University Of South Florida

College of Arts & Sciences

Department of World Languages (WLE)

DEPARTMENTAL GOVERNANCE

Approved by the WLE Faculty

September 13, 2013
Preamble

The following document describes the working protocol for the Department of World Languages (WLE). It is recognized that this document may not contravene the constitutions and laws of the State of Florida; rules, regulations, and policies of the Florida Board of Governors; rules, regulations, and policies of the University of South Florida and the College of Arts & Sciences; and any applicable collective bargaining agreement or legislatively-mandated management right. The foregoing authorities will govern in the event that any provision of a local governance document is inconsistent with or in conflict with them.

Mission Statement

The Department of World Languages (WLE) engages in the study of human language in general, and a diverse group of ancient and modern languages and cultures in particular. WLE faculty members provide humanistic and scientific perspectives and approaches on language and culture, foster awareness of and critical engagement with cultural and aesthetic diversity, and create opportunities for communication across linguistic and cultural boundaries. The Department provides foreign language instruction and culture courses (e.g. literature, film, theory, intellectual and cultural history, popular culture, etc.) at all levels to the university community in support of the internationalization of the curriculum and global and multicultural education. The Department offers undergraduate majors and minors in various ancient and modern languages and cultures, and MAs in Applied Linguistics, French, and Spanish, and a PhD in Second Language Acquisition/Instructional Technology (in collaboration with the College of Education). The faculty conducts research and produces scholarship and creative works in ancient and modern languages and cultures, as well as in applied and theoretical linguistics. The Department maintains programs and opportunities for education and research abroad in order to foster international education, scholarship, and exchange. Moreover, the Department of World Languages offers service and outreach programs as well as events supporting and engaging the Tampa Bay community through presentations, workshops, and training activities.

Degree Programs

The Department offers the following degree programs:

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<th>MA in Applied Linguistics</th>
<th>BA in Classics</th>
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<tr>
<td>MA in French</td>
<td>BA in French</td>
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<tr>
<td>MA in Spanish</td>
<td>BA in German</td>
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<td>BA in Spanish</td>
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The PhD in Second Language Acquisition/Instructional Technology is administered in the College of Education; WLE faculty contributes extensively to this program which is supervised by the Chair of WLE and the Chair of Secondary Education.
I. MEMBERSHIP

A. Membership in the Department of World Languages includes faculty at the Tampa campus of the University of South Florida.

B. Voting membership in the Department of World Languages shall include the following academic ranks: Professor, Associate Professor, Assistant Professor, and Instructor.

C. Those faculty members in the above categories, who have joint appointments with other units, shall be considered members of the department if 50 percent or more of their budgeted salary is administered through the Department of World Languages.

D. Faculty members who hold temporary administrative positions outside of the Department retain their full voting rights.

E. Faculty members on leave from the Department shall retain all voting privileges.

F. Non-voting membership is extended to those holding visiting positions and emeriti.

II. MEETINGS

A. Regular faculty meetings of the Department shall be held at least once each semester.

B. In addition, meetings may be called at other times by the Chair, the Coordinating Committee, or by a majority (51%) of the members of the faculty.

C. The Chair provides notice of all regular meetings by written memoranda distributed to all members of the Department at least 5 working days prior to the meeting. Special meetings may be called with less notice. The Chair develops and distributes a tentative agenda of the meeting; faculty members may add to the final agenda upon request.

D. Minutes of each Department meeting will be available for faculty review within one week after each meeting.

E. A quorum shall consist of ½ of voting members, plus one.

F. The Chair (or his/her delegate) is responsible for conducting departmental meetings.

G. Graduate Student Representatives shall be invited as non-voting guests.

III. ADMINISTRATION

The administration of the Department of World Languages is comprised of: Chair, Coordinating Committee, the Salary, Tenure & Promotion Committee, Section Heads, and Directors of Graduate Programs. Usually these positions will be held by different faculty members of the Department in accordance with the terms described below.

A. Chair

1. The Chair is appointed by the Dean of the College of Arts & Sciences (CAS), based upon recommendations of the Department and consent of the appointee. The Chair shall be chosen
to serve a term of 4 years, which may be renewed. The Coordinating Committee will determine search and selection procedures in cooperation with the Dean’s Office.

2. The Chair is the chief administrative and academic officer of the Department. He/she represents the interests of WLE to the USF central administration, to the Dean of CAS, to the Council of Chairs, to the School of Humanities, and to the general public.

3. The Chair oversees and allocates the human, financial, and material resources of the Department; he/she implements policies and procedures, oversees the operation and staffing of the Department, and directs fiscal activities.
   a. The Chair is responsible for budgetary recommendations and allocation of funds (faculty, teaching staff, teaching and research assistants, office staff, travel, honoraria, equipment, supplies, events, technology, social expenses, guests, foundation account, fundraising, etc.)
   b. The Chair is responsible for managing human resources (staffing, new appointments, reappointments, workload assignments, summer appointments, evaluations, promotions, terminations, salary increases, adequate supervision and training of faculty and staff, etc.).
   c. The Chair is responsible for overseeing departmental and program reviews, strategic planning, and the implementation of policies and procedures.

