

**GERMAN DEPARTMENT**  
**BY-LAWS**  
*v. 09/27/19*

**I. Preamble**

In the belief that the work of an academic department can be carried out most responsibly, effectively, and equitably, when its procedures are as clearly defined and transparent as possible and provide for a high degree of participation by its members, the German Department of the University of Pittsburgh adopts the following bylaws and regulations.

**II. Definition of the Department and voting membership**

A. 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.

B. The voting membership of the Department shall be defined as follows:

- i. Each full-time, tenured and tenure-stream faculty member who has a primary appointment shall have one vote.
- ii. Each full-time appointment-stream faculty member shall have one vote on all issues that are NOT related to personnel hiring decisions on the tenure track.
- iii. Visiting faculty who have been renewed shall also have one vote.
- iv. In voting on hiring matters, the “rank-above” rule applies, so that only faculty members who have themselves attained a given rank may vote to admit new members to that rank.
- v. Full-time faculty members with a secondary appointment will be allocated one advisory vote per faculty member.
- vi. Persons with visiting appointments in their first year shall have one advisory vote per member.
- vii. Part-time and/or adjunct faculty shall have one advisory vote per member.
- viii. The Department Chair shall make every effort to inform faculty on-leave about major departmental decisions and solicit their input/ absentee vote.
- ix. The Department shall decide whether to vote by secret ballot or by open voting as the need arises. The default shall be open voting.

**III. Consultation on major policy issues**

Matters of general Departmental policy, and any particular administrative, procedural, or substantive questions brought before the Department, shall be determined by the full Department as defined in B. If a departmental meeting on a particular issue indicates the need for further investigation and clarification of points of view, the Chair may be requested to form an ad hoc discussion group or committee. The Chair will work to

ensure that the various points of view expressed in the meeting are represented on the committee. The group or committee will hold discussion on the issue and will be expected to formulate recommendations or a proposal, which can form the basis of further debate and action by the full Department.

#### **IV. Officers of the Department**

##### **A. Chair of the Department**

- i. The voting members described in B, subject to approval by the Dean, elect the Chair. Only tenured faculty members shall serve as Chair.
- ii. The Chair has overall fiduciary responsibility for the Department. The authority of the Chair derives from the faculty, but the Chair is also the representative of the Board of Trustees. Therefore, the Chair is the chief executive officer of the Department.
- iii. They shall be responsible for the administration of the Department and shall represent the Department to the administration and the university at large in hiring and in other negotiations, and with student complaints.
- iv. They shall exercise jurisdiction over the expenditure of Department funds, subject to advice from the PBC described in section V of this document.
- v. They shall conduct annual evaluations of faculty performance and make recommendations as to annual salary increases to the Dean.
- vi. They shall make teaching and other administrative assignments, in accordance with departmental teaching load policy, curricular, and departmental needs.
- vii. They shall appoint all other Department officers.
- viii. They shall produce an annual report and submit it to the Dean of Arts and Sciences.

##### **B. Director of Undergraduate Studies**

- i. The Director of Undergraduate Studies (DUS) has overall responsibility for the undergraduate program.
- ii. The DUS is responsible for advising majors and facilitating their registration. In addition, the DUS oversees advising of certificate seekers and minors.
- iii. The DUS is responsible for certifying all undergraduate majors, certificate seekers, and minors for graduation.
- iv. The DUS serves as the departmental liaison to the Advising Center and the Office of the Associate Dean for Undergraduate Studies in the Arts and Sciences.
- v. The DUS serves as the departmental liaison to the Study Abroad Office and the Office of Student Records concerning the advising and registration of students studying abroad in German-speaking countries and receiving departmental transfer credit for such coursework.
- vi. The DUS is responsible for coordinating the planning of at least one open house for undergraduates per academic year.
- vii. The DUS participates, with the chair and responsible administrator, in planning the annual departmental graduation ceremony.
- viii. The DUS is responsible for recommending candidates to the Department for undergraduate scholarships and other recognition.

