible faculty member of an opportunity to serve. Committee chairs will generally be determined at the beginning of each academic year by a vote among the active committee members, and may serve in that capacity for multiple years.

The departmental standing committees are:

- Graduate Curriculum Committee—4-6 members from among the MLL Graduate faculty, including at least 2 members from each graduate program. Committee is charged with reviewing all changes and additions to graduate courses and curriculum and making recommendations to department Chair.
- TESOL Graduate Committee—all members of the TESOL Graduate faculty
- Spanish Graduate Committee—all members of the Spanish Graduate faculty
- Undergraduate Curriculum Committee—6-8 members, including at least one representative of each language in which a major or minor is offered. Committee is charged with reviewing all changes and additions to undergraduate courses and curriculum and making recommendations to department Chair.

- MLL Strategic Advisory Committee—6-8 members, including all Program Coordinators, the MLL Administrative Coordinator and Administrative Assistant III. Department Chair is chair of the committee. The committee is charged with assisting the Chair with strategic decisions and initiatives.
- Promotion and Tenure Committee— Composition and responsibilities as outlined in UCF 3.015 - Promotion and Tenure of Tenured and Tenure-earning Faculty.
- Instructor/Lecturer Promotion Committee—Composition and responsibilities as outlined in UCF-3.0176 Instructor and Lecturer Faculty Promotion.
- Scholarships Committee—5-8 members of any rank. Committee charged with screening applications for annual scholarships and selecting awardees, unless the Memorandum of Understanding for a specific scholarship dictates otherwise.

C. Special Elected Committees: Chair Search Committee. Upon notification from the Dean that a search is to be undertaken for a new Chair, the Department shall, when possible, elect three representatives to a search committee. When practical, the three elected members should include at least one tenured member of the faculty, one untenured member of the faculty, and one instructor or lecturer. The Dean will appoint an outside member and a Chair of the committee from outside the Department. Other special elected committees will be convened as needed.

<b>Article V: Administrative Officers</b>
---

A. The Chair is the chief administrator of the Department.

1. As such, he/she: chairs the Advisory Committee; appoints the Chairs and members of all standing and ad-hoc committees (unless otherwise directed by the Collective Bargaining Agreement, the College of Arts and Humanities, University and/or departmental policies); calls, prepares the agenda for, and presides over Department meetings; evaluates all faculty and staff in accordance with the Collective Bargaining Agreement, the College of Arts and Humanities, University and/or departmental policies and procedures; and serves as hiring official in accordance with College policy and UCF's "Search and Screening Guidelines," making faculty hiring recommendations to the College Dean.

2. The Chair is the chief financial officer of the Department, supervising all receipts and expenditures of funds. In conjunction with the appropriate committees, the Chair coordinates all aspects of the academic program. The Chair represents the Department to University officers, acts as the Department's spokesperson, and represents the Department's best interests to the public.

3. The fixed term of the Chair, normally five years, is set by the Dean of the College of Arts and Humanities; the Chair may be reappointed, subject to review.

4. The Chair will oversee the availability of all departmental records, including policies and rules. Unless already accessible, upon request the Chair will make records, policies, and rules

available to faculty or provide the reason those items cannot be distributed.

B. Acting Chair: The Chair of the Department will designate an administrative officer or other faculty member to assume his or her place as Chair during times of absence due to travel, illness or any off-campus obligations. Notification of this designation should be made to all faculty in advance according to College and University policies.

C. Subject to negotiations with the College, other administrative positions shall be recommended by the Chair and serve at the Chair's discretion. Tenured and untenured faculty members who serve in such roles shall have a conversation with the Chair at the start of each year to coordinate the duties and expectations of their respective positions. The Chair of the Department will use that feedback in his or her decision for appointment or renewal of administrative officers. Administrative officers can be removed before a term ends by the Chair of the Department or if the administrative officers resign before their term ends.

#### **Article VI: Bylaw Revisions & Amendments**

A. The members of the Advisory Committee along with the Chair shall review the Department Bylaws at least every five years and submit any proposed revisions to the Department for action.

B. These Bylaws will not supersede the Collective Bargaining Agreement, College of Arts and Humanities, or University policies. If it comes to the attention of the Chair of the Department that parts of the Bylaws do not comply with or contradict the Collective Bargaining Agreement or College or University policies, then the Bylaws Committee will convene to revise the Bylaws to bring them into compliance. The faculty will vote to approve the revision(s) by secret ballot through a three-fourths majority of the voting members of the Department.

C. Any three voting members of the Department may propose in writing to the Chair and Advisory Committee any amendment to these Guidelines. Such an amendment shall be circulated to the Department at least two weeks before any meeting scheduled for discussion of the amendment placed as an action item on the agenda for a vote. An amendment to the Department Bylaws will pass by secret ballot through Qualtrics or other online service through a three-fourths majority of those voting members of the Department.

D. Any successful revisions to the Department Bylaws that pass a faculty vote will be sent to the Chair and later College of Arts and Humanities Dean for approval. If the revision is rejected or revised by the Chair or the College of Arts and Humanities Dean, then the faculty will vote to approve the revision by secret ballot through a three-fourths majority of the voting members of the Department.