Approved by Represented Faculty 5 May 1999

Amended by Represented Faculty:
May 2000, October 2001, November 2010, January 2020[1]

This operating paper for the Department of Linguistics of Southern Illinois University Carbondale (SIUC) and the Center for the Study of English as a Second Language (CESL) is in accordance with the By Laws and Statutes of the Board of Trustees and the policies set forth by the University and the College of Liberal Arts (COLA), and is in accordance with the terms of the 1998 agreement between the Board of Trustees of SIUC and the SIUC Faculty Association (IEA/NEA).

I. Mission Statement

The mission of the Department of Linguistics is to promote the knowledge and understanding of human language from both theoretical and applied perspectives. This includes the study of:

- language structure
- language use and language policy
- first and second language acquisition and bilingualism
- language change
- language education, including second language pedagogy

The Department contributes to the University's undergraduate education mission in three major ways. It offers an undergraduate degree in Linguistics with two tracks – Theoretical Linguistics and English as a New Language; it participates in the University's Core Curriculum program, and it offers specialized academic writing courses for non native speakers of English. It contributes to the University's graduate mission by providing professional training through its two Masters degrees in Teaching English to Speakers of Other Languages (TESOL) and Applied Linguistics The Department also cooperates with other departments within the university in interdisciplinary masters and doctoral degree programs. The Department's faculty are involved in both formal and informal activities in support of the profession at large, and are actively involved in a number of outreach activities in Carbondale and in the Southern Illinois region and contribute in a significant way to the overall commitment of the SIUC academic community to international diversity.

The Center for English as a Second Language (CESL), a semi-autonomous, self-supporting unit housed within the Department of Linguistics, is an intensive English language program aimed at preparing international students seeking to enter an undergraduate or graduate program at an American university. In addition, CESL assists

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[1] Initial approval by Faculty on 10/18/2017. Final faculty approval, January 2020.

in the recruitment of international students to SIUC; collaborates with other units in a variety of international projects; and works with Admissions in the establishment of entry criteria and in the testing of undergraduate and graduate students, including the evaluation of international teaching assistants.

II. Definitions of Voting Faculty

A. The Department of Linguistics voting faculty shall consist of all persons with at least 50% FTE academic appointment in the Department of Linguistics as professor, associate professor, assistant professor, professor of practice / clinical professor, associate professor of practice / clinical associate professor, senior lecturer, assistant professor of practice / clinical assistant professor, lecturer, or instructor, and administrative/professional personnel with assigned teaching duties in the Department. In addition, persons with a greater than 0% but less than 50% FTE appointment in the Department of Linguistics may be granted voting rights by a majority vote of the Department of Linguistics voting faculty.

B. The CESL voting faculty shall consist of all persons holding 100% FTE academic appointment in CESL as senior lecturers, lecturers or instructors and administrative/professional personnel with assigned teaching duties or assigned advising duties in CESL. The CESL Director shall be a member of the CESL voting faculty.

III. Faculty Responsibilities

A. The Department of Linguistics voting faculty has the responsibility for approving policies, procedures, operating principles, and curriculum of the Department of Linguistics.

B. The CESL voting faculty is responsible for working with, and advising, the CESL administration in operational matters, and for developing and approving procedures and policies related to CESL.

IV. Administration of the Department of Linguistics and of CESL

A. Chair of the Department of Linguistics

The Department of Linguistics is administered by the Chair. The Chair is the chief fiscal officer of the Department of Linguistics, is responsible for coordinating academic matters in the Department of Linguistics, and is generally responsible for the administration of the Department of Linguistics. The Chair reports to the Dean of the College of Liberal Arts. The Chair shall hold the rank of Associate Professor or Professor with tenure in the Department of Linguistics. In the event that no such individual is available or acceptable for appointment, the Chair will be selected from among Associate Professors and Professors with tenure in a College of Liberal Arts

department. The Chair serves a three-year term, and may stand for reelection to subsequent three-year term(s).

