

**Bylaws for the Department of Modern Languages and Linguistics**  
**College of Arts and Sciences**

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## **Record of Substantive Revisions and Amendments to these Bylaws**

### **Revision history:**

- 8/1994 amended so as to include Assistant/Associate in Modern Languages.
- 3/1995 amended so as to refer curriculum matters to undergraduate/graduate program committee.
- 1/1996 amended to standardize procedure of electing Program coordinators.
- 9/2009 amended to conform with union contract.
- 1/2013 amended to conform with new collective bargaining agreement.
- 1/1/2013 annual evaluation procedures go into effect.
- 2/28/2013 amended.
- 2/14/2014 amended to conform with collective bargaining agreement.
- 11/21/2019 amended to conform with collective bargaining agreement.
- 03/01/2024 amended.

### **Sunset/Renewal Provision**

With or without revisions, the bylaws must be revalidated by 2/3 of the voting members three years from the date on which they were previously adopted by the department.

These are the bylaws for the Department of Modern Languages and Linguistics in the College of Arts and Sciences at Florida State University. These bylaws were last approved on May 9, 2023 by a majority of the applicable voting members of the department and on March 1, 2024 by the College and the Office of Faculty Development and Advancement.

## Preamble

The primary goal of the faculty of Department of Modern Languages and Linguistics is to advance our discipline through our teaching, research, and service. We shall do this in an atmosphere of collegiality and constructive cooperation. Each faculty member has an equal responsibility and an equal voice in furthering the academic goals and in maintaining the academic excellence of our department.

## I. Bylaws

- A. Adherence with Other Governing Documents.** At all times, department policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement (if applicable to the college), the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process issued by the Office of Faculty Development and Advancement.
- B. Bylaws Revision.** Any voting member of the department may propose revisions to these bylaws. Revisions must be approved by a 2/3 majority of the voting members of the department.
- C. Substantive Change Statement.** Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site <https://sacs.fsu.edu/substantive-change-policy/>

## II. Membership and Voting Rights

- A. Faculty Membership.** The faculty of the Department of Modern Languages and Linguistics shall consist of all instructional personnel holding the position of assistant, associate, or full professor, specialized faculty, and visitors holding any of the above positions.
- B. Department Membership.** In addition to the faculty defined in II.A above, the following are members of the Department of Modern Languages and Linguistics: all employees in the A&P, USPS, and OPS categories. They are invited to attend any departmental meetings except those dealing with personnel matters.
- C. Faculty Voting Rights.** Tenured faculty may vote on any issues affecting the department. Tenure-earning faculty may vote on all issues except those involving tenure or promotion decisions. Specialized faculty may vote on all issues save

those dealing with tenure and promotion decisions, or the hiring of tenure-earning faculty. Adjuncts may not vote on departmental matters.

**D. Non-faculty Voting Rights.** No voting rights for non-faculty.

### III. Department Organization and Governance

The basic unit of the Department is the Program. There are currently nine Programs in the Department: Arabic; Chinese; French; German; Italian; Japanese; Linguistics; Slavic (Russian); and Spanish & Portuguese. The faculty of each Program is composed of tenured, tenure-earning, and specialized faculty who primarily teach in that Program's degree program(s), and a faculty member belongs to any Program in whose degree program(s) they primarily teach. The Arabic program plays a leading role in maintaining the Middle Eastern Studies BA degree; the Chinese and Japanese programs maintain eponymous undergraduate majors and share coordination of the MA in East Asian Languages and Cultures; the French and Spanish & Portuguese programs maintain eponymous BA, MA, and PhD degrees; the German, Italian, and Slavic (Russian) programs maintain eponymous BA and MA degrees; and the Linguistics program maintains the BA/BS in Linguistics degrees as well as the Linguistics track in the Spanish MA and PhD degrees. Programs do not have separate budgets or management structures per se. All faculty members contribute to the growth and welfare of the Department as a whole. Each Program is responsible for its curricula and degree programs. Each Program prepares its own class schedules, evaluates applicants to its programs, advises its students, and originates course proposals and other curriculum forms, changes in degree requirements, promotion and tenure recommendations, summer teaching recommendations in accordance with the regulations set by the Vice President for Faculty Development, and graduate faculty recommendations. Each Program selects and evaluates its teaching assistants.

**A. Faculty Meetings.** The Chair calls departmental meetings, prepares agenda, and presides at them, The Chair will include on the agenda of a departmental meeting any item requested by a departmental member. Upon request of 25% of the membership of the Department, the Chair will call a special meeting. Departmental meetings will follow the parliamentary procedure used by the Faculty Senate. In meetings other than those of the full Department, the Department Chair may make a motion, and seconds to motions are not required. Substitutes or alternates may attend and vote in place of an absent member. 51% of those eligible to vote constitute a quorum. A majority vote of eligible voters present constitutes the will of the body in all instances other than amendments to these bylaws. A two-thirds vote of eligible voters present is required to amend the bylaws. Written minutes shall be kept of all departmental, Program, and committee actions. Copies of all minutes will be placed in the departmental office.

