

DEPARTMENT OF MODERN LANGUAGES BY-LAWS

General Statement

The Modern Languages Department offers students from all disciplines the opportunity for personal and intellectual enrichment through the study of new languages and the understanding of the diverse cultures they represent. Our faculty consists of a rich array of scholars and teachers with expertise in language, linguistics, literature and culture. We offer a major in Spanish, and minors in French, German, and Italian. In addition, we offer language instruction in Arabic, Chinese, Japanese, Hebrew, Russian and other languages as they appear on the MLD web page.

The goal of the curriculum in all of our languages, in concordance with the *Mission Statement* and *Core Beliefs* of TCNJ, is to promote cultural, linguistic and literary competence. By *competence* we mean enabling students to do things with words, and to recover and to interpret what has been done with words in various social, historical, political and interpersonal contexts¹.

In the spirit of diversity, we are committed to inclusive teaching approaches and research agendas that strengthen our links to other academic disciplines, to the greater academic community, and to the community at large.

Faculty Duties and Responsibilities

The MLD faculty consists of the following three groups: 1. Permanent faculty (tenured and tenure-track); 2. Instructors (Full-time and Part-time); 3. Adjuncts.

I. Duties and Responsibilities of Permanent Faculty

The work of the permanent faculty is comprehensive, and includes teaching, scholarship and service. A guiding principle of the department is that all members of the faculty should equitably share responsibilities and work.

1. Teaching Load

Classes and schedule are discussed and decided by permanent faculty in consultation with the Chair. Courses taught outside of the department must receive approval of the Chair.

2. Teaching Responsibilities

Faculty members are expected to meet their classes, follow departmental curricular goals and standards, and hold appropriate office hours for student consultation. A syllabus shall be made

¹ This definition is adapted from Swaffar, Janet. "The Case for Foreign Languages as a Discipline," *Profession 1999*. New York: MLA, 1999, 155-167.

available in each course in which work expectations, educational goals, and grading policies are explicitly stated. In addition, all faculty are expected to keep abreast of current teaching methodologies as outlined in the MLD Statement of Teaching Philosophy

3. Scholarship

Active engagement in scholarship is expected, and is a requirement for reappointment, tenure and promotion.

4. Service

Faculty are expected to contribute to the good-functioning of the department through participation in departmental committees, writing and proctoring of general exams, advising student clubs, and completing peer class observations and evaluations. Furthermore, they shall participate in open houses and other campus wide events, in the decision making process for prospective job candidates, they shall attend faculty and committee meetings, and fulfill other such responsibilities as determined by the Chair and Executive Committee.

5. Summer Teaching

Summer teaching assignments, both at the College and in study abroad programs, will be determined by the Chair, the Executive Committee and the Directors of the Summer Programs. These assignments are to be distributed equitably to interested faculty members.

II. Duties and Responsibilities of Full Time Instructors

1. Teaching Responsibilities

Faculty members are expected to meet their classes, follow departmental curricular goals and standards, hold appropriate office hours for student consultation, and work in concert with the Language Coordinator. A departmentally approved syllabus shall be made available in each course in which work expectations, educational goals, and grading policies are explicitly stated. In addition, all faculty are expected to keep abreast of current teaching methodologies as outlined in the MLD Statement of Teaching Philosophy.

2. Service

Faculty are expected to contribute to the good-functioning of the department through participation in departmental committees, writing and proctoring of general exams, advising student clubs, attendance at faculty and committee meetings, and other such responsibilities as determined by the Chair and Executive Committee.

3. Evaluation of Faculty

Classroom observation and evaluation will be completed on a regular basis using the standard departmental form.

III. Duties and Responsibilities of Part Time Instructors

1. Teaching Responsibilities

Faculty members are expected to meet their classes, follow departmental curricular goals and standards, hold appropriate office hours for student consultation, and work in concert with the Language Coordinator. A departmentally approved syllabus shall be made available in each course in which work expectations, educational goals, and grading policies are explicitly stated. In addition, all faculty are expected to keep abreast of current teaching methodologies as outlined in the MLD Statement of Teaching Philosophy.