1. Selection & Appointment of the Chair

a. A position description and hiring request (including search committee composition) will be drafted in consultation with the Dean's office and submitted for approval as required by University hiring procedure. The search committee will include at least one representative from the CESL voting faculty;

b. Following administrative approval, the position shall be advertised in media and in a manner appropriate to the scope of the search (i.e., internal versus external search);

c. The search committee shall review applications and make a recommendation to the Department of Linguistics voting faculty regarding finalists for the Chair's position;

d. The Department of Linguistics voting faculty shall consider the search committee's recommendation of finalists and vote on a proposed list of finalists to submit to the Dean's office for consideration;

e. The Dean's office shall review and forward the departmental recommendation for finalists for review and approval as required by University hiring guidelines;

f. Approved finalists shall be interviewed separately. Interviews shall include a formal presentation by the candidate on administrative philosophy and goals / vision for the Department of Linguistics. Interviews will include opportunity to meet with members of the Linguistics and CESL faculty, staff and students. Interviews with other University officials shall be arranged as required.

g. After all interviews have been completed, a joint meeting of the search committee and the Department of Linguistics voting faculty shall be held to discuss the finalists and to determine a hiring recommendation.

h. The search committee shall convey the Department's hiring recommendation to the COLA Dean. If the Dean supports the recommendation, she or he will submit a request for appointment as Chair through appropriate administrative channels.

2. Acting or Interim Chair Appointments

a. The Chair shall have the authority to designate a faculty member to "act as Chair" to perform duties of the office during brief absences of the Chair. Longer absences of a Chair (e.g., semester or year-long sabbatical) or periods during which a search for a permanent Chair is proceeding may necessitate appointment of an Acting or Interim Chair. To the extent possible, such appointment should follow departmental procedures for selection of a permanent Chair. At minimum, the department should make a recommendation to the Dean for appointment of an Acting or Interim Chair following approval by a majority of the voting faculty of the department. Interim and Acting appointments shall be made for a term not to exceed twelve months. An extension beyond twelve months must be approved by a majority of the voting faculty of the department and by the Dean.

b. In the event that an Acting or Interim Chair must be appointed between May 16 and August 16, the appointment shall be made by the Dean in consultation with available department faculty. Such an appointment must be retroactively approved by faculty at the beginning of the next academic year. Non-approval by faculty would trigger a new search for an interim or permanent Chair who would begin service at beginning of the following Spring semester.

c. An Acting or Interim Chair shall assume all of the duties of the Chair until a new Chair is appointed. The choice of a new Chair should be made near the end of the term of the incumbent Chair, so that an Interim Chair should only be needed in exceptional circumstances. The process to select a permanent Chair shall commence as quickly as possible.

3. Review of the Chair

A review of the Chair shall be conducted by the Dean's office during the third year of any term of appointment and in three-year cycles thereafter. A written report of the results of the evaluation shall be provided to the Chair and to the Department of Linguistics voting faculty by the COLA Dean. The COLA Dean may elect to initiate an early review of the Chair at his/her discretion or if presented with a petition from at least one-third of the Department of Linguistics voting faculty.

4. Duties of the Chair.

The Chair is the Department of Linguistics' chief academic, administrative, and fiscal officer.

a. The Chair shall administer the Department of Linguistics in accordance with the Department of Linguistics Operating Paper.

b. The Chair represents the Department of Linguistics to COLA and other administrative units on campus (such as the Graduate School), and, conversely, represents those units back to the Department of Linguistics.

c. In accordance with Department of Linguistics, COLA, University, and Bargaining Agreement Guidelines, the Chair assigns annual workload (including teaching, research and service assignments as applicable) The Chair shall consult with each faculty member in developing the annual workload assignment.

d. Except as otherwise specified, the Chair is an ex officio, non-voting member of every Department of Linguistics standing and ad hoc committee.

   The Chair may appoint and dismiss ad hoc committees: for example, committees for special lecturers, equipment, space, and computing. Any member of the Department of Linguistics may be appointed to such an ad hoc committee.

e. The Chair is responsible for annual reviews of tenured and tenure-track faculty.

f. The Chair is responsible for making promotion and tenure recommendations in accordance with current Department, COLA, University, and Collective Bargaining Agreement requirements.

g. The Chair is responsible for recommending merit salary increases based on the department's approved merit document (see Appendix A) and in accordance with Department, COLA, University, and Faculty Association Agreement requirements.

h. The Chair is responsible for developing and managing the budget for Linguistics in consultation with the Department of Linguistics voting faculty.

i. The Chair shall be responsible for calling, scheduling & chairing faculty meetings as needed for the effective operation of the Department

B. CESL Director

The CESL Director is the chief academic, administrative, fiscal and personnel officer of the Center for English as a Second Language and reports directly to the Dean of the College of Liberal Arts. This position provides the continuity necessary for management of this self supporting unit. The CESL Director's position is a continuing, Faculty A/P position.