**B. Department Chair Selection.** As the Department Chair begins the third year of service, a chair search committee is elected by the department's voting membership, and the dean appoints an outside member from another department. Sitting chairs are eligible for a recommendation of reappointment. The chair search committee will consist of one member from each Program. Each Program will choose its member from among the tenured associate and full professors where applicable. Once the committee has been chosen, the members will choose the chair of the committee from among themselves. The committee will make its eventual recommendation for department chair to the dean. If the dean approves the recommendation, then the faculty, consisting of all tenured, tenure-earning, and specialized faculty will be invited to vote "Yes" or "No" on the recommendation of the search committee and the dean.

## **C. Department Leadership and Committees**

### **1. Department Chair**

- a. The Department Chair is appointed by and serves at the pleasure of the Dean of the College. Unless the Chair designates otherwise, the Associate Chair for Undergraduate Studies will serve as Acting Chair if the Chair is ill or absent. If the Associate Chair for Undergraduate Studies is also ill or absent, the Associate Chair for Graduate Studies will serve as Acting Department Chair.
- b. The Chair is the executive officer of the Department, and promotes departmental growth and welfare. The Chair acts as liaison between the Department and the College and University administrations, and, in general, coordinates departmental activities.
- c. In consultation with the Executive Committee, the Chair prepares the departmental budget.
- d. The Chair may appoint ad hoc committees as necessary.
- e. The Chair is a voting member of all departmental committees.
- f. The Chair evaluates all faculty for Annual Performance Evaluations. The Chair provides a both an Annual Performance Evaluation and an annual evaluation narrative to all faculty.
- g. The Chair is responsible for the annual Assignment of Responsibilities (AOR) given to each faculty member.
- h. The Chair annually provides each tenure-track and specialized faculty member who has not yet achieved the highest rank in their category, a written evaluation of progress toward promotion, and where applicable progress toward tenure (except at the time of the third-year review for tenure-track faculty, when the Promotion and Tenure Committee provides this evaluation).
- i. After conferring with the Faculty Evaluation Committee (FEC), the Chair makes recommendations for salary adjustments to the dean. If the Chair's recommendation differs from the FEC recommendation, the Chair will

provide their recommendation to the FEC and both rankings will be forwarded to the Dean.

- j. The Chair receives from doctoral committees an annual report on each student's progress.

## **2. Associate Chairs**

The Department Chair will appoint an Associate Chair for Undergraduate Studies, and an Associate Chair for Graduate Studies. They will serve at the pleasure of the Chair for renewable terms of three years. Their duties, in addition to those specified in this document, are determined by the Chair.

## **3. Program Governance**

- a. Each Program elects a Coordinator for a term of three years by anonymous voting over the period of one week. If the first vote does not produce a majority of those voting, there will be a run-off of the top two candidates. In the event of a tie, the Program will revote. In the event of a second tie, the Department Chair will break the tie. If there is a vacancy during the term, the Program will elect a new Coordinator for the balance of the term.
- b. The Coordinator may appoint an Acting Coordinator. If the Coordinator is ill or absent, or no Coordinator has been elected and no Acting Coordinator has been appointed, the Department Chair will select an interim program coordinator until a new coordinator is elected and appointed.
- c. The Coordinator promotes growth and welfare of its degree program(s). The Coordinator prepares agenda, calls Program meetings, presides at them, acts as liaison between the Program and the Department, schedules courses, and, in general, coordinates Program activities. The Coordinator will include on the agenda any item requested by a Program member. Upon request of 25% of the membership of a Program, the Coordinator will call a special meeting.
- d. Each Program may create and maintain whatever program-level committees it feels appropriate.
- e. The Coordinator may appoint a basic language and/or TA coordinator in consultation with the Chair, an undergraduate major/minor adviser, and a graduate adviser, and will make recommendations to the Department Chair regarding a Liberal Studies advisor.
- f. Each Program will determine its own means for selecting representatives to departmental standing committees.
- g. Upon petition of two-thirds of the members of a Program, the Department Chair will hold a special election for possible replacement of the Coordinator for the balance of a term.

#### **4. Standing Committees**

**a. Executive Committee**, chaired by the Department Chair.

The membership of the Executive Committee consists of all Program Coordinators, plus one graduate student representative elected by the Department's graduate students for a term of one year. The graduate student serves in an advisory capacity. In the event that confidential student records are subject to discussion, the graduate student will be asked to leave the room. The Associate Chairs are members of the Executive Committee, with voice but without vote. The graduate student representative may not participate in or vote on matters dealing with confidential records of students or faculty.

