

BYLAWS
of
THE DEPARTMENT OF FRENCH AND FRANCOPHONE STUDIES
COLLEGE OF CHARLESTON

ARTICLE I
Name

The name of this body is the Department of French and Francophone Studies of the College of Charleston or, alternatively for short, the Department of French of the College of Charleston.

ARTICLE II
Mission Statement

- Ensure acquisition of sufficient knowledge of the language to build fluency.
- Provide opportunities to develop critical thinking skills as well as linguistic competence in French.
- Promote global awareness through the study of French and Francophone literatures and cultures.
- Enhance the education of non-French majors by providing skills that complement and enhance their chosen field.
- Expand collaboration with other disciplines and encourage opportunities for interdisciplinary initiatives.
- Emphasize the interrelatedness of language, culture and literature, and the intellectual achievements of France and the Francophone world.
- Foster relevancy in our offerings and program to respond to changing times and needs by promoting language for special purposes.
- Provide total linguistic and cultural immersion experience abroad and create similar opportunities on campus.
- Encourage advanced study of French at the graduate or professional levels.
- Provide articulation between high schools and the college in the teaching of French and assume leadership in the training of French teachers.
- Create avenues for utilization of language skills and cultural awareness in community based actions and civic functions.

ARTICLE III
Members

Section 1. Regular Faculty: The members of this department are all regular faculty as defined in the College of Charleston *Faculty/Administration Manual* as having an appointment in the department of French and Francophone Studies.

The regular faculty defined in this section have full and equal voting privileges in the department decisions. In personnel matters, only tenured/tenure track faculty members may vote. Instructors and Senior Instructors are not eligible to vote on tenure or promotion matters.

Section 2. Non-Tenured Track Faculty: This group includes the adjunct faculty members who have appointment in the department of French and Francophone Studies. These members shall have floor privileges without voting rights in department decisions.

ARTICLE IV The Chair

The chair shall be first among equals and shall perform the department duties as prescribed in the College of Charleston *Faculty/Administration Manual* and those duties specified by the Dean from time to time. In close consultation with senior members of the department and working in reasonable harmony with the Department Advisory Committee (DAC), the chair will ensure that the mission, shared goals and objectives of the department, are promoted and upheld.

ARTICLE V Committees

Preamble: The chair of the department of French and Francophone studies shall make committee assignments and appoint chairs of the committees. Ideally, assignments shall be made to reflect the interests and background of the members. To the extent possible, all committees with the exception of DAC, shall consist of at least one untenured regular faculty member and at least one tenured faculty member. In special cases, an adjunct faculty may be assigned to a committee. The dates and agenda of all scheduled committee meetings should be announced. Each committee shall maintain files of the committee's minutes and any policies that have been approved by the department. Each committee shall, by the last Friday of April, submit to the chair its annual report. Any department faculty member may attend any committee meeting and have full floor privileges, but only committee members shall have voting rights. The chair is an *ex officio* nonvoting member of all committees. As needed, the chair may assign ad hoc or temporary duties to appropriate committees.

Section 1. Regular Committees:

1. Department Advisory Committee to the Chair [DAC].

The role of DAC is **advisory** and **consultative**.

Composition: Three senior faculty members whose membership will rotate every two years.

Duties (in a nutshell):

- Advise and consult with the chair on matters of general interest to the department.
- Undertake tasks that may be assigned by the chair from time to time.
- Act as liaison between the chair and the rest of the faculty, especially, junior faculty.

2. Department Curriculums and Assessment Committee [CAC].

Composition: Four faculty members one of whom will be appointed by the chair to aid in the assessment duties. The other three members will be chosen in accordance with the stipulation stated in the preamble.

