

1 **CONSTITUTION**

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3 **DEPARTMENT OF ROMANCE, GERMAN, RUSSIAN LANGUAGES AND LITERATURES**

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5 **CSULB**

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8 **PREAMBLE**

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10 We, the faculty of the Department of Romance, German, Russian Literatures and
11 Languages of California State University, Long Beach, in order to provide for a
12 consistent and efficient method of operating the Department, do hereby set forth
13 these rules and regulations as the governing guidelines for the Department
14 operation.
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16 **ARTICLE I. NAME**

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18 The name of the Department shall be the Department of Romance, German,
19 Russian Languages and Literatures, hereafter in this document referred to as the
20 Department or RGRLL.
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22 **ARTICLE II. PURPOSE**

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24 The purpose and objectives of the Department shall be as stated in the University
25 Bulletin.
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27 **ARTICLE III. RIGHTS AND PRIVILEGES OF THE DEPARTMENT FACULTY**

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29 Sec. 1. The Department Faculty shall consist of those persons duly hired and appointed to
30 teach courses offered by the Department.
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32 a. Voting Faculty: Definition and Expectations

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34 1. Voting Faculty are those in probationary or tenured positions whose
35 primary or joint (fifty percent [50%] or more) appointment is in the
36 Department.
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38 2. Faculty who meet definition of Voting Faculty in III.1.a.1 and who are
39 participating in the Faculty Early Retirement Program (FERP) and who
40 teach during the semester of an election shall be voting faculty during the
41 semester they serve.
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43 3. Faculty who meet definition in III.1.a.1 and who are on university-
44 approved sabbatical or leave shall be Voting Faculty.
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46 4. Voting Faculty Expectations: Voting Faculty are expected to participate
47 fully in departmental governance, including attending meetings of the full
48 faculty and actively participating in committees, advising, and other
49 assigned or implicit duties as per procedures and responsibilities explained
50 below and as outlined in faculty contracts.
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52 b. Full-Time Lecturers and Voting Rights
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54 1. Full-time lecturers shall not receive voting privileges unless they are
55 hired to teach 12 units and to perform service commensurate to that
56 performed by tenured or tenure-track faculty at the departmental, college,
57 and university levels. The definition of full-time lecturer shall defer to the
58 CLA Constitution, which interprets this term to refer to an employee
59 whose total faculty employment in the college is equal to 1.0 faculty
60 position in each of the two semesters of the academic year. Such
61 individuals shall be granted voting privileges only under the following two
62 (2) conditions: (1) They are in their second (or greater) consecutive term
63 of contract; (2) They perform regular service as outlined in III.1.b of this
64 Constitution.
65

66 2. In such cases in which full-time lecturers are granted the status of
67 Voting Lecturers, they may vote in all elections specified in the
68 Constitution. As per the specifications in this Constitution, they shall be
69 excluded from elections related to personnel, probationary and tenured
70 full-time faculty governance, and constitutional approval procedures as
71 outlined below.
72

73 3. The constitution shall specify Voting Lecturers for all elections
74 appropriate for such persons' exercise of their vote. It is understood that
75 Voting Faculty excludes Voting Lecturers, and that Voting Lecturers must
76 be stated in the appropriate constitutional section for such persons to have
77 voting rights.
78

79 4. The only exception to the definition of voting lecturers as stated above
80 applies in the case of department chair elections. As per university policy,
81 lecturers on three-year contracts whose time base is 7.5 or more during the
82 semester in which an election for department chair takes place shall be
83 eligible to vote in that election. Such individuals shall not be considered
84 voting faculty for other departmental matters.
85

86 5. If doubts arise regarding Lecturers' right to vote in a given election, the
87 lecturers in question need to bring the issue to the attention of the
88 Department Chair in writing one week before an election takes place. The
89 Chair shall then discuss the issue with the Advisory Council and notify the
90 lecturer(s) in question of their voting franchise at least three days before
91 the election. Such notification shall be in writing.

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c. Non-Voting Members: Definitions and Expectations

1. Non-voting members of the Department Faculty are those persons who hold part-time appointments except in the case of department chair elections, as governed by university policy.

2. Non-voting faculty shall not be required to attend faculty meetings, but may be invited at the discretion of the Chair or the Advisory Council to attend meetings that will address items of immediate concern to them. Non-voting faculty shall be excused from meetings once said items are discussed. No confidential issues related to probationary or tenured faculty shall be discussed when these members are present at meetings.

Sec. 2. The determination of department policies shall reside only in the Voting Faculty.