1. Selection and Appointment procedures for CESL Director

a. A position description and advertising request (including search committee composition) will be drafted in consultation with the COLA Dean's office and submitted for approval as required by University hiring procedures. The search committee shall include at least one representative from the Department of Linguistics voting faculty;

b. Following administrative approval, the position shall be advertised in media appropriate to the scope of the search (i.e., internal versus external search).

c. The search committee shall review applications and make a recommendation to the CESL voting faculty regarding finalists for the Director's position;

d. The CESL voting faculty shall consider the search committee's recommendation of finalists and vote on a proposed list of finalists to submit to the COLA Dean's office for consideration;

e. The Dean's office shall review and forward the departmental recommendation for finalists for review and approval as required by University hiring guidelines;

f. Interviews shall include a formal presentation by the candidate on administrative philosophy and goals / vision for CESL and opportunities to meet with members of the CESL and Linguistics faculty, staff, and students. Interviews with other University officials shall be arranged as required.

g. After all interviews have been completed, a meeting of the search committee and the CESL voting faculty shall be held to discuss the finalists and to determine a hiring recommendation.

h. The search committee shall convey CESL's hiring recommendation to the COLA Dean. If the Dean supports the recommendation, she or he will submit a request for appointment as Director through appropriate administrative channels.

2. Acting or Interim Director Appointments

The Director shall have the authority to designate a faculty member to "act as Director" to perform duties of the office during brief absences of the Director. Longer absences of a Director (e.g., semester or year-long periods during which an search for a permanent Director is proceeding) may necessitate appointment of an Acting or Interim Director. To the extent possible, such appointment should follow departmental procedures for selection of a permanent Director. At minimum, CESL faculty should make a recommendation to the Dean for appointment of an Acting or Interim Director following approval by a majority of the voting faculty of CESL. Interim and Acting appointments shall be made

for a term not to exceed twelve months. An extension beyond twelve months must be approved by a majority of the voting faculty of CESL and by the Dean.

3. Review of the Director of CESL

A review of the Director shall be conducted by the COLA Dean's office as soon as is possible after the third year of any term of appointment as Director, and in three-year cycles thereafter. A written report of the results of the evaluation shall be provided to the Director and to the CESL voting faculty by the COLA Dean. The COLA Dean may elect to initiate an early review of the Director at his/her discretion or if presented with a petition from at least one-third of the CESL voting faculty.

4. Responsibilities and Duties of the Director of CESL

The CESL Director has overall responsibility for all policies, procedures, and operational matters related to the CESL program. In collaboration with the appropriate committees, the Director of CESL's duties include the following:

a. Coordination and review of the CESL curriculum;

b. Recruitment and admission of new CESL students;

c. Coordination of CESL student placement and evaluation;

d. Preparation and review of CESL budgets;

e. Recommendation of new CESL faculty appointments;

f. Assignment of annual faculty workload in accordance with the Collective Bargaining Agreement between the Board of Trustees and the Non-Tenure-Track Faculty Association;

g. Evaluation of all CESL faculty and staff ; evaluations of faculty shall be conducted in accordance with the Collective Bargaining Agreement between the Board of Trustees and the Non-Tenure-Track Faculty Association;

h. Selection, supervision, and evaluation of CESL support staff;

i. Supervision of annual revisions of the CESL faculty /staff/ GA handbook;

j. Coordination and supervision of teacher training;

k. Calling, scheduling and chairing faculty meetings as needed for the effective operation of CESL;

V. Committees of the Department of Linguistics

Matters pertaining to general departmental governance and curriculum will be reviewed as appropriate by a committee of the whole (comprised of Department of Linguistics voting faculty). Input may be sought as appropriate from individuals who are cross-appointed in Linguistics but who are not Department of Linguistics voting faculty. All Department of Linguistics voting faculty members are entitled to propose agenda items to be considered in meetings of the faculty. Any committee member who has a conflict of interest on an issue before the faculty shall recuse him/herself as appropriate.

A. Ad Hoc Committees. The Department Chair may constitute ad hoc committees as needed to address the needs of the department.

B. Grievance Committee. A grievance committee shall be constituted by the Chair when necessary, e.g., upon receipt by the Department Chair of a grievance filed against a faculty member or student in the Department of Linguistics. A Grievance Committee is dissolved upon the resolution of the case it was formed to consider.

