

Western Michigan University
College of Arts & Sciences

THE POLICY STATEMENT

of

The Department of Spanish

September, 2003

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It is the right, the responsibility, and the privilege of University faculties to participate in the governance of their departments. Fundamentally, what is desirable and intended by the Department Policy Statement is to ensure meaningful participation by department faculties and procedural regularity within departments. It is understood that the ultimate power of decision-making resides with the administration. This Policy Statement is one means by which the faculty of this department make recommendations to Western.

Accordingly, these policies and procedures have been formulated. They have been prepared in accordance with the current Agreement between Western Michigan University and the WMU-AAUP Chapter.

Department Committees

The precise functions and responsibilities of each committee are detailed in this Policy Statement. The following are general principles regarding committees.

1. Except as noted in the Policy Statement, department committees are elected by the entire faculty. Each committee shall elect its own chair.
2. Elections are conducted at the end of spring semester. Elected members assume their duties at the beginning of the following academic year.

Department of Spanish
Governance Committee

A. Function of the Governance Committee

The Governance Committee is most representative of the central involvement of faculty in the participation of governance in the Department of Spanish.

Through its diverse responsibilities the Governance Committee is able to perform in both an executive and advisory capacity:

1. Executive

- a. The Governance Committee is the committee most concerned with the formulation of policies and their recommendation to the faculty and the chairperson of the Department. The recommendations of the Governance Committee in regard to policy are binding if approved by a majority of the vote of the faculty and once they are acceptable to, or accepted by, Western.
- b. The Governance Committee encourages all faculty members to take an active interest in departmental matters and to discuss pertinent policy issues with the committee. Through its chairperson, the Governance Committee acts as a liaison in such matters between the department chairperson and the faculty.
- c. The Governance Committee, in conjunction with the chairperson of the Department, will call departmental meetings and prepare an agenda. The agenda, together with any supportive and reference material, will be made available to the faculty at least three days before the scheduled meeting.
- d. The Governance Committee may call department faculty meetings, at which time matters of policy or governance may be discussed.
- e. The Governance Committee shall conduct the evaluation of the chairperson of the Department.
- f. The Governance Committee shall conduct the recommendation process for the appointment and/or removal of the chairperson of the Department.

2. Advisory

The Governance Committee shall act as liaison between the chairperson of the Department and the faculty. In this capacity, the Committee shall (a) assist faculty in preparing sabbatical leave proposals, (b) assist the chairperson of the Department in matters that affect the entire Department, and (c) assist the chairperson of the Department in overseeing and coordinating the activities of the Department in accordance with the WMU/AAUP Agreement.

B. Composition and Meetings of the Governance Committee

1. Every faculty member of the Department is eligible for participation in the election as a voter and as a candidate.
2. The Governance Committee consists of three faculty members elected by the department faculty.
3. The chairperson of the Department is an ex-officio, non-voting member of the Governance Committee except in all instances when department policy matters are to be considered, at which time s/he will not attend meetings unless expressly invited.
4. The term of office of the Governance Committee runs for three years. However, in the initial election there shall be staggered terms according to the highest number of votes as follows: one three-year term, one two-year term, and one one-year term. In case of openings, due to resignation, retirement or leave, persons shall be elected to complete the terms.
5. An individual who has served a full three-year term on the Governance Committee is not eligible for re-election until a period of one year has elapsed.
6. The Governance Committee elects its chairperson from its membership during the initial meeting of the academic year. The chairperson of the Department shall convene the first meeting of the Governance Committee during the month of September.
7. In case of the inability of an elected Committee member to carry out his/her duties because of an extended absence from the staff, the members of the Department shall elect a substitute. A Committee member who is absent in excess of three consecutive meetings shall relinquish his/her position and an election shall be held to replace him/her.

8. The Governance Committee normally meets once a month, or more frequently if required. Any three faculty members, by their signature, may request a special meeting of the Governance Committee.
9. The Governance Committee shall keep minutes of its meetings and shall distribute them to the Department faculty.

