**Department of Modern Languages and Literatures**

 **BYLAWS**

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**1. MEMBERSHIP**

* 1. Department

 Department membership shall consist of faculty who are part of the AAUP Bargaining Unit of Northern Michigan University with appointments in the Department of Modern Languages and Literatures. Faculty on joint appointment hold membership in their primary department, as per the *Agreement.*

1.1.2 All full-time department members who are part of the AAUP Bargaining Unit of Northern Michigan University are entitled to vote on departmental affairs. A member of the department on leave retains all membership rights during his/her leave, consistent with the *Agreement*. A tenured person on reduced appointment retains all membership rights.

1.1.3 The department head will serve as a non-voting member of all department committees, with the exception that the department head will be a voting member of the committee that evaluates sabbatical proposals as specified in section 8.1.5.1 of the *Agreement*, and will not participate in the committee that conducts faculty evaluation during the promotion, continuing or tenure evaluation process as specified in section 5.4 of the *Agreement*.

1.2 Committee of the Whole

 Membership of this Committee shall include all approved voting members of the department. The department head will serve on the Committee of the Whole in a non-voting capacity and will serve as the chair of the Committee of the Whole. Voting on all department issues may take place by e-mail as the need arises. A quorum consisting of at least one-half of the members of the Committee of the Whole shall be required for business transactions requiring a vote.

1.3 Ad Hoc Committees

 Ad Hoc Committees will be appointed at the request of the department head and/or the request of a majority of the voting members of the department whenever matters arise that require special expertise and/or investigation. Ad hoc committee chairs will be elected by the members of the ad hoc committee.

1.3.1 Ad Hoc Committees will submit their recommendations to the head and to the Committee of the Whole. The Ad Hoc Committee will be dissolved when the issue for which the Committee was formed has been resolved.

1.4 Executive Committee

1.4.1 Membership of the Executive Committee shall consist of all full-time AAUP department faculty. The elected faculty chair will serve as chair of the Executive Committee and the annual evaluation committee (Members applying for tenure, continuing contract or promotion may select a willing department member to serve as the chair of their evaluation committee.) The head shall serve as a non-voting member of the executive committee.

1.4.2 The faculty chair will communicate the committee’s recommendations to the appropriate administrator (e.g., department head, dean, provost, committee) concerning departmental affairs such as:

a. Recommendations dealing with matters of curriculum and academic advisement.

b. Recommendations in the reappointment or non-reappointment of term faculty, evaluation of faculty and recommendations regarding tenure and promotion.

c. Recommendations regarding class assignments and schedules.

d. Recommendations dealing with working conditions such as special assignments, released time, and grant applications.

e. Recommendations dealing with allocation of professional development funds as specified in section 6 of these Bylaws

**2. OFFICERS**

2.1 Department Head

 The department head is the chief executive officer of the department as defined by the *Agreement*. The head shall conduct business in accordance with the *Agreement* and Bylaws of the department.

2.1.1 Should the head find it necessary to absent himself/herself, the faculty chair will be designated to take care of administrative duties that are not supervisory.

2.1.2 The selection and evaluation of the department head shall conform to the *Agreement*.

2.2 Chair - Committee of the Whole

 The department head shall serve as chair of the Committee of the Whole except as noted in 1.1.3.

2.3 Faculty Chair

 The faculty chair shall be elected annually from the full-time members of the Department by the Committee of the Whole at the first meeting of the academic year.

2.3.1 The faculty chair shall serve as chair of the Executive Committee and Annual Evaluation Committee as noted in 1.4.1.

2.4 Department Meeting Minutes

 The head shall assign a person to keep and publish minutes. Minutes are subject to approval by the members at the following meeting and will be placed on file in the department. Approved minutes will be distributed to faculty by e-mail or hard copy.

2.5 Senate Representative

 The department representative to the Academic Senate shall be elected in every even academic year during the ninth or tenth week of the winter semester. The department member elected must be a voting member of the department and, if possible, should have been on the faculty at Northern for at least three years. The term of office shall be two years.

2.5.1 The representative will provide a brief report of Senate activities at each meeting of the Executive Committee and Committee of the Whole.

