

## **Bylaws of the Department of French and Italian**

### **Preamble.**

Dietrich School of Arts & Sciences Bylaws permit departments to develop “more detailed statements of governance.” A&S Bylaws are published at <https://www.as.pitt.edu/faculty/governance/departments-bylaws>.

In the belief that our work can be carried out more effectively and equitably, the Department of French and Italian establishes and adopts the following bylaws.

All powers and responsibilities delegated by the University of Pittsburgh to the Department reside in the body of its voting members. The powers and responsibilities of the officers and committees vis-à-vis the Department are delegated to them by the Department on whose behalf they act and their decisions and actions are therefore subject to review by the full Department.

### **Voting**

The voting membership of the Department is defined as follows:

- Each full-time tenured and tenure-stream faculty member with a primary appointment shall have one vote.
- Each full-time faculty member with the rank of teaching professor or teaching assistant/associate professor shall have one vote.
- Administrative staff shall have a consultative role on academic and non-academic issues such as the appointment of the Chair.
- Graduate students shall have a consultative role in Departmental hires.
- Part-time faculty and faculty with joint appointments primarily in other departments shall not be allocated a vote.
- In votes concerning the hiring of faculty (at all ranks), the “rank-above” rule shall apply, so that only faculty members who have themselves attained a given rank may vote to admit new members to that rank.

Arrangements for absentee balloting shall be made when necessary. The Chair shall decide whether to vote by secret ballot, by email or by open voting as the need arises

### **Departmental Meetings**

Matters of general departmental policy shall be determined by the full department. If a particular issue warrants further investigation and clarification before action can be taken, the Chair may form *ad hoc* discussion groups or committees. The Chair must ensure that the various points of view expressed in the meeting are represented.

The full department shall meet at least twice a semester, except during the summer term. Each meeting of the department shall be announced in advance, with an agenda, and shall be open, unless matters are to be considered which require restricted attendance; a graduate student representative, designated by the departmental Graduate Student

Organization, shall attend faculty meetings. Any member of the department, faculty or student, shall be able to have an item placed on the agenda.

Minutes recording the proceedings of department meetings will be taken, maintained, and made accessible to all faculty within one week of a meeting. Minutes will be electronically archived.

The Planning and Budget Committee shall meet once a month or as necessary.

### **Departmental Officers**

#### **Chair**

The voting members of the Department shall elect the Chair, subject to approval by the Dean. Only tenured faculty members shall serve as Chair.

The Chair shall serve a maximum of two consecutive terms. Each term shall be three years. An individual may serve as Chair again after a hiatus of one three-year term.

One semester in advance of an upcoming election, the current Chair shall notify all voting members of the department of the election. Shortly after notification the Chair shall designate as "Election Chair" a full-time faculty member who has decided not to run. The Election Chair shall receive nominations and arrange a meeting or series of meetings to allow a statement by the candidates and discussion by department members. Voting shall be by secret ballot, and the outcome reported to members of the department and to the Dean of the Dietrich School of Arts and Sciences. When the voting results are sent to the Dean, the Tenured/Tenure Stream votes must be distinguished from the Appointment Stream votes.

1. The Chair is the Chief Executive Officer of the Department. They shall be responsible for the administration of the departmental business and shall represent the department to the administration, the University at large and the profession, in hiring and other negotiations (with interdisciplinary programs, for instance), and in dealing with student complaints and problems.
2. The Chair is responsible for overseeing renewal, tenure, and promotion cases. For tenure and promotion cases, this includes, but is not limited to, soliciting letters from external evaluators, overseeing the departmental meeting, writing a cover letter summarizing the candidate's case to the dean's *ad hoc* review committee, and presenting an oral summation to the review committee.
3. The Chair shall preside over meetings of the full department and the Hiring Committees.
4. In consultation with appropriate faculty, the Chair coordinates the designation of the Directors of Graduate and Undergraduate Studies, the Advisors, and the Directors of departmental Study Abroad Programs.
5. They shall prepare the department's budget, in consultation with an administrator, negotiate it with the Dean and inform the department, in writing, of its general dimensions.

6. The Chair coordinates with the Directors of graduate and undergraduate studies for the schedule of classes and course offerings.
7. In general, they shall be responsible for the execution of the department's bylaws, regulations, policies and procedural guidelines, for the day-to-day functioning of the department, and for keeping the department informed of matters that concern it.
8. They shall conduct annual evaluations of faculty performance and make recommendations as to annual salary increases to the Dean.
9. They shall produce an annual report and submit it to the Dean of Arts and Sciences.

