

OPERATING PAPER

DEPARTMENT OF FOREIGN LANGUAGES AND LITERATURES SOUTHERN ILLINOIS UNIVERSITY AT CARBONDALE

INITIALLY APPROVED: May 27, 1971

MOST RECENT AMENDMENT: April 15, 2003

I. PREAMBLE

The members of the Department of Foreign Languages and Literatures, Southern Illinois University at Carbondale, have drawn up this operating paper as a supplement to the By-Laws and Statutes of the Board of Trustees or the SIUC/Faculty Association contract. Nothing herein shall be construed to alter or abridge said By-Laws and Statutes or the SIUC/Faculty Association Contract. If any section, subsection, sentence or clause of the Operating Paper shall be duly determined to be incompatible with the By-Laws and Statutes of the Board of Trustees, such determination shall not affect the validity of the Operating Paper as a whole or of any section, subsection, sentence, or clause thereof not suspended.

II. MISSION STATEMENT

The central mission of the Department of Foreign Languages and Literatures is to prepare students to live in the global community of today and tomorrow. We teach classical and modern languages in a variety of contexts, which include history, society, culture, literature, geography, philosophy, commerce, and other related fields. These contexts are inseparable from the languages themselves, and as such are intrinsic to the central mission.

The Department is dedicated to the continuing search for the most effective means to accomplish its central mission. This means teaching, either in a foreign language or in English, and developing innovative programs that may combine disciplines within the Department or from elsewhere on the SIUC campus. Furthermore, faculty research in linguistics, pedagogy, technical applications, literature, or any subjects related to the central mission assures that the Department is at the forefront with respect to current knowledge in these fields.

As an active member of the SIUC academic community, and as a link with the many national and international associations to which its faculty belongs, the Department serves both the university and the professional community in a variety of supportive and leadership capacities. And as a member of the education community at all levels, it extends services to the schools of the local area, the region, and the state, in keeping with its central mission of preparing students to live in a future that is becoming ever more international.

III. DEPARTMENT MEMBERSHIP

A. Faculty

The faculty of the Department of Foreign Languages and Literatures consists of all persons on current appointment in the Department holding the academic rank of professor, associate professor, assistant professor, visiting professor, lecturer, or instructor.

B. Electorate

The Electorate of the Department consists of:

1. All Faculty on tenured or continuing appointments in the Department;
2. The Language Media Center Director on administrative/professional appointment;
3. Faculty on term appointments who are appointed for a second year, even if still on a term or part-time basis in the Department.
4. No person actively working toward a degree within the Department shall be a member of the Electorate.

C. Graduate Faculty

The Graduate Faculty of the Department of Foreign Languages and Literatures consists of all persons holding academic rank of at least assistant professor in the Department who have been granted Graduate Faculty Status by the Graduate School in accordance with Article IV, Section 4, B-1 of the Statutes of the Board of Trustees.¹

D. Recommendations Concerning the Appointment of New Faculty

Tenure-track appointments usually require the Ph.D. or equivalent degree in the same or closely related field in which the candidate is being hired. The candidate should also show a strong commitment to research, generally in the form of published articles, conference papers, or the like. Term appointments usually require the Masters or equivalent degree.

E. Students

All graduate students in the Department have the right to vote in the election of two members from among their ranks to be their representative to the Electorate.

¹"All professors and associate professors who are customarily engaged in teaching and/or research activity are members of the Graduate Faculty. Other members of the University Faculty may be added to Graduate Faculty by the authorization of the Graduate Faculty."

IV. _____ MEETINGS

General Department Meetings shall take place at least twice each academic year. The Department Chair may call additional meetings and will call them upon petition of at least 25 percent of the Electorate. The Department Chair will appoint a secretary and a parliamentarian to serve throughout the academic year. Fifty percent of the Electorate is required for a quorum. Agenda and minutes of the meeting will be distributed to the Electorate.

No vote will be taken on any topic not specifically listed on the agenda of the meeting and distributed at least three working days in advance of the meeting. Agenda items of previous meetings do not form part of subsequent agenda unless they are specifically re-listed on the new agenda.

V. STRUCTURE

A. Academic Sections

The Department includes six academic sections: Classics, French, German, Eastern Languages and Civilization, Russian, and Spanish.

B. Language Media Center

The Language Media Center is a service organization under the administration of a Language Media Center Director.

C. Foreign Language and International Trade

The Foreign Language and International Trade (FLIT) Program is an academic program under the management of the FLIT Coordinator.

D. Supervision of Structural Units

1. The Department Chair directs and coordinates the activities of the Department as a whole.
2. Each academic section is coordinated and represented by an elected Section Head.
3. The Language Media Center is administered by the Language Media Center Director, who is immediately responsible to the Department Chair, with matters of policy subject to review by the Policy Committee.
4. The Foreign Language and International Trade (FLIT) Program is managed by the FLIT Coordinator, who is appointed by and is directly responsible to the Department Chair.