2.6 Bargaining Council Representative

 The Bargaining Council representative shall be elected from among voting department members who belong to the AAUP. The representative elected shall normally serve for the duration of a collective bargaining agreement.

2.6.1 The representative shall provide a brief report of AAUP activities at each meeting of the Executive Committee and Committee of the Whole.

**3. APPOINTMENT, EVALUATION, TENURE AND PROMOTION**

3.1 Appointment

3.1.1 In conducting a search for new full-time faculty members, all members of the Committee of the Whole are eligible and ought to participate in the search process and in the interviewing of candidates. The appointment procedure shall follow the guidelines of the *Agreement* and these Bylaws.

3.1.2 In recommending a candidate to fill a full-time position, the actions of the Committee of the Whole shall be consistent with the *Agreement*. The head shall seek authorization from the dean when a simple majority of the faculty members of the Committee of the Whole agrees that an additional full-time position or part-time faculty appointment is necessary. The Committee of the Whole will recommend the background and specialization needed in the new position as well as the duties involved to the appropriate administrator. A rank and salary commensurate with the proposed duties will be recommended by the Committee of the Whole. Under normal circumstances, the minimal qualification for the instructor rank is the completion of all requirements for the PhD except the dissertation (i.e., “A.B.D”) and the minimal degree requirement for assistant professor is Ph.D. Under unusual circumstances the minimal degree for the instructor rank is an M.A. in a related field. A native speaker pursuing a master’s degree may be hired on a part-time basis to teach his/her native language.

 The department faculty will make an affirmative recommendation only when the candidate has teaching experience or, at the least, is enrolled in LG 350 and is supervised.

3.1.3 The Committee of the Whole will recommend, to the department head, content of the advertisement for the position and the selection criteria, in accordance with the dean’s staffing guidelines.

3.1.4 The head will facilitate advertisement for full-time faculty positions and collect applications. The Committee of the Whole shall rank applicants according to the agreed upon criteria. After interviewing the candidates, the Committee of the Whole shall make recommendations to the head, who will make recommendations to the dean.

3.1.5 The Executive Committee shall make recommendations to the department head regarding the reappointment or non-reappointment of probationary, term and part-time faculty, as per the *Agreement*.

* + 1. Emergency appointments

“Emergency appointments” refers to the filling of one-semester or one-year term and/or contingent positions due to late resignations, leaves of absence, etc. during a time when classes are not in session (Please see Section 8.2 below for Procedure.)

**3.2 Evaluation**

 A written evaluation for each department member who is a member of the AAUP Bargaining Unit shall be completed once during each academic year in accordance with the departmental Bylaws and the *Agreement*. Tenured Professors and Continuing Contract Status faculty at the rank of Professor will be evaluated in accordance with the *Agreement*.

 The Executive Committee shall undertake the evaluations following the guidelines in the *Agreement*.

3.2.1 **Judgmental Criteria for Performance in Assigned Responsibilities**

 The Department recognizes two levels in the performance of assigned responsibilities: *effective* and *distinguished*

* + - 1. ***Effective*** performance is evidenced by meeting the criteria “a” through “f” below
1. positive written evaluation by colleagues, which may be:
	1. observation of class session(s) (recommended for faculty seeking tenure/continuing contract status and/or promotion)
	2. evaluation of video-taped class session(s)
	3. evaluation of teaching portfolio (to include syllabi, teaching materials, testing material, study guides, class/individual projects [instructions and products], recordings, videos, etc.)
	4. evaluations by co-instructors in a team-taught course
	5. evaluations by faculty who take one’s course
	6. evaluations by faculty who observe one’s guest lesson(s)
2. positive student ratings and evaluations as evidenced by end-of-semester student evaluations. In assessing student ratings and evaluations, the difficulty of the course, the size of the class, the teaching load, whether the course was taught for the first time, whether the course was required or elective, and other considerations may be taken into account.
3. develop and maintain an updated portfolio of teaching materials, such as syllabi, sample assessments, sample assignments, sample handouts, etc.
4. provide an appraisal of student learning
5. advise students/provide tutoring, mentoring, and feedback
6. other assigned duties
	* + 1. The following may also be evidence of ***effective*** performance; the examples are meant to be illustrative rather than exhaustive

g. achievement of plans identified in this area in prior evaluations

h. positive correspondence from students and advisees and/or comments from advisees on evaluation forms

i. assigning daily homework that requires students to use instructional technology, (e.g., online textbooks or workbooks, Wimba Voice Boards, online discussion boards, etc.) or otherwise (Power Point presentations, multimedia projects, building web pages or wikis, etc.)