The Department Chair prepares the agenda and calls meetings of the Executive Committee, and presides at them. The Chair will include on the agenda any item requested by an Executive Committee member. Upon request of 25% of the membership of the Executive Committee, the Chair will call a special meeting. The Chair will place on the agenda any faculty member who wishes to address the Executive Committee on an item of inter-Program or non-Program nature.

The Executive Committee is involved in determining departmental policy and procedure, and advises the Department Chair about the budget or any other matters concerning the Department as a whole. Significant departmental reorganization needs to be approved by a 2/3 majority of the voting members of the department (as per Bylaws Revision Section I.B.)

**b. Curriculum Committee**

The Department Chair will appoint a committee chair and representatives for a renewable term of one year. The Curriculum Committee evaluates and approves new courses and revisions to existing courses. The committee also evaluates, plans, and proposes changes to degree programs and majors within the department.

**c. Graduate Program Committee**, chaired by the Associate Chair for Graduate Studies.

The Graduate Program Committee consists of one representative from each Program with a graduate degree (Chinese, Japanese, French, German, Italian, Linguistics, Slavic, Spanish), for a renewable term of three years, plus a graduate student representative elected by the department's graduate students for a renewable term of one year. Each Program will elect its representative for a three-year period. The graduate

student representative, who serves in an advisory capacity, is not a voting member. The graduate student representative may not participate in discussion of matters dealing with confidential records of students or faculty.

The Associate Chair for Graduate Studies prepares the agenda, calls meetings of the Graduate Program Committee, and presides at them. The Associate Chair for Graduate Studies will include on the agenda any item requested by a Graduate Program Committee member. Upon request of 25% of the membership of the Graduate Program Committee, the Associate Chair for Graduate Studies will call a special meeting.

The Graduate Program Committee advises the Associate Chair for Graduate Studies.

**d. Undergraduate Program Committee**, chaired by the Associate Chair for Undergraduate Studies.

The Undergraduate Program Committee consists of one representative from each Program with an undergraduate degree. Each Program will choose a representative to this committee who will serve for a renewable three-year period. The Associate Chair for Undergraduate Studies, in their discretion, may designate an undergraduate student representative for a term of one year. The student representative serves in an advisory capacity and cannot vote.

The Associate Chair for Undergraduate Studies prepares the agenda and calls meetings of the Undergraduate Program Committee, and presides at them. The Associate Chair for Undergraduate Studies will include on the agenda any item requested by an Undergraduate Program Committee member. Upon request of 25% of the membership of the Undergraduate Program Committee, the Associate Chair for Undergraduate Studies will call a special meeting.

The Undergraduate Program Committee advises the Associate Chair for Undergraduate Studies.

**e. Website and Technology Committee.**

The Department Chair will appoint a committee of four faculty members with technological interests, and will appoint one of them as committee chair. The Technology Committee advises the Department Chair about acquisition, use, and coordination of departmental technology.



**f. Diversity, Inclusion, and Outreach Committee.**

The Committee consists of one member from each Program. Members serve for a renewable term of three years. Each Program will choose a representative to this committee who will serve for a renewable three-year period. The Department Chair will appoint one member to chair the Committee for a renewable term of three years.

**g. International Programs Committee.**

The Department Chair will appoint representatives of each present and projected international program for a renewable term of one year. The International Programs Committee advises the Chair. The Committee selects its Chair for a renewable term of one year.

**h. Promotion and Tenure Committee.**

The departmental Promotion and Tenure Committee will consist of the Department Chair as Committee Chair, six members elected from the tenured faculty and, when a specialized faculty member is eligible for promotion, one member of the specialized faculty appointed by the chair, to serve for a renewable term of one year. Specialized faculty do not review binders of tenure-track or tenured faculty candidates. The P&T Committee is also responsible for the third-year reviews of tenure-track assistant professors (see section VI.B.).

**i. Faculty Evaluation Committee.**

In the spring of each academic year the department will select a Faculty Evaluation Committee whose purpose will be to evaluate members of the department for effectiveness in teaching, research and creative activity, and service. The majority of the FEC will consist of tenured faculty. The FEC for tenured and tenure-track faculty will include the Chair of the department, who will serve as Chair of the Committee, and elected members, one from each departmental program. The elected members will serve one-year terms. Members are eligible for unlimited reelection.

Evaluation assessments for specialized faculty will be determined by a committee consisting of two specialized faculty, two tenure track faculty, and the Chair of the department. The two tenure track faculty members will be appointed by the Chair. The two specialized faculty members will rotate each year in alphabetical order, and they will serve one-year terms. No member except the Chair may serve more than two consecutive years.

