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 http://www.as.pitt.edu/fac/governance.

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 lecturer shall have one vote.
Administrative staff shall have a consultative role on academic and non-academic issues such as the appointment of the Chair. The administrative staff shall have one voting representative on the Planning and Budget Committee.
Graduate students shall have a consultative role in Departmental hires.
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.
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.

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 insure that the various points of view expressed in the meeting are represented.

Each September, the full Department will discuss questions of curriculum, personnel and graduate procedures.
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.

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 Arts and Sciences. When the voting results are sent to the Dean, the Tenured/Tenure Stream votes must be distinguished from the Non-Tenure Stream votes.

1. The Chair is the Chief Executive Officer of the Department. He or she 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 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. He or she 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.
5. The Chair coordinates with the Directors of graduate and undergraduate studies for the schedule of classes and course offerings.

6. In general, he or she 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.

**Acting Chair**

The Acting Chair shall be designated by the Chair in consultation with the faculty. The Dean of A&S must approve the nomination of the Acting Chair. The Acting Chair has the main responsibility of replacing the current Chair when he or she is on leave.

**Program Liaison**

The Chair shall appoint one faculty member from the program that does not supply the Chair to serve as Program Liaison.

**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, and working with the assistant to the DGS 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, 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 the Department Chair at any time during the year. The proposals should consist of 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, at http://www.as.pitt.edu/faculty/teaching/course-proposal.html. 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; and does not overlap significantly with existing courses. The committee evaluating proposals will consist of three people: the Department Chair, the Director of Undergraduate Studies of French or Italian (as appropriate), and one additional faculty members 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. This committee will review proposals on a rolling basis, but no later than November 1 for Fall Term and no later than March 15 for Spring. 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 ahead of the committee meeting 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 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.

**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 Directors, French and Italian
1. The language program directors have the primary responsibility of overseeing first and second year courses.

2. Language program directors are responsible for observing, meeting with, assisting and evaluating the TAs, TFs and part-time instructors who teach French 0001-0004 and 0007-0008; and Italian 0001-0004 and 0007-0008. The evaluation of TAs and TFs includes classroom observations, individual meetings, reviewing the instructors’ OMET evaluations and an end-of-year letter of assessment.

3. The language program directors are responsible for selecting textbooks and preparing or overseeing examinations.

4. The language program directors are responsible for scheduling teaching assignments for TAs, TFs and part-time instructors.

5. The language program directors should meet regularly with the Chair.

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 a letter 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 program directors and committee Chairs, selects representatives to sit on each of the following committees.

Planning and Budget Committee.
This committee is made up of five total members: the Chair, the Program Liaison, and the senior departmental administrator, 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 Lecturer 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. 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.

Graduate Admissions, French and Italian
Members: Director of Graduate Studies, at least two other faculty members, graduate secretary.
Function: Graduate admission and initial selection of Teaching Assistants and Teaching Fellows.

Development:
Members: Chair, one faculty member and administrator
Function: To oversee and coordinate the department’s development efforts, particularly through alumni 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 and/or the interview committee about their top candidates. Because of the small size of the department, all voting members should attend the hiring meetings.

Departmental *ad hoc* committees. In the course of an academic year, a number of *ad hoc* committees are formed within the department (e.g. website committee, scholarship committee, representatives to the deans, college in high school, etc). 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.