

**Department of Spanish and Portuguese**  
**University of Kansas**  
**Departmental By-Laws**  
**Approved by Faculty Vote May 6, 2021**

**I. Mission Statement**

The Department of Spanish and Portuguese at the University of Kansas is committed to teaching and research related to the Spanish- and Portuguese-speaking world. We promote the study of these languages, literatures and cultures in keeping with KU's mission to educate citizens of Kansas, the United States, and the world.

**II. Vision Statement**

The Department of Spanish and Portuguese engages in cutting edge research and instruction in the fields of Hispanic and Lusophone studies with the principal aims of preserving, increasing, and transmitting knowledge and understanding of these languages, literatures, and cultures. The Department aims to serve as a regional and national resource for students, educators, and organizations seeking to increase their cultural and linguistic understanding within the transnational and regional contexts where Spanish and Portuguese are spoken, including within the United States. Guided by a vibrant community of scholars, the Department of Spanish and Portuguese aspires to expand its national and international outreach, to educate new generations of scholar-educators, and to instill in our graduates an understanding of the increasingly complex multicultural society in which we live. Central to our vision is the promotion of diversity to provide a positive environment for teaching and learning while promoting the value of cultural understanding, equity, and inclusion at the University of Kansas and the broader world.

**III. Values Statement**

We accomplish our mission through the lens of shared values such that we are:

- Driven by excellence
- Creative and critical thinkers
- Proactive in efforts to support a diverse, equitable, and inclusive environment
- Transparent and inclusive in our governance
- Service oriented
- Fiscally responsible

**IV. Definitions**

- A. Faculty Membership.** Faculty in the Department of Spanish and Portuguese are categorized as Tenured Faculty, Tenure-Track Faculty, Teaching Professors, Specialists, Multi-Term Lecturers, and Associate Faculty.
- B. Voting Membership.** Voting members of the faculty consist of Tenured Faculty, Tenure-Track Faculty, Teaching Professors and Specialists holding a full-time or joint appointment in Spanish and Portuguese. These members also constitute the graduate faculty.
- C. Multi-Term Lecturers (MTLs).** MTLs have limited voting rights in the Department, which includes voting on chair searches (when the candidates are KU employees) and voting on routine departmental matters.

## V. Administration and Governance

The Department has a longstanding tradition of shared governance in which the voices of all members are heard and valued. The Chair, Associate Chair, Chairs of Standing Committees, and Members of Standing Committees ultimately share the responsibility for departmental governance, with the understanding that the spirit of this tradition shall inform such governance. Experience in a variety of such roles trains faculty members to assume responsibility over time, to share leadership and broaden the department's institutional memory.

- A. Meetings:** The Department Meeting is scheduled for each month of the academic year, as described below in section H. This meeting includes all full-time and jointly appointed faculty members (see section IV. A) and those invited to attend. The department may invite outside faculty, emeriti faculty, part-time lecturers, and other students to attend and provide information relevant for discussions. For more sensitive matters, these meetings may include closed sessions with more limited participation (e.g., faculty with full voting rights). The chair may also cancel a scheduled meeting when circumstances warrant, and no urgent business needs attention.
- B. Chair:** A chair, recommended by the Search Committee and ultimately appointed by the Dean of the College of Liberal Arts and Sciences, is the executive officer of the department. The chair serves at the pleasure of the dean. Reappointment after a period of five years requires a successful review, administered by CLAS. Normally, the department shall not support the reappointment of a chair who has already served for ten consecutive years.
- C. Associate Chair:** An associate chair is appointed by the Chair to assist in the effective leadership and management of the department. Associate Chairs are invited to serve for a specific number of years determined at the start of their term. Normally Associate Chairs serve at least two consecutive years.
- D. Standing Committees:** Each of the following committees includes a chair, charged with organizing, prioritizing, reporting to the department, and ensuring the timely achievement of goals. Normally, two additional faculty members serve on each committee except as noted below. Standing committees are those from which regular reports are given and whose policy recommendations are presented for faculty vote. Ideally, members should be staggered to allow for continuity. All standing committees should produce a one-page annual report and submit it to the department chair and associate chair by the end of the academic year. This report should outline the committees' main tasks and accomplishments during that academic year and identify 2-3 goals and pending issues for the following academic year. Each committee should update a calendar yearly and submit the updated version to the chair and associate chair by the end of the academic year.
1. **Evaluation Committee:** This standing committee collaboratively reviews the voting faculty members and MTLs annual performance evaluation materials. The first result of this evaluation is a personal evaluation letter that explains the committee deliberations based on the department's Faculty Evaluation Plan. The second result is that the composite evaluations are later used to develop a ranking that assists the department chair in the equitable distribution of merit salary increases, when awarded. The committee is also responsible for overseeing the third-year review and reappointment of MTLs. The committee is responsible for reviewing and ranking faculty sabbatical applications when applicable. In a year in which a member of the

Evaluation Committee is applying for a sabbatical, the Department Chair will appoint another faculty member to serve as a temporary replacement on the committee for the sabbatical review. The committee is also responsible for evaluating the administrative performance of Department Officers (Associate Chair and Directors of Undergraduate Studies, Graduate studies, and Language Programs) at the end of the Academic Year.