VII. DEPARTMENT CHAIR

A. Selection and Term of Office

1. The Department Chair is the chief executive officer and official representative of the Department of Foreign Languages and Literatures. Following the process described in IX.B.2 of this document and Section II.F.2 of Miscellaneous Department Policy Matters, he/she is nominated by the electorate of the Department; subsequently, this nomination is forwarded to the Dean for approval and upon ratification by the Board of Trustees, his/her appointment becomes official. The term of office is three years. The chair may serve no more than two consecutive three-year terms. Should a Chair not serve the full three years, the term is nonetheless considered to have been completed, i.e., no subsequent Chair will be considered to be completing the unexpired remainder of a previous Chair's term. Under extraordinary circumstances the Electorate may ask the Chair to serve for a specified extension of the regular term. The Chair may appoint an acting Chair to function during his/her temporary absence. However, in case a hiatus occurs, an acting Chair will be chosen to serve between the terms of regular Chairs in accordance with the procedures described in Section II.F.2 of Miscellaneous Department Policy Matters.
2. The departmental faculty, in cooperation with the Dean of the College of Liberal Arts, will evaluate the Chair at least once every three years. The results of this evaluation will subsequently be released to the departmental faculty.

B. Duties of the Department Chair

1. The Chair first and foremost represents the interests of the Department to the College of Liberal Arts and other administrative units on campus; the Chair secondarily represents these units back to the Department.
2. The Department Chair administers the Department in consultation with the Section Heads and with the Policy Committee, which he/she chairs. The Chair and Policy Committee work together to formulate broad departmental objectives, policies and operating principles. The Chair has a vote in the Policy Committee and the power of veto. If he/she exercises his/her power of veto on decisions of the Policy Committee, the Chair is obligated to explain the reasons to the Committee and to entertain further discussion of the matters in question. If the Chair is unable to accept a decision made by the Policy Committee, and if, in the given situation, a recommendation normally goes forward to the Dean, the Chair is obligated to inform the Dean of the Policy Committee's view when his/her own decision goes forward.
3. The Chair handles everyday business in cooperation with the section heads and coordinates the several sections with the advice of the Policy Committee.
4. The Chair, in consultation with the Section Heads make departmental recommendations in matters of staffing and faculty salaries. [See XI. MERIT SALARY INCREASE GUIDELINES, below.]

5. The Chair is expected to provide encouragement for the work and progress of the faculty in both teaching and research.
6. Except as otherwise specified in this document, the Chair will be an ex-officio voting member of any standing committee of the Department.
7. The Chair appoints and dismisses ad hoc committees with the exception of the Nominating Committee for the Chair, the Promotion Committee, Tenure Committee, and the Grievance Committee. Any member of the Department (Electorate) may be appointed to an ad hoc committee.
8. The Chair or his/her delegate presides at general meetings of the Department. The Chair is also responsible for scheduling and calling such meetings, as provided elsewhere in this document. Announcements of meetings presided over by the Chair or his/her delegate are made at least three working days in advance of the time for which they are scheduled, and are accompanied by agenda. Under extraordinary circumstances, an emergency meeting may be called on shorter notice, but no formal action may be taken on any matter considered at such a meeting.
9. The Chair will conduct an annual preliminary tenure review for untenured faculty.
10. The Chair has the responsibility for disposition of supplies, equipment, and departmental space.
11. The Chair will be accountable to report to the Electorate specific information about budget expenditures as requested.
12. The Chair will solicit faculty input in compiling the periodic evaluations of all Departmental office personnel and forward it to supervisory personnel.

VII. SECTIONS AND SECTION HEADS

Each section elects a Section Head, whose term of office is three years or less and who may be re-elected. However, each section will hold an election for section head during the first semester of service of a new regular Department Chair, with provision for the section head elect to assume office at the beginning of the following quarter or semester. The section head is the chief administrative officer of the section.

Under exceptional circumstances, the Chair or the majority of a section may, after mutual consultation, call for a new election of section head.

Sections that are unable to agree on the selection of a head will be administered by the Department Chair or his/her appointee.

Provided they observe established Department policy, individual sections have a great deal of latitude in running their day-to-day affairs. Activities, programs, and policies of

individual sections are subject, however, to appropriate coordination on a department-wide basis by the Policy Committee or the Department Chair.

Within this framework and the other provisions of this operating paper, the individual sections are free to write their own operating papers which shall be submitted to the Policy Committee for review and approval.

VIII. LANGUAGE MEDIA CENTER

A. Director

The position of Language Media Center Director is a full-time administrative staff position. The Director is immediately responsible to the Department Chair, with matters of policy subject to review by the Policy Committee. Language Media Center employees (technician, student helpers) are under the supervision of the Director.

B. Functions

The function of the Language Media Center is to provide:

1. Facilities for class and individual work with language media center programs for foreign language courses and any other courses for which the Department has agreed to provide services.
2. A library of departmental audio-visual/computer materials.
3. Routine maintenance of departmental audio-visual/computer equipment.
4. Technical assistance to the faculty in the preparation and editing of language media center materials.
5. Operation of departmental closed circuit television equipment.
6. Consultation on all departmental purchases of audio-visual/computer equipment.
7. Other services as recommended by the Policy Committee.

IX. COMMITTEES

All Standing committees are responsible to and derive their authority from the Department as a whole. Ad hoc committees, with the exception of the Nominating Committee for Department Chair, the Promotion Committee, and the Tenure Committee (subject to the conditions stated in IX.B.4 of this document), serve at the discretion of the Department Chair. Faculty of all ranks are eligible to serve on committees, subject to the specific limitations noted below. All ad hoc committees shall be automatically dissolved upon the completion of their charge. When committee members are chosen by ballot, the person or persons receiving a majority of votes shall be elected. In cases where the stipulated number of candidates do not receive a

majority, whoever receives a plurality in the second ballot will be elected. In cases where committee members are unable to serve, whoever won the next largest number of votes will serve as their substitute.

