

Policy Statement of the
Department of World Languages and Literatures
Western Michigan University

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Preamble

Department of World Languages and Literatures

It is the right, the responsibility, and the privilege of University faculties to participate in the governance of their departments. Fundamentally, what is desirable and intended by the Department Policy Statement is to ensure meaningful participation by department faculties and procedural regularity within departments. It is understood that the ultimate power of decision-making resides with the administration. This Policy Statement is one means by which the faculty of this department make recommendations to Western.

For any university department to function effectively, it is essential that its faculty members exercise their right to participate in the decision-making process. Faculty do this by making recommendations on matters that affect the execution of their professional responsibilities. The competence to make such recommendations belongs principally to faculty members, who are professionally active and uniquely aware of important issues in their field. Such participation in governance is especially important at the department level, since decisions made at this level affect faculty and programs in a most direct way.

Accordingly, these policies and procedures have been formulated. They have been prepared in accordance with the current Agreement between Western Michigan University and WMU-AAUP.

A. Department Structure

The Department of World Languages and Literatures is a department composed of several language units, herein referred to as “sections.” For the purposes of this Policy Statement, a language section is defined as any language or group of languages whose classes are taught by at least one regular, full-time, board-appointed, traditionally ranked faculty member. At the time of this writing, the Department consists of the following sections: Arabic, Chinese, Classics, French, German, Japanese, and Russian.

B. Department Committees

The precise functions and responsibilities of each committee are detailed in this Policy Statement. The following are general principles regarding committees.

1. Except as noted in the Policy Statement, department committees are elected by the entire faculty. Each committee shall elect its own chair.
2. There may be no more than two faculty members from any one section on any committee.
3. Elections are conducted at the end of spring semester. Elected members assume their duties at the beginning of the following academic year.

Department of World Languages and Literatures

Governance Committee

A. Function of the Governance Committee

The Governance Committee is most representative of the central involvement of faculty in the participation of governance in the Department of World Languages and Literatures.

Through its diverse responsibilities the Governance Committee is able to perform both in an executive and advisory capacity:

1. Executive

- a. The Governance Committee shall be responsible for developing and recommending modifications to the Department Policy Statement. Departmental faculty have the right to review the Department Policy Statement periodically and to modify it. Once each academic year, the department chairperson may request a faculty review of some or all sections of the Department Policy Statement.
- b. The Governance Committee encourages all faculty members to take an active interest in department matters and to discuss pertinent policy issues with the committee. Through its chairperson, the Governance Committee acts as a liaison in such matters between the department chairperson and the faculty.
- c. The Governance Committee, in conjunction with the chairperson of the department, will call departmental meetings and prepare an agenda. The agenda, together with any supportive and reference material, will be made available to the faculty at least three days before the scheduled meeting.
- d. The Governance Committee may call department faculty meetings, at which time matters of policy or governance may be discussed.
- e. The Governance Committee shall conduct the evaluation of the chairperson of the department.
- f. The Governance Committee shall conduct the recommendation process for the appointment and/or removal of the chairperson of the department.

2. Advisory

The Governance Committee shall act as liaison between the chairperson of the department and the faculty. In this capacity, the Governance Committee shall (a) assist faculty in preparing sabbatical leave proposals, (b) assist the chairperson of the department in matters that affect the entire department, and (c) assist the chairperson of the department in overseeing and coordinating the activities of the department in accordance with the WMU-AAUP Agreement.

3. Fiscal

The Governance Committee shall request that a copy of the department budget allocation be provided by the department chairperson at the beginning of each Fall semester. The committee shall recommend guidelines to the department chairperson regarding the distribution of the budget allocations. Areas in which the committee may make recommendations include travel, supplies, equipment, and photocopying. There may be others.