j. reviewing audiovisual materials, textbooks, literary works, realia, ancillary materials, etc. for new and/or revised courses

k. providing academic feedback (either formal or informal) and academic resource information to students, advisees and non-advisees

* + - 1. ***Distinguished***performance is evidenced by 3.2.1.1 above plus a selection of activities below; it is not expected that faculty members will include every item mentioned.
1. receipt of teaching awards
2. using instructional technology in course pedagogy, for example:
3. to manage courses, e.g., EduCat, listservs, electronic message boards, etc.
4. to enhance course content by including native language media such as newspapers, videos, and regional maps
5. to deliver a course in a non-traditional setting, such as an online course or a distance-learning course
6. course and/or program initiatives
7. creating new courses
8. a substantial revision to a curriculum as confirmed by the review and adoption by the Academic Senate when an assigned responsibility
9. making major revisions to existing courses
10. offering Academic Service Learning opportunities
11. creatingtranslations and/or ancillary materials for new and/or revised courses(for a course, for example a manual or a tutorial, etc.)
12. training and mentoring language lab tutors
13. broadening one’s knowledge relevant to teaching
	* 1. **Judgmental Criteria for Performance in Scholarship and/or Professional Development**

 Scholarship involves one or more of the four (4) forms of scholarship: the scholarship of discovery; the scholarship of integration; the scholarship of application; the scholarship of teaching. All forms of scholarship must involve the production of a tangible artifact or outcome. For most forms of scholarship, peer review is expected. The department will accept artifacts appearing at web sites of the profession.

**Scholarship**

 Scholarship can be accomplishments in any of the following fields: literary studies, cultural studies, language pedagogy, language acquisition, applied or theoretical linguistics, application of technology to language learning, translation, and academic service learning.

3.2.2.1 The **scholarship of discovery** involves original production or testing of a theory, principle, knowledge, or artistic creation. Artifacts or outcomes include:

* 1. a traditional or experimental survey resulting in quantitative and/or qualitative study and research
	2. a monograph that articulates an original contribution to the study of modern languages and literatures
	3. substantial journal articles, book chapters, or vetted articles in selected conference proceedings that express an original contribution to the study of modern languages and literatures
	4. a literary work, for example fiction or non-fiction writing that expresses an original contribution to the study of modern languages and literatures
	5. an original composition that makes a contribution to cultural appreciation
	6. professional presentations that articulate an original contribution to the study of modern languages and literatures
		+ 1. The **scholarship of integration** involves using knowledge found within and across disciplines to create an original understanding or insight that reveals larger intellectual patterns. Artifacts or outcomes include:
1. a textbook, monograph, or article that summarizes what is known about a topic or process
2. an edited anthology
3. a theoretical analysis
4. field bibliography
5. report on the state of research

3.2.2.3 The **scholarship of application** involves bringing knowledge to bear in addressing a significant issue or problem by using existing research or creative activities to influence current or future conditions. Artifacts or outcomes include:

1. providing expert testimony
2. production of a technical report
3. a substantive grant proposal
4. competitive grants, fellowships, or stipends from external sources (funded and/or unfunded)
5. internal competitive grants or sabbatical awards (funded and/or unfunded)
6. professional presentations
7. a scholarly review of a professionally related publication
8. serving as an outside reader to review and critique an article, journal, newsletter, monograph, textbook, or any other scholarly manuscript
9. translation of literary works or professional writings
10. critical edition
11. encyclopedia or dictionary entries

3.2.2.4The **scholarship of teaching** involves proposing and empirically testing a pedagogical procedure that transforms or improves teaching practices. Artifacts or outcomes include:

