

BYLAWS OF THE DEPARTMENT OF HISPANIC LANGUAGES AND LITERATURES IN
THE KENNETH P. DIETRICH SCHOOL OF ARTS AND SCIENCES AT THE UNIVERSITY
OF PITTSBURGH

Amended January 2022

1. 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 as open as possible and provide for a high degree of participation by its members, the Department of Hispanic Languages and Literatures of the University of Pittsburgh adopts the following bylaws and regulations.

2. The Full Department

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. Each person holding a full-time or fractional tenured or tenure-stream appointment and each Lecturer holding a full-time multi-year contract shall have one vote. Graduate students with full graduate status and registered for at least nine credits in the current term have voice but not vote in departmental decisions through their designated representative. Faculty on short-term contracts (part-time appointments) and persons with one-semester or one-year Visiting appointments of any rank shall not vote.

C. Matters of general departmental policy, and any particular administrative, procedural, or substantive questions brought before the department, shall be determined by the full department. Matters pertaining to the election of a Chair, tenure and promotion, or hiring decisions, shall be determined by the voting faculty of appropriate rank, in accord with established policies of the Kenneth P. Dietrich School of Arts and Sciences. If a departmental meeting on a particular issue indicates the need for further investigation and clarification of points of view, the Chair may request or be requested to form an *ad hoc* discussion group or committee, attempting to insure that the various points of view expressed in the meeting are represented. Whenever appropriate, the group or committee will be composed with diversity of rank as a goal, will hold open discussions of the issue, and may formulate written recommendations or proposals, which can form the basis for further debate and action by the full department.

D. The full department shall meet at least twice each term, except in the Summer. Each meeting of the department shall be announced in advance, with an agenda, unless matters are to be considered which have been determined to be confidential and to require restricted attendance and/or participation. Any member of the department or student

shall be able, upon request to the Chair, to have an item placed on the agenda. A quorum shall exist when one-half of the membership entitled to vote on the issues to be decided in that meeting is present. Only members of the department present at a meeting shall vote on issues decided in that meeting, except that in cases of faculty with a special involvement or interest in an issue, absentee ballots may be granted, upon request. Questions that come before the full department shall be determined by a majority of the votes cast, except in cases where a larger percentage of the vote has been explicitly required by the department's bylaws or regulations. Voting in the election of a departmental Chair shall be by secret ballot. In other matters, voting shall be by voice or by show of hands, unless a secret ballot is requested by a voting member, in which case the request shall be honored. Where procedural matters are not covered by any departmental or Dietrich School of Arts and Sciences bylaw or regulation, upon request by any voting member the transactions of the department shall be governed by *Robert's Rules of Order Revised*. Minutes recording the proceedings of departmental meetings will be taken, maintained, and made accessible to faculty.

E. Election of the Chair. One semester in advance of the reappointment of a Chair or appointment of a new Chair, 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 to allow a statement or statements by the candidate or candidates and discussion by department members. Voting shall be by secret ballot, and the outcome reported to members of the department. The results of the T/TS and NTS votes will be reported separately to the Dean of the Dietrich School of Arts and Sciences. Any department meeting with the Dean to discuss the choice of the Chair shall be separate from the above-designated procedures for internal departmental deliberation. There shall be no procedure for reappointment other than the above-designated procedure.

3. Officers

A. The officers of the department shall include a Chair, a Director of Graduate Studies, a Director of Undergraduate Studies, and Language Coordinators for both Spanish and Portuguese. The Chair is appointed by the Dean of the Dietrich School of Arts And Sciences after consultation with the department through the process outlined in Article 2 Section C. Upon appointment, the Chair shall serve for a term of three years, renewable by mutual agreement of the department, the Dean, and the Chair. Other officers of the department shall be appointed by the Chair, with the advice and consent of the full department, and each shall serve for as long as is agreeable to the department, the Chair, and the officer.

B. The Chair shall be responsible for the administration of the department, and shall represent the department to the administration, the University at large, and the profession in hiring and other negotiations. The Chair shall preside over meetings of the full department. The Chair shall prepare the department's budget, including salary recommendations, negotiate it with the Dean, and inform the department of the budget's general dimensions. The Chair shall exercise jurisdiction over the expenditures of

departmental funds, including the Roggiano Fund, and over the office staff. In general, the Chair 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.

C. The Director of Graduate Studies shall preside over meetings and other activities of the Graduate Committee, and shall be responsible in collaborations with the Graduate Administrator for administering the regulations of the graduate program. The Director of Undergraduate Studies shall preside over meetings and other activities of the Undergraduate Committee, and shall be responsible for administering the regulations of the undergraduate programs.