B. Composition and Meetings of the Governance Committee

1. The Governance Committee consists of at least one tenured or tenure-track faculty member from each section, unless the section chooses not to be represented. Sections will choose their own representative to this committee. Any open position not filled by the section will be filled by a departmental vote. There will be no more than two representatives from any section.
2. The standard term of office for the Governance Committee is three years. However, in the initial committee there shall be staggered terms: three three-year terms, three two-year terms, and one one-year term.
3. In case of an opening due to resignation or retirement, or in case of the inability of a committee member to carry out his/her duties because of an extended absence from the staff, a person shall be selected by his/her section to complete the term. A committee member who is absent in excess of four consecutive meetings shall relinquish his/her position on the committee. His or her section shall select a replacement to complete the term.
4. The chairperson of the department is an ex-officio, non-voting member of the Governance Committee except in all instances when department policy matters are to be considered, at which time s/he will not attend meetings unless expressly invited.
5. The chairperson of the department shall convene the first meeting of the Governance Committee during the month of September. The Governance

Committee elects its chairperson for one year from its membership during the initial meeting of the academic year.

6. The Governance Committee meets at least once a month, or more frequently if required. Any member of the Governance Committee by their signature may request a special meeting of the committee.
7. The Governance Committee shall keep minutes of its meetings and shall distribute them to the department faculty.
8. The Governance Committee shall appoint three members of the Department of World Languages and Literatures to the Language Laboratories Committee.

Department of World Languages and Literatures

Tenure and Promotion Committee

Composition of the Department Tenure and Promotion Committee

The Department Tenure and Promotion Committee, elected by the department, shall consist of five tenured bargaining unit department faculty members. Faculty participating in a department promotion review must be at or above the rank sought by the promotion candidates. For purposes of promotion, the rank of associate professor is considered equivalent to the rank of master faculty specialist, and the rank of assistant professor is considered equivalent to the rank of faculty specialist II. There may be no more than two faculty members from any one section on the committee. The length of term is three years. However, in the initial election there shall be staggered terms according to the highest number of votes as follows: two three-year terms, two two-year terms, and one one-year term. Re-election of a member is not precluded.

Department of World Languages and Literatures

Guidelines for Promotion

A. Qualifying Criteria for Promotion

To be eligible for consideration for promotion, a faculty member must meet minimum qualifying standards in educational attainment and number of years in rank. Meeting the qualifying criteria establishes eligibility for consideration of promotion, but does not ensure promotion. To be nominated, one must also satisfy the judgmental criteria stated below.

1. Educational attainment

- a. In the Department of World Languages and Literatures the earned doctorate constitutes the conventional terminal degree.
- b. For faculty specialists, the doctorate is normally required. Exceptions may be made on a case by case basis.

2. Length of service in rank

The number of years in rank, before promotion can take place, is stated in the current WMU-AAUP Agreement.

B. Judgmental Criteria

1. The following may be considered in evaluating professional competence:
 - a. Teaching ability in language, literature, culture, or linguistics is essential for promotion.
 - b. The ability to teach modern language classes entirely in the target language.
 - c. Curriculum development, teaching innovations, and continued professional growth.
 - d. Travel, teaching, and study abroad which enhance the individual's professional capabilities.
 - e. Recruiting, training, and supervising temporary staff.
 - f. Extensive student advising and support of their work as prospective teachers and researchers.

- g. Initiation and successful development of student- centered and faculty-supported projects or academic activities.
 - h. Initiation and successful development of local workshops, conferences, and summer programs.
2. The following may be considered in evaluation of professional recognition:
- a. Scholarly activity is essential for promotion. Such activity may include: publication of books, creative works, textbooks, and other instructional materials, monographs, articles, substantial translations, editorial work, and book reviews, as well as conference participation, presenting papers, organizing panels, or developing workshops.
 - b. Holding office in and rendering service to international, national, and state professional associations and organizations.
 - c. Preparation of proposals and/or acquisition of external grants.
 - d. Instructing in or heading summer language programs with significant external support and/or participation.
 - e. Evidence of professional recognition is not required of a Faculty Specialist, but may be considered at the request of the candidate for promotion.
3. The following may be considered in evaluating professional service:
- a. Active participation in the affairs of the department is essential for promotion. Opportunities for service to the department include heading a section, serving on committees, advising, and working with students and their activities.
 - b. Service to the university such as membership on a university committee or council, institute, board of the Faculty Senate, and meaningful service to WMU-AAUP.
 - c. Professionally relevant civic activities, undertaken freely and voluntarily, which are desirable and redound to the credit of the department and the university such as liaison work with high schools, business establishments, and local groups shall also be considered favorably.
4. Application of Judgmental Criteria

In decisions regarding recommendations for promotion, the judgmental criteria shall be applied in accordance with the current WMU-AAUP Agreement.