1. a systematic comparison of learning environments
2. an impact analysis for learning activities beyond the classroom (such as academic service learning)
3. a comprehensive assessment of teaching methodologies
4. writing/preparing peer reviewed pedagogical material that draws on the professional training and scholarly capability of the faculty member and is evaluated for its effectiveness
5. professional presentations
	* + 1. **Peer Review** Common types of peer review include (but are not limited to):
6. publication in a peer reviewed journal
7. presentation of scholarly work as a result of a competitive selection process
8. an invitation to present scholarly work, including a keynote address
9. a written review of one’s research
10. a peer letter acknowledging scholarly accomplishments
11. obtaining a competitive grant
12. appraisal of a grant proposal
13. receiving a professional award

**Professional Development**

3.2.2.6 **Professional development** includes activities intended to maintain currency in one’s discipline, developing new professionally-related expertise, or participation in other professionally-related activities that may or may not result in a scholarly outcome. Examples of professional development include:

1. maintaining language fluency, cultural awareness, and professional standards in the target language by international travel
2. attending professional conferences, workshops or online seminars
3. developing or maintaining new areas of expertise by engaging in post-doctoral work designed to expand one’s professional competence or developing a new, or maintaining a current certification or obtaining an additional degree or training related to one’s field
4. other appropriate professional activities, when confirmed by the departmental evaluation committee and the department head
	* 1. **Judgmental Criteria for Performance in Service**

The Department recognizes **three levels of service:**

* + - 1. ***Support*** for the functions of the department, college, university or profession as exemplified by:
1. serving as a member of a department, school or university committee (including AAUP, Academic Senate, etc.)
2. supervising directed studies, student research projects, student apprentices and/or honorizing courses in the Honors program or supervising an Honors Capstone experience without compensation
3. assisting with student recruitment activities (e.g., Wildcat Weekend; conducting interviews for university scholarships, etc.)
4. offering ASL opportunities
5. advising students (e.g., as organization advisor, in advising meetings, or during summer orientation sessions, etc.)
6. assisting with continuous improvement activities (e.g., outcomes assessment, scholarly resource assessment or accreditation reports when not an assigned responsibility for teaching load credit)
7. service to the Office of International Programs and/or contributing to internationalization efforts on campus
8. writing grant proposals seeking funding for the department (funded and/or unfunded)
9. arranging contact between visiting scholars/lecturers and students
10. mentoring junior faculty
11. organizing additional classroom instruction from members of other NMU departments
12. chairing sessions at professional meetings
13. providing professionally-related media interviews or commentaries (newspaper, radio, TV)
14. serving as a reader on a thesis written outside the university
15. planning and organizing study abroad programs
16. outreach to teachers/students in area schools
17. working with community organizations (e.g., delivering presentations, writing funded and/or unfunded grant proposals, etc.)
18. serving as interpreter/translator for community or University organizations or events

3.2.3.2 ***Leadership*** in achieving the goals or obligations of the department, college, university or profession as exemplified by

1. serving as committee or subcommittee chair or officer within the department, college or university
2. leading a study abroad experience
3. organizing or directing a workshop, symposium, seminar, festival or discussion group on campus
4. writing a substantial revision to curriculum as confirmed by the review and adoption by the Academic Senate when not an assigned responsibility
5. serving as a member or officer of a professional committee or organization
6. serving on the editorial board of a publication of the profession
7. organizing a panel, seminar, or workshop at a professional meeting
	* + 1. ***Transformative******leadership*** in establishing new directions for the department, university or profession as exemplified by:
8. marshalling the efforts of a group to develop a substantial written recommendation with university-wide or profession-wide consequence and which is subsequently adopted in whole or in part
9. creating enduring activities that support university-wide goals (e.g., Planet Chat, Spanish Field Day, etc.)
10. leading a university-wide organization or committee such as the Academic Senate, Educational Policy Committee, Committee on Undergraduate Programs, Graduate Program Committee, Faculty Review Committee, AAUP, or similar organization or committee
11. serving as an editor for a publication of the profession
12. organizing a conference or similar scholarly event

3.3These Bylaws indicate types of activities that can be cited as evidence for promotion to various ranks; the faculty member is encouraged to cite others of equal merit.