In addition, the committee will select the recipient(s) of the annual and three-year Cramer Root Faculty Award, which is managed by the Dean's Office, College of Liberal Arts and Sciences. The committee will periodically review the faculty evaluation scale (Appendix C in the [Faculty Evaluation Plan](#)) and, when necessary, provide recommendations for revisions to the document for department consideration. The Evaluation Committee is chaired by the department chair and populated by a minimum of 4 other members. When staffing allows, members should represent each rank (full, associate, and assistant).

2. **Graduate Studies Committee:** The goal of this standing committee is to oversee the effective administration of the M.A. and Ph.D. programs in the department. This includes periodic evaluation of each degree program and its curriculum, periodic revision of the M.A. Reading List (once every four years), response to all petitions seeking exceptions to departmental procedures, oversight of all comprehensive examination procedures, and administration of extensions for GTA support and completion of degree. The committee also oversees professional development of graduate students, including workshops and other activities meant to prepare graduate students for postgraduate academic and academic alternative careers. It is also charged with managing the department's graduate Assessment Plan and submitting the department's graduate Assessment Report to the Provost. This standing committee oversees the recruitment and admission of new graduate students qualified to pursue either the M.A. or the Ph.D. in the department. This committee also administers summer GTA appointments including study abroad, all fellowships and competitions relevant to recruitment, and annual awards. The Graduate Studies Committee is chaired by the Director of Graduate Studies and populated with a minimum of 3 other faculty members, and 1-2 GRASP representatives, when appropriate.
3. **Undergraduate Studies Committee:** The goal of this standing committee is to oversee the effective administration of the B.A. and Minor in Spanish and the Minor in Brazilian Studies. This includes periodic revision of the requirements for the major and minor; periodic assessment of the major and minor; attention to coherent articulation among courses at the 300, 400, and 500 levels; the development and periodic revision of curricular guidelines to ensure standard levels of requirements and learning objectives for similar courses; and the evaluation of materials for transfer credits from accredited post-secondary institutions in the United States as needed by petition. It is also charged with managing the department's undergraduate Assessment Plan and submitting the department's undergraduate Assessment Report to the Provost. This committee will oversee the annual selection of new Sociedad de Honor members for the recognition ceremony in the spring semester and administer undergraduate awards.

In addition, this committee will oversee study abroad to ensure the standardization of course credits transferred from international institutions, to ensure the quality and continuity of international programs affiliated with the department, and to propose policy for departmental adoption regarding credits for study abroad. The committee works to promote existing study abroad programs, to explore new programs, and

selects the directors for the study abroad summer programs following the department's existing policies for selection and in consultation with the Evaluation Committee. The Undergraduate Studies Committee is chaired by the Director of Undergraduate Studies and populated with a minimum of 3 other members, which must include the honors coordinator for the Spanish Major. The honors coordinator certifies undergraduate majors who have successfully completed requirements for departmental honors in accordance with departmental guidelines and communicates approvals to the College of Liberal Arts and Sciences at the appropriate time; the Honors coordinator also serves as liaison with the University Honors Program.

4. **Language Programs Committee:** The goal of this standing committee is to ensure the quality of the Spanish and Portuguese language programs, establish policy regarding the implementation of effective language instruction and teacher training of all GTAs and lecturers teaching 100- and 200-level courses, and to provide the department chair with evaluations of these GTAs and lecturers sufficient for the assignment of possible merit salary increases at the end of the spring semester. In addition, this committee promotes the coherence and vitality of Portuguese and K'iche as less commonly taught languages. The committee may engage in publicity activities and curriculum revision that contribute to stronger enrollments and greater programmatic coherence. If GTAs are appointed in Portuguese, their training belongs with the members of this committee, and they are supervised by the Portuguese Language Coordinator. The Language Programs Committee includes the director of the Spanish Language Program and a minimum of 2 faculty members, which includes the person in charge of the FLRS (Foreign Language and Research Skills) certification when possible. When staffing allows, one of these members should represent Portuguese faculty. The committee should also include 1-2 GRASP representatives, when appropriate.
  5. **Diversity, Equity, Accessibility & Inclusion (DEAI) Committee.** The goal of this standing committee is to continually foster diversity, equity, accessibility, and inclusion (DEAI) within the departmental by planning trainings/activities for faculty, staff, and students, and developing policies, practices, and protocols intended to create a more representative, equitable, and inclusive unit. The committee is not authorized to establish disciplinary measures directed at individuals but rather to make recommendations that will strengthen commitments to diversity, equity, accessibility, and inclusion in the department, including but not limited to the content of classes, professional relationships, and support systems. The Diversity, Equity, Accessibility & Inclusion Committee is chaired by a tenured faculty member, and when staffing allows, will include 3 other faculty members, and a graduate student representative.
- E. Ad Hoc Committees:** Ad hoc committees may be established at the discretion of the departmental chair to meet ongoing administrative needs. The following list of ad hoc committees represent the more common ones, but it is not an exhaustive list.
1. **Tenure, Promotion, and Post-tenure Review Committee:** The membership of the promotion and tenure committee shall be determined in the manner specified by the department's P&T policy. Its purpose is to oversee the mentoring of Assistant and Associate faculty members, to conduct progress toward tenure reviews, to conduct the evaluation for tenure and promotion from Assistant to Associate rank and from Associate to Full, and to complete the post-tenure review (PTR) evaluations as required by University procedures. All members have voting privileges. This committee convenes as required by University procedures and during the annual

evaluation cycle early in the spring semester. At the candidate's request PTR cases will be handled by a three-person tenured faculty committee, appointed by the chair, instead of the T/P/PTR committee as a whole.