A. Standing

1. Curriculum Committee

- a. The Curriculum Committee consists of one member of each section in the Department, with the Chairship rotating annually from section to section in alphabetical order by language section. The FLIT Coordinator is a non-voting member of the Curriculum Committee.
- b. The Curriculum Committee acts as a subcommittee of the Policy Committee. Its duties include: coordination of course offerings and degree programs from section to section, maintenance of a standard course numbering system, reviewing and processing new course proposals, and regulation of administering of proficiency examinations.

2. Foreign Language Day Committee

This committee is appointed by the Department Chair and normally consists of at least one person from each section. Their task is to organize and administer the Department's annual Foreign Language Day.

3. Policy Committee

- a. The Policy Committee is made up of the Department Chair and the six Section Heads, the Language Media Center Director, plus two additional faculty members elected at large (not from the same section), and one graduate student member. The FLIT Coordinator is a non-voting member of this committee. Meetings of the Policy Committee will be held at least once each academic term, presided over by the Department Chair or his/her designated representative, and also will be called upon petition of at least 25 percent of the Policy Committee membership. The Department Chair has a vote on the Policy Committee and the power of veto (See VII.B.2). The two additional faculty representatives and the graduate student representative are elected at the beginning of each academic year by their respective Departmental constituencies and may be re-elected.
- b. The Policy Committee formulates long-range and short-range objectives, policies, and operating procedures on a department-wide basis. The Policy Committee normally does not concern itself with matters primarily of sectional importance. However, sectional operating papers must be submitted for review and approval by the Policy Committee to maintain consistency between sections and to insure adherence to Departmental policies. The Policy Committee will rule on all questions of conflict between sectional and departmental policy. The Policy Committee also assists in coordinating academic programs in relation to the Language Media Center.

- c. The Policy Committee's agenda and minutes of the meetings shall be distributed to the Electorate of the Department.

4. Selections, Elections, Publications Committee

This committee is normally composed of one person from each section, appointed by the Chair, and deals typically with matters such as selecting recipients of departmental awards, supervision of all balloting, choosing a slate of candidates for the Grievance Committee, publishing of the departmental newsletter, and revision of the departmental Operating Paper.

B. Ad Hoc

1. Grievance Committee

- a. This committee consists of three members of the Electorate, one of whom is at least of associate professor rank and one reserve member of associate or full professor rank. Upon need the Selections, Elections, and Publications Committee will submit a slate of candidates for election to the Grievance Appeals Committee. The Grievance Appeals Committee will serve for the duration of the grievance process.

The reserve member replaces any one of the regular members, should the latter be personally involved in the grievance. In addition, two ad hoc members may be selected by the aggrieved from within the department to serve with the committee of three on a given case. The Department Chair is not eligible to serve.

- b. This committee (of three or five) considers in confidence faculty and student complaints remaining after other normal departmental channels have been exhausted.
- c. Student academic grievance procedures: It is the responsibility of the Department to resolve in a timely manner all disagreements relating to academic evaluation and all allegations of academic misconduct. Matters that have not been resolved directly by the parties concerned shall be adjusted according to the Student Grievance Procedure as specified in the College of Liberal Arts Operating Paper and the Student Conduct Code, copies of which are available from the Chair upon request.

The proper sequence of appeals for faculty begins with appeal to the Departmental Grievance Committee, and if a solution is not found, continues in accordance with the Bylaws as published by the College.

2. Nominating Committee for Department Chair

The Electorate of the Department, operating through an ad hoc nominating committee of five elected by them, shall take an active leading part in all of the steps (i.e., the recruiting, interviewing, and screening of qualified

persons) leading to the selection of a nominee by a simple majority of the Electorate. The selection of this nominee will be done by secret ballot, normally during the spring semester of the then-current Chair's last year of office. The new Chair will assume office the following fall semester.

3. Promotion Committee

All members of the Electorate in and above the rank to which promotion is being considered will constitute an ad hoc Promotion Committee for the consideration of each candidate for promotion. The Promotion Committee elects its own chair. The Department Chair is a member of the Promotion Committee as long as he/she is qualified by rank. Recommendations for promotion must be approved by a majority vote of the Promotion Committee. Voting is accomplished by secret written ballot. The Promotion Committee will forward its recommendation with vote tally to the Department Chair. If the candidate for promotion is untenured, a separate vote by the Tenure Committee is required.

4. Tenure Committees

University guidelines indicate that all tenured faculty shall have the opportunity to vote on a tenure decision and only tenured faculty should vote on the decision. The process through which this mandate is fulfilled in the Department of Foreign Languages and Literatures involves a Departmental Tenure Committee made up of all tenured faculty in the Department. The Department Chair is a member of the Tenure Committee. This committee chooses its own chair. The Tenure Committee will have access to all pertinent materials. Voting is accomplished by secret written ballot. The Tenure Committee will forward its recommendation with vote tally to the Department Chair.

X. PROMOTION AND TENURE

The Department will maintain as Appendix A to this operating paper a document entitled Guidelines for Tenure and Promotion Decisions. It is the purpose of Appendix A to indicate the process by which tenure and promotion are achieved in the Department.

XI. MERIT SALARY INCREASE GUIDELINES

A. General Policy

On a yearly basis every faculty member will be assigned an overall rating for each of three categories: teaching, research, and service. In each category, points will be assigned for specified activities and accomplishments according to the Merit Scheme, Appendix B, to this operating paper, and to the Course Evaluations Guidelines, Appendix C. The total number of points for the entire faculty will be divided into the amount of the available merit money, thus yielding the dollar value per point. Each faculty member's merit raise will be calculated by multiplying

his/her number of points by the dollar value per point. If there is no merit raise money available in a given year, the points for that year will be added to those of each following year until merit raise money is available again. After that, calculation of each faculty member's merit increase will be based on the accumulated total.