C. Procedures for Recommendation for Promotion

1. Function of the Department Tenure and Promotion Committee

The task of the DTPC is to make recommendations with supporting data concerning promotion of department faculty members. The committee voting record shall remain confidential, except when disclosure is required under legal procedures.

2. The DTPC shall be guided in its decisions by the principles laid down in the WMU-AAUP Agreement and the Department Policy Statement.

3. Instruments of Evaluation

The Committee shall include, but not be limited to, the following means to arrive at its decisions and recommendation.

- a. Optional written evaluations from department members may be solicited by the candidate. Such a letter of support must be sent directly to the candidate, who may then decide to have the letter included in his/her promotion file.
- b. Statistical summaries of the data from student ratings shall be used.
- c. Student ratings should not be the sole source of information about teaching effectiveness and it is the faculty member's responsibility to provide additional evidence of competence. See the current WMU-AAUP Agreement for suggestions.
- d. The candidate may choose to include student comments in adjunctive files. If the faculty member does submit comments, the full data set shall be included. Per the current WMU-AAUP Agreement (Article 16.4.4), unsigned or unsubstantiated comments may not be used in personnel decisions.
- e. Curriculum vitae.
- f. Data from the candidate.

4. Selection of Faculty Eligible for Promotion

- a. The department chairperson shall notify those faculty members who meet the qualifying criteria for promotion and convene the first meeting of the committee.
- b. Those persons notified of their eligibility for promotion must inform the chairperson of the DTPC of their intent to apply for consideration.

- c. Those persons who are eligible and who have requested to be considered for promotion are then evaluated according to the aforementioned criteria.
- d. The DTPC recommends persons for promotion who have, in its opinion, satisfied the aforementioned judgmental criteria.
- e. After the DTPC has compiled its list of faculty recommended for promotion, it shall notify all those who had been under consideration as to whether or not they have in fact been recommended for promotion.
- f. To request an early promotion review, a faculty member shall submit a written request and a current vita to the chair of the DTPC by the appropriate deadline in the academic year preceding the year the review would take place. See the current WMU-AAUP Agreement for the timetable and eligibility requirements.

5. Timetable for Promotion Review

The reviews made by the DTPC shall be in accordance with the timetable in the current WMU-AAUP Agreement.

- 6. All correspondence from the DTPC regarding the recommendation or denial of promotion for a faculty member shall be forwarded to that faculty member in accordance with the current Agreement.

D. Appeals on Promotion Decisions

- 1. The Department Tenure and Promotion Committee shall make its decisions on recommendations for promotion early enough to permit appeals from candidates. Any appeals shall take place before the list of recommendations is transmitted to the College Promotion Committee (CPC) and the department chairperson. Every candidate for promotion will receive a copy of the Committee's letter, whether negative or positive, before the letter is sent to the CPC and the department chairperson. This letter will contain a rationale for the decision that was made, as well as supporting documentation, if any, so that a candidate will have sufficient basis on which to form an appeal. If a decision is successfully appealed, only the new letter will be sent to the CPC and the department chairperson, unless otherwise requested by the candidate.
- 2. In cases of appeal concerning promotion recommendation, the DTPC shall meet with the candidate to consider his/her appeal. The DTPC shall review data with the appellant, citing the reasons for not recommending him/her for promotion. Upon request, the appellant shall receive a written statement citing those reasons.

3. Following the lapse of the appeal period, the DTPC chairperson shall transmit the list of faculty recommended for promotion as well as the names of persons not recommended to the chairperson of the department and the chairperson of the CPC.

E. Procedure for Election of Departmental Representative to the College Promotion Committee

The departmental representative to the CPC will be elected by the department faculty. The Curriculum and Elections Committee shall handle the election.