2. **Search Committee:** Once the department has been authorized to conduct a search for a MTL, teaching professor, tenured or tenure-track position, the department chair organizes a Search Committee. The committee is comprised of no fewer than three faculty members in the department of Spanish and Portuguese, and when appropriate, an external faculty member. The committee is charged with overseeing the submission of all relevant paperwork, screening applications, and conducting screening interviews (normally by telephone, video conference or at the annual meeting of the MLA). This Search Committee also includes a non-voting graduate student representative; their access to candidates' applications materials is subject to HRM rules. The committee will provide regular updates on its work to the department's faculty as appropriate. In a tenured/tenure track search, the Committee makes a recommendation regarding candidates to invite to campus interviews. All voting faculty members become members of the Search Committee and participate in the final deliberations regarding the approval and ranking of candidates. In addition, if a lecturer requests to convert their one-year appointment into a multi-term lecturer position, all voting faculty members review and vote on this request. This committee convenes as needed to achieve the goal of faculty recruitment effectively and efficiently. Each member of the Search Committee may cast one vote.

### G. Other Positions

1. **Library:** One faculty member may serve as liaison to the bibliographer for the Spain, Portugal, and Latin America department of the library.
2. **FLRS (Foreign Language and Research Skills) Certification:** At least one faculty member is the contact for undergraduate and graduate students from other units who seek certification that their knowledge of Spanish and/or Portuguese meets KU's requirements. This faculty member also provides similar support for students applying for external grants and competitive funding as appropriate.
3. **Departmental Ambassador to the Center for Teaching Excellence:** One faculty member serves as the liaison with the Center for Teaching Excellence.
4. **GRASP faculty advisor:** One faculty member serves as faculty advisor for the Graduate Student Association of Spanish and Portuguese. The GRASP faculty advisor should act as a liaison between GRASP and the department. GRASP elects the faculty advisor, contingent upon the faculty member's willingness and availability to serve.

### H. Department Meetings

1. **Meeting Attendance:** Faculty members (named above in section IV. A) are expected to attend monthly faculty meetings and to inform the Chair of any scheduling conflicts as early as possible. Other members of the department, including lecturers, part-time lecturers, visiting faculty, graduate student representatives selected by the Graduate Organization for Spanish and Portuguese (GRASP), and invited guests are welcome to attend.
2. **Frequency of Meetings:** Faculty meetings normally occur once each month during

the academic year, according to a schedule that is announced at the beginning of the Fall semester and adjusted as needed. Meetings typically last for one hour and are traditionally scheduled for Thursday afternoons from 4:00 to 5:00, an hour that is accommodated by the department's teaching schedule. Longer meetings may be scheduled in advance as needed (e.g., 3:30-5:00 or 4:00-5:30). The Chair strives to keep the meeting within the specified time and to alert attendees when it is anticipated that the meeting may exceed it. The schedule of these meetings may be adjusted according to administrative needs (e.g., to accommodate a change in CLAS administrative meetings or due to the availability of an invited guest), with the understanding that any such adjustments should be announced as soon as possible.

3. **Publication of Agenda:** The department Chair issues a call for agenda items and announcements at the very latest by the Monday before a department meeting. All reminders of upcoming department meetings may be taken as a request for agenda items to be promptly conveyed to the Chair. The agenda is normally published at least one day in advance of a department meeting, and any documents requiring a vote or substantive discussion are circulated by the Chair or by a standing committee with adequate time for attendees to read and consider them.
4. **Predictable issues for announcement, report, or discussion:**
  - a. First meeting each semester: current enrollment figures (typically with follow-up report after the 20th day of classes) for graduate and undergraduate programs, including the Spanish Language Program.
  - b. First fall meeting: call for applications for position of director for Summer Language Institutes.
  - c. Last spring meeting: results of graduate student recruitment (provided by Graduate Studies); submission of committee annual reports.
5. **Quorum:** A meeting may take place and members may vote on decisions if presided by the department chair (or acting chair) with the presence of a simple majority of the voting membership as defined in section IV. B (except in the case of changes to the by-laws, which, as outlined in section XIII. below, call for a super-majority). Usually, the department chair accommodates meeting dates and times so that at least three fourths of the faculty can be present to vote on issues of significant policy change.
6. **Voting Procedures:** Members may not vote *in absentia* (in writing), but they may vote if attending the meeting remotely. The purpose of discussion and debate in a meeting is to persuade others in the process of decision-making. Only those present to hear the discussion may cast a vote. Absent members may request that the Chair convey their position or opinion on matters in their absence, or they may submit a brief written statement to the chair to be read during the meeting.
7. **Sequential Meetings:** For the sake of efficiency, some committees (e.g., Promotion and Tenure, Search/hiring committees) may meet immediately after a regular Department Meeting. Such meetings may also be called for other times to meet deadlines.
8. **Additional Meetings:** At their discretion, the department Chair may call additional meetings to ensure timely decision-making or to accomplish work for which hour-long monthly meetings are insufficient. Typically, such meetings are called around

faculty searches, but other events or circumstances may also necessitate them. In principle, the department strives to minimize the number of such meetings and to maximize the efficiency of scheduled departmental meetings.