2. Service

Faculty may be asked to participate in departmental work at the discretion of the Chair and Executive Committee. This work might include participation in departmental committees, the writing and proctoring of general exams, advising student clubs, attendance at faculty and committee meetings, and other occasional responsibilities.

3. Evaluation of Faculty

Classroom observation and evaluation will be completed on a regular basis using the standard departmental form.

IV Duties and Responsibilities of Adjuncts

1. Teaching Responsibilities

Faculty members are expected to meet their classes, follow departmental curricular goals and standards, hold appropriate office hours for student consultation, and work in concert with the Language Coordinator. A departmentally approved syllabus shall be made available in each course in which work expectations, educational goals, and grading policies are explicitly stated. In addition, all faculty are expected to keep abreast of current teaching methodologies as outlined in the MLD Statement of Teaching Philosophy.

2. Evaluation of Faculty

Classroom observation and evaluation will be completed on a regular basis using the standard departmental form.

Chair's Duties and Responsibilities

1. Role

The Chair shall be a tenured faculty member of the MLD, elected by the department's permanent faculty. The primary role of the Department Chair is to be the chief academic and administrative officer of the department, to represent the department's interests to the administration and at college-wide committees and forums, and to foster a valuable educational and professional environment for students and faculty.

2. Responsibilities

The Chair of the MLD has a duty to:

- Set a professional example for faculty members.
- Ensure that faculty evaluations are conducted fairly, in accordance with the policies and procedures of the College.
- Review with each tenure-track faculty member that member's performance at least once a year.
- Supervise the review of teaching and performance of adjuncts and instructors at least once a year.
- Assist with the continuing development of departmental faculty through the promotion of grants writing, attendance at professional meetings, research, publication and other scholarly activities.
- Recommend, in consultation with the permanent faculty, recruitment needs to the Dean.
- Attend to faculty and student problems.
- Conduct regular departmental meetings.
- Act as liaison with other departments and administrators.
- Propose to the administration changes in the curriculum and degree requirements after approval by permanent faculty.
- Ensure coordination of curricula within the department and with other departments and schools in the college.
- Oversee class offerings and class schedules.
- Coordinate the department's role with recruitment, open houses, registration, placement testing and orientation activities.
- Assign student advisees to faculty advisors in consultation with permanent faculty.
- Teach on a reduced basis as approved by Dean.
- Prepare, submit, and manage yearly budgets and budget reports.
- Supervise all routine office functions, including the supervision of office staff.
- Oversee the quality of all undergraduate and graduate programs in the department.
- Oversee external accreditation activities (study abroad, courses taken by students in other colleges).
- Oversee programs abroad (summer, semester, inter-semester)
- Be responsible for other leadership duties as required by the department or as assigned by the Dean.
- Respond to requests for information from the public.
- Supervise the maintenance of accurate departmental databases including student information and grades, alumni records, faculty grade distribution and matriculation statistics.

- Monitor and enforce the admission, retention and graduation standards for all undergraduate students and departmental majors.

3. Election

The election for the Chair shall be initiated early in the Spring semester prior to the expiration of the Chair's three-year term.

- i. The Executive Committee of the Department will establish a list of nominations by canvassing the permanent/voting faculty. The committee will then meet with nominees to discuss their candidacy.
- ii. Once the nominees accept the nomination, a meeting of the permanent faculty will be called where nominees shall give a statement followed by a vote by secret ballot.

4. Term

Department Chairs will serve for three- year terms, usually running from July 1st to June 30th. They may be re-elected in accordance with the election procedures (See Section 3, Election).

5. Review

An annual review of the performance of the Chair will be conducted at the end of the Spring semester as follows:

- i. The Executive Committee will distribute evaluation forms to the permanent faculty.
- ii. The Executive Committee will review the evaluations and meet with the Chair to discuss the results.