ARTICLE IV. DEPARTMENT ADMINISTRATION: CHAIR

Sec. 1. The Department Chair

- a. The Department shall have a Chair who shall have the ultimate responsibility for the functioning of the Department in the total structure of the University.
- b. The University's "Policies and Procedures for the Appointment and Review of Department Chairs" dictates all appointment, election, and other relevant procedures regarding department chairs. The policy is posted on the Academic Senate website.

Sec. 2. The duties of the Department Chair shall include:

- a. Providing leadership, vision, and a model for transparent governance for the department;
- b. Maintaining clear lines of communication between department and faculty, as well as between faculty and the College of Liberal Arts and/or the university, as required;
- c. Presiding at departmental meetings and attending committee meetings as needed;
- d. Presiding at Advisory Council meetings;
- e. Serving as a member of the committees specified below; appointing Program Directors; and recommending, in close consultation with the Advisory Council, Graduate Advisors for a term of three years, Undergraduate Advisors for a term of three years, and similar positions to the department and, when necessary, to appropriate administrators;

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139 f. Referring matters requiring policy decisions to the Department Faculty;
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141 g. Serving as intermediary between faculty, students, staff, and all personnel.
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143 h. Designating a temporary interim chair for periods of more than seven (7) days
144 when the Chair will not be available for departmental governance. Such
145 designation will be made known to faculty and administrative staff. The Interim
146 Chair shall be charged with chair duties for said period. Only tenured Voting
147 Faculty are eligible to serve in this position. Said designee is only authorized to
148 make minor decisions and to consult with faculty, students, and personnel on
149 urgent matters. The CLA Dean must be consulted in cases of situations that
150 significantly impact departmental business.
151
152 i. Performing such additional duties as may be expected or prescribed by the
153 College of Liberal Arts, the University, through the Memorandum of
154 Understanding (MOU), Trustee authority, or Department action.
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157 **ARTICLE V. ADVISORY COUNCIL**

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159 Sec. 1. Membership: The Advisory Council shall consist of 7 (seven) faculty members,
160 including the Department Chair. Only Voting Faculty are eligible to serve on the
161 committee:
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- 163 a. The Department Chair and/or co-chair and vice/associate chair.
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165 b. The Program Directors of Spanish, Italian, French, and German. If Program
166 Director positions are split between two people, the individuals shall share one
167 vote on the committee. In such cases, only one designee needs to attend meetings,
168 but both may attend.
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170 c. If a vice, co-, or associate chair structure is in place, then one (1) person shall
171 be elected by the Voting Faculty.
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173 d. If no vice, co-, or associate chair exists, then two (2) people shall be elected by
174 the Voting Faculty.
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176 e. In the event that the Chair and/or Associate or Co-Chair also serve(s) as
177 Program Director of Spanish, Italian, French, or German, then one (1) or, if both
178 are also Program Directors, two (2) additional person(s) shall be elected from the
179 Voting Faculty.
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181 Sec. 2. Elections and Term of Office
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183 a. Elections for the Advisory Council shall take place in spring, as per
 184 Nominations, Elections, and Voting below (Article VIII);

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186 b. The term of office shall be three (3) years.

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188 **Sec. 3. Objectives and Duties**

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190 a. Objectives: The Advisory Council shall act as an advisory body whose aim is
 191 to enhance curricular, programmatic, and budgetary collaboration and
 192 coordination across the various language programs.

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194 b. Duties shall include:

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196 1. Advising Chair regarding budget allocations, including department
 197 resource allocation, intellectual events planning, and program
 198 development;

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200 2. Setting goals and identifying priorities of the department; and working
 201 to create and implement plans of action to help the department meet
 202 those goals;

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204 3. Evaluating and suggesting revisions to Department policy (such as by-
 205 laws or suggested amendments to constitution);

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207 4. Discussing issues of concern to faculty brought to Council's attention
 208 either via regular faculty meetings or individual requests. No RTP-
 209 related problems shall be considered by this Committee, as per the
 210 RTP Committee charter below.

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212 **Sec. 4 Meetings of the Advisory Council**

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214 a. The Advisory Council shall meet at least two (2) times per semester, and no
 215 fewer than four (4) times per year,

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217 **ARTICLE VI. MEETINGS**

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219 **Sec. 1. Regular**

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221 a. Regular meetings of the Department shall be called by the Chair, who shall
 222 consult with faculty; designate the time and place; and, one (1) week in
 223 advance of all meetings, distribute an agenda, as per Article VI below.

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225 b. Department meetings shall be held at a minimum of two (2) times per
 226 semester and four (4) times per academic year.