**VI. Department Officer Positions.** The Chair, Associate Chair, Director of Graduate Studies, Director of Undergraduate Studies, need to be 4 different people.

**A. Department Chairperson.** The Department Chairperson is the administrative and operating head of the department, the chair of departmental meetings, and an ex officio member of all departmental committees. The Chair is also the representative of the department with other units, divisions, and administrators of the university, except in those cases when another member of the department has been specifically designated to act in that capacity. The Chair's main duties include:

1. Providing oversight and leadership for all unit activities.
2. Administering the undergraduate and graduate academic programs of the unit, including monitoring enrollments, staffing courses, and the appointment in consultation with other faculty members of a Director of Undergraduate Studies, Director of Graduate Studies, and committees to oversee these activities. This includes the regular review of Study Abroad programs, especially regarding issues beyond the curricular matters overseen by those committees.
3. Reviewing and revising long-range plans for the unit, in consultation with the department faculty.
4. Overseeing all internal budgetary, administrative, space, and personnel matters.
5. Supervising and reviewing the unit's faculty, professional, academic, and support staff.
6. Chairing the annual evaluation committee; manage evaluation process; write annual evaluation letters (in collaboration with the evaluation committee); manage faculty evaluations according to College and University regulations and policies.
7. Seeking to enhance resources available to the unit by actively seeking internal and external funding.
8. Developing and enhancing research and educational relationships between the unit and other units across the College and University, as well as with agencies outside the University, public and private.
9. Cultivating future leadership for the department by mentoring faculty members and providing leadership opportunities.
10. Executing College and University policy within the unit effectively.
11. Representing and reporting for the unit to the College and other University entities.
12. Appointing other departmental officers, faculty representatives, and employees to

perform designated tasks.

13. Maintaining, in consultation with the unit, accurate, up-to-date versions of departmental bylaws and policies that are posted in the KU [policy library](#).
14. Hearing recommendations and complaints about faculty, staff, or students. When appropriate, the Chair will communicate these to University administration, or when relevant to Annual Faculty Evaluation or committee service, to the Faculty Evaluation Committee.

**B. The Chairperson**, when acting in that capacity, routinely speaks and acts on behalf of the department. Consequently, it is vital for the Chairperson to ascertain the will of the department by consultation and to act on that will. It is recognized that this consultation may take many forms and that this requirement in no way inhibits the right of the Chairperson to speak and act as an individual.

**C. The Department Officers** are designated to serve the Chair in a general advisory capacity.

**D. The term of office** of the Chairperson shall be three to five years. Term length is to be determined by agreement between the incoming chairperson and the Dean of the College, and whatever agreement is reached will be promptly communicated to the department. Extension of the term of office of the Chairperson for more than one year beyond the original term requires consultation with faculty at a departmental meeting.

**E. Procedures for Selection and Appointment of a Chairperson**

The selection of the Department Chair should reference current College policy on the matter: see <https://policy.ku.edu/CLAS/chair-director-selection>. For voting, the selection of a Chair is considered a personnel matter. In the case of an external search, the department will also follow bylaws for faculty appointments. In either case, the following procedure is required:

1. The Dean or Associate Dean meets with voting members of the unit to review procedures and charge them to initiate the search.
2. Voting members and MTLs of the department function as a search committee of the whole and name a chair for it. The Dean's Office may require that the current department chair not be a member of this committee; and any applicant, along with any spouse/partner of the applicant, may not participate on the committee. The search committee chair must be a tenured member of the department.
3. The search committee of the whole [herein search committee] prepares a position description and presents it to voting members for discussion and approval and then to the College Dean's Office for final approval.
4. In conjunction with the Dean's Office and SSC, the position announcement is uploaded to the University's hiring system and published more broadly if it involves an external search.
5. A call for applications and nominations is emailed to the unit and affiliated faculty.
6. The search committee chair will solicit feedback from non-voting members and staff of the department and share the feedback with the committee.

7. The search committee reviews applicants and conducts interviews with the most promising candidates. Traditionally, interviews have been conducted with the committee of the whole.
8. The search committee presents its recommendations to the unit, and the unit's voting members identify candidates' strengths and weaknesses and vote for their preferred candidate in a manner that will preserve the confidentiality of their votes. Student representatives and non-voting members of the department are encouraged to participate in the initial discussion that follows the search committee's recommendation but are not allowed to vote and should vacate the room during general discussion by faculty entitled to vote on personnel matters. Faculty members must attend the meeting in person or via the procedure for virtual attendance to be eligible to vote.
9. Voting procedure: After the search committee chair closes discussion, each member entitled to vote on personnel decisions will receive a series of ballots with all finalist names.
  - a. Each voting member will vote for their ONE favored candidate and designate any candidate they consider "unacceptable."
  - b. The candidate receiving the majority of votes (defined as 51% of votes) will be designated the top-ranked candidate.
  - c. Any candidate deemed unacceptable by the majority of voters at any point will be designated unacceptable by the department.
  - d. If no candidate receives a majority on the ballot, the lowest vote recipient will be eliminated from consideration on the subsequent ballot. Voting will continue until a majority agrees on a top-ranked candidate.
  - e. This procedure will be repeated for ranking the remaining finalists until all finalists are ranked.
  - f. In the case of a persistent tie, the search committee chair will communicate a tied ranking to the Dean or Associate Dean.
10. The ranking that results from this vote and the list of strengths and weaknesses produced by the search committee (modified as appropriate after meeting discussion) will provide the principal basis for the department's recommendation for appointment to the Dean and other University administration. The search committee will also comply with any information the Dean's Office specifically requires, which may include a tally of the number of people on the search committee rating each candidate as acceptable or unacceptable. After ranking is completed, the search committee chair will inform official student representatives of this outcome, so that they can inform other interested students, taking care to protect the confidentiality of the outcome and process. The department's recommendation must receive approval from the Dean. On some occasions, the Dean's decision may depart from the department's recommendation.

