These Departmental Bylaws are adapted in large part from the Bylaws of the Department of English, University of Pittsburgh <http://www.english.pitt.edu/graduate/index.htm>, and the Department of Theatre Arts, University of Pittsburgh. Some language in this document is derived either wholly or in part from those documents and this contribution is hereby acknowledged.

1. Preamble
The Bylaws of the School of Arts and Sciences University of Pittsburgh are published on the School of Arts and Sciences (A&S) Website <http://www.fcas.pitt.edu/publications.html>, and updated at the beginning of every fall semester.

A&S Bylaws supercede any Bylaw contained in this document. In particular, concerning promotion and tenure decisions, the tenured faculty are responsible as outlined in the A&S Bylaws.

However, A&S Bylaws also permit departments to develop 'more detailed statements of governance'. Therefore, to ensure that all members of the Department have a voice in the governance and direction of the Department, the Department adopts the following Bylaws ratified at the Department faculty meeting on February 4, 2003 and amended as agreed by a faculty meeting on March 24, 2006 based on feedback from Associate Dean Knapp in his memo dated March 7, 2006.

2. 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 with a primary or joint appointment shall have one vote. (See (v) for secondary faculty.)

(ii) Graduate students with full graduate status and registered for at least nine credits or teaching in the current term shall be allocated ONE vote as a group. The full tally of votes within the group should be forwarded to the Department Chair. Graduate student votes shall be communicated to the Department via the elected student representative. Graduate students may not vote on matters relating to specific, individual graduate students.

(iii) Full-time faculty members with the rank of Lecturer shall be allocated ONE vote as a group. (This group includes all lecturers regardless of their position in the Department.) Their chosen representative should forward the full tally of votes within the group to the Department Chair.

(iv) Full-time faculty members with the rank of Assistant Instructor (AI) shall be allocated ONE vote as a group. (This group includes AIs in the ELI and the LCTL Center.) Their chosen representative should forward the full tally of votes within the group to the Department Chair.

(v) Faculty members with a secondary appointment and professors emeriti will be allocated one advisory vote per faculty member. Secondary members who hold tenure in A&S are eligible to be invited to have a full vote on issues of review, promotion, and tenure as outlined in the A&S Bylaws.

(vi) Administrative staff shall have an advisory vote on non-academic issues such as the appointment of the Chair, in the Planning and Budget Committee, and other appropriate matters.

(vii) Part-time faculty, persons with visiting appointments, and adjunct faculty members shall not vote.

(viii) The total of votes from members outside the tenure-stream shall not exceed 40% of the total Department vote. When T-S votes will not reach 60%, the proportion of the group votes will be reduced accordingly.

(ix) Arrangements for absentee balloting shall be made when necessary.

(x) The Department shall decide whether to vote by secret ballot or by open voting as the need arises. The default shall be open voting.
C. 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 ensure that the various points of view expressed in the meeting are represented. The group or committee 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.

In the areas of curriculum, personnel, and graduate procedures, departmental meetings each September shall be devoted to the states of those concerns and committees shall be appointed in these areas in the same ad hoc manner to serve for as much of the academic year as the particular issue requires, in accordance with published guidelines formulated by the Chair in consultation with the full Department.

Decisions as to which professors teach which courses must be discussed at a faculty meeting each term. The Chair will consult the faculty as to the scheduling and staffing of the undergraduate and graduate curriculum. In this context, faculty members must be aware that the Chair must comply with Arts and Sciences guidelines on adequate enrollment in undergraduate and graduate courses. Normally, an undergraduate course should have at least 14 students, and a graduate course should have 8 students. Faculty members must be willing to be flexible in their teaching assignments, sometimes at short notice, in order to accommodate the Department in its compliance with Arts and Sciences guidelines.

Changes in the curriculum, such as changes in major requirements or the addition of new areas of concentration, must be approved by the full faculty as defined in B.

D. Officers of the Department

(1) Chair of the Department.
   (a) The voting members described in B, subject to approval by the Dean, elect the Chair. Only tenured faculty members shall serve as Chair.

   (b) 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 as indicated by Dean Rosenberg's Interpretative Note in the A&S Bylaws. The Chair is thus the chief executive officer of the Department. He or she 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. He or she shall exercise jurisdiction over the expenditure of Department funds, subject to advice from the PBC described in section E of this document.

   (c) The other Department officers are to be appointed by the Chair and approved by the full Department.
(d) The Chair supervises the administrative staff on day-to-day matters.

(e) The Chair shall serve a maximum of TWO consecutive terms. Each term shall normally be three years. An individual may serve as Chair again after a hiatus of one three-year term.

(2) Director of Graduate Studies.

The Director of Graduate Studies has overall responsibility for all graduate programs in the Department, including admissions. These include the American Indian, Applied, Sociolinguistics, and Hispanic Linguistics Programs at both the M.A. and the Ph.D. levels. The Hispanic Linguistics program coordinator will report to and work closely with the Director of Graduate Studies.

