

Approved by the faculty on 5/18/07
Amended in May 2009

CONSTITUTION

DEPARTMENT OF ROMANCE, GERMAN, RUSSIAN LANGUAGES AND LITERATURES

PREAMBLE

We, the faculty of the Department of Romance, German, Russian Literatures and Languages of California State University, Long Beach, in order to provide for a consistent and efficient method of operating the Department, do hereby set forth these rules and regulations as the governing guidelines for the Department operation.

ARTICLE I. NAME

The name of the Department shall be the Department of Romance, German, Russian Languages and Literatures, hereafter in this document referred to as the Department or RGRLL.

ARTICLE II. PURPOSE

The purpose and objectives of the Department shall be as stated in the University Bulletin.

ARTICLE III. RIGHTS AND PRIVILEGES OF THE DEPARTMENT FACULTY

Sec. 1. The Department Faculty shall consist of those persons duly hired and appointed to teach courses offered by the Department.

a. Voting Faculty: Definition and Expectations

1. Voting Faculty are those in probationary or tenured positions whose primary or joint (fifty percent [50%] or more) appointment is in the Department.
2. Faculty who meet definition of Voting Faculty in III.1.a.1 and who are participating in the Faculty Early Retirement Program (FERP) and who teach a full time equivalent load shall be voting faculty during the semester they serve.
3. Faculty who meet definition in III.1.a.1 and who are on university-approved sabbatical or leave shall be Voting Faculty.

4. Voting Faculty Expectations: Voting Faculty are expected to participate fully in departmental governance, including attending meetings of the full faculty and actively participating in committees, advising, and other assigned or implicit duties as per procedures and responsibilities explained below and as outlined in faculty contracts.

b. Full-Time Lecturers and Voting Rights

1. Full-time lecturers shall not receive voting privileges unless they are hired to teach 12 units and to perform service commensurate to that performed by tenured or tenure-track faculty at the departmental, college, and university levels. The definition of full-time lecturer shall defer to the CLA Constitution, which interprets this term to refer to an employee whose total faculty employment in the college is equal to 1.0 faculty position in each of the two semesters of the academic year. Such individuals shall be granted voting privileges only under the following two (2) conditions: (1) They are in their second (or greater) consecutive term of contract; (2) They perform regular service as outlined in III.1.b of this Constitution.

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

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

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

c. Non-Voting Members: Definitions and Expectations

1. Non-voting members of the Department Faculty are those persons who hold part-time appointments.

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. Under the current Memorandum of Understanding (MOU), the Chair serves at the pleasure of the Dean of the College of Liberal Arts.
- c. Alternate governance structures, such as co-chairs or a chair with an associate or vice chair, shall be permitted if such a plan is proposed to Voting Faculty and receives a vote of two-thirds (2/3) or more.
- d. For the purposes of the Constitution, the term Chair refers to a single chair and all other alternate governance structures referred to in the present section (IV.1).

Sec. 2. Department Chair Selection

- a. The Department's recommendation to the Dean of the College of Liberal Arts for Department Chair shall be determined by a mail ballot. A simple majority vote of the Voting Faculty who cast a valid ballot (abstentions are not considered to be a valid ballot) is required for recommendation. The departmental recommendation is then forwarded to the Dean of the College of Liberal Arts who shall make the appointment subject to ratification by the President of the University or President's designee.
- b. The Chair shall be elected during the spring semester of the third year of the current Chair's term, preceding the fall semester of assumption of office.
- c. The vote for Department Chair shall be secret and shall be limited to the Voting Faculty, as defined in Article III.
- d. The Department Chair shall be elected every three (3) years. The usual maximum term of service shall be two consecutive terms as per regular voting procedures outlined above.

Sec. 3. Seeking a New Chair

- a. When a new chair is sought, the procedure must comply with the governing MOU. The current MOU dates to 2/29/00 (and it superseded Policy Statement 79-18 and 89-08).
- b. The current MOU outlines the following procedure for department chair replacement:
 1. First, the Dean shall meet with the faculty to explain procedures.
 2. Second, the full-time Voting Faculty (as defined in Article III) shall elect a search committee to conduct a search for a chair.
 3. Third, the search committee shall make a recommendation to the faculty regarding nominees at which time nominees from the floor are in order.
 4. Fourth, one candidate shall be selected for recommendation to the Dean based on a mail ballot to the Voting Faculty; the balloting is to be conducted by an ad-hoc Department Elections Committee elected by the Voting Faculty (as defined in Article III). (Also see the Article on Removal of a Chair below.)