C. Promotion and Tenure *Committee (constituted in keeping with provisions of section on Promotion and Tenure Guidelines)*

VI. Committees of CESL

CESL committees are defined in the *CESL Faculty/Staff/GA Handbook*, which is updated annually. Monthly faculty meetings called by CESL Director include all full-time CESL faculty and the CESL Advisor(s). One to two meetings each year are dedicated to drafting new policies, reviewing and revising existing policies, and conducting short-term, long-term and strategic planning.   The Curriculum Committee and the Assessment Committee oversee, review and evaluate curriculum and assessment measures and report back to the faculty as a whole. The Curriculum and Assessment Committees each include one Department of Linguistics voting faculty member. The Administrative Advisory Committee, assists the CESL Director with planning, drafting new policies and setting long-term and strategic goals.

A. Ad Hoc Committees. The CESL Director may constitute ad hoc committees as needed to address the needs of CESL .

B. Grievance Committee. A Grievance Committee shall be constituted by the Director when necessary, e.g., upon receipt by the Director of a grievance filed against a faculty member or student in CESL. A Grievance Committee is dissolved upon the resolution of the case it was formed to consider.

VII. Faculty Meetings

A. Meetings of the Department of Linguistics voting faculty shall be called and conducted by the Department Chair at least once each fall and spring semester. Only those holding Department of Linguistics voting faculty status are eligible to vote. A simple majority is required for a motion to be carried. Additional meetings must be called by the Department Chair upon petition of at least three members of the Department of Linguistics voting faculty.

B. Meetings of CESL voting faculty shall be called and conducted by the CESL Director at least once each fall and spring semester. Only those holding CESL voting faculty status are eligible to vote. A simple majority is required for a motion to be carried. Additional meetings must be called by the Director upon petition of at least three members of the CESL voting faculty

VIII. Tenure and Promotion Guidelines:
(*Originally created **July 20, 1979; Amended: December, 1997; Amended and Adopted: December, 1998***)

These guidelines are designed to provide a context for the evaluation of Faculty for tenure and promotion; they supplement and complement the By-Laws and Statutes of the Board of Trustees, the guidelines of the University and of the College of Liberal Arts, and the Collective Bargaining Agreement with the Faculty Association. Nothing herein shall abrogate those guidelines. The COLA Operating Paper, Employee Handbook, and Faculty Association Collective Bargaining Agreement provide the broad framework for tenure and promotion decisions; these guidelines provide more specific information on standards and procedures relevant to the department and to the discipline.

The Department of Linguistics views tenure and promotion as the expected, normal result of academic achievement and professional growth. For Faculty involved in the Department's degree programs, it is expected that they be dedicated to achieving the excellence in teaching, research, and service which normally leads to tenure and promotion.

A. TENURE

The goal of all tenure decisions is to determine whether or not there is a strong likelihood of a promising career for the candidate within the Department. The areas of teaching, research, and service are the principal areas to be considered. Although the areas need not be equally weighted, no one of them may be totally disregarded. Thus, impressive contributions in any one area may counterbalance lesser accomplishments in another. In addition, working relations with colleagues and relevance of the candidate's specialties to the direction of the Department's programs are also pertinent.

Promotion to the ranks of <u>Professor</u> or <u>Associate Professor</u> automatically confers tenure; therefore, tenure at those ranks (without promotion) shall be limited to candidates initially appointed at those two ranks, respectively, and criteria shall be the same as the criteria for promotion to those two ranks, respectively. A faculty member who has served as Assistant Professor elsewhere will be expected to have a record indicating scholarly

productivity over the whole period since receiving the Ph.D. degree. In such cases, the entire record will be taken into account, with emphasis given to scholarly productivity at SIUC.

B. PROMOTION

Promotion is awarded for past accomplishments in teaching, research, and service. Promotion will be considered whenever the faculty member has achieved the accomplishments necessary for advancement to each rank, whether that requires a relatively short or a relatively long period of time. Normally, however, a faculty member will not be considered for promotion until at least the third year in rank. In cases of extraordinary achievement, earlier consideration may be given.