B. Written Evaluation

Each faculty member subject to merit salary increase evaluation shall receive from his/her chair the written evaluation upon which the faculty member's merit salary increase recommendation is based. Each faculty member shall have the opportunity to discuss his/her evaluation with the chair. These steps shall be completed before such recommendations are submitted to the Dean.

XII. PARLIAMENTARY AUTHORITY

The latest edition of *Robert's Rules of Order (Newly Revised)* shall govern all deliberations of this organization and its committees, when not in conflict with these Operating Papers.

XIII. AMENDMENT AND REVISION

A. Proposal Consideration

The Selections, Elections, and Publications Committee shall receive suggestions for amendment and revision of the Operating Paper. Those suggestions, with or without endorsement, shall then be presented in writing to the Electorate. A meeting of the Electorate shall be called for the purpose of discussing the proposed amendments and revisions. This meeting shall be held no sooner than five working days after the proposals have been submitted by the Selections, Elections, and Publications Committee. Voting on proposed amendments or revisions shall be done by secret ballot within three to five working days after the meeting of the Electorate. Housekeeping changes will be permitted as needed, if approved by a committee vote.

B. Adoption of Proposals

Proposed amendments or revisions shall be adopted upon the affirmative vote of a two-thirds majority of 90 percent of the Electorate of the Department and proper Administrative approval.

XIV. VOTING

Department members may vote by mail. Any member may be represented at any meeting or vote and exercise any other rights at the meeting by proxy or proxies appointed in writing and signed by such member.

XV. APPENDICES

Appendices are considered to be integral parts of this operating paper and changes to any appendix must be made in accordance with the procedures in the section on amending this operating paper.

Appendix A: Guidelines for Tenure and Promotion Decisions
Department of Foreign Languages and Literatures
Southern Illinois University at Carbondale
November 11, 1998

Policy and Procedure Statement for Tenure and Academic Rank Promotion

I. Introduction

- A. Review procedures for tenure as well as nomination and review procedures for promotion will be in agreement with the most recent version of University guidelines (which can be found on the Web) and with the provisions of the most recent Contract between the Board of Trustees of Southern Illinois University and the SIUC Faculty Association, IEA/NEA. Accordingly, evaluations for tenure and promotion must be made with regard to work assignments and the Operating Paper at time of hire. If the requirements change, the candidate must agree in writing to be evaluated according to the new criteria.
- B. Criteria for tenure and promotion in rank are essentially the same: effectiveness in teaching, research/creativity, and service. An Assistant Professor will be recommended for tenure only if recommended for promotion at the same time.
- C. When considering a faculty member's accomplishments towards tenure and/or promotion, the Department will consider the individual's achievements for the entire period of his or her professional career whether or not this has been spent entirely at SIUC. However, since judgement regarding the individual's teaching must be based primarily on his or her experience at SIUC, tenure and/or promotion will normally be recommended only after the candidate has demonstrated his or her teaching ability here at SIUC.
- D. The goal of tenure deliberations is to determine whether or not there is a strong likelihood of a promising career for the candidate within the Department.
- E. The goal of all promotion deliberations is to determine whether or not the candidate has demonstrated such effective teaching and has made such contributions to his/her profession through research and service that he/she should hold higher rank. Thus, promotion should not be recommended for length of service alone nor should the deliberation be influenced by budgetary considerations.

II. Criteria

- A. There must be concrete evidence of high-quality teaching. Teaching includes teaching effectiveness in the classroom, an up-to-date knowledge of one's discipline, and a variety of teaching support activities. For promotion to the rank of Associate Professor, the faculty member must be an effective university teacher with an established teaching style. For promotion to the rank of Professor, the faculty member must demonstrate continued effectiveness as a university teacher. Evaluation of teaching may include the following sources:
 - 1. Direct sources.

- a. Student evaluations, graduate and undergraduate, as required by the Department, from a variety of courses taught during the probationary period.
 - b. Classroom visitation arranged in advance with the faculty member.
 - c. Consultation with the faculty member's Section Head.
 - d. Peer evaluation within the unit at the faculty member's request.
 - e. The Chair will consult with the faculty member in regard to all items utilized in the evaluation process.
2. Indirect sources.
- a. Letters from colleagues in other disciplines, former students, and professional associates, both on and off campus who have direct knowledge of the faculty member's teaching. Solicited letters will be requested in consultation with the Chair.
 - b. Classes taught and teaching loads.
 - c. When appropriate, involvement with graduate student committees, both in this Department and elsewhere, independent studies, work-study enrollments, and interdisciplinary teaching.
 - d. Acknowledgments of teaching effectiveness through awards or other professional recognition.
 - e. Contribution to program development in the respective faculty member's area the Department, the College, and the University.
 - f. Other.

B. Research/Creative Activity.

1. Promotion to the rank of Associate Professor is awarded when the published research or creative activity is of demonstrable quality. Works in media other than print will be evaluated as appropriate. There must be evidence of professional development and continued scholarly research beyond the Ph.D. dissertation in the candidate's field or area(s) of specialization. The bulk of this research should have already been published, and it should form a coherent research program, although diversity and creative curiosity are encouraged. Contributions still in press or accepted for publication will also be considered as evidence of the candidate's scholarship.

