

**DEPARTMENT OF SPANISH**

**UNIVERSITY OF NORTH TEXAS  
BYLAWS**

(FIRST ADOPTED Fall 1980)

PREAMBLE

The purpose of the Bylaws of the Department of Spanish is to furnish guidelines for the governance of the Department. The provisions of these Bylaws are subordinate to College and University Policy.

ARTICLE I. The Faculty

A. Membership and Voting Rights

Section 1: The Department Faculty includes all persons who hold tenured and tenure-track academic appointments and full-time Lecturer appointments at the University of North Texas and are assigned to the Department of Spanish for fifty percent or more of their appointment. The aforesaid faculty continue to hold membership during release time from teaching or when on leave of absence.

Section 2: Faculty who take on full-time administrative appointments set aside their voting rights until they return to the department with teaching and research responsibilities.

Section 3: In reappointment, tenure, and promotion decisions regarding tenure-track faculty, only tenured faculty members are eligible to vote. In promotion-to-Full decisions, only Full Professors may vote.

Section 4: Full-time Lecturers do not have voting rights in hiring decisions for tenure-system faculty. They are also ineligible to serve on the Personnel Affairs Committee and the Reappointment, Tenure, and Promotion Committee. In all other areas of faculty governance, they are entitled to vote.

ARTICLE II: Organization and Procedures

A. Voting:

Section 1: Voting privileges are extended to all full-time members of the departmental Faculty (Lecturer, Assistant-Full Professor), unless otherwise stipulated in these Bylaws. A member may cast a vote for another colleague with proper documentation. Faculty on leave have the option of voting in departmental votes but not in University or Faculty Senate committees as per *UNT Policy 06.010*.

Section 2: All departmental voting will be by secret ballot with the exception of voting on un-debated motions made at departmental faculty meetings or committee meetings.

Section 3: No department-wide voting, with the exception of emergency special elections, will occur during summer sessions.

Section 4: In all departmental elections, runoffs will be held until one candidate receives a majority of the votes cast.

#### B. Elected Committees:

Section 1: Members of departmental committees are elected in the spring semester to assume office in the fall. An electronic record of all committee memberships will be maintained by the department staff and made available to all faculty members upon request.

Section 3: When a faculty member representing a certain rank on a departmental committee is promoted, this colleague will continue to serve on that committee until the term of office expires.

Section 4: Should a vacancy occur on an elected committee, a special election will be held within two weeks (excluding holiday recesses) to select a replacement.

Section 5: Unless otherwise stipulated in these Bylaws, each committee will select its own Chair and Secretary. This will be the first order of business each fall. The senior faculty member of each committee will be responsible for calling an organizational meeting of his/her committee during the first three weeks of the fall semester.

Section 6: Any faculty member serving in an elected capacity is eligible for re-election.

Section 7: In case of a tie, the Chair of the Committee will cast the deciding vote.

Section 8: A copy of all committee minutes will be submitted to the Chair of the Department and made available to full-time Faculty.

#### C. Appointed Administrative and Service Positions

Section 1. All appointed departmental administrative and service positions are for a minimum of 4 years and a maximum of 6 years with reelection possible after 6 years by a majority vote of the full-time faculty (tenure-system and lecturers), with the exception of the graduate advisor position, which is appointed to a 3-year term with re-election possible by a vote of the graduate committee (tenure-system faculty only).

Section 2. Faculty members in the final year of all departmental administrative and service positions are expected to assist in good faith in the transition to the next appointed position-holder.

#### D. General Faculty Meetings:

Section 1: Agenda for general faculty meetings will be submitted to the Faculty at least one week prior to a meeting.

Section 2: Decisions made at departmental meetings will be by simple majority vote of those present and voting.

Section 3: Corrected minutes of departmental meetings will be distributed in a timely fashion to

all full-time Faculty.