    1. General Criteria

    a. Teaching

    Teaching effectiveness shall be required for tenure and for promotion at all levels and shall be demonstrated at minimum by student evaluations and peer evaluations, conducted over a reasonable period of time. In addition, demonstration of teaching effectiveness may further include letters or other testimonials from former students, authorship of a textbook with a record of adoptions indicating wide or distinctive use, exceptional contributions to curriculum and program development, and/or development of effective teaching materials or innovations beyond those normally expected for classroom use.

    b. Research

    Assuming demonstrated teaching effectiveness, the most critical standard for tenure and for promotion is achievement in research and its dissemination to colleagues through peer-reviewed publication.

    Peer-reviewed publication shall include articles, reviews, books, and so forth. With respect to books, the Department considers the highest priority to be given to a book based on research (regardless of style — socio-historical, library, quantitative, etc.): following that, the textbook, and in a somewhat different category, edited books of readings.

    The faculty will also wish to take into account the number of authors involved in either an article or a book as well as the possible role of each co-author whenever such a judgment can be made.

    In addition to peer-reviewed publication, evidence of research productivity shall consist of: 1) outside funding applications (funded and unfunded), grants, awards, prizes, scholarships, fellowships, and so on; 2) published reviews and evaluations by colleagues of the candidate's scholarship; 3) participation in graduate student

thesis direction; 4) invited paper presentations, paper presentations accepted via peer-reviewed abstract submissions, and so on.

c. Professional Service

For tenure and promotion, all faculty members are expected to make appropriate professional contributions through service to the Department, the College, the University, and the discipline. These include responsible participation in departmental committees, demonstration of interest in departmental affairs, and representing the Department in a manner which reflects favorably on the candidate as well as the Department. These contributions shall be evaluated for tenure and for promotion, but shall not normally be weighted as heavily as teaching and research. In addition, other unique professional contributions such as administrative assignment in the Department or the University, professional consulting (paid or unpaid), discipline-related community service, and service to appropriate professional societies of the discipline shall be evaluated.

2. Minimum Standards

a. Associate Professor

Promotion from the rank of Assistant Professor to Associate Professor shall require:

     i.   demonstration of teaching effectiveness; and

    ii.   research, as evidenced by scholarly activity that indicates that the candidate is developing a national reputation in his or her field of study. This should include peer-reviewed publication in venues such as nationally or internationally recognized scholarly journals, edited volumes, and/or publication of one or more books by a nationally recognized scholarly press, as well as participation in national scholarly forums. Faculty members promoted to Associate Professor typically present five to ten such articles.

   iii.   demonstrated participation in professional service activities appropriate to the Department and the discipline.

b. Professor

Promotion from the rank of Associate Professor to full Professor shall require:

     i.   demonstration of teaching effectiveness; and

    ii.   continued research productivity beyond that for the Associate Professor level. Although no specific quantity is expected, there

should be an indication of continued growth in research and publications since being promoted to or employed as Associate Professor. There should also be some indications of recognition of the candidate's scholarship by the discipline — these may be favorable and/or controversial reviews of the candidate's publications, citations of the candidate's work, invitations to lecture or participate in established research institutes, conferences, or other educational institutions, or, at minimum, favorable review of the candidate's written publications by scholars outside the Department (see Policies and Procedures). As above for Associate Professor, outstanding performance in teaching may moderate to some degree the expectations in research.

    iii.   demonstrated participation in professional <u>service</u> activities appropriate to the Department and the discipline.

3. <u>Policies and Procedures</u>

The following policies and procedures shall apply for all action taken on matters of promotion and tenure. The dossier should be completed as early as possible in the Fall semester to allow for submission of a candidate's final dossier to the Dean by the announced deadline.

a.   The <u>Tenure</u> Committee shall consist of all Faculty holding tenure in Linguistics, exclusive of the Department Chair. The Department Chair may attend the meetings of the Tenure Committee, but is not a voting member of the committee.

b.   The <u>Promotion</u> Committee shall consist of all tenured Facultyin Linguistics at or above the rankat which promotion would be recommended, exclusive of the Department Chair. The Department Chair may attend the meetings of the Promotion Committee, but is not a voting member of the committee.

c.   If the Department lacks sufficient Faculty members to constitute fully a Promotion / Tenure committee, the Department Chair shall augment the committee by appointing tenured Faculty members at appropriate ranks from outside the department, consistent with the provisions of the Collective Bargaining Agreement with the Faculty Association. The candidate and the Chair will work together on a list of qualified potential members of any augmented Promotion / Tenure committee.