Department of World Languages and Literatures

Guidelines for Awarding of Tenure

A. Criteria

1. The following may be considered in evaluating professional competence:
 - a. Teaching ability in language, literature, culture, or linguistics for tenure.
 - b. The ability to teach modern language classes entirely in the target language.
 - c. Curriculum development, teaching innovations, and continued professional growth.
 - d. Travel, teaching, and study abroad which enhance the individual's professional capabilities.
 - e. Recruiting, training, and supervising temporary staff.
 - f. Extensive student advising and support of their work as prospective teachers and researchers.
 - g. Initiation and successful development of student- centered and faculty-supported projects or academic activities.
 - h. Initiation and successful development of local workshops, conferences, and summer programs.

2. The following may be considered in evaluation of professional recognition:
 - a. Scholarly activity is essential for tenure. Such activity may include: publication of books, creative works, textbooks, and other instructional materials, monographs, articles, substantial translations, editorial work, and book reviews, as well as conference participation, presenting papers, organizing panels, or developing workshops.
 - b. Holding office in and rendering service to international, national, and state professional associations and organizations.
 - c. Preparation of proposals and/or acquisition of external grants.

- d. Instructing in or heading summer language programs with significant external support and/or participation.
- e. Evidence of professional recognition is not required of a faculty specialist, but may be considered if requested by the candidate.

3. The following may be considered in evaluating professional service:

- a. Active participation in the affairs of the department is essential for tenure. Opportunities for service to the department include heading a section, serving on committees, advising, and working with students and their activities.
- b. Service to the university such as membership on a university committee or council, institute, board of the Faculty Senate, and meaningful service to WMU-AAUP.
- c. Professionally relevant civic activities, undertaken freely and voluntarily, which are desirable and redound to the credit of the department and the University such as liaison work with high schools, business establishments, and local groups shall also be considered favorably.

B. In decisions and recommendations for the awarding of tenure, the criteria mentioned above shall be considered. Professional Competence, Professional Recognition, and Professional Service shall be demonstrated by the time of the second and fourth year reviews as well as in the final tenure review.

C. Procedures for Awarding of Tenure

1. Function of the Committee

The task of the committee is to make recommendations, with supporting data, concerning award or denial of tenure, and to review systematically probationary faculty. The committee voting record shall remain confidential.

2. The committee shall be guided in its decisions by the principles laid down in the WMU-AAUP Agreement and the Department Policy Statement.

3. Instruments of Evaluation

The DTPC shall include but not be limited to the following means to arrive at its decisions and recommendations:

- a. Optional written evaluations from department members may be solicited by the candidate. Such a letter of support must be sent directly to the candidate, who may then decide to have the letter included in his/her tenure file.

- b. Statistical summaries of the data from student ratings shall be used.
- c. The candidate may choose to include student comments in adjunctive files. If the faculty member does submit comments, the full data set shall be included. Per the current WMU-AAUP Agreement (Article 16.4.4), unsigned or unsubstantiated comments may not be used in personnel decisions.
- d. Current curriculum vitae.
- e. Data from the candidate.

4. Timetable for Tenure Review

The reviews made by the DTPC shall be in accordance with the timetable in the WMU-AAUP Agreement.

To request an early final tenure review, a faculty member should follow the provisions of the current AAUP-WMU Agreement.

- 5. All correspondence from the committee regarding the recommendation or denial of tenure for a faculty member shall be forwarded to that faculty member in accordance with the current AAUP-WMU Agreement.

D. Appeals on Tenure

- 1. The committee shall make its decisions on tenure recommendations early enough to permit appeals before the recommendations are transmitted to the department chairperson. Every candidate for tenure will receive a copy of the committee's letter, whether negative or positive, before the letter is sent to the department chairperson. This letter will contain a rationale for the decision that was made, as well as supporting documentation, if any, so that a candidate will have sufficient basis on which to form an appeal. If a negative decision is successfully appealed, only the new, positive letter will be sent to the department chairperson, unless the candidate requests otherwise.
- 2. The chairperson of the committee, after allowing sufficient time for possible appeals, shall then transmit the recommendations to the chairperson of the department.
- 3. In cases of appeal concerning tenure recommendation, the committee shall consider the data and then meet with the candidate to consider the appeal. The committee shall review data on the appellant with him/her, citing the reasons for not recommending him/her for tenure. Upon request, the appellant shall receive a written statement citing those reasons.