**F. Associate Chairperson:** An Associate Chair may be appointed and supervised by the Chairperson to assist in the effective leadership and management of the department. The

Associate Chair position will constitute a faculty member's service commitment each year they are serving in the position. Compensation depends on availability of funding from CLAS. Normally the Associate Chairperson serves at least two consecutive years and has the following duties:

1. Overseeing the department's schedule and staffing of courses, including which courses are offered and the dates and times of instruction. In setting the course schedule, the Office Manager sends out a call each fall semester for faculty to recommend courses for the subsequent academic year. The Associate Chair will work with the Office Manager and collaborate with the department officers.
2. Overseeing and evaluating the performance of limited-term lecturers, visiting professors, and similar appointments, when appropriate.
3. Taking the place of the Chairperson when they are unavailable or otherwise unable to perform the duties of the Chair, both for internal matters and when representing the department to outside units.
4. Monitoring student credit hour production and the number of undergraduate majors and minors and pursuing strategies to maintain or grow these numbers.
5. Update the Faculty Handbook and calendars annually.
6. Other responsibilities as directed by the Chairperson.

**G. Director of Graduate Studies:** The Director of Graduate Studies (DGS) is appointed and supervised by the Chairperson. Normally the Director of Graduate Studies serves at least two consecutive years. The main duty of the DGS is to preside over the department's graduate program and the Graduate Committee. If the Chair and Associate Chair are unable to perform the duties of Chairperson, the Director of Graduate Studies will substitute. The DGS will receive a one-course reduction in teaching responsibilities each year, and depending on the availability of funding from CLAS, a summer stipend as compensation for their work. Other important duties of the Director include, but are not restricted to:

1. Ensuring that departmental protocols and policies for graduate students conform to College and University standards.
2. Representing the graduate program to the College and University; working in close collaboration with the COGA advisor.
3. Responding to the questions and concerns of present, past, and prospective graduate students and of faculty regarding the graduate program.
4. Serving as liaison between graduate students and faculty.
5. Overseeing and implementing strategies for the recruitment of graduate students.
6. Guiding applicants, overseeing, and coordinating the annual admission process.
7. In collaboration with GRASP, planning and executing prospective students visits for newly admitted students, when feasible.

8. Overseeing the granting of departmental awards for graduate students.
9. Preparing applications for graduate student funding and awards internal to the College and University.
10. Planning and executing professional development activities for graduate students.
11. Collaborating with chairperson and department officers on course offerings and teaching schedules.
12. Assigning GTAs to courses each semester in consultation with department officers and instructors of record and considering GTA preferences when appropriate and feasible.
13. Recommending to the Chair and Associate Chair advanced graduate students to teach 300 and 400-level courses.
14. Serving as liaison between GTAs and instructors of record regarding performance and related concerns.
15. Overseeing graduate teaching assignments for summer school courses and study abroad, in consultation with chairperson and department officers.
16. Overseeing the pursuit and implementation of agreements between KU and other institutions pertaining to the graduate program.
17. Collecting, preparing, and submitting data on the graduate program for the College and University.

**H. Director of Undergraduate Studies:** The Director of Undergraduate Studies (DUS) is appointed and supervised by the Chairperson. The main duty of the DUS is to preside over the department's undergraduate programs, study abroad program and Undergraduate Committee. Normally the Director of Undergraduate Studies serves at least two consecutive years. The DUS will receive a one-course reduction in teaching responsibilities each year, and depending on the availability of funding from CLAS, a summer stipend as compensation for their work. Other important duties of the DUS include, but are not restricted to:

1. Ensuring that departmental protocols and policies for undergraduate students conform to College and University standards.
2. Representing the undergraduate program to the College and University.
3. Overseeing the 300-600 level courses and their articulation with the Spanish and Portuguese Language courses, when appropriate. This includes deciding on transfer equivalents for coursework done in study abroad programs and at other universities in the U.S.
4. Responding to the questions and concerns of present, past, and prospective undergraduate students and of faculty regarding the undergraduate program.
5. Serving as liaison between undergraduate students and faculty.
6. Overseeing the granting of departmental awards for undergraduate students.