- ix. The DUS is responsible for communicating the names of successful undergraduate candidates for scholarships and other awards to the Office of Student Records for inclusion in the annual University Honors Convocation.
- x. The DUS shall produce an annual report and submit it to the Chair.

### C. Director of Language Studies

- i. Director of Language Studies (DLS) is responsible for the coordination of all departmental language acquisition courses (German 101-204 and German 0021-0022). Therefore, they approve the course syllabi, course descriptions/requirements, and all examinations.
- ii. The DLS is responsible for the coordination, supervision and evaluation of all those involved in the teaching of beginning and intermediate language acquisition courses. They meet regularly with aforementioned instructors in staff meetings to provide assistance and oversight.
- iii. The DLS oversees regular classroom visits to beginning and intermediate language acquisition courses, with particular attention to newer instructors.
- iv. The DLS is responsible for the coordination of an annual departmental student recognition event.
- v. The DLS should submit an annual report to the chair.

## V. Departmental Committees

### A. Planning and Budget Committee

- i. The Department shall have a Planning and Budget Committee (PBC). It will consist of the department chair, two full-time faculty members (one tenure-stream, one appointment-stream), and the departmental administrator. All members of the PBC will have advisory votes.
- ii. The Chair will serve as PBC Chair.
- iii. Every Fall, the Chair shall present a financial report of the previous year to the PBC. The PBC will review the previous year's budget, advise the chair about his/her proposed budget for the current fiscal year, and recommend funding priorities and policies for the current year and eventual end-of-year budget surpluses. If necessary, the Chair may request an additional meeting in Fall and/or Spring to update the Committee, as appropriate. (Revised Fall 2009)

### B. Curriculum Committee

- i. The Department shall have a Curriculum Committee. Its members shall consist of the department chair, the director of undergraduate studies, and the director of

language studies. If two of these functions are fulfilled by one faculty member, then a third faculty member will be elected by faculty vote.

ii. The Chair will serve as Curriculum Committee Chair. Each member of the Curriculum Committee has one vote.

iii. The Curriculum Committee will meet on an *ad hoc* basis to oversee departmental assessments and will approve new courses.

iv. Procedures for approving a new course:

1. The Curriculum Committee shall set a deadline each semester by which new course proposals are to be submitted and, if any proposals are received, shall meet once a semester to evaluate these proposals.

2. Faculty wishing to propose a new course submit to the Curriculum Committee the same materials required by Arts & Sciences Undergraduate Council (listed at <http://www.as.pitt.edu/faculty/teaching/course-proposal.html>).

3. Criteria for evaluating course proposals include: course's role in meeting the aims of major/minor/certificate programs; course's relevance to department profile; meaningful methods for assessing student performance in the course; workload appropriate to the level of the course; etc.

4. A majority vote is required for a course to be approved.

5. After the committee reviews and votes on the course proposal, a representative of the Curriculum Committee shall meet with the faculty member who proposed the course to share the outcome of the vote as well as any suggestions from the committee.

6. Approved courses should be submitted to the Associate Dean for Undergraduate Studies.

## **VI. Grievances**

A. The Department follows all University procedures for dealing with grievances and complaints, as outlined in The Faculty Handbook under Faculty Grievances (University Policy 02-03-01 and University Procedure 02-03-02) and for students (University Policy 02-03-04 Academic Affairs Section : Academic Integrity SUBJECT: Student Grievances and University Procedure: 02-03-02 Academic Affairs Section: Academic Integrity SUBJECT: Faculty Obligations to Students and Grievances.)

## **VII. Waiving Provisions of the Bylaws**

A. 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, signed envelope, in response to a writing proposal to waive the provision, indicating the duration of the proposed waiver.

## **VIII. Amendments**

A. Amendments to these bylaws may be proposed upon petition by a majority of the voting members of the department. Copies of proposed amendments shall be distributed to all members of the department, and the date of the meeting in which they are to be acted upon shall be announced at least two weeks in advance of any formal action.