Department of World Languages and Literatures

Appointment and Reappointment of Faculty

- A. All procedures for appointment and reappointment of faculty shall be in accordance with the relevant article(s) of the current WMU/AAUP Agreement.
- B. In matters involving the appointment or reappointment of faculty, affected departmental sections shall be consulted and have the right to make relevant, germane, and timely recommendations to the department chairperson. Under circumstances in which this procedure is impractical, the Governance Committee shall appoint a competent body to make these recommendations.
- C. In matters involving the appointment of faculty or staff to teach for Extended University Programs, affected departmental sections shall be consulted and have the right to make relevant, germane, and timely recommendations to the department chairperson.

Department of World Languages and Literatures

Assessment Committee

A. Composition

The Assessment Committee shall consist of four bargaining unit faculty members elected by the department faculty, with no more than two from any one section. The length of term is three years. However, in the initial election there shall be staggered terms according to the highest number of votes as follows: two three-year terms and two two-year terms.

B. Function:

1. The Assessment committee shall examine assessment data and evaluate assessment procedures.
2. The committee can initiate recommendations for changes in assessment procedures, which are then sent to the department chairperson and individual sections for review and possible implementation. In such cases the matter is discussed in the section(s) in consultation with the department chairperson. The choice of assessment instruments and procedures shall remain under the purview of section faculty.
3. The Assessment committee can also recommend curricular revisions based on assessment results. Any such recommendations are discussed in the section(s) in consultation with the department chairperson. Any substantial curricular changes are to undergo approved processes through the aegis of the department Curriculum and Elections Committee.

Department of World Languages and Literatures

Curriculum and Elections Committee

A. Composition

The Curriculum and Elections Committee consists of five tenured or tenure-track faculty members elected by the department faculty, with no more than two from any one section. The length of term is three years. However, in the initial election there shall be staggered terms according to the highest number of votes as follows: two three-year terms, two two-year terms, and one one-year term. Re-election of a member is not precluded.

B. Function: The Curriculum and Elections Committee has both curricular and electoral duties.

1. Curricular Duties

The Curriculum and Elections Committee shall consider recommendations by the individual sections and by the department chairperson relating to the undergraduate and graduate curricula. Following approval by the committee, the recommendations shall be submitted to the department faculty for consideration. After approval by the faculty, the recommendations are forwarded to the department chairperson. The committee typically considers matters such as:

- a. Curricular offerings (changes, additions, or deletions).
 - b. Number of credit hours for a given course.
 - c. Department degree requirements.
2. The Curriculum and Elections Committee can also initiate recommendations which are then sent to the individual sections. In such cases the matter is discussed in the section(s) and then returned to the committee before the final consideration by the department faculty. After approval by the faculty, the recommendation is forwarded to the department chairperson.

3. Electoral Duties

This committee carries out the electoral procedures for all elected committees in the department. Elections to all committees shall be held as specified in the policy statements for those committees, and the newly elected members shall begin their terms of office during the succeeding fall semester.

- a. The Committee conducts elections to all regular standing committees according to the timetables and procedures set forth in the Department Policy

Statement. It may be requested by the Governance Committee to conduct special elections.

- b. A ballot is circulated with the names of all those eligible for the committee. The ballot states the date by which the ballots must be returned to the committee.
 - c. The ballots are counted by at least two of the five members of the committee, and, in case of a tie, a run-off election is held.
4. The Curriculum and the Elections Committee shall conduct elections for the following committees or representatives:
 - a. The Tenure and Promotion Committee
 - b. Representative for the College Promotion Committee
 - c. Curriculum and Elections Committee
 - d. Awards and Study Abroad Committee
 - e. AAUP Representative
5. The results of said elections are given to the department.