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228 **Sec. 2. Special**

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- a. Special department meetings may be called by the Advisory Council.
- b. Such meetings must also be called at the request of at least ten percent (10%) of the combined total of Voting Lecturers and Voting Faculty (as defined in Article III).

Sec. 3. Quorum

- a. The quorum shall be a majority of the Voting Lecturers and Voting Faculty, excluding those on university-granted sabbaticals or leave unless such persons on leave are available and willing to meet.
- b. Faculty members on early retirement (FERP) may only be counted as part of a quorum during their semester of service.

Sec. 4. Departmental and Section Meetings

- a. Departmental meetings shall be held at a minimum of two (2) times per semester.
- b. Regular section meetings of the various language areas also shall be held at a minimum of two (2) times per semester.

Sec. 5. Records and Minutes

- a. Agendas shall be sent out one week in advance of all meetings, both departmental and sectional, as per standard parliamentary procedures and Robert's Rules of Order.
- b. Minutes shall be taken at all meetings either by chair or that individual's designee.
- c. Minutes shall be made available to committee members and all Voting Faculty and Voting Lecturers through electronic distribution of minutes normally within two (2) weeks but no later than four (4) weeks of the meeting. Electronic copies shall be kept on file in the departmental office for three (3) years.

ARTICLE VII. COMMITTEES

Sec. 1. Departmental Committees

- a. In addition to the Advisory Council, there shall be four (4) elected standing committees: (1) Curriculum; (2) Scholarship; (3) Retention, Tenure, & Promotion (RTP); and Languages Other Than English (LOTE).

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- b. All committees shall elect chairs at their first meeting. Reports (such as minutes) of the committee shall be generated by the chair or her/his proxy and shall be given to the departmental administrative staff to be distributed to the entire faculty.
- c. Committee chairs shall be charged with creating a year-end report that includes a report on work accomplished; record of meetings and minutes; and a report on committee members' contributions to committee. Such reports shall be submitted to the Department Chair and be kept on file with the departmental administrative staff for three years.

Sec. 2. Limitations

- a. Faculty participating in early retirement or pre-retirement programs shall not be eligible for membership on department standing committees.
- b. An individual faculty member may be chair of no more than two (2) elected standing committees, and may be a member of no more than three (3) elected standing committees.
- c. A faculty member elected as a replacement for a member of an elected committee shall serve for the period of the replacement only and shall not serve beyond the remaining term of office of the person being replaced unless elected during the regular election cycle.

Sec. 3. Curriculum and Assessment Committee

- a. The membership of the Curriculum and Assessment Committee shall be elected as per the Nominations, Elections, and Voting procedures outlined in Article VIII below with the exception that new faculty members may choose, at the first department meeting of the fall semester, to stand for election to this committee. Nominations and voting procedures will follow those outlined in Article VIII (Nominations).
- b. Membership shall include 2 or 3 (two or three) faculty members + the Assessment Coordinator + the LOTE Coordinator. Ideally, the faculty will hail from different language areas from within the department.
- c. Voting Lecturers + Voting Faculty are eligible to serve on this committee. All such persons have the right to vote for this committee.
- d. Membership shall include at least 3 (three) faculty members. Ideally, the faculty will hail from different language areas from within the department.
- e. The term of office shall be two (2) years.

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f. The duties shall include:

1. Electing a chair who shall report to the faculty at regular department meetings;
2. Making non-substantive catalog changes and working with all language areas to insure clarity of course change and proposal procedures;
3. Issuing guidelines regarding undergraduate petitions for course substitutions, for waiver of requirements, and for credit by examination and similar curricular related requests following university policies;
4. Being responsible for coordination of long-range curriculum planning and curricular initiatives.

Sec. 4. Scholarship Committee

- a. The membership of the Scholarship Committee shall be elected as per the Nominations, Elections, and Voting procedures outlined in Article VIII below. There shall be 5 (five) members elected to the committee, with the expectation that membership shall cross the various language programs in which scholarships are available.
- b. Voting Lecturers and Voting Faculty are eligible to serve on this committee. All such persons have the right to vote for this committee.
- c. The term of office of elected members shall be two (2) years.
- d. The duties of the Committee shall include:
 1. Electing a chair who shall report to the faculty at regular department meetings;
 2. Requesting nominations and assessing eligibility for scholarships given out by the department every spring;
 3. Making recommendations and final decisions regarding scholarship awards;
 4. Working with the Advisory Council and Program Directors on issues related to fundraising, scholarship monies, promotion of scholarships to targeted audiences on and off campus, and other issues pertinent to the committee's charter.