The quality, not the quantity (number and length of publications), will be considered of primary importance. The quality will be determined by consideration of the

originality and significance of the scholarly contributions to the candidate's field or area(s) of specialization, and the reputation of the sources of publication.

Quantity and quality of publication should demonstrate that the candidate is developing into a mature and reputable scholar; this should be corroborated by peer evaluations from at least 5 to 8 reputable scholars (preferably not including the candidate's dissertation supervisor, co-authors, collaborators, or colleagues at SIUC) solicited by the Department Chair.

2. For Promotion to Professor, the candidate must have published substantially and gained a national or international reputation in his or her field or area(s) of specialization.

The candidate's published scholarship must be distinguished by uniform high quality, i.e., it must be original and significant, published in reputable sources, and mature in both methodology and style. There must also be substantial evidence of the candidate's national or international reputation in his or her field or area(s) of specialization, as demonstrated by scholarly reviews, citations, and discussions of the candidate's work in publications by other scholars, as well as at least 5 to 8 peer evaluations from reputable scholars (of the rank of full professor or of comparable stature) solicited by the Department Chair.

The letters of critical review from outside professionals should be solicited by the Chair in agreement with candidate. All such letters received will be included in the tenure/promotion dossier. The only exception will be such letters judged by both the Chair and the faculty member as not addressing the issues at hand.

3. Evaluation of research/creative activity may include the following sources:

- a. Evidence of published research: books, articles, chapters, essays, or research reports in professional journals, both national and international
- a. Research papers delivered at professional conferences
- c. Published reviews or critiques of research
- d. Substantial evidence of contractual agreement for publication
- e. Inclusion in publications or non-print sources; such as books, periodicals, CD-ROM, professional journals, newsprint, television, radio, or other
- f. Awards, prizes, honors
- g. Research projects, funded and not funded

h. Other.

- C. Academic and Professional service will normally include service to the Section, Department, College and University. It will typically take the form of committee and administrative work at the University. Service outside the University may be within the community or at the state or national level and be in such a form as professional conference participation; consultants, lectures, visiting professorships; manuscript evaluation for professional journals and publishers; offices held and participation in professional organizations; services to program development and improvement outside the Department; service awards; other.

III. Minimum Standards and Criteria for Academic Ranks

The minimum standards for academic promotion within the Department of Foreign Languages and Literatures shall conform with University guidelines (which can be found on the Web).

IV. Procedures for Promotion and Tenure Review

The policy and procedure for tenure recommendation will be the same as that for promotion with the exception that the candidate advanced for tenure consideration will be evaluated by the entire tenured faculty in the Department, including the Department chair if this person holds tenure in the Department.

- A. Untenured faculty on continuing appointment will be reviewed for tenure annually by the Department Chair in accordance with the *Employees Handbook* and in a timely manner as specified in the SIUC Faculty Association Contract.
- B. In accordance with the University and College guidelines, each year the Department Chair shall prepare an evaluation of the progress towards tenure for each untenured continuing faculty member. The Department Chair will be aided in this process by an ad hoc Pre-tenure Evaluation Committee for each candidate. The Pre-tenure Evaluation Committee is made up of the candidate's Section Head and one other faculty member from the Department selected by the Department chair in consultation with the candidate. If the candidate is a Section Head, another faculty member will be selected by the Department Chair in consultation with the candidate.
- C. Towards the end of the Spring Semester, the Department Chair will solicit applications from all faculty who wish to be considered for promotion and/or tenure. For those faculty members who are scheduled for their mandatory tenure decision, this process will be a continuation of the final pre-tenure review.
- D. The candidates seeking promotion and/or tenure should update their CV's and files and provide the Department Chair with a list of qualified referees to conduct the evaluation of their research. The referees will be selected from this list by the Department Chair in consultation with the candidate.

- E. No later than the third week of the Fall Semester, the Department Chair, working with the candidate, shall begin to compile a promotion and/or tenure dossier. This dossier should contain at least the following:
1. curriculum vitae
 2. numerical summaries of student evaluations and an appropriate number of student comments
 3. peer evaluations of teaching
 4. letters in response to and citations of publications
 5. letters from external evaluators
 6. letters from internal evaluators
 7. evidence and evaluations of professional contributions.
- F. No later than the seventh week of the Fall Semester, the Tenure and Promotion Committees in separate deliberations, will evaluate the respective dossiers and decide in each case whether or not the candidate should be recommended for tenure and/or promotion. The candidate's section head or other faculty member designated by the Department Chair will present the candidate's dossier in an objective and systematic manner, and will consult with the candidate on any information the Committee may require. A majority vote of the Committee shall constitute that Committee's recommendation. The Committee will then submit to the Department Chair a letter containing the vote tally and detailed statements justifying their decision on each candidate.
- G. If the Department Chair and the review committees recommend promotion and/or tenure, then the Department Chair shall work with the candidate to prepare and forward to the Dean a formal dossier which contains the Department Chair's recommendation. If the Department Chair recommends promotion and/or tenure in spite of a negative recommendation by a review committee, then the Department Chair shall prepare the dossier with the approval of the candidate and forward it along with the negative recommendation of the committee to the Dean. If the Department Chair does not recommend promotion and/or tenure, but a committee does, then with the approval of the candidate the chair of that committee shall prepare the dossier and forward it along with the negative recommendation of the Department Chair to the Dean. If neither the Department Chair nor a promotion committee recommends promotion, the candidate has the right to prepare and forward his/her own dossier to the Dean. If neither the Department Chair nor the Tenure Committee recommends tenure, the Department Chair shall prepare the negative recommendation and forward it to the Dean. The Department Chair shall provide the Dean of the College and the candidate with copies of the recommendation.
1. If the candidate is the Department Chair, a senior member of the promotion committee shall act as Department Chair in these procedures.
 2. In preparing the formal dossier, the Department Chair shall follow the procedures in conformance with University guidelines (which can be found on the Web).