3.4 **Levels of Achievement for Promotion**

3.4.1 **To Assistant Professor**

3.4.1.1 ***Assigned Responsibilities***

* 1. Effective performance (3.2.1.1)

3.4.1.2 ***Scholarship and/or Professional Development***

1. **For all**: a sustained record of scholarship and/or professional development (3.2.2)
2. **When an emphasis**: at least one peer reviewed scholarly contribution and a sustained record of professional development (3.2.2)

3.4.1.3 ***Service***

a. **For all:** a sustained record of service at the support level (3.2.3.1)

b. **When an emphasis:** a sustained record of service at the *support* level (3.2.3.1) and at least one example at the *leadership* level (3.2.3.2)

* + 1. **To Associate Professor**
			1. ***Assigned Responsibilities***
1. Effective performance (3.2.1)

3.4.2.2 ***Scholarship and/or Professional Development***

1. **For all:** at least three peer reviewed scholarly contributions (3.2.2) that may include publications, conference presentations, and grants; and a sustained record of professional development (3.2.2)
2. **When an emphasis:** at least three peer reviewed scholarly contributions (3.2.2) that must include at least one peer reviewed publication as evidenced by a monograph, a textbook, a book chapter, a translation of a literary work or professional writings, or a substantial article that appears in a professional journal of the discipline and a sustained record of professional development (3.2.2)

3.4.2.3 ***Service***

1. **For all:** a sustained record of service at the *support* level (3.2.3.1)
2. **When an emphasis**: a sustained record of service at the *support* level (3.2.3.1) and at least three examples of any activity at the *leadership* level (3.2.3.2), or one example at the *transformative* level (3.2.3.3)
	* 1. **To Full Professor**
			1. ***Assigned Responsibilities***
3. Effective performance (3.2.1.1)
	* + 1. ***Scholarship and/or Professional Development***
4. **For all:** at least three peer reviewed scholarly contributions (3.2.2) that may include publications, conference presentations, and grants; and a sustained record of professional development (3.2.2)
5. **When an emphasis:** at least three peer reviewed scholarly contributions (3.2.2) that must include at least one peer reviewed publication as evidenced by a monograph, a textbook, a book chapter, a translation of a literary work or professional writings, or a substantial article that appears in a professional journal of the discipline and a sustained record of professional development (3.2.2.6) that must include conference attendance and participation in workshops.
	* + 1. ***Service***
6. **For all**: a sustained record of service at the *support* level (3.2.3.1)
7. **When an emphasis**: a sustained record of service at the *support* level (3.2.3.1) and at least three examples of any activity at the *leadership* level (3.2.3.2) or at least one example at the *transformative* level (3.2.3.3)
	1. **Tenure**
		1. Tenure shall be recommended for faculty who:
8. meet the eligibility requirements of the *Agreement* and who
9. meet the judgmental standards for promotion to the rank of Associate Professor, as indicated in the Bylaws, and who
10. show promise for future contributions to the department, school, university and their profession
	1. **Continuing Contract**

Faculty members who apply for Continuing Contract status shall be reviewed using the same process and calendar as for a tenure review, as per the *Agreement.* Pursuant to the *Agreement,* however, the judgmental criteria apply only to the areas of Assigned Professional Responsibilities and Departmental Service.

3.7 **Exceptions**

Exceptions to the promotion eligibility requirements for number of years of full-time higher education experience at the rank of instructor or above and type of degree may be made because of unusual scholarly achievements and/or professional service achievements.

3.8 **Procedures**

The department member shall absent himself/herself from the Executive Committee when his/her own case is under consideration.

3.8.1 Faculty who serve on evaluation committees shall have access to information necessary to making an informed decision. Such information shall include those data required by the Agreement. Requests for additional information by such faculty shall be governed by the *Agreement.*

**4**. **GRIEVANCES**

4.1 Faculty Grievance

Faculty grievances shall be in accordance with provisions of Article IV of the *Agreement*.

4.2 Student Grievance

Student grievances shall be brought to the attention of the head. The head will follow the procedures outlined in the University’s Student Rights and Responsibilities handbook.