366 **Sec. 5. Personnel Committee**

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368 a. The membership, method of selection, terms of office and duties are specified
369 in the appropriate Department, College and University documents. Only Voting
370 Faculty may vote for the RTP Committee.

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372 b. This committee shall have as its primary charge all issues related to peer-
373 review in the department. It shall have the charge of performing duties related to
374 approval of Difference-in-Pay Leave, Post Promotion Increase, Evaluation of
375 Tenured Faculty, and other related requests and procedures related to personnel
376 that require the signature and approval of a Personnel or Peer-Review Committee
377 as per the Collective Bargaining Agreement.

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380 **Sec. 6 Languages Other Than English (LOTE) Committee**

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382 a. The LOTE Committee shall be chaired by the designated faculty member in the
383 department whose primary duties include coordination of the Single Subject
384 Credential. This individual shall be charged with calling regular meetings, usually
385 two (2) per semester, and with staying informed about single-subject credential
386 requirements for languages other than English. The chair also works with
387 language program coordinators in all departments related to LOTE credential
388 program to coordinate and oversee semesterly bilingual interviews for credential
389 students.

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391 b. The remaining seven (7) members of the committee shall be distributed as
392 follows: Four (4) representatives from the Department of RGRLL shall be elected
393 to have one (1) representative for each of the credential programs in the
394 Department (French, German, Italian, and Spanish). The remaining three (3)
395 members shall be appointed by outside departments that have single-subjected
396 credentials for their respective languages such that there will be one (1)
397 representative each for: Chinese, Japanese, and Classics. Membership for this
398 committee may be expanded to reflect added single-subject credentials in
399 languages other than English to allow additional LOTE programs not mentioned
400 here to have one (1) representative on the committee. If such languages reside in
401 RGRLL, the member shall be elected by the Dept. If the programs reside outside
402 RGRLL, representatives may be appointed by the corresponding department
403 chair. .

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405 b. Voting Lecturers and Voting Faculty are eligible to serve on this committee.
406 All such persons have the right to vote for this committee.

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408 c. The term of office of elected members shall be two (2) years.

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410 d. The duties of the Committee shall include:

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- 412 1. Assisting with oversight and updates to LOTE documentation as
413 required by the teacher credential oversight boards at the state level;
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415 2. Articulating and helping to enforce implementation of assessment
416 throughout the curriculum as it relates to LOTE documentation and
417 requirements;
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419 3. Performing all other duties as deemed relevant and necessary to LOTE
420 certification in the languages under the purview of the department.
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422 **Sec. 7. Appointed Special or Ad-Hoc Committees**

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424 a. As needed, special committees shall be recommended for appointment by the
425 Department Chair or by departmental vote. Examples of such committees might
426 be those related to assessment; self-study; grade appeals, and other administrative
427 needs as they arise.
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429 b. For appointment recommendations, the Voting Faculty of the Department shall
430 confirm the special committee recommendations by a majority vote.
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432 c. Each special committee thus appointed shall develop operating procedures for
433 that committee. Committee chair must be elected at first committee meeting.
434
435 d. Voting Lecturers shall only be eligible for service on ad-hoc committees when
436 such committees are created for curriculum, scholarship, or other non-personnel
437 or departmental governance purposes. Only in such cases shall Voting Lecturers
438 have the right to vote for such committees.
439
440 e. In cases of special or ad-hoc committees requiring election, nominations will be
441 taken from the floor at faculty meetings and will be made public before elections
442 of Voting Faculty take place. All voting shall follow procedures of other
443 committees as noted above.
444

445 **Sec. 8. Review of Committee Action**

- 446
447 a. Minutes of departmental committees must be distributed to all Voting Faculty,
448 except in the cases of confidential actions (e.g., confidential personnel issues or
449 grade appeals), records of which shall remain within the appropriate committee
450 and reside with the Department Chair.
451
452 b. Final reports of committee work accomplished shall be generated at the end of
453 academic year (no later than the fifteenth day of June) and submitted to the
454 department administrative staff and the Chair for purposes of record keeping.
455 Such records shall be kept in departmental office for three years.
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457 c. Subsequently, any committee policy decision will be referred to the full
 458 department faculty at the request of not fewer than three (3) Voting Faculty of the
 459 Department presented within fourteen (14) days of the publication of the
 460 committee minutes. The review will then take place at the level of the Advisory
 461 Council. Subsequently, the recommendation of the Advisory Council shall be
 462 presented at the first meeting of the full faculty that follows the review.