Department of World Languages and Literatures

Guidelines for Workload Equivalency

A. Teaching Workloads

The current WMU-AAUP Agreement specifies the normal teaching workload for traditionally ranked faculty for each academic year and for summer sessions. Maximum workload as defined in the contract is 24 credit hours (or the equivalent) for the academic year, and six credit hours (or the equivalent) during Summer I or Summer II sessions. Workload for Faculty Specialists is 30 credit hours for the academic year and 7 ½ credit hours during Summer I or Summer II.

B. Adjustments to Faculty Workload

To foster equitable workloads, according to the current contract, a commensurate adjustment to workload may be available to faculty engaged in the following activities (credit in each case may vary from 1-4 hours):

1. Engagement in graduate-level instruction is specifically cited in the contract as one of several activities that may warrant a commensurate adjustment of classroom teaching.

2. Substantial Research

In the Department of World Languages and Literatures, such research should involve a definite, well-planned project of a sustained nature for purposes of publication or professional presentation. It does not include the writing of a dissertation. Any faculty member who wishes to apply for reduction of his/her teaching load in this category will describe the nature of his/her research to the department chairperson, who will determine the merits of the project and the number of credit hours the faculty member will be granted.

3. Advising

- a. Major/minor Advising

- b. Faculty Study Abroad Advisor/Director

Study and/or travel abroad presents many opportunities for the foreign language student. It is the task of each language section's study abroad advisor to help the student realize these opportunities to the fullest extent possible. The advisor is prepared and available to facilitate information which goes beyond that expected or required of the academic advisor. Each study abroad advisor is particularly competent in the following areas:

- 1) Cultural activities in the area to be visited. (This may include recommendation of bibliography or other material helpful for the student's preparation.)
- 2) Local customs.
- 3) Linguistic factors.
- 4) Formal educational opportunities: availability, quality and suitability of programs of study. This includes preparation of Foreign Seminars.
- 5) Credit evaluations for transfer of credit to Western Michigan University.

4. Chairpersons of Governance Committee and Tenure and Promotion Committee

These are the major committees of the Department of World Languages and Literatures. The chairpersons of these committees are charged with much responsibility in the affairs of the department. A substantial amount of time must be devoted to these positions of responsibility.

5. Section Head

Section heads organize the affairs of their language area and represent the concerns of the section to the chairperson of the department. In consultation with the chairperson, heads coordinate sectional tasks which may include the following: major and minor advising, study abroad advising, graduate program advising, the review and screening of candidates for faculty positions, discussion of curricular matters, the choosing of students to receive departmental honors, and supervision of extracurricular student activities. Section heads make recommendations in the hiring of part-time faculty and graduate assistants and propose teaching schedules each semester for their language area.

6. Liaison Work with Area Schools

As part of their professional responsibilities, departmental faculty offer assistance to foreign language teachers in southwest Michigan who regularly invite them to their schools to provide them such services as:

- a. Consulting with teachers and administrators about the design and articulation of a foreign language program.
- b. Teaching demonstration classes.
- c. Giving assembly programs.

d. Presenting lectures and leading discussions.

7. Teaching Assistant and Part-Time Instructor Supervision

This responsibility involves not only the observation and evaluation of classroom performance, but also includes regular meetings with the teaching assistants or part-time instructors in order to discuss effective teaching.

8. Independent Study

Independent Study projects frequently put a heavy burden on a faculty member who is teaching a normal load. These studies often require the equivalent work of a new course preparation.

9. Curriculum Development

a. Development of new materials for an existing course.

The development of creative or new materials or techniques which facilitate the student's learning process, whether drawing upon traditional or more innovative resources.

b. Preparation and development of a new course c. Program review, design, and revision

10. Student Activity Sponsor

This activity is occasionally performed by one faculty member and consists of sponsoring a foreign language club or directing a weekly table. This affords language students an opportunity to interact outside the classroom and to develop their language skills further.

11. Editorship of Publication

Editorship of a publication with state, regional, national, or international circulation requires a substantial amount of time of the faculty member and brings credit to the department and to the university.

12. Summer Institutes

Initiation and successful development of summer programs, particularly when collaborators and other participants include not only local, but national and international students and scholars. Such programs bring credit to the department and the university.