Section 4: The Department's Administrative Assistant/Coordinator shall establish and maintain an archive of the minutes of each general faculty meeting. It shall be the responsibility of the Chair or secretary of each departmental faculty meeting to provide in a timely manner the minutes of general faculty meetings to be so archived. All general faculty meeting minutes in the archive shall be open and readily accessible to all departmental faculty during regular working hours.ARTICLE III: The Chair of the Department

Section 1: The Chair is the chief executive officer of the Department. The authority of the chair shall be exercised according to the principles of shared governance described in University Policy. The Chair carries out, with the advice and counsel of the departmental Faculty, the administrative and educational policies of the Department, the College, and the University.

Section 2: The Chair communicates officially with the Dean and Central Administration on behalf of the Department.

Section 3: In making recommendations to the Dean, the Chair shall report the final numerical results of relevant committee and departmental voting on the issues. Members eligible to vote on the matter at hand may request to see the Chair's recommendations. Minority reports shall be forwarded to the Dean at the request of dissenting faculty member(s).

Section 4: The Chair's authority is exercised with the assistance of departmental committees established according to regulations stipulated in University Policy and these Bylaws. The Chair may delegate this authority and responsibility to individuals or committees within the Department, including the possibility of appointing an Assistant or Associate Chair with the advice and consent of the Associate Dean for Administrative Affairs.

Section 5: The Chair serves as Chair of the Executive Committee.

Section 6: The Chair shall preside at departmental faculty meetings.

Section 7: The normal term of office for the Chair shall be four years, but the Chair is eligible for reappointment. During the final year of his or her term, the Chair will be reviewed by the Dean with input from the faculty. The procedures used in this review will be established by the Dean.

Section 8: The Chair is responsible for assigning annual workloads to all faculty members. In accordance with UNT policy 06.027, faculty workloads comprise three categories of work: 1) *research*, 2) *teaching*, and 3) *service*.

a. A faculty member's total time and effort must always reflect a 100% workload commensurate with full-time employment as a faculty member (UNT Policy 06.027).

b. Changes to the workload percentages assigned to departmental service positions can only be made after a majority vote in favor of the proposed change by the full department faculty (tenure-system faculty and lecturers).

d. The department administrative coordinator will maintain the record of workload

percentages as well as the names of faculty assigned to each service/leadership role each academic year and will ensure that both documents (workload percentages and faculty assigned to service/leadership roles each academic year) are available to be viewed by all faculty members at all times.

### ARTICLE III: Departmental Committees

#### A. The Executive Committee

Section 1: The Executive Committee is composed of two members from the ranks of Associate and Full Professors and two members from the ranks of Senior and Principal Lecturers, and the Chair of the Department serving as a voting, ex-officio member and also as Chair of the committee. The four members are elected by a majority vote of the departmental Faculty. Faculty who have completed at least three years in the Department are eligible to serve on this Committee. *[Membership revised spring 2021]*

Section 2: The duties of the Secretary include the recording of minutes of all Executive Committee meetings and the distribution of those minutes to the full-time Faculty members of the Department.

Section 3: It is the duty of the Executive Committee to advise and assist the Chair of the Department regarding all matters not specifically assigned by these Bylaws to another committee. This includes all duties related to external speakers, social events, the library, and scholarships.

Section 4: The Executive Committee shall appoint a staff member at the first faculty meeting of each academic year to serve as Election Judge who will administer all departmental elections in consultation with two full-time faculty members (one lecturer and one tenure-system faculty member). The Election Judge will ensure the confidentiality of secret ballots, and will arrange for at least two Faculty witnesses when ballots are counted.

Section 5: Like all departmental committees, the Executive Committee advises the Chair in accordance with University Policy 6.047 on Shared Governance and the Role of Advisory Committees and the Academic Administration.

#### B. The Curriculum Committee

Section 1: The Curriculum Committee is composed of five members. The members are appointed by the Executive Committee. Membership is restricted to full-time faculty members who have at least one year of service in the Department.

Section 2: The Curriculum Committee will hold hearings, gather information, and make recommendations to the full-time Faculty of the Department on matters relating to addition of new courses, catalog definitions, changes in existing curriculum and requirements for majors and minors. All curricular changes must be circulated to the full faculty before they are voted upon by the Curriculum Committee. The Curriculum Committee is also responsible for all advertising/recruiting activities aimed at undergraduate students.