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Tenure and Promotion Committee

Composition:

1. The Tenure and Promotion Committee shall consist of three tenured members of the department holding the rank of full professor.
2. The length of term is three years. However, in the initial election there shall be staggered terms according to the highest number of votes as follows: one three-year term, one two-year term, and one one-year term. Re-election of a member is not precluded.

Department of Spanish

Promotion Policy and Procedures

A. Qualifying Criteria for Promotion

To be eligible for consideration for promotion, a faculty member must meet minimum qualifying standards in educational attainment and number of years in rank. Meeting the qualifying criteria establishes eligibility for consideration of promotion, but does not ensure promotion. To be nominated, one must also satisfy the judgmental criteria stated below.

1. Educational attainment

- a. In the Department of Spanish the earned doctorate constitutes the conventional terminal degree for traditionally ranked faculty.
- b. For Faculty Specialists the terminal criteria may differ. As a minimum in the Department of Spanish one must have earned a Master's degree to be eligible for a position as Faculty Specialist. Other criteria will be established on a case by case basis.

2. Length of Service in Rank

The number of years in rank, before promotion can take place, is stated in the current WMU/AAUP Agreement.

B. Judgmental Criteria

1. Professional Competence: Competence in teaching is an absolute necessity for consideration for promotion of teaching faculty.
 - a. Teaching ability will be judged on the basis of proficiency in teaching language, literature, culture, or linguistics.
 - b. All faculty must demonstrate competence in using Spanish.
 - c. Manifestations of professional competence, such as curriculum development, teaching innovations, and continued professional growth, shall be included in the evaluation.

- d. Directing student theses within the department or for other units (e.g. Honors College, Medieval Institute, etc.) shall be considered evidence of competence.
- e. Directing doctoral dissertations shall be considered evidence of competence.
- f. Experience abroad (travel, teaching, research or study) that enhances the individual's professional capabilities also shall be considered.

2. Professional Recognition

- a. Evidence of scholarly activity—publication of books, textbooks, monographs, articles and reviews; conference papers; substantial translations; and editorial work—is considered essential, and shall be included in the evaluation.
- b. In addition, holding office in international, national, regional and state professional associations and rendering service to such organizations constitute a form of professional recognition.
- c. Receiving outside funding for scholarly activity constitutes a form of professional recognition.
- d. Evidence of professional recognition is not required for Faculty Specialists but may be considered at the request of the candidate for promotion.

3. Professional Service

- a. Active participation in the affairs of the Department shall contribute to favorable consideration for promotion. Opportunities for service to the Department are many, such as serving on committees, undergraduate and graduate advising, working with students and their activities and directing study-abroad programs.
- b. Service to the University, such as membership on a University committee or council, institute, the Faculty Senate, and service to the AAUP Chapter shall be considered favorably in evaluation for promotion.
- c. Professionally relevant civic activities, such as liaison work with high schools, business establishments, and local groups shall also be considered favorably.

4. Application of Judgmental Criteria

In decisions regarding recommendations for promotion, the judgmental criteria shall be applied in accordance with the current WMU-AAUP Agreement.

C. Procedures for Recommendation for Promotion

1. Function of the Department Tenure and Promotion Committee

The task of the Committee is to make recommendations with supporting data concerning promotion of Department faculty members. The Committee voting record shall remain confidential, except when disclosure is required under legal procedures.

2. The Committee shall be guided in its decisions by the principles laid down in the WMU/AAUP Agreement and the Department Policy Statement.

3. Instruments of Evaluation

The Committee shall include, but not be limited to, the following means to arrive at its decisions and recommendations.

- a. Optional written and signed evaluations from Department members.
- b. Statistical summaries from student evaluations. In accordance with the current WMU-AAUP Agreement, unstructured written comments from the students may be used in personnel decisions only if voluntarily submitted by the candidate or if signed by the student.
- c. Narrative reports of required pre-tenure classroom visitations as specified in the WMU/AAUP Agreement.
- d. Curriculum vitae.
- e. Data from the candidate.

4. Selection of Those Eligible for Promotion

- a. The Department chairperson shall notify those faculty members who meet the qualifying criteria for promotion and convene the first meeting of the committee.
- b. Those persons who intend to apply for promotion must submit their supporting materials to the chairperson of the Committee by the contractual deadline.