13. External Grant Writing

Grant writing includes activities and research related to preparation of the proposal, such as travel to granting agencies and individuals in order to clarify the criteria for the award.

14. Organization of significant professional events, such as a workshop or conference.

15. Service on college and university committees.

Service to the university such as membership on a university committee or council, institute, board of the Faculty Senate, and meaningful service to WMU-AAUP.

Department of World Languages and Literatures

Sabbatical Leave Policy

- A. The Department of World Languages and Literatures encourages faculty members to apply for sabbatical leaves to contribute to their professional growth and to enhance their scholarly and teaching effectiveness.
- B. Application for sabbatical leaves must be in accordance with the provisions set forth in the WMU/AAUP Agreement.
- C. The Governance Committee will review applications for sabbatical leave to see that they accord with the format and stipulations of the policy. It will evaluate the worth of each sabbatical proposal a) in its own right, b) for the individual, and c) for the university. It will forward its recommendations in priority order to the department chairperson. It will also act as an advisory body for faculty who wish assistance in the preparation of such applications.

Department of World Languages and Literatures

Student Ratings of Faculty

Student ratings shall be conducted in each class taught by a bargaining unit faculty member in at least one semester of each academic year. A summer session can't substitute for a semester, unless the faculty member is an Alternate Academic Year appointment (in which case the choice should be one semester or both summer sessions).

The distribution and return of forms will follow university guidelines.

Department of World Languages and Literatures

Language Laboratories Committee

A. Composition

1. The Committee shall consist of three members from the Department of Foreign Languages, appointed by the Governance Committee.
2. The chairperson of the department of World Languages and Literatures and the manager of the language laboratories are invited to meetings as ex officio members.

B. Function

1. The Language Laboratories Committee assists the language laboratories manager in matters relating to the operation of the language laboratories. Its chief functions are:
(a) to receive suggestions and complaints concerning the operation of the laboratories,
(b) to recommend methods of improving service and equipment for use by faculty and students, and
(c) to assist the laboratory manager in coordinating the use of the laboratories by the various units using these facilities.
2. The Language Laboratories Committee can initiate recommendations for consideration by the department faculty.

Department of World Languages and Literatures

Awards and Study Abroad Committee

A. Composition of the Committee

The Committee consists of five members elected by the department faculty, with no more than two from any one section. The term of office is three years. Re-election is not precluded.

Elections for the Awards and Study Abroad Committee are held toward the end of spring semester.

B. Functions of the Committee

1. The committee selects a winner and runner-up for the President's Award for Study Abroad. This selection process takes place in the fall semester. The selection is based on, but not limited to, the following criteria:
 - a. Student's GPA (overall and in the foreign language).
 - b. A typed essay of 300-500 words in English in which the student states reasons for wishing to study abroad and any special qualifications which have prepared him/her for foreign study.
 - c. Three letters of recommendation, two of which must be from faculty within the Department of World Languages and Literatures.
 - d. An interview with the committee is required.

Announcements of the winner and runner-up are made by or around mid-November.

2. The committee selects winners and a runner-up for the President's Scholarships for study abroad. The selection process takes place in the fall and spring semesters. The selection is based upon the criteria established for the President's Award, above.
3. The Awards and Study Abroad Committee selects at least two recipients of the Travel/Study Abroad Award. This selection process takes place in the spring semester. The selection is based on, but not limited to, the following criteria:
 - a. Student's course work and GPA in the foreign language.
 - b. A typed essay of 300-500 words in English in which the student states reasons for wishing to study abroad and any special qualifications which have prepared him/her for foreign study.

- c. Three recommendation forms and attached letters of recommendation, one of which must be from faculty within the Department of World Languages and Literatures.

Announcements of the winners are made around early March.

Department of World Languages and Literatures

A. Departmental Representative to WMU-AAUP

At least one member of the department shall be elected by the department faculty and he/she will represent the department at WMU-AAUP meetings and will attend meetings of the WMU-AAUP regularly. Finally, he/she will report on the proceedings of the WMU-AAUP meetings at regularly scheduled department meetings.