#### C. The Director of Undergraduate Studies (DUS) is appointed by the Department Chair for a three-year

term. The DUS, with consultation from the Chair, oversees various issues related to curriculum, class scheduling, classroom assignments, and the scheduled rotation for lecturers.

#### D. The Graduate Affairs Committee

Section 1: The Graduate Affairs Committee is composed of those tenure-system Faculty who teach principally in the fields in which the Department offers a graduate degree.

Section 2: The Graduate Affairs Committee will advise and assist the Chair of the Department in all matters related to instruction at the graduate level.

Section 3: The Graduate Affairs Committee will initiate recommendations to the Graduate Council concerning appointments of the graduate Faculty.

Section 4: The Graduate Affairs Committee will distribute research assistant hours, when available, to the faculty who request them on a rotation basis.

Section 5: In order to conduct business, at least three-fourths of the committee must be present.

#### E. The Personnel Affairs Committee

Section 1: The Personnel Affairs Committee (PAC) is responsible for annual peer evaluations of tenure-system faculty. It is not responsible for recommendations regarding promotion and tenure.

Section 2: The Personnel Affairs Committee will consist of at least 3 tenured faculty members from the Department of Spanish (as per UNT Policy 6.007 on Annual Review). Members will normally be elected by the tenure-system faculty except in the cases of extenuating circumstances when the Department Chair appoints members.

Section 3: The PAC members will elect a Chair and a Secretary. The Chair is responsible for calling and adjourning meetings and for setting the agenda, as well as overseeing the fairness and collegiality of the committee's work. The Secretary will keep a record of the committee's work. In addition, the Committee will choose one member, the Chair when possible, to serve as the liaison with the Lecturers Affairs Committee but who will not participate in the deliberations of the LAC. This person will report back to the PAC as necessary or as requested by the PAC.

Section 4: The Personnel Affairs Committee will consider, for peer evaluation, a Faculty member's record over a three-year period in determining rankings. A tenure-system Faculty member in his or her first year will be ranked in the Average category. For probationary Faculty, reviews and recommendations regarding reappointment will be made according to University Policy.

Section 5: The Personnel Affairs Committee is to have access to records, forms, correspondence, or reports that are germane to its responsibilities and are also a matter of departmental record or business. Committee members are expected to keep all deliberations in strict confidence.

Section 6: When necessary, the Lecturers Affairs Committee will present its recommendations for peer evaluation, and promotion to the Personnel Affairs Committee as part of the latter's oversight responsibility. In case of discrepancy or disagreement both Committees will meet and discuss the issue. If a resolution is not reached at this meeting, the recommendation of the Personnel Affairs Committee will stand. This shall be the recommendation released to the Lecturers and sent to the Department Chair.

Section 7: Upon completion of its annual duties, the Secretary of the Personnel Affairs Committee shall hand over to the Department Chair the files used in that year's deliberations, as well as a notebook of pertinent records and documents.

Section 8: The Personnel Affairs Committee will give their evaluation reports to the Chair as a recommendation. The Chair will take into consideration the PAC's recommendations when determining the final evaluation scores to be given to all faculty. When the Chair submits personnel recommendations not in accord with those of the PAC, such recommendations must be clearly conveyed to this committee. Faculty will receive copies of their annual evaluations/recommendations; copies will also be placed in their personnel files.

Section 9: The Personnel Affairs Committee will give the Department Chair a copy of his or her annual evaluation, the original of which will be forwarded to the Dean.

Section 10: Nothing in these Bylaws shall be construed in such a way as to prevent the Department Chair from fulfilling obligations to the administrative and grievance authorities of the College and University.