The FEC will review faculty activities and achievements for the previous three calendar years and make recommendations to the Chair for faculty salary adjustments. The FEC will also review Evaluation of Performance materials and will provide recommendations to the Chair for Annual

Performance Evaluations. The FEC must rank faculty based on review of their Evidence of Performance as weighted against their AOR. Faculty are excluded from evaluating their own performance as well as that of a partner/spouse. The committee will also consider written appeals pertaining to the merit recommendations for which it was responsible. See appendices A and B for further information on the FEC's responsibilities in the merit process.

**j. Library Committee.**

The library committee will be responsible for maintaining liaison with the library administration and making appropriate recommendations regarding acquisitions germane to the research and teaching needs of the Department. The Department Chair will appoint a Library Liaison to chair the Committee for a renewable term of three years.

**D. Faculty Senators.** The department will elect its three faculty senators and official alternate(s) at such times as specified by the constitution of the Faculty Senate. They are responsible for attending Faculty Senate meetings and informing the department of developments affecting the department or its members.

**E. Faculty Recruitment.** Each Program can make recommendations to the Department Chair concerning new faculty appointments. When a search is called for a new faculty appointment in a program, the Program elects two to four of its members as members of the search committee. The Department Chair, who also serves on the search committee, will appoint a person from another Program, and will appoint the chair of the search committee from among its members. All program and department members can make recommendations to the search committee regarding the faculty appointment..

**F. Unit Reorganization.** *Refer to section III.C.4.a (Executive Committee)*

**IV. Curriculum**

*Refer to III.C.4.b (Curriculum Committee)*

**V. Annual Evaluation of Faculty on Performance and Merit**

**A. Peer Involvement in Annual Performance and Merit Evaluation.** Each faculty member's performance will be evaluated relative to his or her assigned duties. Each faculty member's performance will be rated annually using the following university rating scale:

- Substantially Exceeds FSU's High Expectations
- Exceeds FSU's High Expectations
- Meets FSU's High Expectations
- Official Concern
- Does Not Meet FSU's High Expectations

Faculty Annual Evaluations will occur during the spring semester of each year and will take into account performance of assigned duties over the past calendar year. The chair reviews all documentation/data submitted by each faculty member and completes the Annual Evaluation Summary Form using the university rating scale above. This form will be accompanied by a written evaluation narrative (which constitutes the written evaluation of progress towards tenure/promotion for those who have not yet achieved the highest rank in their category).

*Refer also to section III.C.4.i (Faculty Evaluation Committee) and Appendix A and B.*

**B. Criteria for Evaluation of Tenure-track Faculty.** *Refer to Appendix A.*

**C. Criteria for Evaluation of Specialized Faculty.** *Refer to Appendix B.*

## **VI. Promotion and Tenure**

**A. Progress Toward Promotion Letter.** Each year, every faculty member who is not yet at the highest rank for their position will receive a letter that outlines progress toward promotion and/or tenure.

**B. Third Year Review for Tenure-track Faculty.** Tenure-track faculty in their third year of service will receive an evaluation of their progress in meeting the department's expectations for promotion and tenure. Activities in the areas of Scholarship, Teaching and Service will be reviewed during their third year in rank by the chair and the Promotion and Tenure Committee. The P&T Committee will request that the faculty member's mentor help the assistant professor assemble the relevant materials (e.g., CV, teaching evaluations, annual evaluations, etc.). After a discussion in the presence of the mentor, a vote will be taken and the results forwarded to the chair. The chair will then send the committee's report as well as their own to the dean. A candidate who successfully passes the third-year review will have the right to a one-semester research leave. The semester when the leave will take place will be decided through consultation by the assistant professor with their program coordinator and the chair.

**C. Peer Involvement in Evaluation of Promotion and Tenure of Faculty.** *Refer to section III.C.4.h (Promotion and Tenure Committee)*

**D. Criteria for Promotion and Tenure of Tenure-track Faculty.** *Refer to Appendix C section I.*

**E. Criteria for Promotion of Specialized Faculty.** *Refer to Appendix C section II.*

## Appendix A

### ***Criteria for Annual Evaluation of Tenured or Tenure-track Faculty***

#### ***Department of Modern Languages and Linguistics***

##### **I. Merit-Based Salary Adjustment Criteria**

Although emphasis shall be on scholarship, scholarship without satisfactory teaching shall not be the basis for the award of merit increases. Conversely, superior teaching must be accompanied by a satisfactory level of scholarship. After scholarship and teaching, service shall be considered. Extraordinary service shall be recognized when accompanied by satisfactory scholarship and teaching. Consideration for merit shall be consistent with the assignment of duties for each faculty member.