B. Departmental Representative to the Faculty Senate

At least one member of the department shall be elected by the department faculty and he/she will represent the department at Faculty Senate meetings and will attend meetings of the Faculty Senate regularly. Finally, he/she will report on the proceedings of the Faculty Senate meetings at regularly scheduled department meetings

Department of World Languages and Literatures

Guidelines for Summer Teaching

A. Individual sections of the department submit to the chair projected courses for summer sessions and extended university programs. The department will distribute opportunities to teach in Summer Sessions and Extended University Programs equitably. Within each section faculty members shall determine the rotational priority.

B. If they choose to teach during summer session or in extended university programs, tenured and tenure-track professors as well as bargaining unit faculty on term appointments, whether renewed for the following year or not, have preference over non-unit faculty (except chairs).

Department of World Languages and Literatures

A. Evaluation of Department Chairperson

The department chairperson shall be reviewed every two years by means of an evaluation form approved by the full-time faculty members of the department. The Governance Committee shall administer these forms to the full-time members of the department and tabulate the results. A summary of the results shall be sent to the Dean of the College of Arts and Sciences, the chairperson of the department, and all full-time faculty members of the department.

B. Nomination Procedure for a new Chairperson

1. Eligibility rules for candidates and nominators:
 - a. All full-time regular board-appointed tenured faculty members will be eligible to serve as chair of the department.
 - b. All full-time regular board-appointed (tenured or untenured) faculty members will be able to nominate and to vote.
 - c. Absentee ballots will be sent to regular faculty members on leave.
2. If an inside search is conducted, the Governance Committee will circulate an alphabetical listing of all regular full-time faculty members in the department. An individual may nominate no more than two persons on the list. One week will be allowed for nominating individuals for chairperson.
3. After one week a list of nominees will be circulated to all faculty members. The nominees will have one week to consider their candidacy and to consult with the incumbent chairperson and/or the Dean regarding the position of chairperson. Any nominee not wishing to be a candidate for chairperson will notify the Governance Committee of his/her intention in writing.
4. The Governance Committee will call a special meeting of the faculty at which time the candidates will deliver separately a position statement not to exceed ten (10) minutes and answer questions from the floor.
5. The faculty will receive ballots within three days after the special meeting and vote for the candidate of their choice. The ballots will be placed in a plain white envelope and that envelope shall be placed in a second envelope, which shall be sealed and signed. Next, the ballots are to be given to the administrative assistant of the department, who will check the name of the person voting on a roster of the department faculty and open and discard the outer envelope. Then the administrative assistant shall forward all of the inner envelopes, unopened, to the chairperson of the

Governance Committee. Finally, the Governance Committee will open envelopes, tabulate the votes and determine the two highest vote-getters.

6. The names of the two candidates with the greatest number of votes will be presented in priority order of their vote totals to the faculty, the chairperson, and the dean.

C. Recall of a Chairperson

1. Upon receipt of a written petition signed by at least fifty percent of full time departmental faculty requesting a poll of the departmental faculty on the question, “Shall the Department of World Languages and Literatures recommend the removal of the present chairperson and the appointment of a new one?”, the chairperson of the Governance Committee shall, within three working days, distribute a ballot on this question to the departmental faculty.
2. This special ballot will contain the question: “Shall the Department of World Languages and Literatures recommend the removal of the present chairperson and the appointment of a new one?” and three boxes marked as follows: a. yes; b. no; and c. abstain. If two thirds of the faculty vote “yes,” this vote constitutes a recommendation by the departmental faculty for removal of the departmental chairperson. The Governance Committee shall then ask for a timely meeting with the dean in order to present this recommendation and to discuss its implications. If the removal is approved by the dean and the provost, the Governance Committee shall immediately institute the normal procedures for nominating a new chairperson.

This entire document was approved by the faculty of the Department of World Languages and Literatures on April 2, 2007.

Changes to the document, as requested by Dr. Jay Wood (Academic Collective Bargaining) and Dr. Michael Miller (AAUP) have been incorporated on May 31, 2007. .

Document approved by Academic Collective Bargaining on June 5 and the AAUP on June 6, 2007.