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464 **ARTICLE VIII. NOMINATIONS, ELECTIONS, AND VOTING**

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466 Sec. 1. Nominations

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468 a. For all elective offices held in the Department, nominations may be made
 469 during a time specified by the department chair and made known to all
 470 eligible faculty. Nominations also shall come from the floor at the meeting
 471 designated to discuss such elections.

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473 b. The default meeting for those nominations shall be the last faculty meeting of
 474 the spring semester and, in the cases of new committees and/or new faculty
 475 members wishing to serve on Curriculum Committee, during the first
 476 departmental meeting of the fall semester.

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478 c. Voting Lecturers are only eligible to be nominated and to nominate others for
 479 the Scholarship and Curriculum Committees and to special or ad-hoc
 480 committees as per Article VII above.

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482 Sec. 2. Elections and Voting Procedures

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484 a. All votes shall be secret. Secret ballots shall be created that will allow no
 485 tracing of votes to an individual. Acceptable secret ballot mechanisms may
 486 include the distribution of ballots via email or paper copy which then shall be cast
 487 in the department administrator's office by placing the folded ballot into a sealed
 488 box in front of department academic services officer, who shall then check voter's
 489 name off of a master list. Other secure voting mechanisms are acceptable,
 490 including secure electronic voting, but no ballot mechanism that allows for an
 491 individual's vote to be traced to that person shall be considered acceptable.

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493 b. All standing committees and other regular committees shall be elected at or
 494 after the final meeting of the faculty during the spring semester with the provision
 495 that all eligible faculty shall have the opportunity to vote within five (5) working
 496 days of the meeting. Faculty on university-approved leave or sabbatical shall be
 497 eligible for nomination and shall be informed prior to the meeting of nomination
 498 procedures so they may make their nomination preferences known to the Chair
 499 during the spring semester after the call for nominations is publicized by the
 500 Chair. New faculty members wishing to serve on Curriculum Committee upon
 501 their arrival will be given that option via a regular nomination process at the first
 502 meeting of the Department in the fall semester.

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504 c. To be elected to a departmental committee, individual must receive a majority
505 of votes cast.
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507 d. The vote to elect the standing committees and other regular committees shall be
508 a majority secret vote of the Voting Faculty. Voting Lecturers shall vote in
509 elections for committees on which they are eligible to serve.
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511 e. The chairs of the standing committees shall be elected at the first meeting of
512 each committee. The chair then is responsible for informing the departmental
513 administrative staff of the election results.
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515 f. The vote required to elect a committee chair shall be a majority of the vote of
516 the members of the standing committee or other regular committee.
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518 g. No proxy votes shall be allowed.
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520 h. Faculty members on sabbatical or other administrative leave are eligible to vote
521 via electronic ballot, to be administered by the departmental administrative staff
522 and overseen by the Chair. These votes, as per voting procedures, must remain
523 secret and only an unbiased member of the staff or an unbiased representative of
524 the college may know the electronic vote. Determination of lack of bias shall be
525 made in consultation with said voting member and must be acceptable to that
526 individual voter.
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528 i. Mail ballots may be authorized by a majority vote of the Voting Faculty; in a
529 mail ballot all Voting Faculty shall be eligible to cast ballots.
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531 j. Faculty members who do not cast a ballot shall be considered not voting and
532 shall not be counted in the requirement for a majority vote.
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534 **ARTICLE IX. REMOVAL OF COMMITTEE MEMBER OR COMMITTEE**
535 **CHAIR**

- 536 a. An elected committee member or chair may be removed from a committee or
537 from said position by a two-thirds (2/3) vote of the Voting Faculty.
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539 b. A request for such removal should be presented to the department chair, who
540 will investigate the issue and, if the issue is deemed serious enough, will then
541 bring the vote to the floor of a department meeting.
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543 **ARTICLE X. AMENDMENTS**

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545 Sec. 1. Amendment of the Constitution
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- 547 a. This Constitution may be amended by a two-thirds (2/3) vote of the Voting
548 Faculty of the Department at any regular meeting of the Department if written

549 notice of the content of the proposed amendment has been distributed at least
550 ten (10) days prior to the meeting in which the amendment would be formally
551 proposed.

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b. The amendment must receive two readings before it can be voted upon.

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c. After two readings, a secret ballot vote shall be initiated within five (5)
556 working days of the second reading. Amendments must receive a two-thirds
557 (2/3) vote of the Voting Faculty to pass.

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559 Approved by the faculty on May 18, 2007

560 Amended May 2009

561 Amended December 2011