In the case of the department chair, and in the cases of such other individuals as may be assigned administrative responsibilities by the chair or a university officer, administrative performance will be given that weight which would otherwise have been assigned to the teaching/research/service which the administrative service displaced.

##### **II. Definition of Merit**

Every faculty member is expected, as part of their contractual agreement, to perform at a satisfactory level in all categories of duties specified in their annual assignment of responsibilities. Beyond this level of performance, one may perform meritoriously in one's major responsibilities of teaching, research/creative activity and service/administration.

##### **III. Faculty Evaluation Assumptions**

The validity and reliability of the evaluation conducted by the Faculty Evaluation Committee are based on the following assumptions:

- A. That committee review, when conducted in an honest, thorough and consistent manner, is the most appropriate method for evaluating faculty merit.
- B. That committee members will apply that merit criteria in a consistent manner from year to year.
- C. That committee members evaluate the categories of teaching, research/creative activity, and service in relation to the full range of potential accomplishments and activities, as opposed to evaluating faculty merit on the basis of "general impressions."
- D. That committee members openly discuss individual evaluations in order that any evaluator may have the opportunity to modify the rating based on points raised by colleagues.

- E. That committee members evaluate merit in relation to the percentages for actual faculty assignments.
- F. That the evaluations will be based upon performance during the previous calendar year, viewed in a three-year performance context.

#### **IV. Procedures for Evaluation**

In order to facilitate the work of the Faculty Evaluation Committee, each faculty member will submit a portfolio detailing their contributions to the department and the university. An updated CV in FEAS format must be included in the portfolio. This portfolio should be turned in to the committee by the end of February, so that the evaluation process may be completed in a timely manner. The evaluations should be principally of the faculty member's performance ("quantity and quality") during the evaluation (January 1 through December 31 of the previous year); however, it shall be deemed appropriate to give weight also to the performance of the preceding two years. Each faculty member will be evaluated on the basis of teaching performance, research, and creative accomplishments, and service to the department, the university, and the profession. Items included for evaluation should be documented (i.e. evidence of research, teaching, and service activities should be submitted). Any item used in the merit evaluation process must be in print or in writing. In the evaluation process the committee will consider the following aspects of Teaching, Research, and Service.

#### **Specific Criteria**

##### **A. Teaching Effectiveness.**

Evidence of teaching effectiveness will include the following:

1. Statement of assigned teaching responsibilities
2. Course syllabi
3. SPCI Forms
4. Special teaching responsibilities and related assignments: DIS courses, supervised research course, honors course, liberal studies courses, etc.
5. Evidence of effort and creativity in developing instruction or programs within the sphere of the faculty member's teaching responsibilities.
6. Awards or other recognition
7. Advising and Mentoring activities
8. Number of honor's candidates, master's and/or doctoral candidates and recipients for which faculty member served as major or directing professor.
9. Number of honor's candidates, master's and/or doctoral candidates and recipients for which faculty member served as a committee member.
10. Unsolicited letters, memoranda, or other documents describing incidents in which capabilities learned as a result of the faculty member's teaching have been put to use in productive ways.

## **B. Scholarship/Research.**

### Research and Creative Accomplishments

To be measured in the following order of importance (i.e. 1, 2, 3, 4):

1. Significant work in print.
2. Pertaining to language, linguistics, literature, or the humanities, including publication of articles, reviews, monographs, books, editions, bibliographies, creative writing, media productions, and literary or scholarly translations.
3. Significant awards, fellowships, and grants for scholarly or artistic achievement.
4. The presentation of previously unpublished scholarly and artistic work at professional meetings, conferences, and symposia.
5. Scholarly editing.

In addition, the faculty member shall provide a narrative summary of research activity in progress during the evaluation period.

Criteria to be used to assess productive scholarship are as follows:

- a. The extent to which the faculty member has contributed to the publication, paper, or other document, and the nature of this contribution, as originator, co-author, writer, etc.
- b. The breadth and amount of scholarly effort.
- c. The originality and quality of scholarly products, as indicated by such criteria as publication in journals employing referees, or working with publishers who submit manuscripts for peer review, etc.
- d. The influence of the members' scholarly work, as indicated by such criteria as frequency of reference by other scholars and writers, reprinting, translations, and use in course reading material.
- e. In many instances each program's elected representative is expected to provide expertise to assist other committee members in evaluating the quality of scholarship of a specific area.