D. The officers of the department shall exercise authority delegated to them by the Chair in administering departmental programs, and shall advise the Chair on administrative matters.

4. Waiving Provisions of the Bylaws

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 written proposal to waive the provision, indicating the duration of the proposed waiver.

5. Amendments

Amendments to these bylaws may be proposed upon petition by at least four voting members of the department. Copies of the proposed amendment shall be distributed to all members of the department, and the date of the meeting in which it is to be acted upon shall be announced at least two weeks in advance of any formal action. A majority of two-thirds of the votes cast shall be required for passage of an amendment.

6. Departmental Committees

The following is a list of committees that currently function in the department. Diversity of rank will be a goal in forming these committees. The composition and duties of the committees can be modified by the faculty if and when circumstances warrant. The department may, from time to time, establish such standing committees as it deems appropriate.

1. Executive Committee

This committee is made up of three elected members plus the Chair. It meets 2-3 times a year, and the members serve for a term of two years. The main purpose of the committee is to advise the department Chair on policy and personnel matters.

2. Graduate Committee

Chaired by the Director of Graduate Studies, it includes the Director, the department

Chair, and at least one other tenured member of the graduate faculty, appointed by the Chair in consultation with the Director of Graduate Studies. The Committee's primary responsibilities include: making recommendations to the faculty regarding graduate admissions and initial selection of Teaching Assistants and Teaching Fellows; recommendation to the faculty of renewal of Teaching Assistants and Teaching Fellows; implementing faculty nomination of candidates for predoctoral fellowships administered entirely or in part by the department; oversight of degree requirements and progress toward degrees; establishment and implementation of termination policies; recommendations of policies concerning graduate programs to the full department; aiding graduate students in preparation of *curriculum vitae* and dossiers, in preparing for interviews and in knowing about job opportunities; annual coordination and long-range planning of graduate course offerings; periodical review of graduate study requirements; and other matters that may be determined by the department to fall under the Committee's jurisdiction. The Committee meets regularly during the Fall and Spring Terms.

3. Undergraduate Committee

Chaired by the Director of Undergraduate Studies, it includes the Director, the Chair, the Spanish Language Coordinator, the Portuguese Language Coordinator, and two faculty representatives from the undergraduate major advisers designated by the Chair in consultation with the Director of Undergraduate Studies. The Committee's primary responsibilities include: establishing and executing general policy for undergraduate education in the department and communicating this policy to the larger faculty; semiannual coordination and long-range planning of undergraduate course offerings of both language and major level courses; articulation and supervision of the undergraduate Spanish major and the Portuguese minor; supervision of the Honors Major; advising of majors, supervision and administration of Study Abroad programs connected to the department; the production of any publication relevant to the Undergraduate Program, and other matters that may be determined by the Chair to fall under the committee's jurisdiction.

This Committee is also responsible for general policies regarding language instruction, including textbook selection, syllabus determination, exam and grading policies for language courses; supervision of and evaluation for TA/TFs and part-time faculty teaching language classes; supervision and staffing of the Writing Center; and other matters that may be determined by the Chair to fall under the committee's jurisdiction. The Committee meets as needed during the Fall and Spring terms.

4. Planning and Budget Committee

This committee is mandated by the Dietrich School of Arts and Sciences. It meets at least annually with the Chair to advise and aid in the preparation of the departmental budget and the establishment of funding priorities and policies. It consists of the departmental Administrative Assistant, the Chair, the Directors of Graduate and Undergraduate Studies, and an elected representative of the graduate students.

5. Curriculum and Staffing Assignments

Faculty are asked to submit their teaching requests each term. Those requests are then reviewed by the Graduate Committee (for graduate courses) and Undergraduate Committee (for undergraduate major-level courses), keeping in mind overall planning for course rotation. Wherever possible, the committees will try to accommodate faculty course preferences. However, departmental and curricular need always take priority in course assignments. Staffing assignments for language courses up to the 20-25 level are made by the Language Coordinator in consultation with the Chair.

6. New Course Committee

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 syllabus should follow the model proposed by the Dietrich School of Arts & Sciences on their teaching website: <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 Dietrich School of Arts & Sciences statements on academic integrity, email communication, 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, and one additional faculty member selected by the Department Chair together with the Director of Undergraduate Studies. 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. The proposals must conform to the requirements as described on the Arts & Sciences new course proposal website: <http://www.as.pitt.edu/faculty/teaching/course-proposal.html>

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.