### **Acting Chair**

The Acting Chair shall be designated by the Chair in consultation with the faculty. The Dean of DSAS must approve the nomination of the Acting Chair. The Acting Chair has the main responsibility of replacing the current Chair when they are on leave.

### **Program Liaison**

The liaison functions as the coordinator of the language section from which the Chair does not come and interfaces with the Chair on program matters. They work with the Chair on hiring and other day-to-day matters that arise.

### **Directors of Graduate Studies, French & Italian**

1. The Directors of Graduate Studies (DGS) in both programs have overall responsibilities for the graduate programs in French and in Italian, including admissions and the ongoing assessment of the program.
2. The DGS is responsible for administering MA comprehensive exams, certifying students for graduation, monitoring graduate students' academic progress and writing annual review letters for them, organizing the Lawler and Mellon fellowship applications, administering summer Dietrich School Fellowships, recruiting prospective students, maintaining the graduate exchange programs with French universities, advising graduate students, creating a schedule of graduate classes and organizing course offerings, chairing the annual admissions meeting, coordinating the ongoing assessment of the graduate program, producing an annual report of the program, and working with the graduate administrator to ensure that graduate student records are up-to-date.
3. The DGS works with the DUGS to supervise graduate student instructors of advanced-level courses (including assigning faculty teaching mentors), and to conduct the assignment of summer-term teaching.
4. Faculty offering new graduate courses should consult with the DGS of their program.

### **Directors of Undergraduate Studies, French & Italian**

1. Working with the Chair, the Directors of Undergraduate Studies (DUGS) are responsible for setting the schedule of undergraduate course offerings and major requirements for their respective programs, for coordinating the offerings of the Undergraduate programs for maximum curricular cohesion and articulation, for

- producing an annual report of the program, and for the ongoing assessment of the program.
2. The DUGS works with the DGS to supervise graduate student instructors of advanced-level courses (including assigning faculty teaching mentors), and to conduct the assignment of summer-term teaching.
  3. The DUGS are responsible for the articulation and ongoing evaluation of the major and minor requirements.
  4. Faculty members interested in having new undergraduate courses added to the curriculum will submit proposals to a committee consisting of the Department Chair, the Director of Undergraduate Studies of French or Italian (as appropriate), and one additional faculty member selected by the Department Chair together with one of the Directors of Undergraduate Studies. In the case of courses that deal with both French and Italian, the committee will consist of the Department Chair, the Directors of Undergraduate Studies from each language, and one additional faculty member. New course proposals may be submitted at any time during the year and will be evaluated on a rolling basis. Every proposal should contain a course description, a syllabus, the targeted enrollment, and a rationale explaining how the new course meets the long-term pedagogical needs of the department. The proposal and syllabus should conform to the format and requirements proposed by the Dietrich School of Arts & Sciences on their teaching website. In order to be approved, proposals should demonstrate that the proposed course fills, on an ongoing basis, a need in the departmental curriculum; adheres to rigorous academic standards; has appropriate levels and amounts of reading and writing; has clear assignments, grading standards, and policies; includes the current Arts & Sciences statements on academic integrity and requests for accommodation for disabilities as well as any department-wide statements; and does not overlap significantly with existing courses. In addition, the course, its content, and its assessments should align with the diversity, inclusion, and equity (DEI) standards of the department; proposals should also include the department's diversity and accessibility statements. Approval requires a majority vote of the committee. Any course that is not approved will be returned to the sponsoring faculty member(s) with a memo explaining the reasons for the decision and suggesting revisions where appropriate. Faculty members submitting courses are encouraged to circulate their proposals in order to be able to receive and address suggestions for revision prior to the committee's vote. Approval for a course to fulfill the Dietrich School of Arts & Sciences General Education Requirement must still proceed through the Arts & Sciences Undergraduate Council.
  5. Together with the Chair, the DUGS are responsible for the supervision and evaluation of those part-time instructors not supervised by Language Program Directors. The evaluation of these part-time instructors entails classroom observation and the review of instructors' OMET evaluations.
  6. The DUGS will review Departmental Study Abroad Grant applications in their respective programs and oversee distribution of Grant funds from program or language-specific development accounts.