4.2.1 The head will ascertain if the student has discussed the matter with the faculty member, and if not, advise the student to consult with the faculty member and let the faculty member know that a complaint has been brought.

4.2.2 The head will discuss the matter with the student and the faculty member and attempt to resolve the issue so that no grievance hearing is necessary.

4.2.3 If no resolution can be reached, the head will have the student set forth his/her grievance in writing and also specify his/her specific recommendation as to the resolution of the problem. The faculty member will respond in writing to the grievance.

4.2.4 The head will appoint a three-member ad hoc committee to consider the grievance.

4.2.5 The committee will examine the matter and return its decision and recommendation to the head who will communicate this to the student and to the faculty member.

**5.** **TEACHING ASSIGNMENTS**

Professional responsibilities shall be in conformance with the *Agreement*.

5.1 Class schedules

Class scheduling shall be arranged by the department head in consultation with each member of the department. Faculty requests to teach experimental courses should be reviewed by the Executive Committee, which will then make recommendations to the department head. The department head will make the final decision, according to the *Agreement.*

5.2. Campus Overload Courses, Summer School and Extension Courses

In the assignment of courses beyond the normal 24-credit annual teaching load, members of the bargaining unit shall be given first opportunity to teach campus overload, summer school, and extension courses before they are offered to any other person, as specified in the *Agreement.*

5.3 Reassigned Time

Faculty members who have accumulated reassigned time credits must submit written proposals in accordance with the *Agreement.*

**6.** **PROFESSIONAL DEVELOPMENT FUNDS**

6.1 Professional Development Funds accorded by the Board of Trustees

The allocation of professional development funds shall be made by the head in consultation with the Executive Committee according to the *Agreement*.

6.1.1 Carry-over

 If these funds are not used in three years, they go into a department fund to be disbursed by the department and the department head, according to the *Agreement.*

6.1.2 Use of Funds

As stated in the *Agreement*, the primary purpose of professional development funds is to support faculty travel. However, other approved expenditures in support of professional development may be made if approved by the department and department head, according to the *Agreement.*

6.1.2.1 When faculty members desire to use funds for purposes other than travel, they must submit a written request and brief justification to the Executive Committee and to the department head. The Executive Committee will review the request and vote to approve or disapprove; the department head will make his/her judgment. In accordance with the *Agreement,* both must approve expenditures other than faculty travel.

**7**. **LEAVES**

7.1 Sabbatical Leave

Applications for sabbatical leave shall be considered by the Executive Committee, and the department head as a voting member (as provided for by the *Agreement*). The recommendations shall be forwarded to the College of Arts & Sciences Advisory Council (CASAC).

**8.** **MEETINGS**

The Executive Committee normally shall meet once a month at a regularly scheduled time. A quorum consisting of at least two-thirds of the members of the Executive Committee shall be required for business transactions requiring a vote.

8.1. Special Meetings

Upon the request of the head or three voting members of the department, the head shall convene a meeting of the department within seven calendar days.

8.2 No departmental meetings shall be held after the academic year except in cases of emergency. During the summer, the head may conduct essential business of the Department via e-mail.

 Procedure:

1. the head will inform the faculty of a situation via e-mail to faculty nmu.edu addresses;
2. the head may make recommendations to the faculty, and will seek advice and votes;
3. the head will take into account feedback and votes received within one week of sending the e-mail;
4. the head must wait up to one extra week if votes from at least two thirds of the department’s voting members have not been received within one week of sending the e-mail, especially when immediate action is not crucial (in the judgment of the head).

**9. AMENDMENTS**

9.1 Proposed Amendments

Proposed amendments shall be distributed to the members of the department one week before they are to be discussed. The final amendments will be voted upon within one week thereafter.

9.2 Approval

Amendments to these Bylaws must be approved by two-thirds of the voting members of the Committee of the Whole. Following this step in the approval process, the departmental Bylaws Committee chair will forward them to the appropriate university committee or authority, as specified in the *Agreement.*

**10.** **RATIFICATION**

These Bylaws and amendments hereto shall go into effect after they have been approved by two-thirds of the voting members of the Committee of the Whole and after receipt of notification of approval by the Provost and Vice President for Academic Affairs.