6. Vote of Confidence

A faculty vote of confidence concerning the Department Chair will proceed as follows:

- i. The Executive Committee (without the Chair) will meet with the permanent faculty in order to discuss the grievances.
- ii. The Executive Committee will present the grievances to the Chair and outline the steps to be taken to resolve the situation.
- iii. If grievances persist, a vote of confidence will be taken.
- iv. If 2/3 of the ballots register disapproval, the Executive Committee will forward the results to the Dean and will ask the Chair to resign.
- v. An Acting Chair will carry out the duties until new elections for Chair can be held.

7. Acting Chairperson

- i. The Chair in conjunction with the Executive Committee will nominate a permanent/voting faculty member to act as Acting Chair in case of illness, vacation, leave, or sudden resignation of the Chair.

- ii. If a quorum cannot be reached, the Chair of the Executive Committee shall be appointed Chair until elections can be held.

Faculty Meetings

1. Regular meetings shall be scheduled at least twice per month during the academic year (excluding holiday periods), at the times assigned for that purpose by The College of New Jersey.
2. Attendance by permanent faculty is obligatory. One-year appointments and part-time faculty shall be invited to attend the first meeting of the semester and on other occasions as decided by the permanent faculty.
3. The Chair of the MLD or designated substitute shall call departmental meetings and act as presiding officer.
4. Announcements of regular meetings must be distributed to the faculty and a reminder shall be posted in the mailroom at least two working days prior to the meeting date.

The Chair shall provide the faculty with an agenda five working days prior to the time of the meeting.

The agenda for the meeting shall be outlined by the Chair and added to upon request by the permanent faculty. New business not included in the regular agenda may be raised and acted upon at the same meeting, time permitting.

At the first meeting of each semester, the Chair shall provide a tentative calendar for routine matters to be discussed or carried out throughout the semester.

5. Regular agendas shall follow the model reproduced here below:
 - a. Call to order.
 - b. Accounting of members present.
 - c. Approval of minutes of last meeting.
 - d. Unfinished business.
 - e. New business:
 - i. Chair reports
 - ii. Officers and Committee reports.
 - iii. Items previously designated for consideration at this meeting.
 - iv. New business not included in the regular agenda.
 - f. Announcements.
 - g. Adjournment.
6. Special meetings may be called by the Chair or by the Executive Committee at any time.

7. A simple majority of the permanent faculty of the department shall constitute a quorum at any regular or special meeting.
8. All meetings shall be conducted according to standard rules and regulations as specified in *Roberts Rules of Order* except when specifically superseded by these by-laws.
9. All permanent faculty of the MLD who are in attendance at any regular or special meeting will have one vote. Voting shall be conducted by voice vote, a show of hands, or by written ballot, as decided by the attending faculty. A vote will be taken by written ballot at the request of any faculty member.

A simple majority of the attending permanent faculty shall be required for approval on policy, curricular and hiring decisions. A 2/3 majority of the attending permanent faculty shall be required to amend the departmental By-laws, the Statement of Teaching Philosophy and to secure the vote of confidence.

10. Proxies may not be sent to regular or special meetings.
11. The members of the faculty shall assume responsibility for taking the minutes on a rotational basis in alphabetical sequence.

The minutes shall be distributed within five working days after the meeting. Copies shall be provided to each member of the Department and to every one present at the meeting. A copy of the minutes shall be kept on file in the department office.

The minutes shall list the names of all faculty members present, excused and absent.

12. Visiting professors are welcome to participate in departmental meetings but shall not vote.

Committees

Standing Committees

The Chair and the Executive Committee will announce all vacancies on Standing Committees. Permanent faculty will nominate and vote on members to fill the position. They may appoint members to positions that may have not been filled on a voluntary basis.

The Standing Committees of the MLD are as follows²:

- a. Executive Committee
- b. Personnel Committee

² The Executive Committee may create Standing Committees and Ad-Hoc Committees. The membership and mandates of these committees will follow the general procedures described in the bylaws of the MLD.

