

# BYLAWS OF THE DEPARTMENT OF SPANISH AND PORTUGUESE IN THE KENNETH P. DIETRICH SCHOOL OF ARTS AND SCIENCES AT THE UNIVERSITY OF PITTSBURGH

Amended April 4, 2024

Effective: July 1, 2024

## **1. Preamble**

- 1.1 The Bylaws of the Dietrich School of Arts and Sciences require departments to develop, maintain, and distribute to faculty members annually a set of Bylaws consistent with Dietrich School Bylaws, University Bylaws, and University Policies and Procedures
- 1.2 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 Spanish and Portuguese of the University of Pittsburgh adopts the following bylaws and regulations.
- 1.3 Therefore, to ensure that all members of the Department have a voice in the governance and direction of the Department, the Department of Spanish and Portuguese adopts the following bylaws, ratified at the Department meeting of April 4, 2024.

## **2. The Full Department**

- 2.1 All powers and responsibilities delegated by the University of Pittsburgh to the department reside in the body of its voting members. Matters of general departmental policy, and any administrative, procedural, or substantive questions brought before the department, shall be determined by the full department. 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.
- 2.2 The voting membership of the department
  - 2.2.1 Except in circumstances where this would not be permitted by university regulations and in the situations described below, the voting membership of the Department shall consist of each person holding a full-time or fractional tenured or tenure-stream appointment and each appointment-stream faculty person holding a full-time multi-year contract. These individuals shall have one vote, and all votes have equal value. This includes faculty on temporary leave but does not include emeriti faculty.
  - 2.2.2 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.

- 2.2.3 All tenured and tenure track faculty shall vote on the hiring of tenured and tenure track faculty. All voting members of the faculty shall vote on the hiring of appointment-stream faculty members.
- 2.2.4 All tenured faculty shall vote on the promotion of tenure-stream faculty from Assistant to Associate Professor, and on the award of rank and tenure to an outside hire at the level of Associate Professor. All tenured faculty at the rank of Professor or above shall vote on the promotion of Associates to Full Professor, and on the award of rank and tenure to an outside hire at the level of Full Professor. All tenure-stream, tenured, Teaching Professors, and Teaching Associate Professors shall vote on the promotion of Teaching Assistant Professors. All tenure-stream, tenured, and Teaching Professors shall vote on the promotion of Teaching Associate Professors.

### **2.3 Faculty Meetings**

2.3.1 Faculty meetings will be scheduled and held as needed. In August, the Chair will send out a list of meeting dates and times. Meetings should be scheduled to maximize participation by voting members of the faculty. The Chair will distribute an agenda of items likely to be discussed at the meeting at least 3 days in advance; additional new business may be introduced by any voting member at the meeting.

2.3.2 A faculty member designated by the Chair shall take minutes at faculty meetings. Minutes of the meeting will be distributed to all faculty in the department and will also be maintained by the Department Administrator.

2.3.3 Minutes of the previous faculty meeting shall be circulated in advance of an upcoming meeting and approved as the first order of business at that meeting.

2.3.4 Meetings are run by whatever process serves the ends of inclusive discussion, careful deliberation, and informed voting. As a last resort, disputes about procedure shall be resolved using Robert's Rules of Order.

2.3.5 All non-personnel issues (aside from amendments to these bylaws) are determined by a majority of those present and casting votes. A quorum shall exist when one-half of the membership entitled to vote on the issues to be decided in that meeting is present. For the purposes of a quorum, faculty members who are on sabbatical, personal leave, or professional leave are not considered, though those members are eligible to participate should they choose to do so. Only members of the department present at a meeting shall vote on issues decided in that meeting, subject to exceptions in 2.3.6. No proxy votes are permitted.

2.3.6 Consistent with the policies and procedures of the Dietrich School, absentee ballots will be permitted on hiring, tenure, and promotion votes so long as the faculty member who is not present becomes familiar with the search/tenure/promotion materials and is provided the minutes of the deliberations of the faculty present at the meeting. Absentee balloting shall be completed within 48 hours after the conclusion of the given faculty meeting, after which time the votes of the faculty shall be tallied and announced.

2.3.7 All voting shall be by secret ballot, except for minor procedural issues such as approval of the minutes. Voting will occur at the meeting, except for personnel issues discussed in 2.3.6, where balloting will be electronic and the results announced after the expiration of 48 hours or all eligible faculty have voted, whichever comes first.