Duties (in a nutshell):

- Monitor course offerings and requirements in keeping with national trends and practices and make recommendations to the chair.
- When appropriate, propose to the chair changes in the requirement for the major and minor in consideration of national trends and practices.
- Upon request by the chair, review proposals for new courses from faculty members.
- Implement curricular initiatives referred to it by the chair.
- Perform any and all curriculum related functions as might be directed by the chair.
- Propose assessment plan for the department and work closely with the Office of Accountability, Accreditation, Planning & Assessment (AAPA).
- When appropriate, survey our alumni.
- Upon request, implement the department's assessment plan and report to the chair and the department.

Section 2. Other Committees: In addition to appointing a taskforce or an Ad Hoc Committee as needed, the chair may from time to time and as dictated by the perceived needs of the department at a particular point in time, appoint committees with specific charges. The committees may include: Course Scheduling Committee, Department R & D Committee, Alumni Outreach Committee, Web page committee, etc.

ARTICLE VI

Meetings

Section 1. Regular Meetings: The regular meetings shall normally be held on the second Monday of September, October, November, December, January, February, March, and April. If due to college related or other conflicts, the chair deems it inappropriate to meet on a regular meeting day, the meeting will be rescheduled with a minimum of one week's notice. The chair may cancel any regular meeting if there is insufficient official business to discuss. For all regular

meetings, the administrative assistant will call for agenda items on the preceding Monday which will be circulated by Thursday or Friday before the next meeting. Normally, only items on the agenda will be discussed during the regular meeting.

Section 2. Minutes: Minutes will be taken during regular meetings. If a faculty member volunteers to take minutes for the semester, that faculty will be designated the Department Secretary. In the alternative, faculty members will, in the alphabetical order, take turns in taking the minutes.

Section 3. Special Meetings: A special meeting may be called by the chair or by written request to the chair signed by a simple majority of the voting regular faculty. With the exception of emergency situations, one week's notice must be given and reason for the meeting clearly indicated before a special meeting shall be called.

Section 4. Quorum: Quorum for both regular and special meetings shall be a simple majority of the regular faculty who are currently in residence and teaching.

Section 5. Proxy: As a rule, the department does not normally accept proxy votes.

ARTICLE VII

Teaching

Preamble: Teaching is the primary function of the members of the department. Without infringing on their academic freedom, the chair shall routinely review what faculty members are doing in their classes and insist on a **high standard of performance**. If classes are to be cancelled for any reason, the chair should be informed in writing as to the cause. Where that is not possible, the administrative assistant must be contacted. A faculty member missing class should document with the administrative assistant how the missed class will be made up and/or what work students are given on the day class was missed. If a qualified substitute is to cover the class, it is the responsibility of the faculty to make that arrangement.

Section 1. Syllabi, Office Hours: All syllabi must be online. In addition, a hard copy of the syllabi for all sections taught must be given to the administrative assistant for her records. The office hours must be clearly posted on the door, and adhered to.

Section 2. Course Scheduling: Seniority as defined by the department shall be a consideration in assigning courses and scheduling classes. The chair may appoint a Course Scheduling Committee to help in the scheduling of courses, but shall be answerable to the administration for any and all course scheduling questions. To the extent possible and within reason, faculty members' expressed

teaching/scheduling preferences shall be accommodated. However, when the request presents scheduling problems for the department or raises fairness questions, the chair may resort to some form of equitable rotation device.

Section 3. Teaching Load; Teaching in Another Program: The normal teaching load is twelve hours per week in each semester although the department has a goal of gradually moving to a 3-3 or 3-4 teaching load for the tenure/tenure track faculty. The teaching load for the instructors, senior instructors or visiting instructors/assistant professors remains 4-4. Faculty teaching a reduced load may not teach an overload during the semester. A faculty member planning to teach a graduate course or teach in another program must first discuss this with the chair.

Section 4. Enrollment Target: Every faculty member must strive to generate at least 190 credit hours a semester regardless of how many sections taught.

ARTICLE VIII

Coordination of Courses

The chair shall appoint one faculty member to coordinate the basic language instruction and another to coordinate the intermediate courses, both serving for a two-year renewable term. At the beginning of the year, the chair will meet with the coordinators to discuss their duties and the nature of their compensation. Ordinarily, one course release per year is envisaged.