- c. Study Abroad Committee
- d. Undergraduate Curriculum Committee

1. All the committees shall be composed of at least three faculty members.
2. Faculty members shall serve on all committees for one, two or three years. Faculty may serve consecutive terms.
3. Each standing committee shall meet at scheduled times as deemed necessary. Time and place shall be determined by the Chair of the Committee.
4. The Chair of a standing committee shall inform the faculty of the MLD of the standing committee's meetings, deliberations, and actions. The minutes of the meetings shall be filed in the department office.

1. Executive Committee

Membership: The membership of the EC shall consist of five members: the Chair of the MLD and four other faculty members who hold tenure. At least three languages shall be represented on this committee, whenever possible.

The purposes of the Executive Committee shall be:

1. To represent the faculty and consult with the Chair of the MLD with respect to:
 - a. Organization of the department and implementation of bylaws.
 - e. Equitable distribution of opportunities for committee work.
 - f. Teaching, scholarship and service to the department and College.
 - g. Budget, priorities, and long range planning.
 - h. Developing means of encouragement and recognition of academic achievement among students and faculty in the department.
 - i. Any other matters of particular concern to the MLD faculty.
2. The EC must approve changes in policy (except for major changes in the Graduate or Undergraduate Programs that must be approved by all permanent Faculty).
3. Meetings may be called by the Chair of the department or the Chair of the EC at any time.

2. Personnel Committee

This Committee is divided into two subcommittees: reappointment/tenure and promotions.

The subcommittees are composed of five tenured faculty in the department. Due to their importance, the Chair of the department shall also be the Chair of these subcommittees.

Joint Appointment:

In case of joint appointment, the Personnel Committee will be constituted in a manner mutually agreeable to the departments involved.

Functions of the two subcommittees:

Members shall participate in the review of applications for reappointment/tenure/promotion and the recommendation of candidates for reappointment/tenure/promotion.

3. Study Abroad Committee

Membership: The committee shall be composed of no more than five members representing the major languages in the department. The duties of the members of the Study Abroad Committee include:

1. Identifying and approving course equivalencies for study abroad programs.
2. Overseeing and providing advice regarding existing and new programs abroad.
3. Evaluating new programs and making recommendations to the faculty, the Chair and the administration.

4. Undergraduate Curriculum Committee

Functions:

1. To encourage, assist with, and review the development of the department's curriculum, and to advise the Chair of any adjustment in course offerings in conjunction with language sections.
2. To review and approve all proposals for undergraduate curriculum changes, content for topic courses and new course offerings, and to report such proposals to the Chair and the permanent faculty.

AD HOC Committees

The Chair and Executive Committee shall appoint ad hoc committees to deal with business not under the jurisdiction of existing committees.

1. Hiring Committee

Functions: The duties of the members of the Hiring Committee are to ensure that the department's needs for instructors and permanent faculty are met. They screen applications, interview candidates, and make recommendations for interviewing permanent faculty and hiring instructors within the department.

2. Appeals and Grievances Committee

Membership: Composed of five members. Three faculty members and two students nominated by faculty member(s) of this committee. This Committee should follow the guidelines provided on the relevant pages of the TCNJ Student's Handbook.

Functions:

1. The Committee reviews materials that support the grievance from students in the MLD and makes judgments accordingly.
2. After a thorough investigation, the committee has the authority to change a final grade given by a faculty member of the MLD.

Responsibilities of Committee Chairs

Committee Chairs shall be responsible for all committee affairs including:

1. Calling committee meetings and ensuring that ample notice is given to all members;
2. Ensuring that minutes are kept during committee meetings and reporting to the department as needed.