## **C. Service.**

Evidence of service to the department, college, university, and profession will include the following:

1. Departmental administrative duties (e.g. Associate Chair, Program Coordinator, Basic Language Coordinator).
2. Membership on program, department, college, and University committees
3. Director of special university programs
4. Participation in university study abroad programs.
5. Faculty Senator

6. Efforts to give the department greater visibility within the region, nation, and the international community of scholars. Such efforts will include:
  - a. The organization of symposia, panels, and sections at regional, national, and international professional meetings.
  - b. The organization of lecture series, guest lectures, and workshops.
  - c. Holding office in professional and scholarly organizations, including chair positions, regional representatives, and memberships on boards and committees.
  - d. Service as editor, consulting, or reviewing editor for professional journals.
7. Out of classroom contact with students (advisors for student organizations, language tables, language clubs, and honor societies.).
8. Educational service to national, state, and local school systems or to private organizations in a professional capacity.
9. Criteria for assessment of service in all categories include:
  - a. extent and variety of activities;
  - b. estimated effectiveness, in accordance with evidence available;
  - c. degree of importance of the activity, in terms of its probable influence.

### **Committee Deliberations**

Each member of the Faculty Evaluation Committee will review the information provided by each faculty member and then tender a rating of performance for teaching, research and creative activity, and service on a scale of one to ten. Final evaluations will be given to the department Chair for tabulation. After all faculty have been evaluated in this manner, the results shall be tabulated as follows:

- 1) The rating in each category will be weighed with the rating in teaching being multiplied by .4, that in research and creative activity by .4, and that in service by .2; however, the above rating will be modified in order to be consistent with the individual faculty member's assignment of responsibilities.
- 2) After the evaluation process is completed each faculty member is assigned a numerical score- a composite of teaching, research, service ratings (see "1" above for variations to this composite on the basis of assignment of responsibilities).
- 3) All faculty scores, tenure track and specialized, are placed in rank order. The Evaluation Committee then divides the scores (no names should be attached) into quarters and awards merit in the following proportions: 2X, 1.5X, X, 0 (the value of X depends on the amount of money available). Proportions of the division of money will depend on the Dean's approval.
- 4) Recommendations for merit will be guided strongly by the composite rankings of the faculty, although deviations may occur under special circumstances.
- 5) Based on the final merit score, the faculty member's performance during the evaluation period will be classified according to the following categories:
  - Merit scores 9.0 or higher: Substantially Exceeds FSU's High Expectations
  - Merit scores between 7.0 and 8.9: Exceeds FSU's High Expectations

- Merit scores between 6.0 and 6.9: Meets FSU's High Expectations
  - Merit scores between 4.0 and 5.9: Official Concern
  - Merit scores between 0 and 3.9: Does Not Meet FSU's High Expectations
- 6) In compliance with the BOT-UFF Collective Bargaining Agreement, faculty merit scores and the corresponding categories may be used as data by the Chair in preparing their Faculty Annual Evaluations.

### **Appeals Procedure**

Each member of the faculty has the right to discuss the results of the merit evaluation with the Department Chair at the time the faculty member is informed of the results of the evaluation. The composite score is available to the faculty member upon request. If the faculty member does not agree with the results of the evaluation they may initiate an appeal procedure on the departmental level. An official appeal must be initiated in writing within one week after receiving notification of merit results and follow the procedures outlined below.

- 1) The faculty member will write a letter addressed to the Faculty Evaluation Committee. The statement should include the reason for the appeal, e.g. incorrect weighing of responsibilities in the tabulation process, perceived inconsistencies in merit evaluation process, mathematical errors, etc.
- 2) The Faculty Evaluation Committee will meet to review the letter from the faculty member and will invite the faculty member to state their views to the Committee.
- 3) The Committee will make a recommendation to the Chair of the Department to resolve the appeal.
- 4) The Chair will make the final decision at the departmental level. In making the decision the Chair will take into consideration both the recommendation of the Committee and the faculty member's written statement.



## **Appendix B**

### ***Criteria for Annual Evaluation of Specialized Faculty***

#### ***Department of Modern Languages and Linguistics***

##### **I. Merit-Based Salary Adjustment Criteria**

Consideration for merit shall be consistent with the assignment of responsibilities of each faculty member.

##### **II. Definition of Merit**

Every faculty member is expected, as part of their contractual agreement, to perform at a satisfactory level in all categories of duties specified in their annual assignments of responsibilities. Beyond this level of performance, one may perform meritoriously in one's major responsibilities of teaching, and service/administration.

##### **III. Faculty Evaluation Assumptions**

The validity and reliability of the evaluation conducted by the Faculty Evaluation Committee are based on the following assumptions:

- A. That committee review, when conducted in an honest, thorough and consistent manner, is the most appropriate method for evaluating faculty merit.
- B. That committee members will apply that merit criteria in a consistent manner from year to year.
- C. That committee members evaluate the categories of teaching and service in relation to the full range of potential accomplishments and activities, as opposed to evaluating faculty merit on the basis of "general impressions."
- D. That committee members openly discuss individual evaluations in order that any evaluator may have the opportunity to modify the rating based on points raised by colleagues.
- E. That committee members evaluate merit in relation to the percentages for actual faculty assignments.
- F. That the evaluations will be based upon performance during the previous calendar year, viewed in a three-year performance context.