Sec. 4. 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;
- f. Referring matters requiring policy decisions to the Department Faculty;

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

ARTICLE V. ADVISORY COUNCIL

Sec. 1. Membership: The Advisory Council shall consist of 7 faculty members, including the Department Chair. Only Voting Faculty are eligible to serve on the committee:

- a. The Department Chair and/or co-chair and vice/associate chair.
- b. The Program Directors of Spanish, Italian, French, and German. If Program Director positions are split between two people, the individuals shall share one vote on the committee. In such cases, only one designee needs to attend meetings, but both may attend.
- c. If a vice, co-, or associate chair structure is in place, then one (1) person shall be elected by the Voting Faculty.
- d. If no vice, co-, or associate chair exists, then two (2) people shall be elected by the Voting Faculty.
- e. In the event that the Chair and/or Associate or Co-Chair also serve(s) as Program Director of Spanish, Italian, French, or German, then one (1) or, if both are also Program Directors, two (2) additional person(s) shall be elected from the Voting Faculty.

Sec. 2. Elections and Term of Office

- a. Elections for the Advisory Council shall take place in spring, as per Nominations, Elections, and Voting below (Article VIII);
- b. The term of office shall be three (3) years.

Sec. 3. Objectives and Duties

- a. Objectives: The Advisory Council shall act as an advisory body whose aim is to enhance curricular, programmatic, and budgetary collaboration and coordination across the various language programs.
- b. Duties shall include:
 1. Advising Chair regarding budget allocations, including department resource allocation, intellectual events planning, and program development;
 2. Setting goals and identifying priorities of the department; and working to create and implement plans of action to help the department meet those goals;
 3. Evaluating and suggesting revisions to Department policy (such as by-laws or suggested amendments to constitution);
 4. Discussing issues of concern to faculty brought to Council's attention either via regular faculty meetings or individual requests. No RTP-related problems shall be considered by this Committee, as per the RTP Committee charter below.

Sec. 4 Meetings of the Advisory Council

- a. The Advisory Council shall meet at least two (2) times per semester, and no fewer than four (4) times per year;
- b. Minutes shall be made available via email and placed on file electronically in the Department.

ARTICLE VI. MEETINGS

Sec. 1. Regular

- a. Regular meetings of the Department shall be called by the Chair, who shall consult with faculty; designate the time and place; and, one (1) week in advance of all meetings, distribute an agenda, as per Article VI below.
- b. Department meetings shall be held at a minimum of two (2) times per semester and four (4) times per academic year.

Sec. 2. Special

- 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 through electronic distribution of minutes. Electronic and hard copies shall be kept on file in the departmental office for three 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).
- 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.
- 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.

Sec. 5. Personnel Committee

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

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

Sec. 6 Languages Other Than English (LOTE) Committee

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

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

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. Assisting with oversight and updates to LOTE documentation as required by the teacher credential oversight boards at the state level;

2. Articulating and helping to enforce implementation of assessment throughout the curriculum as it relates to LOTE documentation and requirements;

3. Performing all other duties as deemed relevant and necessary to LOTE certification in the languages under the purview of the department.

Sec. 7. Appointed Special or Ad-Hoc Committees

a. As needed, special committees shall be recommended for appointment by the Department Chair or by departmental vote. Examples of such committees might be those related to assessment; self-study; grade appeals, and other administrative needs as they arise.

b. For appointment recommendations, the Voting Faculty of the Department shall confirm the special committee recommendations by a majority vote.

c. Each special committee thus appointed shall develop operating procedures for that committee. Committee chair must be elected at first committee meeting.

d. Voting Lecturers shall only be eligible for service on ad-hoc committees when such committees are created for curriculum, scholarship, or other non-personnel or departmental governance purposes. Only in such cases shall Voting Lecturers have the right to vote for such committees.

e. In cases of special or ad-hoc committees requiring election, nominations will be taken from the floor at faculty meetings and will be made public before elections of Voting Faculty take place. All voting shall follow procedures of other committees as noted above.

Sec. 8. Review of Committee Action

a. Minutes of departmental committees must be distributed to all Voting Faculty, except in the cases of confidential actions (e.g., confidential personnel issues or grade appeals), records of which shall remain within the appropriate committee and reside with the Department Chair.

b. Final reports of committee work accomplished shall be generated at the end of academic year (no later than the fifteenth day of June) and submitted to the department administrative staff and the Chair for purposes of record keeping. Such records shall be kept in departmental office for three years.

c. Subsequently, any committee policy decision will be referred to the full department faculty at the request of not fewer than three (3) Voting Faculty of the Department presented within fourteen (14) days of the publication of the

committee minutes. The review will then take place at the level of the Advisory Council. Subsequently, the recommendation of the Advisory Council shall be presented at the first meeting of the full faculty that follows the review.