Graduate Coordinator, Language Coordinator, Computer Assisted Learning (CAL) Coordinator, Library Liaison

The Graduate Coordinator

1. The Graduate Coordinator shall be nominated by him or herself or by other permanent faculty members, including the Chair, followed by voice vote, show of hands or written ballot of the permanent faculty. Length of term shall be two years but, pending approval of the permanent faculty, may be extended as determined by the needs of the Graduate Program.
2. The Graduate Coordinator, in conjunction with the Chair of MLD will serve as the primary link between the graduate students and the Graduate Program, and between the department and TCNJ administration.
3. The Graduate Coordinator has a duty to:
 - Coordinate graduate course offerings.
 - In conjunction with the appropriate committees and the Chair of the MLD, review standards for graduation in the Graduate Program.
 - In conjunction with the appropriate committees and the Chair of the MLD, secure approval of new courses in the Graduate Program.
 - Supervise the assignment of advisees to Faculty Advisors, and monitor and enforce the admission, retention and graduation standards for all graduate students in the MLD.
 - Supervise the maintenance of accurate departmental databases including graduate student information and grades, alumni records, faculty grade distributions and matriculation statistics.

Computer Assisted Learning (CAL) Coordinators

1. The Computer Assisted Learning (CAL) Coordinators shall be self-nominated or nominated by other permanent faculty members, including the Chair, followed by voice vote, show of hands or written ballot of the permanent faculty. All nominees must possess the necessary computer literacy to carry out the assignment successfully. Length of term shall be two years but, pending approval of the permanent faculty, may be extended.
2. The Computer Assisted Learning (CAL) Coordinators shall be responsible for maintaining and updating the Department Web Site in a timely fashion at the beginning of each semester.

3. The Computer Assisted Learning (CAL) Coordinators will post to the Department Web Site web pages designed by faculty, if and only if these are designed in an appropriate format.
4. The Computer Assisted Learning (CAL) Coordinators shall be responsible for developing and upgrading departmental databases.

Library Liaison

1. The Library Liaison shall be self-nominated or nominated by other permanent faculty members, including the Chair, followed by voice vote, show of hands or written ballot of the permanent faculty. Length of term shall be two years, but pending approval of the permanent faculty, may be extended.
2. The Library Liaison shall coordinate and submit MLD requests for print and multimedia materials in accordance with budgetary allowances, in the Fall semester at the beginning of November, and in the Spring semester, at the beginning of March.
3. The Library Liaison shall announce to the Faculty budgetary limits and deadlines for submitting requests for print and multimedia materials at the first department meeting of each semester. It shall be the responsibility of individual faculty members to request the necessary forms from the Library Liaison, and to return the completed forms to the Liaison before the announced deadline. Forms not returned in time shall not be the responsibility of the Library Liaison.

Language Coordinators

1. Language Coordinators shall be full time, tenured or tenure-track faculty. Assignment of Language Coordinators shall be discussed and approved by the language sections at the final regularly scheduled section meeting of each year.
2. Language Coordinators shall be assigned in this way based on the needs of the MLD and on course assignments for the following semester. They will be responsible for coordinating the course syllabi, and for distributing them to the different instructors when these do not appear on the Web. Courses coordinated shall bear a logical relation to the Coordinators' course assignment in any given semester.
3. Where applicable, Language Coordinators shall establish the viewing schedule for video based activities to be completed outside of normal class times, send this schedule to the Library for viewing on the campus cable network, and post it on the Department Web Site.
4. Language Coordinators shall be responsible for placing book orders for all coordinated language levels, and distributing teaching and testing materials to faculty. The Coordinators shall oversee the writing of all examinations by course section leaders, including a final examination, and the distribution of examinations to faculty.

5. Language Coordinators shall answer questions regarding curriculum throughout the semester, and when appropriate, give pedagogical workshops for new, part-time and adjunct faculty.

Amendment Procedure

- i. These bylaws may be amended by a two-third majority of the permanent faculty of the Modern Language Department.
- ii. Proposed amendments must be distributed to the permanent faculty at least two weeks prior to the meeting where the amendments will be discussed and voted on.
- iii. At the time of the discussion, changes may be made to the wording of the amendments.