7. Collecting, preparing, and submitting data on the undergraduate program for the College and University.
8. Overseeing study abroad programs, including the selection of faculty members to serve as instructors in the summer language institute program.
9. Collaborate with chairperson and department officers on course offerings and teaching schedules.
10. Coordinating undergraduate advising with the department's advising specialist, and where appropriate, with faculty and other student advisors in the College and University.
11. Preparing applications for undergraduate student funding and awards internal to the College and University.
12. Collaborate with department chair in overseeing cases of academic misconduct by undergraduates.
13. Overseeing and implementing strategies for the recruitment of majors and minors.

**I. Director of the Spanish Language Program:** The Director of the Spanish Language Program (DLP) is appointed and supervised by the Chairperson. The main duty of the DLP is to preside over the department's language program (understood to comprise 100- and 200-level courses offered to satisfy CLAS and university undergraduate foreign language requirements) and serve on the Language Program Committee. The DLP will receive a one-course reduction in teaching responsibilities each year as compensation for their work. Other important duties of the Director include, but are not restricted to:

1. Articulating learning objectives, policies, and syllabi language and assessments based on ongoing formative assessment and input from all instructional staff.
2. Collaborating with the Language Program Committee to select materials that are used in the courses structuring student learning inside and outside of the classroom.
3. Reviewing suspected violations of academic integrity; resolving conflicts that cannot be resolved at the coordinator level.
4. Assessing the learning outcomes of each course, including SPAN 104, 111, 212 and SPAN 216.
5. Reviewing student course evaluations; advise the course coordinators as needed.
6. Observing and evaluating new instructors, instructors with challenges, and late-stage graduate students (when requested) for the purpose of awards nominations and job market preparation.
7. Organizing and implementing the new GTA orientation; leading the mandatory instructors meeting at the beginning of each semester.

8. Overseeing assigning GTAs to 100- and 200- level language courses each semester, in consultation with department officers and, when feasible, with instructors of record and GTAs regarding their preference.

**J. Coordinator of the Portuguese Language Program:** The Coordinator of the Portuguese Language Program is appointed and supervised by the Chairperson. The main duty of the Coordinator is to preside over the department's Portuguese language courses. Other important duties of the Coordinator include, but are not restricted to:

1. Serve as coordinator and instructor of record of 100 and 200-level courses in Portuguese.
2. Manage and support other instructors in the use of course technology.
3. Coordinate the selection of common course materials shared by all instructors. Update established materials such as the course syllabus, class plans, exam guides, and rubrics and grading criteria.
4. Oversee the preparation of common exams and final exams; develop schedules for all major exams; develop schedule for make-up exams and proctors for make-up exams.
5. Organize materials for distribution to all instructors.
6. Manage inquiries related to the course and assist students in the course with any concerns.
7. Organize peer communication among instructors to facilitate the development and sharing of teaching materials.
8. Mentor instructors teaching the course; organize and oversee peer mentoring program for instructors, as needed.
9. Manage attendance reports during first two weeks of classes to oversee the administrative "drop" of students who fail to meet departmental attendance policy requirements. Later in the semester, oversee implementation of attendance and confirm documentation for absences.
10. Serve on one relevant department committee that pertains to language development, curriculum development, study abroad, or undergraduate studies.
11. Attend faculty meetings.

**K. Coordinator of the Spanish Language Program:** The Coordinator(s) of the Spanish Language Program is appointed and supervised by the Chairperson. The main duty of the Coordinator is to preside over all sections of Spanish 104, 111, 212, or 216. Other important duties of the Coordinator include, but are not restricted to:

1. Serve as coordinator and instructor of record of one multiple section course. As such, a coordinator performs the following duties:
  - a. Manage course technology.

- b. Develop and distribute course materials, as necessary. These materials are shared by all instructors, including (but not necessarily limited to) the updating of established materials such as the course syllabus, class plans, exam guides, rubrics, and grading criteria.
  - c. Oversee the preparation of common exams and final exams; develop schedules for all major exams; develop schedule for and proctor make-up exams.
  - d. Manage inquiries related to the course and assist students in the course with any concerns.
  - e. Organize peer communication among instructors to facilitate the development and sharing of teaching materials.
2. Train, supervise and evaluate graduate teaching assistants in the courses coordinated.
  3. Manage attendance reports during first two weeks of classes to oversee the administrative "drop" of students who fail to meet departmental attendance policy requirements. Later in the semester, oversee implementation of attendance and confirm documentation for absences.
  4. Serve on one relevant department committee that pertains to language development, curriculum development, study abroad, or undergraduate studies.
  5. Attend faculty meetings.

## VII. Policies

- A. Grievance Procedure:** Pursuant to Article XII of the University Senate Code and VII of the University Senate Rules and Regulations of the University of Kansas, Lawrence, the Department of Spanish and Portuguese has established procedures to hear grievances arising within the Spanish and Portuguese Department. These procedures are formally located in the policy library at: <https://policy.ku.edu/CLAS/grievance-procedure-spanish-portuguese-dept>.
- B. Grade Appeal:** Pursuant to Section 3. Change of Grade of the University Senate Rules and Regulations, The Department of Spanish and Portuguese has established procedures for dealing with grade appeals. These procedures are formally located in the policy library at: <https://policy.ku.edu/governance/USRR#art2sect3>.
- C. Academic Misconduct:** Pursuant to Section 6. Academic Misconduct of the University Senate Rules and Regulations, and the College of Liberal Arts & Sciences Student Academic Misconduct Policy, the Department Chair upholds academic standards by supporting faculty members who identify instances of academic misconduct in their classes; faculty members must consult with the Department Chair regarding every case of academic misconduct. These procedures are formally located in the policy library at: <https://policy.ku.edu/governance/USRR#art2sect6>.
- D. Faculty Handbook:** The Faculty handbook compiles basic information about the everyday running of the Department of Spanish and Portuguese. This electronic document serves as a resource to assist planning and to carry out duties related to departmental practices and administrative structures. Under the direction of the Department Chair, the Associate Chair will engage appropriate faculty to update the handbook.