4. Perhaps most significantly, the Chair must, in consultation with the Coordinating Committee, evaluate and improve instructional and administrative processes, see that all faculty members have departmental privileges and responsibilities appropriate to their rank, encourage research and scholarship, and foster collegiality within the Department.

5. The Chair appoints the members of the Coordinating Committee and ad-hoc committees, Graduate Directors, but not the members of the Salary, Tenure & Promotion Committee who are elected by the faculty.

6. It is important that the Chair see himself or herself as an interpreter and administrator of the will of the faculty; it is important that the faculty realize the Chair must have considerable discretionary authority since he/she is held responsible by the College and University for all departmental activities.

7. The Chair shall be reviewed by the faculty and by the Dean annually in accordance with the USF-UFF agreement procedures.

B. Coordinating Committee

1. The Coordinating Committee (CC) consists of senior faculty members (associate/full professors, senior instructors) who represent the different sections and programs of the Department. In addition to the regular members (the section heads of graduate and large undergraduate programs), the Chair may appoint additional members to the CC. In order to guarantee a productive team size, the CC should not exceed ten to twelve members. The interests of smaller sections and language programs are represented by the Chair.
2. The Chair is responsible for calling and conducting CC meetings; the majority of the members of CC (51%) can call special meetings. The CC will meet at least once per semester, the Chair will provide a preliminary agenda and members will add items to it. Minutes will be taken at all meetings.

3. The CC has an advisory and consultative function to the Department Chairperson on all matters of departmental governance and its operating budget.

4. The CC makes recommendations on policy and procedures, new appointments (tenure lines and instructors), curricula and assessment, funds disbursement, and strategic planning.

5. The CC oversees the search and selection procedures of a new Chair in cooperation with the Dean’s Office.

6. Members of the CC should not only see themselves as representatives of their section but of the Department as a whole, they should further collegiality, support the Chair, and help improve instructional and administrative processes.

7. The Chair might ask the CC to serve in other functions as needed.

C. Salary, Tenure & Promotion Committee

1. The Salary, Tenure & Promotion Committee (STPC) consists of five senior faculty members (associate/full professors) who represent the different sections and programs of the Department. Graduate and larger undergraduate programs should always have one member on the committee (currently Applied Linguistics, Classics, French, and Spanish). One at-large member is elected.

2. Members of the STPC are elected by the entire faculty. Members are elected for a three-year term and can be re-elected.

3. The STPC will elect a committee chair for a three-year term. The STPC chair is responsible for conducting the election of STPC members and for the annual review and T&P review processes.

4. The STPC conducts the annual review of each faculty member.

5. The STPC reviews all tenure and promotion cases. Only full professors should review promotion to full professor cases. The STPC reviews applications for emeritus status.

6. The STPC issues guidelines for the annual report according to the criteria for tenure and promotion recommended by the Associate Dean of CAS.

7. The Chair might ask the STPC to serve in other functions as needed.

D. Section Head

1. Each Section Head of WLE is appointed by the Chair upon recommendation of the faculty of that section. Section Heads submit an annual written report to the Chair.

2. Section Heads will serve for three years and can be reappointed. If applicable, rotation among section members is strongly encouraged to guarantee sharing of workload and generational transition.
3. Section Heads in collaboration with section members are responsible for the course scheduling of their section and a fair distribution/rotation of courses among faculty members.
4. Section Heads oversee the development of (or develop) a contemporary curriculum that represents the current state of the discipline. Section Heads oversee the yearly assessment of the program/curriculum.
5. Section Heads oversee the development of (or develop) co-curricular events and community outreach.
6. Section Heads oversee the recruitment (or recruit) undergraduate majors in their respective field and serve as their mentors.
7. Section Heads should resolve grievances between students and faculty of their section.

E. Graduate Director

1. Each Graduate Director is appointed by the Chair upon recommendation of the faculty of that graduate program.
2. Graduate Directors will serve for three years and can be reappointed. Rotation among section members is strongly encouraged to guarantee sharing of workload and generational transition.
3. Graduate Directors are responsible for the recruitment, selection, advising, and retention of graduate students.
4. Graduate Directors oversee the academic progress of each graduate student; keep records of all graduate students and their post-graduation placement (in so far as that is possible). Graduate Directors submit an annual written report to the Chair.
5. Graduate Directors coordinate the development of a contemporary graduate curriculum that represents the current state of the discipline. Graduate directors oversee the yearly assessment of their graduate program.
6. Graduate Directors recommend each graduate student’s funding (fellowships, teaching/research assistantships) to the Chair. Graduate Directors communicate with the TA supervisor about the training/supervision of teaching assistants.
7. Graduate Directors serve as the liaison between WLE and the Graduate School and other entities involved in graduate student affairs.

IV. Miscellaneous

A. Summer Appointments: The Chair appoints faculty members for summer teaching according to the recommendations of the section, the proposed budget and SCH requirements, and the curricular needs of the programs. If there is a shortage of teaching slots, the sections should rotate summer teaching opportunities among their members.
B. Amendments: This Governance Document may be amended by a two-thirds majority vote of the voting members.