ARTICLE VIII. NOMINATIONS, ELECTIONS, AND VOTING

Sec. 1. Nominations

- a. For all elective offices held in the Department, nominations shall come from the floor at the meeting designated for those elections.
- b. The default meeting for those nominations shall be the last faculty meeting of the spring semester and, in the cases of new committees and/or new faculty members wishing to serve on Curriculum Committee, during the first departmental meeting of the fall semester.
- c. Voting Lecturers are only eligible to be nominated and to nominate others for the Scholarship and Curriculum Committees and to special or ad-hoc committees as per Article VII above.

Sec. 2. Elections and Voting Procedures

- a. All votes shall be secret. Secret ballots shall be created that will allow no tracing of votes to an individual. Acceptable secret ballot mechanisms may include the distribution of ballots via email or paper copy which then shall be cast in the department administrator's office by placing the folded ballot into a sealed box in front of department academic services officer, who shall then check voter's name off of a master list. No ballot mechanism that allows for an individual's vote to be traced to that person shall be considered acceptable.
- b. All standing committees and other regular committees shall be elected in the final meeting of the faculty during the spring semester. Faculty on university-approved leave or sabbatical shall be eligible for nomination and shall be informed prior to the meeting of nomination procedures so they may make their nomination preferences known to the Chair during the spring semester after the call for nominations is publicized by the Chair. New faculty members wishing to serve on Curriculum Committee upon their arrival will be given that option via a regular nomination process at the first meeting of the Department in the fall semester.
- c. To be elected to a departmental committee, individual must receive a majority of votes cast.
- d. The vote to elect the standing committees and other regular committees shall be a majority secret vote of the Voting Faculty. Voting Lecturers shall vote in elections for committees on which they are eligible to serve.

- e. The chairs of the standing committees shall be elected at the first meeting of each committee. The chair then is responsible for informing the departmental administrative staff of the election results.
- f. The vote required to elect a committee chair shall be a majority of the vote of the members of the standing committee or other regular committee.
- g. No proxy votes shall be allowed.
- h. Faculty members on sabbatical or other administrative leave are eligible to vote via electronic ballot, to be administered by the departmental administrative staff and overseen by the Chair. These votes, as per voting procedures, must remain secret and only an unbiased member of the staff or an unbiased representative of the college may know the electronic vote. Determination of lack of bias shall be made in consultation with said voting member and must be acceptable to that individual voter.
- i. Mail ballots may be authorized by a majority vote of the Voting Faculty; in a mail ballot all Voting Faculty shall be eligible to cast ballots.
- j. Faculty members who do not cast a ballot shall be considered not voting and shall not be counted in the requirement for a majority vote.

ARTICLE IX. RECALL OF ELECTED AND APPOINTED MEMBERS OF THE DEPARTMENT

Sec. 1. Removal of Department Chair: In the event that the department wishes to remove a Department Chair from office, the following procedures must be followed:

- a. Such request for removal must first be presented in writing to the Advisory Council by no less than twenty-five percent (25%) of the department's Voting Faculty.
- b. The Advisory Council shall respond to the receipt of that written request by calling a meeting of the full-time probationary and tenured faculty within fourteen (14) days. Discussion of reasons for removal shall constitute the agenda of that meeting.
- c. The meeting shall be chaired by an ad-hoc chair elected from the Advisory Council by secret written ballot as the first agenda item of that meeting. The Department Chair is not eligible to chair this meeting.
- d. The person elected to chair that committee shall then request removal of the Department Chair by discussing the matter with the College Dean only if this

has been approved by a two-thirds (2/3) vote of the Voting Faculty at the meeting in question.

Sec. 2. Removal of committee member or committee chair

- a. An elected committee member or chair may be removed from a committee or from said position by a two-thirds (2/3) vote of the Voting Faculty.
- b. A request for such removal should be presented to the Advisory Council, which then will bring the vote to the floor of a department meeting.

ARTICLE X. AMENDMENTS

Sec. 1. Amendment of the Constitution

- a. This Constitution may be amended by a two-thirds (2/3) vote of the Voting Faculty of the Department at any regular meeting of the Department if written notice of the content of the proposed amendment has been distributed at least ten days prior to the meeting in which the amendment would be formally proposed.
- b. The amendment must be placed on the agenda twice: once for a first reading to allow for discussion and review and, if approved for a motion to amend, then it must be tabled until the next meeting of the full faculty to be considered for a second reading, upon which a motion to accept the amendment may be made and a vote taken.

Sec. 2. Approval of the Constitution

- a. This Constitution must be approved by a two-thirds (2/3) vote of the Voting Faculty of the Department at a regular meeting of the Department.
- b. As in the case of amendments, the document must be circulated and made available to voting faculty at least ten days prior to that meeting.
- c. The approval of the constitution must be placed on the agenda twice: once for a first reading to allow for discussion and review and, if approved for a motion to adopt, then it must be tabled until the next meeting of the full faculty to be considered for a second reading, upon which a motion to accept may be made and a vote taken.