The Director of Graduate Studies is minimally responsible for:

(a) Administration of preliminary examinations;
(b) Certifying to the graduate school that students have met all requirements;
(c) Organization of the annual Mellon competition at the Dept. level - the DGS shall write the cover letter to be sent to the Mellon committee on behalf of the Chair;
(d) Knowing the University regulations on graduate study and graduation procedures;
(e) Orientation of new and prospective students to the Department, including coordinating with the ELI regarding ELI instructor schedules;
(f) Chairing the annual admissions meeting;
(g) Promoting the Department graduate programs to recruit graduate students;
(h) Scheduling and chairing all Ph.D Comprehensive presentations.

(3) Graduate Concentration Advisors

All tenure-stream faculty and lecturers will be eligible to be Graduate Concentration advisors. Normally, no faculty member shall be concentration advisor to more than 20% of the total graduate student enrollment. Students normally request a faculty member to be the concentration advisor during their first semester, and must do so by the end of their second semester. Students may change advisors later as appropriate.

The concentration advisor's role is to be an advocate for the student, making sure the student takes courses that are relevant and worthwhile to the student's academic program. The concentration adviser will also advise students on career and other academic and practical matters, and in the case of PhD students, will coordinate the writing of comprehensive papers. The concentration adviser will be the first point of faculty contact for each student.

(a) Registering graduate students, including providing advice on which courses are most appropriate for the students interests and career goals;

(b) Administering language exams for individual students;
(c) Supervising PhD Comprehensive papers and coordinating with the DGS to schedule Comprehensive presentations - the Concentration Advisor should verify that the student notifies the DGS of the student's intention to present a paper by the end of the fall or spring semester preceding the semester in which the paper will be presented;
(d) Knowing the University and Department regulations on graduate study and graduation procedures;
(e) With the graduate secretary, ensuring that individual student records are up-to-date and maintained in an orderly way.

(4) Undergraduate Advisor

The Undergraduate advisor is minimally responsible for:
(a) Orientation of prospective undergraduates students to the Department.
(b) Chairing the undergraduate recruitment committee; holding at least one open house for undergraduates per semester.
(c) With the graduate secretary, ensuring that student records are up-to-date.
(d) Liaising with the Associate Dean for undergraduate studies and the Advising Center.
(e) Coordinating with the committee on undergraduate general education courses.

(5) The Directors of the English Language Institute, the Less-Commonly-Taught Languages (LCTL) Center, and the Robert Henderson Media Center serve at the discretion of the Dean and the Chair of the Department. Their appointments are subject to renewal by the Chair and the Dean of FAS, and approval by the voting members of the Department.

(6) There is no separate, or parallel, administrative structure for the Hispanic Linguistics program. The Hispanic Linguistics Program Coordinator reports to and collaborates closely with the DGS, the Director of Admissions, and the Chair of Linguistics as appropriate.

E. Planning and Budget Committee

(i) The Department shall have a Planning and Budget Committee (PBC). The PBC shall consist of all tenured and tenure-stream faculty, the Directors of the ELI, the LCTL Center and the Robert Henderson Media Center (RHMLC). In addition, there will be an administrative representative, a graduate student representative, and an additional ELI representative. The voting members of this committee shall be the tenure stream faculty, and the Directors of the ELI, LCTL Center, and the RHLMC. The student representative, the administrative representative, and the additional ELI representative shall have advisory votes.

(ii) Every September, in consultation with the Directors of the ELI, the LCTL Center and the Robert Henderson Language Media Center, the Chair shall present financial reports to the PBC. One will be a report from the previous fiscal year. Another report will be a financial plan for the current fiscal year. If necessary, the Chair shall request a second PBC meeting in the spring to update this plan.
(iii) When the Chair and the Director of the ELI are the same person, he or she may not serve as PBC Chair.

F. Amendments. Amendments may be proposed by at least four voting members or groups. Copies shall be distributed to all Department members, and the meeting where the changes are to occur will be announced at least two weeks in advance. To pass, an amendment must receive 66% of the votes that are cast.

G. Minutes recording the proceedings of Department meetings are taken, maintained and made accessible to all faculty members where appropriate. (Standard exceptions are that minutes that deal with graduate student issues will not be made available to other graduate students. Minutes of tenure and promotion meetings are also restricted in accordance with the law and A&S policy.)

H. (Amended November 3, 2010) Faculty members interested in teaching new undergraduate courses will submit proposals to the undergraduate advisors 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 construction of the syllabus should begin with the model proposed by the School of Arts & Sciences on their Teaching website. Proposals should demonstrate that they advance the instructional needs of the department, adhere to rigorous academic standards, have clear grading standards and policies, and have a focus different from that of existing courses. The undergraduate advisors, in conjunction with the department chair, will review proposals, requesting additional information and offering suggestions for improvement as needed. The revised course proposal will then be brought to the full faculty at its next scheduled meeting for course approval. The Arts & Science Undergraduate Council will then be notified of the new course. Any courses that are intended to satisfy the General Educational Requirements of the University, including the Writing requirements, will require final approval by the Council.