H. All dossiers reviewed shall be forwarded to the Dean. A faculty member may request in writing to withdraw the dossier from further consideration any time prior to its arrival at the Office of the Vice President for Academic Affairs and Provost.

I. Voting Policy on Promotion and Tenure

It is the duty of eligible faculty members to be present at faculty meetings for promotion and tenure votes. Any eligible voting members who are absent will be required to fully inform themselves of the candidate's credentials and deliver their votes as quickly as possible. For faculty who must be absent from campus for professional reasons, every reasonable effort will be made to provide them the information necessary for them to cast their vote.

Appendix B: Merit Scheme

I. Overall

A. Committees

Committees shall evaluate materials submitted by each faculty member in accordance with the scheme outlined below and forward a recommended merit score to the chair, who will then produce a recommended score on the basis of the committee's work. The chair shall then communicate the recommended score to the faculty member, who shall be allowed an opportunity to respond before the chair's merit recommendation is forwarded to the dean. Committees for the members of each section shall consist of their own section head and one other section head. These committees shall be arranged by the chair so that the same two section heads do not work together on more than one section. Section heads shall be evaluated by an experienced member of their own section together with the head of another section. The chair shall pick the member of the section to serve on the section head's committee, rotating this responsibility among different members of the section over different years.

B. Multipliers

Each tenured or tenure track faculty member shall receive from zero to six points in research, service, and teaching, no multipliers being employed to rank those areas of merit. Term faculty shall be scored only in teaching and service, receiving from zero to six points in these areas as do tenured and tenure track faculty. No more than six points shall be awarded to any faculty member in a given year for any of the three categories. Thus even should a faculty member earn more than six points, his or her score for that category shall be rounded down to six. Extra points lost to rounding shall normally not be rolled over to another year. (See sections II.C and III.I for the exceptions to this rule.)

C. Conversion from term to tenured/tenure track

Term faculty shall normally be awarded points as tenure track faculty, but in teaching and service only. Scores of term faculty will then be multiplied by 1.5 to put them on the same 0-18 point scale as tenure track faculty.

A term faculty member who does substantial research may, if he or she so chooses, be evaluated using the scheme for tenure track/tenured faculty rather than that for term faculty. In such cases the term faculty member's merit score shall not be multiplied by 1.5.

D. First year faculty

First-year faculty members may count research accepted during the part of the relevant calendar year they were not employed at SIUC.

E. Discretion

The relevant committees and the chair may make use of discretion to modify scores determined under the merit scheme. The absence of an item from the lists of qualifying

items below does not require its exclusion from consideration. Other items may be awarded points, or partial points, in keeping with the general pattern outlined in this scheme.

F. Points for dollars

Consonant with the department's operating paper, merit dollars will be awarded solely on the basis of the final merit scores. Thus faculty members with the same merit score shall, regardless of their salary or rank, receive the same dollar amount in merit increases.

G. Averaging

Once this plan has been employed twice without major revision, faculty members shall receive an overall merit score equal to their average score for the three year period ending with the year for which they are being evaluated, or the number of those years they have been employed by the department, whichever is greater. Thus if this plan is employed for 2000 and 2001 without major revision averaging will commence at the end of 2002; faculty employed for 2000, 2001, and 2002 would then receive their average merit score for those three years. Given the change in the ratio used to calibrate term faculty with tenured/tenure-track faculty after the calculation of year 2000 merit scores, if 2000 scores are averaged, raw scores of term faculty (i.e., scores before any ratio is applied) shall be averaged and the fixed ratio of I.C. then be applied to the average to produce the final score.

H. Transition to this plan

The general rule that research work only receives merit credit once, upon acceptance for publication in most cases (II.A. below), shall be waived for work which earned a faculty member merit credit for a year before 2000. Thus if a given research project was awarded credit for a year prior to 2000, this shall not prevent it from earning merit under the new scheme, if the project otherwise meets the criteria for merit outlined below.

II. Research

A. Qualifying work

Only research work which has received official final acceptance for publication or public presentation, or grants officially awarded will receive credit for merit pay. Thus work in progress and work submitted shall receive no merit credit until they are officially accepted for publication or presentation. With the exception of certain forms of books as outlined under item C. below and the exception for prior work made in I.H. above, no research item shall receive merit credit in more than one year. Therefore, after points have been awarded for official acceptance in a given year, points are not to be awarded again for subsequent publication of the same journal article or book chapter.

B. Materials to be submitted

- A list of research work accepted or presented and grants received in the current year.
- Copies of letters or email giving official word of the acceptance of a research item or award of a grant.
- Copies of all books, article manuscripts, conference abstracts or other items for which merit credit is claimed.
- Any other material the faculty member considers helpful, or other materials in response to reasonable requests by the evaluating committee.