ARTICLE IX:

Teaching Assignments: Non-Tenure Track Faculty

Section 1. Adjunct Faculty: Adjunct faculty shall normally teach basic and intermediate level courses. Exceptions could be made to this rule in exceptional circumstances. When the adjunct is a former faculty member, this rule shall not apply.

Section 2. Visiting Faculty: Depending on his/her rank, faculty with visiting status of Assistant or Associate Professor may teach upper-level courses in his/her area of expertise.

Section 3. Instructors and Senior Instructors: The college of Charleston *Faculty/Administration Manual* stipulates that "Senior Instructors [and Instructors] normally teach only lower division classes." Instructors and senior instructors may not teach a 300-level course which a tenured or tenure-track faculty member is willing or ready to teach. Exceptionally, when the needs of the department so dictate, the instructor/senior instructor may teach a 300-level or 400-level course, but only in his/her specialty.

ARTICLE X

Peer Visitation

Two types of peer visitation are approved: a) mandatory visitation and b) voluntary visitation.

Section 1. Mandatory Visitation: This is for faculty during the probationary period (prior to 3rd year review), instructors during their first two years of appointment, and faculty recommended for retention after 3rd year review but with stipulations of desired teaching improvements.

Section 2. Voluntary Visitation: This is available for any faculty who wants it. But it is specifically recommended (but not required) for faculty seeking promotion to full professor or senior instructor. Faculty coming up for Post-Tenure review could also opt for this visitation if they so choose.

Section 3. Peer Visitation Panel: The chair will set up a peer visitation panel of at least two tenured faculty members as needed. The panel members will also serve as mentors to the new faculty and will not only visit their classes until their 3rd year review time, but also advise them on other departmental and institutional matters. Any other tenured faculty member may visit the new faculty members' classes in addition to the assigned panel/mentors.

Section 4. Frequency and Focus of Visitation: At least two (one per semester) visitations a year is recommended, although in consultation with the chair, the panel members will make the ultimate decision on the frequency of visitations. For faculty at the mandatory visitation phase, focus of the visits will be purely **FORMATIVE** during the first two years. During the third year, the visits will be largely **SUMMATIVE** in character.

Section 5. Visitation Mechanism: To minimize the elements of surprise and intimidation factor and reinforce the mentoring and largely formative character of the process, the panel or a tenured faculty members involved will work with the faculty member to determine the modalities, timing and logistics of each class visitation.

ARTICLE XI

Hiring for a Tenure/Tenure-Track Position

When the dean authorizes a new position [or new positions], the department shall, in a regular meeting, fully discuss a specialty area or areas to be hired. The open discussion shall take into consideration the program needs of the department and how the hiring will address those needs.

Section 1. The Job Description: The chair shall request a draft job description, which will eventually be presented to the department for discussion and action. Where time constraint is a factor, this discussion shall be done by email.

Section 2. Application Review: The chair shall establish a guideline/criteria for the review of applications. The guideline/criteria must reflect the job description. All regular faculty members shall participate in the review of applications and in drawing up short lists.

Section 3. Interviewing at the MLA Convention: If the administration agrees to fund the MLA interview, the chair shall, in consultation with DAC, and depending of fund availability, appoint one or two faculty members to accompany the chair to the convention.

Section 4. Selecting Candidates for Interview at the MLA: The team that interviews candidates at the MLA, shall, upon return, make a recommendation to the department on the candidates to be invited for campus interview. The regular faculty shall vote on this recommendation. If more than one position is to be filled, the same process shall be repeated for each of the finalists.