##### **IV. Procedures for Evaluation**

In order to facilitate the work of the Faculty Evaluation Committee, each specialized faculty member will submit a portfolio detailing their contributions to the department and the university. An updated CV in FEAS format must be included in the portfolio. This portfolio should be turned in to the committee by the end of February each year, so that the evaluation process may be completed in a timely manner. The evaluations should be principally of the faculty member's performance ("quantity and quality") during the evaluation (1 January through 31 December of the previous

year); however, it shall be deemed appropriate to give weight also to the performance of the preceding two years. Each specialized faculty member will be evaluated on the basis of teaching performance and service to the department and the university. Items included for evaluation should be documented (i.e. evidence of teaching and service activities should be submitted). Any item used in the merit evaluation process must be in writing. In the evaluation process the committee will consider the following aspects of Teaching and Service.

## **Specific Criteria**

### **A. Teaching Effectiveness.**

Evidence of teaching effectiveness will include the following:

1. Statement of assigned teaching responsibilities.
2. Course syllabi.
3. SPCI Forms
4. Special teaching responsibilities and related assignments: DIS courses, supervised research course, honors course, etc.
5. Evidence of effort and creativity in developing instruction or programs within the sphere of the faculty member's teaching responsibilities.
6. Awards or other recognition, for example, University teaching awards and others.
7. Advising and Mentoring activities.
8. Number of honor's candidates for which faculty member served as major or directing professor.
9. Number of honor's candidates for which faculty member served as a committee member.
10. Unsolicited letters, memoranda, or other documents describing incidents in which capabilities learned as a result of the faculty member's teaching have been put to use in productive ways.

### **B. Service.**

Service to the department, college, and university.

1. Departmental administrative duties (e.g. Divisional Coordinator, Basic Language Coordinator).
2. Membership on program, department, college, and University committees
3. Participation in university study abroad programs.
4. Efforts to give the department greater visibility, such as organizing guest lectures, and/or workshops.
5. Out of classroom contact with students (advisors for student organizations, language tables, language clubs, and honor societies).

## **Committee Deliberations**

Each member of the Faculty Evaluation Committee will review the information provided by each specialized faculty member and then tender a rating of performance for teaching and service on a scale of one to ten. Final evaluations will be given to the Department Chair for tabulation. After all faculty have been evaluated in this manner, the results shall be tabulated as follows:

- 1) The rating in each category will be weighed with the rating in teaching being multiplied by .6, and that in service by .4. However, the above rating will be modified in order to be consistent with the individual faculty member's assignment of responsibilities.
- 2) After the evaluation process is completed each faculty member is assigned a numerical score- a composite of teaching and service ratings (see "1" above for variations to this composite on the basis of assignment of responsibilities).
- 3) Based on the final merit score, the specialized faculty member's performance during the evaluation period will be classified according to the following categories:
  - Merit scores 9.0 or higher: Substantially Exceeds FSU's High Expectations;
  - Merit scores between 7.0 and 8.9: Exceeds FSU's High Expectations;
  - Merit scores between 6.0 and 6.9: Meets FSU's High Expectations;
  - Merit scores between 4.0 and 5.9: Official Concern;
  - Merit scores between 0 and 3.9: Does Not Meet FSU's High Expectations.
- 4) Merit Increase Recommendations: see Appendix II, Committee Deliberations, 3 and 4.
- 5) In compliance with the BOT-UFF Collective Bargaining Agreement, faculty merit scores and the corresponding categories may be used as data by the Chair in preparing their Faculty Annual Evaluations.

## **Appeals Procedure**

Each member of the faculty has the right to discuss the results of the merit evaluation with the Department Chair at the time the faculty member is informed of the results of the evaluation. The composite score is available to the faculty member upon request. If the faculty member does not agree with the results of the evaluation they may initiate an appeal procedure on the departmental level. An official appeal must be initiated in writing within one week after receiving notification of merit results and follow the procedures outlined below.

- 1) The faculty member will write a letter addressed to the Faculty Evaluation Committee. The statement should include the reason for the appeal, e.g. incorrect weighing of responsibilities in the tabulation process, perceived inconsistencies in merit evaluation process, mathematical errors, etc.
- 2) The Committee will meet to review the letter from the faculty member and will invite the faculty member to state their views to the Committee

- 3) The Committee will make a recommendation to the Chair of the Department to resolve the appeal.
- 4) The Chair will make the final decision at the departmental level. In making the decision the Chair will take into consideration both the recommendation of the committee and the faculty member's written statement.