2.3.8 When there are two candidates for a position, the candidate with the largest number of votes will be the winner. When there are more than two candidates, single transferable voting (STV) will be used.

2.3.9 The graduate students will select one representative each academic year to attend faculty meetings. This representative can participate in discussion but is not a voting member.

2.3.10 At the discretion of the Chair, the faculty may go into a closed session, where only voting members of the faculty are permitted to attend.

2.3.11 All discussions in faculty meetings are confidential and should not be shared with individuals who are not department members.

### **3. Department Officers**

3.1 The officers of the department shall include a Chair, a Director of Graduate Studies, a Director of Graduate Admissions and Placement, a Director of Undergraduate Studies, and Language Coordinators for both Spanish and Portuguese.

#### **3.2 The Chair of the Department**

3.2.1 The Chair is appointed by the Dean of the Dietrich School of Arts and Sciences after consultation with the department. 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, and each shall serve for as long as is agreeable to the Chair and the officer.

3.2.2 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. The Chair serves on all department committees as an *ex officio* member.

3.2.3 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.

3.2.4 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.

#### **3.3 The Director of Graduate Studies (DGS)**

3.3.1 The DGS has overall responsibility for advising those graduate students who have not chosen a dissertation director in their course of study. For graduate students who have chosen a dissertation advisor, that responsibility passes to the individual dissertation advisor.

3.3.2 The DGS shall preside over meetings and other activities of

the Graduate Committee and shall be responsible in collaboration with the Graduate Administrator for administering the regulations of the graduate program.

3.3.3 Once a student's comprehensive exam committee and dissertation committee has been formed, all committee changes must be approved by the Director of Graduate Studies and the Chair. Changes will only be permitted in exceptional circumstances and the DGS and Chair will be guided by the "best interest of the student" in assessing these requests.

3.3.4 One month prior to a student's dissertation defense date, the committee is "locked", and no changes are permitted. Therefore, students must submit their final draft of their dissertation to committee members in advance of the one-month deadline.

3.3.5 The DGS is also responsible for coordinating the language exams for graduate students from other departments. The DGS can do this themselves or designate another member of the Graduate Education Committee to perform this task.

#### 3.4 Director of Graduate Admissions and Career Planning (DGACP)

3.4.1 The Director of Graduate Admissions and Career Planning (DCACP) is responsible for the admission of PhD students to the graduate program, and for providing support toward their planning for the professional job market.

3.4.2 The DGACP leads the admission process to the graduate program with the advice of the Admissions Committee (whose tasks are described in section 4.3); ensures the process is fair and timely; leads the recruitment process, including interviews with potential admittees and admissions recruitment day; and operates as a point of contact for applicants.

3.4.3 Career planning duties include, but are not limited to: organizing professionalization workshops for students in the early stages of their studies, preparing students for the academic job market (including providing guidance regarding application materials and timelines), inviting external speakers to address challenges of the job market, preparing practice job talks, etc. Career planning support is provided in coordination with students' advisor(s) and is not a substitute for it.

#### 3.5 The Director of Undergraduate Studies (DUS)

3.5.1 The DUS is responsible for overseeing the undergraduate program of the department.

3.5.2 The duties of the DUS include but are not limited to the supervision of advising for undergraduates; evaluation and revision of the undergraduate curriculum as needed; coordination with the chair and staff in creating course schedules; nominating undergraduate students for awards and fellowships; handling undergraduate questions and complaints; participating in the hiring and evaluation of the Department's appointment-stream faculty members.

#### 3.6 Language Coordinators (LCs)

3.6.1 There will be LCs for both Spanish and Portuguese.

3.6.2 The LCs are responsible for coordinating the department's language program in their respective areas (Spanish and Portuguese), including the training and supervision of people teaching language courses (including teaching assistants, lecturers, and part-time faculty), syllabus and exam design, and the placement of students into the appropriate course in the language sequence.

## 4. Departmental Committees

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

#### 4.1. Advisory and Planning and Budgeting Committee

4.1.1 The Chair's Advisory Committee meets regularly to assist the Chair in setting department meeting agendas and advising the Chair on issues in the Department.

4.1.2 The Chair's Advisory Committee, consisting of one representative of each tenured or tenure-stream rank of faculty (Assistant, Associate, and Full Professor) and one full-time appointment stream faculty member assists the Chair in reviewing the faculty's self-evaluation reports.

