

Bylaws of the Department of Slavic Languages and Literatures, University of Pittsburgh

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These Departmental Bylaws are adapted in large part from the Bylaws of the Departments of English, Theatre Arts, and Linguistics at the 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

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

1.2 Dietrich School Bylaws supersede any Bylaw contained in this document. In particular, concerning promotion and tenure decisions, the tenured faculty is responsible as outlined in the Dietrich School Bylaws.

1.3 However, Dietrich School Bylaws also require departments to develop, maintain, and distribute to faculty members annually, and translate into practice, a set of Bylaws consistent with Dietrich School Bylaws, University Bylaws, and University Policies and Procedures that, at a minimum, address the functions listed below:

1.3.1 Recommendations to the Dean regarding Chair appointments

1.3.2 Conduct of Departmental business

1.3.3 Determination and staffing of undergraduate and graduate curricula and requirements

1.3.4 Departmental planning and its budgetary impacts

1.3.5 Departmental procedures appropriate for faculty processes and actions

1.4 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 meeting on November 15, 2005.

## 2 Conduct of Department Meetings and Definition of Voting Membership in the Department

2.1 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 (see Section 4, below) 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.

- 2.2 Voting membership of the Department (based on the policy adopted February 2001)
  - 2.2.1 Except in circumstances where this would not be permitted by University regulations and in the situation described in Sections 2.2.2 and 2.2.3, below, the following persons may attend and vote on all issues at faculty meetings:
    - 2.2.1.1 All tenured and tenure-track faculty with primary appointments in the Department, including faculty on temporary leave but not including emeriti.
    - 2.2.1.2 All full-time regular (non-visiting) non-tenure-stream faculty members.
    - 2.2.1.3 All visiting faculty with appointments as assistant, associate, or full professor may attend meetings, but are explicitly excluded by Dietrich School bylaws from voting.
    - 2.2.1.4 A graduate representative (chosen by the graduate students in a manner determined by them). The graduate representative is not permitted to attend portions of the meeting devoted to reviewing the progress of individual graduate students. Since the graduate representative represents the collective voice of the graduate student body, it is his or her responsibility to solicit graduate student opinion on agenda items that affect graduate students, and to represent that collective opinion at the Department meeting.
    - 2.2.1.5 Other, non-voting, members of the Department with an interest in attending a Departmental meeting may do so as observers after obtaining the consent of the Chair. On occasion, the Chair may invite the attendance of non-voting members of the department considered to have a special interest in or contribution to make on one or another agenda item.
  - 2.2.2 Following the Dietrich School “rank-above” rule, regular lecturers may participate and vote on hiring of new lecturers, and senior lecturers may vote on promotion of lecturers to the two higher ranks. NTS faculty are not permitted to vote on T/TS hiring or promotion.
  - 2.2.3 Only members of the Graduate Faculty and the graduate-student representative may vote on matters pertaining to graduate study.
  - 2.2.4 The Departmental Administrative Assistant attends and keeps minutes, but does not vote. The Administrative Assistant is responsible for retaining copies of the minutes and making them available on request to any voting member of the Department for a period of one year after the meeting (see also Section 4.1.8, below).
- 2.3 The quorum required for Department meetings is two thirds of the voting members, including voters by proxy. Except for amendments to the bylaws (see Section 6, below), all issues are determined by a majority of those casting votes. Voting members who are unable

to attend meetings may give their proxy to another voting member of their choice. Graduate representatives who are unable to attend the meeting may appoint another graduate student to take their place.

- 2.4 Frequency of Department meetings (policy adopted September 2004): Faculty meetings will be scheduled in September, November, January, and March. Additional meetings may be held as needed. The Chair will distribute an agenda of items likely to be discussed at the meeting at least one week in advance; additional new business may be introduced by any voting member at the meeting.

### 3 Consultation on major policy issues

- 3.1 Matters of general Departmental policy, and any particular administrative, procedural, or substantive questions brought before the Department will be determined by the voting membership of the Department as defined in Section 2.2.1, above.
- 3.2 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.

### 4 Departmental Duties

#### 4.1 Chair of the Department

- 4.1.1 The voting members described in 2.2.1, subject to approval by the Dean, elect the Chair. All voting members of the Department are eligible to vote in the election of a Chair, but only tenured faculty members are eligible to serve as Chair. The Statement on Departmental Governance in the Dietrich School Bylaws states that in elections for department chair, the votes of the T/TS and NTS faculty should be reported separately to the Dean.
- 4.1.2 The Chair has overall fiduciary responsibility for the Department. The Chair's authority 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 Dietrich School Bylaws. The Chair is thus the chief executive officer of the Department. He or she will be responsible for the administration of the Department and will represent the Department to the administration and the University at large in hiring and in other negotiations, and with student complaints. He or she will exercise jurisdiction over the expenditure of Department funds, subject to advice from the Planning and Budget Committee, as described below.
- 4.1.3 The other Department officers are to be appointed by the Chair and approved by the voting members of the Department.