## Appendix C

### *Criteria for Promotion and Tenure*

#### *Department of Modern Languages and Linguistics*

#### I. Promotion and Tenure Criteria for Tenure-Earning Faculty

For Promotion to Associate or Full Professor, a high level of achievement in teaching and service is required, and success in research and scholarship, or artistic achievement, is essential.

##### A. Scholarly Publication Required for Promotion to Associate Professor

There are no absolute standards that can be set for promotion either to Associate or Full Professor. However, we can furnish some general guidelines which are provided below after definitions of essential terms:

*Literary Scholarship:* Literary scholarship will denote historical, critical, and theoretical scholarship in the fields of literary, textual, film, and cultural studies.

*Linguistics:* Linguistics will denote scholarship in the fields of either formal linguistics (e.g. Syntax, Phonology, Morphology) or applied linguistics (e.g. Second Language Acquisition, Psycholinguistics, Sociolinguistics).

***Literary Scholarship:*** The successful candidate will generally be expected to have published or have in press at the time of the promotion evaluation for Associate Professor at least one refereed scholarly monograph and between four to six articles or book chapters in refereed venues (journals, books). With regard to the book, it must already have been published or be in press. "In press" means it has been accepted without any further revisions and the publisher has forwarded to the department a letter which provides the publication date. With regard to the articles and book chapters, at least two should demonstrate progress toward a second-book-length manuscript. In addition, there should be evidence of the presentation of scholarly research at conferences and national recognition of the candidate's contributions to their field of study.

***Linguistics:*** Since Linguistics is not primarily a book culture, it will be generally expected that a candidate in this area have a minimum of seven refereed articles in print or in press by the time of promotion. The venues for these articles can be refereed journals or refereed books wherein they appear as chapters. Linguistics is fundamentally a collaborative discipline. Because the research carried out is experimental and often involves laboratory studies, many or most papers will be co-authored. If such co-authored articles are included in a candidate's binder, the candidate must detail their contribution to each article. There should be evidence

of the presentation of scholarly research at conferences and national recognition of the candidate's contributions to their field of study.

## **B. Requirements for Tenure**

Whether the field is literature or linguistics, the successful candidate must demonstrate scholarly achievement along the lines indicated for promotion to Associate Professor. In addition, there must be evidence of consistently good or improving teaching, and a willingness to undertake service responsibilities.

## **C. Requirements for Promotion to Full Professor**

*Literary Scholarship:* The successful candidate will generally have produced at least one book since the last promotion, published by a refereed-press as well as five or six articles which appeared or will appear in refereed venues (journals, books). With specific regard to the book, it must already have been published or be in press. "In press" means it has been accepted without any further revisions and the publisher has forwarded to the department a letter which provides the publication date. In addition, the successful candidate must have a national and international reputation attested to in their letters of reference.

*Linguistics:* The successful candidate will generally have produced an additional seven or more articles which appeared in refereed journals or as chapters in refereed books. The successful candidate must have a national and international reputation attested to in their letters of reference.

## **D. Promotion and Tenure for Artistic Endeavors**

For the award of promotion and tenure based on creative activity, the candidate should present accomplishments of high quality comparable to those expected of their peers seeking promotion and tenure based on scholarly research. Works presented as evidence of artistic production must have obtained significant recognition within the respective artistic tradition at a national level.

In the realm of the creative activity, projects within the candidate's disciplines will be evaluated on the following criteria:

1. Publication of a volume of the author's own work, whether a novel, a collection of short stories, a book of poetry, drama, a book-length translation with a high-quality press. The place of publication should be in a prestigious national or international small press, trade, or university press.
2. Short stories, poems, plays, novel excerpts, and essays, published in distinguished literary journals and outstanding outlets or collections, and publicly presented productions, readings or stagings of original drama, and critically or peer-reviewed productions or performances.
3. Translations by the candidate of single short stories, poems, essays; collaborative authoring and performance art.
4. Invitations from other universities to give solo readings or presentations of original work, Invitations to speak at distinguished events.

5. The successful candidate must have a national and international reputation attested to in their letters of reference.

## **II. Promotion Criteria for Specialized Faculty**

With regard to promotion for specialized faculty, the time frames and degrees required by the Department of Modern Languages and Linguistics are consistent with the University's Specialized Faculty Guidelines. A successful candidate in this area must demonstrate consistently excellent teaching and, if specified in their annual assignment of responsibilities, a positive record of service/administration to the department and/or university.

## **Appendix D**

### ***Summer Teaching Rotation***

In every program summer teaching assignments will be made on a rotating basis with the most recent hire joining the rotation at the bottom of the list. A faculty member who obtains their own summer employment (e.g., a research grant or other award) shall not be omitted from the consideration for subsequent supplemental appointments because of such employment. Should a faculty member decline an appointment for a particular summer, they will maintain their position in the rotation for the next or subsequent summers.