Section 5. Selecting Candidates for Interview on Campus: If candidates are not interviewed at the MLA, the tenured faculty of the department will make the selection using the following preferential voting procedure: Using a paper ballot, each tenured faculty member will rank each short-listed candidate from 1 to 10 (assuming 10 is the number of candidates being ranked), where 1 is the first choice, and 2, second choice, 3, third choice, etc. The combined 1, 2, and 3 rankings achieved by each candidate will be tallied. The three candidates receiving the most combined 1, 2, and 2 votes will be the three candidates to be invited for campus interview. Of the remaining candidates, the one receiving the most combined 1, 2, 3, and 4 rankings will be the fourth choice. The same procedure will be followed to establish the fifth and sixth choices, if necessary. If the chair has a compelling reason to simplify this process in a special given situation, the chair will explain this to the tenured faculty who must eventually approve the chair's recommendation before candidates are contacted for campus interview.

Section 6. Selecting Candidate for Job Offer: Only tenured and tenure-track faculty members may participate in the selection of candidate for job offer. The following procedure shall be followed.

Scenario A

- All votes will be by paper ballot.
- On the first ballot, each voting member of the faculty present will write the name of any candidate/candidates that s/he wishes to remove from consideration.

- Any candidate receiving the majority of “remove” votes will be eliminated from further consideration.
- If only one candidate remains after the first ballot, that candidate will be declared the winner and will be recommended for the job.
- If each of the three candidates receives equal number of “remove” votes, on the first ballot (an unlikely scenario), there will be a second ballot.
- In this second ballot, each voting faculty member will just write the name of his/her preferred candidate.
- The votes will be tallied, and the candidate receiving the least number of votes will be eliminated from consideration.
- A run-off election will be held on the third ballot to choose among the two remaining candidates.
- A winner will be determined by a simple majority.
- The loser in the run-off election will be the second in line for the job should the winner decline the offer.

Scenario B

- This plan starts from bullet 3 above. This is after the first ballot.
- If one candidate with a majority of “remove” votes has been eliminated,
- There will be a second ballot to choose among the two remaining candidates.
- The candidate with the greatest number of votes wins by a simple majority.
- The loser on this second ballot will become the second in line for the job should the winner declines the offer.

Scenario C

- The chair may determine that a very strong consensus is building around a particular candidate or candidates.
- The chair will suggest a short-cut measure to accelerate the selection process.
- If there are very strong objections to this approach, the normal stipulated process will then be followed to the letter.

ARTICLE XII

Faculty Evaluation

At all levels of faculty evaluation, the standards and criteria in the College of Charleston *Faculty/Administration Manual*, in addition to related memos and guidelines from the Academic Affairs, shall be followed. In third year, tenure and promotion reviews, the minimum standards and criteria established in the *Faculty/Administration Manual (FAM)* shall only serve as a benchmark. Candidates in the department of French and Francophone Studies are expected to exceed the minimum requirements in keeping with the new college-wide expectations which place high premium on quality research and publications.

ARTICLE XIII

Seniority

The policy statement below is specific to the department of French and Francophone Studies for the harmonious functioning of the department. It is not intended to be in conflict with the definition in the *FAM* which is based solely on rank. The statement reads:

Within the department of French and Francophone Studies, the following criteria will be used in determining seniority:

- Rank
- Tenure
- Length of years served
- Position

All full professors are automatically senior members of faculty. After 14 years of service, an Associate Professor moves into the rank of senior faculty. An assistant professor (tenured of course) with 21 years of experience or more is considered a senior member of faculty. The chair of the department regardless of the number of years served is automatically a senior member of faculty.

For the purpose of recognition, appointment, allocation, assignment of duties, responsibilities, privileges, etc., the criteria of number of years since tenured appointment plus highest rank, may be used. For example: A full professor with the longest years of service since tenure will be considered the most senior, etc.

Comment: This policy takes into account the highest academic rank earned at the college, the number of years served, and the position held within the department.

ARTICLE XIV

Amendment of Bylaws

These Bylaws may be amended at any regular meeting of the department of French and Francophone Studies by a two-third vote of the voting members present, provided that the proposed amendment has been reviewed by DAC for style and has been submitted in writing to the chair at least one week prior to the previous regular department meeting. The chair will have presented the Bylaws to be amended to the faculty at the previous regular meeting.

Approved January 17, 2007