- 4.1.4 The Chair supervises the administrative staff on day- to-day matters.
  - 4.1.5 Duties that the Chair performs jointly with other specific members of the Department are described in the appropriate sections below.
  - 4.1.6 The term of appointment for the Chair is three years. At the conclusion of the three-year term, the voting members of the Department may elect either a different person or the same person for the next three-year term.
  - 4.1.7 The undergraduate and graduate curricula are determined by the Planning and Budget Committee. The Chair is responsible for determining faculty, graduate, and ancillary teaching assignments, and will consult with other members of the Department as needed to ensure that Departmental needs are met in the areas of graduate teaching, undergraduate teaching, and graduate student training.
  - 4.1.8 The Chair is to maintain an up-to-date version of record of Department policies and procedures. All substantive changes made to Department policies and procedures are to be entered in a timely fashion in the version of record of policies and procedures and made available to members of the Department in electronic form. Changes approved but not entered by the time of the next periodically scheduled faculty meeting will be considered void unless they are specifically reaffirmed at that subsequent meeting.
- 4.2 Director of Graduate Studies
- 4.2.1 The Director of Graduate Studies has overall responsibility for advising those graduate students who have not chosen a dissertation director in their course of study. For advanced graduate students who have chosen a dissertation advisor, that responsibility passes to the individual dissertation advisor.
  - 4.2.2 It is the responsibility of all degree students to consult each term with their graduate advisor or dissertation advisor concerning courses to be taken during the following term, and to review current progress toward the degree. While every effort will be made to accommodate student interests and preferences, the graduate advisor has the authority to exercise judgment as to course load and selection. Only the graduate advisor or dissertation advisor is authorized to sign registration forms, and the Chair will not sign registration forms when the student has failed to consult with the graduate advisors during the regular advising period.
  - 4.2.3 The Director of Graduate Studies (for less advanced students) or the student's dissertation advisor (for more advanced students) is responsible for knowing the University regulations on graduate study and graduation procedures and certifying to the graduate school that students have met all requirements.

- 4.2.4 All faculty participate in determining the distribution of Teaching Assistantships and the Department's Ivan Elagin Graduate Fellowship. The Director of Graduate Study and the Chair are jointly responsible for ranking applicants for non- Departmental support (such as Mellon, Lawler, and FLAS fellowships).
- 4.2.5 The Director of Graduate Studies is not necessarily responsible for coordinating graduate examinations (see Section 4.4, below) or overseeing graduate admissions (see Section 4.5, below).
- 4.3 Director of Undergraduate Studies (DUS)
  - 4.3.1 The Director of Undergraduate Studies (DUS) has overall responsibility for the undergraduate program.
  - 4.3.2 The DUS is responsible for advising undergraduate majors.
  - 4.3.3 The DUS is responsible for certifying all undergraduate majors and minors for graduation.
  - 4.3.4 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.
  - 4.3.5 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 Russia and receiving departmental transfer credit for such coursework.
  - 4.3.6 The DUS is responsible for recommending candidates to the Department for undergraduate scholarships and other recognition.
  - 4.3.7 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.
- 4.4 Russian Language Coordinator
  - 4.4.1 The Russian Language Coordinator (LC) is responsible for the overseeing and assessing of the integrity, coherence, and effectiveness of the department's Russian language sequence. In this capacity, the LC is responsible for textbook evaluation and selection, textbook orders, and the scheduling of instructional staff meetings as necessary to ensure coordination of courses and effectiveness of instruction. The LC also reviews and approves the course syllabi, course descriptions/requirements, and midterm and final examinations.
  - 4.4.2 The LC is responsible for the mentoring and evaluation of instructors in the Russian language program, including overseeing the orientation of new TAs and instructors. The LC

will visit language classes as necessary (but will observe each Russian language instructor at least once per academic year) and will provide written feedback of these observations in a timely manner. The LC will be available to discuss such feedback with the instructors before submitting any evaluations to the department.

4.4.3 The LC carries out the formal assessment of student outcomes on a regular basis to comply with external and internal reporting requirements.

4.4.4 The LC submits a report to the Slavic Department faculty on the state of the Russian Language Program no less than annually.

#### 4.5 Coordination of Graduate Examinations

4.5.1 The Comprehensive (MA) Examination Coordinator is responsible for soliciting questions from the faculty, drafting the examination, circulating the draft to the faculty for comments, implementing necessary revisions, scheduling the administration of the examination, assigning faculty to read examination answers, and reporting on the results of the examination to the faculty and to the examinee.

4.5.2 Each graduate student's PhD Qualifying Examination is coordinated by that student's dissertation advisor, who has the same administrative responsibilities as those outlined above.

#### 4.6 Admissions Committee

4.6.1 Admissions Committee members are required to review applications for admission to graduate study and, in consultation with the Chair, to make recommendations about admission and financial support. Final decisions about admission and financial support are determined by the faculty, as described in Section 4.2.4, above).

4.6.2 The Admissions Committee will include at least three faculty members appointed by the Chair. All additional faculty who wish to serve on the Admissions Committee are permitted to do so.

#### 4.7 Research Language Proficiency Examination

4.7.1 Two members of the faculty (for each language) are responsible for overseeing the administration of the French and German reading proficiency examinations to graduate students.

#### 4.8 Planning and Budget Committee

4.8.1 The Departmental Planning and Budget Committee is a committee of the whole Department, and all voting members of the Department are therefore members of this Committee.

- 4.8.2 The Chair is responsible for daily planning decisions, but consults with the Planning and Budget Committee on all matters of general departmental policy (such as, for example, modifications in the graduate or undergraduate curriculum).
- 5 Faculty Processes and Actions. Faculty processes and actions are governed by applicable Dietrich School and University policies. There are no Department-specific policies and procedures.
- 6 Amendments. These bylaws may be amended if the amendments are approved by two-thirds of the voting members of the Department. Members who are unable to attend a meeting may vote by proxy, but for the purpose of amending the bylaws, “two-thirds” means two-thirds of all voting members of the Department, rather than two-thirds of those voting either in person or by proxy.