### **Undergraduate Advisors, French & Italian**

1. The major advisors in French and Italian have the responsibility of regularly meeting and advising our majors regarding curricular planning, academic performance, and experiential learning initiatives such as study abroad and internships. They are also responsible for removing registration holds in advance of self-registration, as well as interfacing with the University's registration system to ensure that curricular specifications are addressed within the system in as efficient a way as possible.
2. The major advisors are responsible for holding at least one meeting with the majors each year and for communicating with them via electronic means regarding matters such as A&S deadlines and calendars, extracurricular opportunities, and departmental policies.
3. The major advisors are responsible for certifying majors and minors for graduation and for approving exemptions from major and minor requirements (in view of AP, College in HS, transfer, and study abroad credits) when appropriate.
4. When necessary, the major advisors will be a resource for potential and declared minors regarding matters relating to curricular planning, study abroad, and certification.

### **Language Program Coordinators, French and Italian**

1. The language program coordinators have the primary responsibility of overseeing first and second year courses.
2. Language program coordinators are responsible for observing, meeting with, assisting and evaluating the TAs, TFs and instructors who teach French 0101-0104, 0106, and 0255; and Italian 0101-0103. The evaluation of TAs and TFs includes classroom observations, individual meetings, reviewing the instructors' OMET evaluations and an end-of-year letter of assessment. They prepare a report on the language program at the end of the AY for the chair.
3. The language program coordinators are responsible for selecting textbooks and preparing or overseeing student assessments.
4. The language program coordinators are responsible for scheduling language-program teaching assignments for TAs, TFs, and other instructors.
5. The language program coordinators should meet regularly with the Chair and their respective DUGs.

### **Study Abroad advisors, French & Italian**

1. The study abroad advisors in French and Italian are responsible for advising students on study abroad programs before their departure.
2. Upon the students' return, the study abroad advisor must make sure that students' study abroad credits transfer toward the major, the minor and/or college graduation requirements. This requires reviewing the student's course material—including papers and exams—and writing to Student Records detailing how credits obtained abroad should transfer to the major and to the college.

## **Departmental Committees**

The following is a list of departmental committees that currently function in the department. The Chair, in conjunction with committee chairs, selects representatives to sit on each of the following committees.

### **Planning and Budget Committee:**

This committee is made up of four total members: the Chair, the Program Liaison, and two elected members (a graduate student representative selected annually by the graduate students of the department and one faculty member elected from the T/TS and AS ranks); the elected faculty member will serve a one-year term and then become ineligible for reelection for a period of three years, maximizing the faculty's overall access to this committee and participation in its decisions. The Planning and Budget Committee shall have an advisory role on fiduciary matters but may request to bring matters before the full department for a vote. Possible expenditures in excess of \$250 will be voted on by the PBC. The members of the PBC also advise the Chair in the allocation of discretionary departmental funds, including but not limited to sponsorship of events, graduate travel, and outreach. The PBC decides on allocation of departmental scholarships not stipulated for specific language or program use.

### **Graduate Admissions, French and Italian:**

Members: Director of Graduate Studies, at least two other faculty members.

Function: Graduate admission and initial selection of Teaching Assistants, Teaching Fellows, and other graduate funding such as fellowships.

### **Development:**

Members: One faculty member and administrator

Function: To oversee and coordinate the department's development efforts, particularly through alumni/ae and community contacts, donor contacts, events organization and other related activities.

### **Hiring Committees:**

Hiring committees are selected on an *ad hoc* basis by the Chair. Ideally, hiring committees are made up of three faculty members, representing both programs.

Members of the hiring committee are responsible for reviewing candidates' dossiers, establishing a list of top candidates, updating the entire faculty on their selection and making a recommendation to the Chair, interview committee, or department about their top candidates. Because of the small size of the department, all voting members should attend the hiring meetings.

### **Inclusive Practices Committee:**

Members: The Inclusive Practices Committee chair/s will be appointed by the chair, and any departmental member (including staff and graduate and undergraduate students) may join the committee.

Function: To coordinate, enact, and oversee departmental diversity/inclusion initiatives in all facets of departmental life, including (but not limited to) matters relating to faculty hiring, mentoring, and development; graduate recruitment, mentoring, services, and

professional development; undergraduate services, advising, and professional development; staff recruitment, mentoring, and professional development; curriculum.

Departmental *ad hoc* committees. In the course of an academic year, a number of *ad hoc* committees may be formed within the department. The Chair shall nominate these members to these committees keeping in mind how time consuming they can be.

Amendments: Amendments to these bylaws may be proposed upon petition by at least two voting members of the department. A majority of two-thirds of the votes cast shall be required for passage of an amendment.

Any provision of these bylaws may be waived at any meeting of the department for the duration of that meeting or part thereof, by the consent of three-quarters of the voting members present. Any provision may be waived outside a departmental meeting if three quarters of the voting members of the department consent. Voting shall be by secret ballot, in response to a writing proposal to waive the provision, indicating the duration of the proposed waiver.

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