4.1.3 The Advisory Committee, along with a member of the staff and a graduate student representative serve as the Department's Planning and Budget Committee.

4.1.4 Each rank of faculty shall select its representatives to the Advisory and Planning and Budget Committee. Terms are four years, staggered so that one new member is selected each year. In the case of departure, leave, promotion, or other reasons that keep a representative from continuing, the professors of that rank will elect a substitute to complete the term.

#### 4.2. Graduate Education Committee

4.2.1 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.

4.2.2 The Committee's primary responsibilities include: 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.

#### 4.3 Graduate Admissions Committee

4.3.1 The Graduate Admissions Committee chaired by the DGACP, reviews application for graduate study, and, on consultation with the Chair, makes decisions about admission and financial aid for incoming graduate students.

4.3.2 The Admissions Committee will include at least three faculty members who are members of the graduate faculty appointed by the Chair in consultation with the DGACP.

#### 4.4. Undergraduate Committee

4.4.1 Chaired by the Director of Undergraduate Studies, it includes the Director, the Chair, the Spanish Language Coordinator, the Portuguese Language Coordinator, and one tenure-stream or tenured faculty representative designated by the Chair in Consultation with the Director of Undergraduate Studies.

4.4.2 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; ensuring appropriate classes fulfill general education requirements; encouraging faculty to develop new courses and assisting them in the process; articulation and supervision of the undergraduate Spanish major and the Portuguese minor; supervision of the Honors Major; advising of majors and minors, 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.

4.4.3 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 El Centro: The Spanish Hub at Pitt; and other matters that may be determined by the Chair to fall under the committee's jurisdiction.

#### 4.5 Diversity, Equity, and Inclusion Committee (DEI)

4.5.1 The DEI Committee consists of a Chair, appointed by the Chair of the Department, and any faculty member who wants to participate, up to two staff members, up to 2 graduate students, and up to 2 undergraduate majors or minors.

4.5.2 The department recognizes that creating and sustaining an inclusive and welcoming scholarly community is a department-wide responsibility. The DEI Committee supports this work in all facets of department life, including (but not limited to): recruitment; hiring; retention; mentoring and development of faculty, students, and staff; curriculum and programming; and departmental climate. In coordinating and overseeing diversity and inclusion initiatives, the committee's role is to advise, educate, and encourage best practices. The Committee is also responsible for overseeing and updating the Department's DEI implementation plan and for preparing an annual report to the Department.

### 5. Chair Selection

5.1 No later than November 15 of the incumbent Chair's last year in office, the current Chair shall designate as "Election Chair" a full-time tenured faculty member who has decided not to run.

5.2 The Election Chair shall notify all voting members of the department of the election for a new Chair.

5.3 Shortly after notification the Election Chair shall receive nominations and arrange a meeting to allow a statement by the candidate(s), allow the candidate(s) to answer questions from department members, and allow for open discussion by department members.

5.4 Voting shall be by secret ballot, and the outcome reported to members of the department.

### 6. Procedures for Hiring of New Faculty Members

6.1 There shall be a yearly hiring meeting toward the end of the Spring semester to discuss recruitment priorities for the coming academic year. Recruitment priorities should be aligned with the strategic plans of the University, Dietrich School, and department. These

discussions and decisions will form the basis of the Chair's recruitment requests to the Dean. Absentee ballots will be accepted for votes taken at the recruitment meeting in line with Section 2.3.7 above.

6.2 Search committees for tenured and tenure-stream faculty shall be composed of tenured and tenure-stream faculty only; at least one appointment-stream faculty member shall be included on search committee for appointment-stream faculty positions. There shall be one graduate student representative on all search committees for tenured and tenure-stream faculty positions.

6.3 Voting within search committees shall be limited to tenured, tenure-stream, and, where applicable, appointment-stream faculty.

6.4 The search committee will present a list of recommendations for interviews to the full department prior to invitations to interview being extended. The full department will have access to the files of those recommended to be interviewed as well as any alternates. The department can choose to approve the list, approve certain candidates but not others, or disapprove of all the names on the list. Anyone who is not approved for an interview by the full department will not be considered further.

6.5 Voting for faculty positions shall take place at a meeting following the visits of all candidates for the position and following the canvass of the full faculty and graduate students by the search committee and a graduate student representative. The graduate student representative shall present the views of the graduate students at the faculty meeting. Voting for all positions shall follow the procedures in Sections 2.3.7 and 2.3.8 above.

## **7. 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.

## **8. 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.