d.   The Promotion and/or Tenure Committee shall elect a chair from among the members of the committee.

e.   Before a tenure or promotion recommendation is made, the candidate will be required to submit a full dossier including letters from external referees. The

referees contacted to provide these letters will be selected by the Department Chair from a list provided by the candidate in consultation with the Chair of the Department, the chair of the Promotion/Tenure Committee, and the Promotion/Tenure Committee.

f. When all information is assembled by the candidate, the Committee shall meet and discuss the candidate's credentials. The vote of the Committee by secret ballot shall be recorded on the University's Promotion and Tenure Review Form. The chair of the Tenure/promotion committee shall, in collaboration with the Committee, submit a letter to the Department Chair that reflects the sense of the committee's deliberations both for and against the candidate. Such a letter is advisory to the Department Chair and is not included in the candidate's dossier.

g. The Department Chair shall provide an independent written recommendation to the COLA Dean that includes a summary of the committee's deliberation, both for and against.

h. In all cases, submission of dossiers to the Dean for consideration of promotion and/or tenure shall follow college and university guidelines which include a record of the actual vote by the Committee and the recommendation of the Chair.

IX. Merit Salary Procedures & Guidelines for the Department of Linguistics

Each year that Merit Salary is part of the active or applicable Faculty Association Collective Bargaining Agreement the Department Chair shall assign an overall rating to each FA bargaining unit Faculty member for each of three categories of activities: research, teaching and service. The ratings will be assigned using a 10 point scale (10 = the highest / 1 = the lowest). Items to be considered in each area and guidelines for any priority ordering among these items are contained below. The time frame for review is the previous calendar year.

Subsequent to the assignment of the ratings by the Chair, a priority factor will be assigned uniformly for each faculty member with a multiplier of 3 applied to research, 2 to teaching, and 1 to service. A cumulative total will then be derived with a maximum rating including all 3 categories of 60 points (see Figure 1).

To allow for individual differences based on assignments per faculty member and per year, a total overall rating for the calendar year in question will be derived by incorporating percentage assignments determined beforehand. Thus, the final rating will combine committee ratings, the priority factor, and percentage of assignment (see Figure 2).

A. RESEARCH (*Note: This section includes all scholarly activities performed by Faculty. Items in 1A and 2 are to be given equal value. Otherwise, categories 1 through 5 are listed in order of decreasing value. Items within categories 1 and 3 are listed in order of decreasing value*)

1. Publications authored
   - a. Books [separate stages in process (1,2,3) count, usually across years]
      - i.   Acceptance by publisher
      - ii.   Publication
      - iii. Review(s) of book
   - b. Articles in peer-reviewed journals or chapters in peer-reviewed books
   - c. Articles in peer-reviewed or selected proceedings, including those resulting
        from periodic conferences, colloquia, or symposia
   - d. Reviews in peer-reviewed journals

2. Receipt of major external research grant(s)

3. Publications edited

Note: The following are to be considered half as research and half as service if research was actually a part of the work involved; otherwise the work will be considered completely as service. The faculty member must supply evidence of the research aspect of the work.
Items in 3a, b, and c are listed in order of decreasing value.
   - a.   Books
   - b.   Journals
   - c.   Published bibliographies

4. Presentations

*Note: This section includes all **peer-reviewed or invited** activities performed by faculty members at professional meetings or conferences. International and national conferences will be ranked higher than regional, state, or local conferences in all cases. Among the types of sessions and/or presentations included are the following:*
   - a.   papers
   - b.   plenaries
   - c.   workshops
   - d.   panels
   - e.   poster sessions
   - f.   demonstrations

5. All other publications, presentations, and/or grants not included in the above categories.

B. TEACHING

The following items will be included in documents submitted and reviewed to contribute to a rating for teaching:

1. Courses taught — all regularly scheduled courses will be considered. Information will include:
   - a. Student evaluations for all courses taught
   - b. Peer evaluations when available

2. Theses and research reports — a record of all completed student projects of both types for which the faculty member served as chair, member, or reader during the previous calendar year. For theses and research reports not completed, a brief status report providing a summary of work accomplished to date will be required for review.

3. Student mentored presentations and publications — a list of all student publications or presentations from the previous calendar year for which the faculty member served as a mentor.