Section 11: Appeal Procedures are specified in the College and University Policy

#### F. The Lecturers Affairs Committee

- Section 1: When necessary, the Personnel Affairs Committee (PAC) has oversight of the Lecturers Affairs Committee, per College and University provisions.
- Section 2: The Lecturers Affairs Committee (LAC) will consist of at least 3 lecturers (as per UNT Policy 6.007 on Annual Review). Members are elected by all the Lecturers though appointments can be made by the Chair under extenuating circumstances. The term of office will be staggered two-year terms, when possible. The Chair of the Personnel Affairs Committee will serve as the liaison with the LAC but will not participate in the deliberations of the committee. This person will report back to the PAC as necessary or as requested by the PAC or the LAC.
- Section 3: The LAC members will elect a Chair and a Secretary. The Chair is responsible for calling and adjourning meetings and for setting the agenda, as well as overseeing the fairness and collegiality of the committee's work. The Secretary will keep a record of the committee's work.
- Section 4: The Lecturers Affairs Committee will consider, for peer evaluation matters, a Lecturer's record over a three-year period in determining rankings. A Lecturer in his or her first year will be ranked in the Average category. For Lecturers, reviews and recommendations regarding reappointment will be made on an annual basis to the PAC, which will in turn make a recommendation to the chair.
- Section 5: The LAC is to have access to records, forms, correspondence, or reports that are germane to its responsibilities and are also a matter of departmental record or business. Committee members are expected to keep all deliberations in strict confidence.
- Section 6: When necessary, the LAC will present its recommendations for peer evaluation, and promotion to the PAC as part of the latter's oversight responsibility. In case of discrepancy or disagreement both committees will meet and discuss the issue. If a resolution is not reached at this meeting, the decision of the PAC will stand. This shall be the decision released to the Lecturers and sent to the Department Chair.
- Section 7: Upon completion of its annual duties, the Secretary of the LAC shall hand over to the Department Chair the files used in that year's deliberations as well as pertinent records and documents.
- Section 8: The LAC will give their evaluation reports to the Chair as a recommendation. The Chair will take into consideration the LAC's recommendations when determining the final evaluation scores to be given to all faculty. When the Chair submits personnel recommendations not in accord with those of the LAC, such recommendations must be clearly conveyed to the committee. All lecturers will receive copies of their annual evaluations/recommendations; copies will also be placed in their personnel files.
- Section 9: Nothing in these Bylaws shall be construed in such a way as to prevent the Department Chair from fulfilling obligations to the administrative and grievance authorities of the College and University. When the Chair submits personnel recommendations which are not in accord with those of the Lecturers Affairs Committee, such recommendations must be clearly conveyed to the Committee.

Section 10: Appeal Procedures are specified in the departmental Guidelines and Standards for Tenure and Promotion, and in College and University Policy.

- G. The Undergraduate Advisor: the Chair will appoint an Undergraduate Advisor for a one-year renewable term who will be responsible for advising all undergraduate students in their declaration of and progress towards a Spanish minor or major, in addition to all such related activities.
- H. The Graduate Advisor: the Chair will appoint a Graduate Advisor for a one-year renewable term who will be responsible for recruiting and advising graduate students in their progress towards a Master's in Spanish, in addition to all such related activities.
- I. Ad Hoc Hiring Committee chairpersons and members for tenure-system faculty and lecturer searches are appointed by the Department Chair. Only tenure-system faculty may serve on tenure-system faculty search committees.

*(Update: Edited and approved by vote of the full faculty February 16, 2024 to add a sentence to the Curriculum Committee section requiring all curricular changes be circulated to the full faculty before being voted upon by the Curriculum Committee)*

*(Update: Edited and approved by vote of the full faculty January 19, 2024 to add sections for workload policy and record keeping and 3- or 4-6-year terms for departmental service/leadership roles)*

*(Update: Edited April 24, 2018 to remove verbiage related to the Spanish section being split off from the Department of World Languages, Literatures & Linguistics on September 1, 2015. Since the Department of Spanish became a completely independent department on December 17, 2017, this verbiage was no longer necessary. No contents of the bylaws themselves were edited or revised. Last actual revision to these bylaws were done on September 7, 2017.)*