- E. Graduate Student Handbook:** This Handbook provides information regarding policies and requirements for successful completion of the M.A. and Ph.D. programs, KU policies, and employment. The Director of Graduate Studies will update the Handbook annually. The Graduate Student Handbook is formally located in the Department of Spanish and Portuguese webpage:  
[http://spanport.ku.edu/sites/spanport.ku.edu/files/docs/Graduate\\_Handbook\\_Final\\_11.25.19.pdf](http://spanport.ku.edu/sites/spanport.ku.edu/files/docs/Graduate_Handbook_Final_11.25.19.pdf).
- F. Study Abroad Programs:** Study Abroad is an integral component of the mission of the Department of Spanish and Portuguese. The Undergraduate Studies Committee works with the Office of Study Abroad to plan programs. The University's International Travel Review Committee determines whether travel can take place.
- G. Class Size:** Classes in the Department's language programs and the undergraduate major and minors follow the guidelines set forth by the Association of Departments of Foreign Languages. Optimum class size is 15, and the maximum class size should not exceed 20. The department also follows CLAS policy regarding minimum student enrollments in undergraduate and graduate classes. To ensure and promote Portuguese and K'iche as less commonly taught languages, these classes may be smaller than CLAS guidelines. To promote an equitable enrollment of majors and minors, the Department Chair will allow selected courses to go above the recommended maximum class size. As a practice, the department manages course growth to respect the previous enrollment guidelines for other classes at the same level. In the case of unexpected demands for courses, the Department Chair will develop plans for addressing those enrollment needs.
- H. Conflict of Interest:** Pursuant to KU's Employment of Relatives, Consenting Relationships, and Individual Financial Conflict of Interest Policies, and the College of Liberal Arts & Sciences Nepotism Policy, employees must avoid conflicts of interest. Faculty and staff should not exercise any control over the conditions of employment and activities of a partner or family member (such as initial appointment, retention, promotion, tenure, salary, leave of absence, grievance advantage, or evaluation), nor should they influence those activities. As a matter of sound judgment and professional ethics, instructors have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal interests in terms of their dealings or relationships with students. These professional constraints to avoid conflicts of interest ensure that the evaluation of students is conducted fairly and without any perception of favoritism or bias. These procedures are formally located in the policy library at: <https://policy.ku.edu/provost/employment-of-relatives>;  
<https://policy.ku.edu/provost/consenting-relationships>;  
<https://policy.ku.edu/chancellor/individual-conflict-of-interest>;  
<https://policy.ku.edu/CLAS/nepotism-policy>.

## VIII. Evaluations

- A. Annual Faculty Performance Evaluation.** The Faculty Evaluation Procedures are described in the Faculty Evaluation Plan document, formally located in the Policy Library at:  
<https://policy.ku.edu/CLAS/faculty-evaluation-plan-spanish-portuguese>.

- B. Progress Toward Tenure Review.** The Department follows Article VI. of the Faculty Senate Rules and Regulations, College of Liberal Arts & Sciences and the Office of the Provost, Center for Faculty Development and Mentoring procedures and guidelines in conducting a formal progress toward tenure review of all tenure-track faculty members. These procedures are formally located in the policy library at: <https://policy.ku.edu/governance/FSRR#ArticleVI>; <https://policy.ku.edu/CLAS/promotion-tenure>; and on the Center for Faculty Development and Mentoring Promotion and Tenure webpage: <https://facultydevelopment.ku.edu/promotionandtenure>.
- C. Tenure and Promotion.** For faculty appointed to tenure-track positions, the Department's preparation for the evaluation for tenure and promotion to Associate Professor begins in the spring semester prior to the candidate's mandatory review year. A list of twelve external reviewers is submitted to the Dean's Office for approval, according to a deadline set by the Dean, which is typically in April. After approval from the Dean's Office, research dossiers are sent to external evaluators in the spring so that external evaluations are received in time for the meeting of the Tenure and Promotion Committee early in the fall semester of the candidate's review year. The Department articulates its standards and procedures for promotion and/or tenure in its Promotion and Tenure Procedures, formally located in the policy library at: <https://policy.ku.edu/CLAS/promotion-tenure-spanish-portuguese>.
- D. Promotion in Rank.** For an Associate Professor seeking promotion to Full Professor, the Department's preparation for the candidate's evaluation begins in the spring semester prior to the candidate's voluntary review year. A list of twelve external reviewers is submitted to the Dean's Office for approval, according to a deadline set by the Dean, which is typically in April. After approval from the Dean's Office, research dossiers are sent to external evaluators in the spring so that external evaluations are received in time for the meeting of the Promotion Committee early in the fall semester of the candidate's review year. When requested by an associate professor on the Department's annual review form submitted in the spring semester prior to the candidate's voluntary review year, the Promotion Committee, consisting of Associate and Full Professors, will review the progress toward promotion of the Associate Professor in the subsequent fall semester. The Promotion Committee, in collaboration with the Department Chair, provides the Associate Professor with timely feedback in written communication that encourages their progress toward promotion and identifies areas of strength and weakness by the end of the fall semester. This review does not automatically signal the start of the promotion application process. The faculty member must explicitly indicate their intention to submit their application for promotion to the chair in written communication no later than March 1<sup>st</sup> following the review of progress toward promotion conducted in the fall. The Department articulates its standards and procedures for promotion and/or tenure in its Promotion and Tenure Procedures located in the policy library at: <https://policy.ku.edu/CLAS/promotion-tenure-spanish-portuguese>.
- E. Post-tenure Review.** The Department of Spanish and Portuguese has established procedures for the review of tenured faculty members within the Department. These procedures are formally located in the policy library at: <https://policy.ku.edu/CLAS/post-tenure-review-spanish-portuguese>.