C. Point scheme for books

- Books authored or edited by faculty members shall receive from 4-16 points. Books will normally be ranked in the following order, although other qualities may also be taken into consideration.
- Books authored by a faculty member and consisting of substantial original research.
- Books authored by the faculty member but without substantial original research.
- Books edited by a faculty member and consisting primarily of the work of other scholars.
- Any book awarded more than 8 points shall receive the remainder in a subsequent year, lest an overkill of points in the first year go for naught. Award of the additional points may be made conditional on the appearance of a review of the book in a peer-reviewed journal.
- A book contract in itself does not suffice for merit points: the completed manuscript must have been submitted and accepted by the publisher in order for points to be received.

D. Point scheme for research items other than books

8 points

A major external research grant.

A major (national or international) research award.

4 points

A peer-reviewed article accepted for publication in a peer-reviewed journal. Items not subject to individual peer review (book reviews and some notes, for example) but published in peer-reviewed journals will receive fewer points, as noted below.

A chapter accepted for publication in a peer-reviewed book.

A modest research award.

3 points

A modest outside research grant.

A major internal research grant.

2 points

- Chapter in a book not subject to peer review.
- A conference paper or other scholarly presentation off-campus.
- Translation, edition, etc., of less than book length.

1 point

- A book review or non peer-reviewed note appearing in a peer-reviewed journal.
- A modest (summer, semester) internal research grant.

E. Conversion table for research

Raw points	Points on 6 point scale
0	0
1	1
2	2
3	3
4	3.5
5	4
6	4.2
7	4.4
8	4.6
9	4.8
10	5
11	5.2
12	5.4
13	5.6
14	5.8
15+	6

III. Teaching

A. Materials to be submitted

- Student evaluations for all regular courses (i.e., classes which are part of one's regular load, including regularly scheduled classes that are taught under 700 numbers, but not including independent study and summer school classes) for which merit credit is sought. If evaluations are not turned in, the faculty member shall receive no points for the class, which will diminish the impact of positive scores in other classes (see item E below). For the possibility of earning merit credit for summer school see section G below; for independent study courses, see section H.
- Evidence to illustrate and brief summaries to characterize teaching support work (see item H below).
- Any other material the faculty member considers helpful, or other materials in response to reasonable requests by the evaluating committee.

B. Administration of student evaluations

Only official Departmental Questionnaires administered in accordance with the procedure in the Course Evaluations appendix to the departmental operating paper shall be counted toward merit.

C. Class classifications

Classes shall be divided into three groups, based on the number of students enrolled at the end of the semester.

- Five students or fewer
- 6-35 students
- 36 or more students

D. Raw point scheme for student evaluations

Each instructor shall receive 0-6 raw points for each class taught. Evaluation scores are to be rounded to the nearest tenth of a point.

Evaluation Score	A (5 or less)	B (6-35)	C (36+)
Less than 3.9	0	0	0
3.9	0	0	1
4.0	0	0	1
4.1	0	1	2
4.2	0	1	2
4.3	0	2	3
4.4	0	2	4
4.5	1	3	4
4.6	2	4	5
4.7	3	4	6
4.8	4	5	6
4.9	5	6	6
5.0	6	6	6

E. Conversion to six point scale

The sum total for all classes taught will be divided by the number of classes taught by the faculty member in the given year to determine a figure on the six point scale for teaching evaluations.

In the event a faculty member fails to turn in evaluations for a class, that class shall still be counted as one of the classes taught (and receive 0 raw points).

When a class is taught in conjunction with another faculty member, the course will be proportioned accordingly, so that 50% responsibility for a course means that the raw points awarded are halved and the course counted at one-half when determining the average score.

F. Faculty teaching reduced loads without re-assignment

Faculty teaching reduced teaching loads when such reduction is not mandated by reassignment to other duties must explain why they did so. As the failure of classes to "make" is often not the responsibility of the instructor assigned to the course, occasional reduced loads shall not be held against a faculty member.

But faculty who, over a number of years, repeatedly do not teach a full load and are not reassigned to other duties shall be required to show that the failure of their courses to make is not due to any fault of their own. Should the chair, after consultation with the relevant

merit committee, decide that the individual faculty member is responsible for students not signing up for or dropping the course he or she was originally assigned to teach, that course shall be counted as a course taught, with a score of 0, in determining merit pay for teaching.

G. Summer teaching

Summer courses are taught on a separate contract and do not regularly count toward merit. But faculty members may substitute evaluations from one summer course in a given year for a course taught during the regular academic year.

H. Additional points for teaching

In addition to points awarded for student evaluations, faculty members may receive up to two points (on the six point scale) for teaching support and other activities directly tied to teaching.

Chairing thesis or research paper committees: up to one point. Faculty shall receive one-half point for chairing one committee, one full point for chairing two or more. Faculty shall receive merit credit only once for a given committee, normally when the thesis or research paper is completed. Chairing multiple committees will be required to get the full point. Faculty shall not routinely receive credit for merely sitting on committees they do not chair but may, if they document substantial work in this capacity, receive merit credit at the discretion of their merit committee and the chair. See section I.E.

Independent study or overload teaching: up to one point. Any course, whether it be a regularly scheduled course or an independent study course, shall, if it is taught in addition to one's normal load and meets once a week for an hour (or the equivalent), normally earn the faculty member teaching it one-half point. Two or more such courses shall normally receive one point.

Major course development: up to one point. Faculty who develop a new department or core course; revamp a moribund course already on the books but not taught; or offer existing courses in a new medium (as online), may receive up to one point for such work.

Teaching grants: up to one point. Modest (one semester or summer) teaching grants will normally receive one-half point, major (full-year) one point.