4. New courses developed — course syllabi, tests, and supporting material will be required for review in the two following categories:

   a. New courses offered for the first time in the department for which the faculty member provided the sole or major development
   b. Courses previously offered in the department for which the faculty member has made significant revisions when taught during the previous calendar year

5. All other teaching related accomplishments (e.g., teaching awards) not included in the above categories

C. SERVICE

Note: This section includes all activities performed by faculty members for external audiences. Except as noted in section 1, the rating provided for service is based on a review of all five categories as a composite. No differentiation is made for sections 1 through 5.

1. Publications edited [see Research #3 above] *Note: The following are to be counted half as research and half as service if research was actually a part of the work involved; otherwise the work will count completely as service. The faculty member must supply evidence the research aspect of the work.*

Items in 1a, b, and c are listed in order of decreasing value

a. Books
b. Journals
c. Published bibliographies

2. Reviewing services: Among the review items typically included here are the following:

    a. manuscripts for journal editors or book publishers
    b. grant proposals
    c. tenure/promotion dossiers for other universities
    d. abstracts for conferences

3. Professional activities: Among the activities, positions, and/or roles typically included here are the following:

    a. service on boards, councils, panels, or committees for professional associates
    b. service as a consultant or program reviewer for another department or institution
    c. invited presentations or workshops for another department or institution

4. Local assignments

Among the activities typically included here are the following:
    a. member of departmental committees
    b. member of college committees
    c. member of university committees
    d. community service related to the profession

5. All other service positions, roles, and activities not included in the above categories

(See Merit System Figures 1 and 2 on following page)

Merit System: Figure 1

RESEARCH	TEACHING	SERVICE	TOTAL
_____ x3 = _____	_____ x2 = _____	_____ x1 = _____	_____
1-10	1-10	1-10	6-60

Merit System: Figure 2

	I	II	III	IV (II x III)	V (I x IV)
Category	**Rating**	**Assignment**	**Priority**	**Adjusted Assignment**	**Adjusted Rating**
Research	_____ 1-10	_____ 25-75%	3	_____	_____
Teaching	_____ 1-10	_____ 25-75%	2	_____	_____
Service	_____ 1-10	_____ 0-25%	1	_____	_____
TOTALS		_____ 100%		_____	_____

FINAL CUMULATIVE RATING = TOTAL V / TOTAL IV   _____

X. Department of Linguistics NTT Faculty Annual Evaluation Procedures

A. NTT faculty in the Department of Linguistics shall be evaluated annually in accordance with the requirements of the Collective Bargaining Agreement between the Board of Trustees and the NTT Faculty Association.

B. Changes from non-continuing to continuing NTT status shall be governed by procedures included in the Collective Bargaining Agreement between the Board of Trustees and the NTT Faculty Association

XI. CESL NTT Faculty Annual Evaluation Procedures

A. NTT faculty in CESL shall be evaluated annually in accordance with the requirements of the Collective Bargaining Agreement between the Board of Trustees and the NTT Faculty Association.

B. Changes from non-continuing to continuing NTT status shall be governed by procedures included in the Collective Bargaining Agreement between the Board of Trustees and the NTT Faculty Association

C. Details of the evaluation procedures are outlined in the CESL Faculty/Staff Handbook.

XII. Miscellaneous Provisions

A. Graduate Assistant Appointment Procedures. Procedures for appointing Graduate Assistants in the Department of Linguistics and in CESL will be promulgated in keeping with the Collective Bargaining Agreement between the Board of Trustees and Graduate Students United.

B. Faculty Search Committees: Each faculty search committee in the Department of Linguistics shall include one voting representative from CESL. Each faculty search committee in CESL will include one voting representitve from the Department of Linguistics.

XIII. Ratification and Amendments

A. Ratification: Following an advisory approval by the Department of Linguistics voting faculty, this document was ratified in 1999 by a majority vote of the Linguistics Bargaining Unit, as specified in the 1998 agreement between the Board of Trustees of SIUC and the SIUC Faculty Association.

B. Amendments

It is expected that this Operating Paper will undergo regular review and amendment.

Any member of the Department of Linguistics voting faculty or CESL voting faculty may propose, in writing, an amendment to this document. The proposal must be made at least one week in advance of any meeting to discuss it. Following discussion, and an advisory vote from Linguistics Department voting faculty and the CESL voting faculty, amendments to this operating paper will be ratfied by sixty percent majority vote of the Department of Linguistics Faculty Association Bargaining Unit.