## IX. Merit Salary Distribution

- A. Faculty:** The Evaluation Committee provides the Department Chair with information that is to be used in ranking all faculty members based on their annual performance. The annual evaluation is based on the faculty member's position description to account for differences in

allocation efforts. Faculty members who have negotiated a Differential Allocation of Effort (DAE) are evaluated on individual amount of effort in the DAE as it relates to the effort assigned to teaching/advising, research, and service. The Department Chair establishes a procedure for allocating merit funds according to the rankings established using the analysis of the Evaluation Committee. The annual salary notification letter includes a brief explanation of the total pool provided for merit salary increases and the mechanism used for dividing the pool among the departmental faculty. The merit salary increase of the Department Chair is determined by the Dean.

- B. Lecturers:** The Department Chair reviews annual performance materials submitted by lecturers to determine their merit salary increase when such funds are available. The Department Chair establishes a procedure for allocating merit funds according to the annual performance evaluation. The annual salary notification letter includes a brief explanation of the total pool provided for merit salary increases and the mechanism used for dividing the pool among the departmental lecturers.
- C. Graduate Teaching Assistants:** The Department Chair reviews Graduate Teaching Assistants' (GTAs) performance materials to determine merit salary increases when funds are available. Merit salary increases are awarded to GTAs based on their annual teaching evaluations, which includes students' evaluations and class observations by faculty. Letters of salary notification, with a short description of the merit pool and evaluation process, are signed by the Department Chair.

## **X. Practices and Policies for Graduate Student Participation in Department Activity**

- A. Graduate Student participation in Department meetings and committees:** GRASP may send elected members to participate in all open sessions of regular monthly Department meetings. Closed sessions—typically dedicated to personnel and/or tenure and promotion matters—are not open to graduate students, and they do not vote on any of these matters. In addition to Department meetings, and as specified in section V. E. of our bylaws, 1-2 GRASP members serve on the Graduate Studies Committee, the Language Programs Committee, and the Diversity, Equity, Accessibility, and Inclusion Committee to the extent allowed by privacy and confidentiality for students and department personnel.
- B. Graduate Student participation in Department Faculty searches:** According to section V.F.2. of the bylaws, Department Search Committees for hiring new faculty include a non-voting graduate student representative, who is typically chosen by the Department Chair. This graduate student representative helps coordinate graduate student involvement in candidate on-campus interviews, including an open meeting with graduate students and other opportunities for interested students to engage with candidates. After all candidate interviews and campus visits are concluded, the graduate student representative will gather feedback on the candidates' perceived strengths and weaknesses. This feedback is shared with the Search Committee before its closed session to deliberate and vote.

## **XI. Program Review Cycles**

- A. Program Review:** In accordance with University of Kansas guidelines (<http://academicaffairs.ku.edu/program-review>), the Department periodically conducts an internal review of all programs and submits a report to the College of Liberal Arts & Sciences. The Board of Regents mandates a seven-year external program review cycle.

**B. Internal Cycle of Review:** The Department maintains quality and coherence by systematically reviewing the various components of its programs on a rotating basis. It is the Chair's responsibility to charge the appropriate committees with conducting these systematic reviews. The following table lists the regular cycle of internal reviews.

Annual; or as needed	Spanish Language Program
Every two years; or as needed	Review departmental bylaws
Every four years; or as needed	M.A. Program and Reading List
Every five years; or as needed	Ph.D. Program in Spanish
Every five years; or as needed	Undergraduate SPAN Major/Minor & Brazilian Studies Minor
Every five years; or as needed	Study Abroad Programs

**C. Bylaws Review:** These bylaws will be reviewed every two years upon the final approval date from the College of Liberal Arts & Sciences. The review process may determine that no changes are needed. An ad-hoc committee will be appointed by the Chair to review the bylaws. The department also reserves the right to open discussion of the bylaws on an emergency basis. A super-majority (defined as two-thirds) of all voting faculty members is required to initiate an emergency review of the bylaws. During regular reviews and for emergency reviews a super-majority of all voting faculty members in the department is required to change the bylaws.