A positive peer review: one half point. A faculty member who has an SIUC colleague, either in the DFLL (but excluding the Chair and Section Heads) or in another academic department, submit a positive peer review shall receive one half of a point. The same colleague cannot turn in a peer review of the same faculty member for merit purposes more than once every five years. Only one review can be submitted each year for merit credit.

I. Teaching awards

Faculty who receive a major teaching award (campus wide or national) shall receive four points on the six point scale; less major awards (CoLA et al) two points. Points for such awards may be rolled over to subsequent years if the faculty member has already received a maximum of 6 points in the relevant year.

J. Student complaints

Faculty who are the subject of credible student complaints over more than one year, may, should they fail to address the behavior causing such complaints, be docked merit points for teaching.

IV. Service

A. Qualifying work

Points for service shall normally be awarded only for sustained effort on the part of the faculty member, not for routine attendance of departmental committees and the like. Normally individual instances of minor service work (membership of a committee, attending a recruitment event, presiding over a panel at conferences, etc.) will not in themselves earn points, but multiple instances of such work may do so. While routine attendance at departmental committee meetings will not normally earn service points, faculty who fail to regularly attend meetings and take part in the work of the departmental committees to which they are assigned may be docked points.

B. Materials to be submitted

- A lists of service duties.
- Brief summary of the work done in each capacity, including matters such as how often the committee met, how many times the faculty member attended an Open House, language table, etc., and how much work was done outside of such face time.
 - Evidence to support claims of extensive work when it is service to the university or field which is not already known to the chair and section heads.

C. Point scheme

Faculty may receive up to 8 raw points in each of the following general areas: departmental service; college/university service; service to the field. Programmatic grant merit is not included within these totals: see section D below. Items qualifying for service credit include, but are not limited to, the following.

Departmental service (up to 8 raw points)

1-4 points

- Chair, FL day
- Graduate advisor
- Section Head/program director
- TA supervision
- Undergraduate advisor

1-2 points

- Chair, Dept. committee
- Computer repair
- Co-organizer, FL day

FLIT advisor
 Foreign language club advisor
 Language table organizer
 Language honor society advisor
 Program development (revamping Major or creating new one)
 Recruitment/retention work
 Participation in teaching FL301i in an academic year when not covered by a FLIT grant

College/university service (up to 8 raw points)

1-4 points

Leadership role in a university or college committee, or for the Faculty Association

1-2 points

Faculty Association representative
 University 101 teaching
 University/college committee

Service to the field (up to 8 raw points)

1-4 points

Leadership role in a professional organization or for a professional journal

1-2 points

Committee member for a professional organization
 Organizing professional conferences
 Reader or member of the editorial board for a professional journal or a publisher

D. Programmatic grants

A faculty member who receives a programmatic grant shall receive 8 raw points for a major grant and 4 raw points for a minor one.

Faculty responsible for managing such grants shall receive 1-4 points for a major grant, 1-2 for a minor one, in years subsequent to the original receipt of the grant.

E. Service Conversion

Raw points	Score on 6 point scale
1-2	1
3-4	2
5-6	3
7-9	4
10-11	5
12+	6

Appendix C: Course Evaluations

I. Gathering and submission of evaluations

All faculty must evaluate, and submit evaluations from, at least one-half of their regular classes (i.e., classes which are part of their regular load, including regularly scheduled classes that are taught under 700 numbers, but not including independent study and summer school classes), and from at least one class in each regular academic year semester they teach. Such evaluations are to be administered in accordance with the procedure described below. Complete sets of these evaluations, together with cover sheets, must be submitted to the department at the time merit scores are calculated. Note that for the purposes of determining merit, all regular courses, regardless of whether or not evaluations have been filled out and submitted, will be counted toward faculty merit scores. In the event a faculty member does not gather and submit evaluations, he or she will receive zero points for the class involved, which will diminish the effect of positive evaluations in other classes. Scores for unevaluated classes will not be set at the average for other classes. See the Merit Scheme, section III.E. For the possibility of earning merit credit for summer school see section III.G. of the Merit Scheme; for independent study courses, see section III.H.

II. Questionnaires

Only the official Departmental Questionnaire shall be used for merit purposes or to meet the requirement that one-half of all classes be evaluated (section I. above). Faculty may make use of other questionnaires as well, but such questionnaires cannot serve as replacements for the Departmental Questionnaire.

III. Administrative method

Evaluations must be completed in the regular classroom during class time with the instructor absent; completed forms must then be returned to the department office by a student. Student evaluations completed after the administration in class will not count toward merit scores.

For evaluations to be valid, they must be done on a day in the last two weeks of the semester, and evaluations must be submitted from approximately 75% of the enrolled students in classes up to 35 and from a reasonable number of enrolled students in classes over 35.

The instructor should provide students with the following information before handing out evaluations:

1. The name of the instructor
2. Course and section numbers
3. Academic term

Evaluations will be returned to the instructor once final grades are turned in and the evaluation summary has been completed by the department office.

IV. Evaluation summaries

Evaluation summaries, done by main office personnel, shall include:

1. Averages for each of the numeric questions on the Departmental Questionnaire, and an overall average. Figures should be rounded to the nearest hundredth.
2. The number of students enrolled as of the Final Grade Solicitation sheet, not including those receiving "W" grades.
3. The number of students who turned in evaluations.

The department shall retain the original course summary sheet and give copies to instructors when evaluations are returned to them.