- c. Those persons who are eligible and who have requested to be considered for promotion are then evaluated according to the aforementioned criteria.
- d. The Committee recommends persons for promotion who have, in its opinion, satisfied the aforementioned judgmental criteria.
- e. After the Committee has compiled its list of faculty recommended for promotion, it shall notify all those who had been under consideration as to whether or not they have in fact been recommended for promotion. The Committee will provide each candidate with a copy of its letter of evaluation in time for the candidate to review the letter and to respond to it.
- f. If an individual who wishes to be considered for promotion does not satisfy the qualifying criteria but thinks he/she meets the judgmental criteria, he/she may request that the Promotion Committee consider his/her case; the Committee may recommend promotion for this individual as an exception.

5. Timetable for Promotion Review

The reviews made by the Department Tenure and Promotion Committee shall be in accord with the timetable in the current WMU/AAUP Agreement.

- 6. All correspondence from the Committee regarding the recommendation or denial of promotion for a faculty member shall be forwarded to that faculty member in accordance with the current Agreement.

D. Appeals on Promotion Decisions

- 1. The Department Tenure and Promotion Committee (DTPC) shall make its decisions on recommendations for promotion early enough to permit appeals from candidates. Any appeals shall take place before the list of recommendations is transmitted to the College Promotion Committee (CPC) and the Department chairperson. Every candidate for promotion will receive a copy of the Committee's letter, whether negative or positive, before the letter is sent to the CPC and the Department chairperson. This letter will contain a rationale for the decision that was made, as well as supporting documentation, if any, so that a candidate will have sufficient basis on which to form an appeal. If a decision is successfully appealed, only the new letter will be sent to the CPC and the Department chairperson unless the candidate requests otherwise.
- 2. In cases of appeal concerning promotion recommendation, the DTPC shall meet with the candidate to consider his/her appeal. The Committee shall review data with the appellant, citing the reasons for not recommending him/her for

promotion. Upon request, the appellant shall receive a written statement citing those reasons. After deliberation the DTPC shall inform the appellant of its final decision, whether positive or negative.

3. Following the lapse of the appeal period, the Committee chairperson shall transmit the list of faculty recommended for promotion as well as the names of persons not recommended to the chairperson of the Department and the chairperson of the CPC.

E. Procedures for Election of Departmental Members to the College Promotion Committee

Selection of the representative from the Department on the College Promotion Committee shall be carried out in accordance with procedures outlined in the current Agreement. The Elections Committee shall handle necessary procedures.

Department of Spanish

Guidelines for Awarding of Tenure

A. Criteria

1. Professional Competence

- a. Teaching ability will be judged on the basis of proficiency in teaching language, literature, culture, or linguistics.
- b. All faculty must demonstrate competence in using Spanish.
- c. Manifestations of professional competence, such as curriculum development, teaching innovations, and continued professional growth, shall be included in the evaluation.
- d. Directing a student thesis within the department or for other units (e.g. Honor College, Medieval Institute, etc.) shall be considered evidence of competence.
- e. Directing a doctoral dissertation shall be considered evidence of competence.
- f. Experience abroad (travel, teaching, research or study) that enhances the individual's professional capabilities also shall be considered.

2. Professional Recognition

- a. Evidence of scholarly activity—publication of books, textbooks, monographs, articles and reviews; conference papers; substantial translations; and editorial work—is considered essential for tenure, and shall be included in the evaluation.
- b. In addition, holding office in international, national, regional and state professional associations and rendering service to such organizations constitute a form of professional recognition.
- c. Receiving outside funding for scholarly activity constitutes a form of professional recognition.
- d. Evidence of professional recognition is not required for Faculty Specialists but may be considered at the request of the candidate for tenure.

3. Professional Service

- a. Active participation in the affairs of the Department shall contribute to favorable consideration for promotion. Opportunities for service to the Department are many, such as serving on committees, undergraduate and graduate advising, and working with students and their activities and directing study abroad programs.
- b. Service to the University, such as membership on a University committee or council, institute, the Faculty Senate, and service to the AAUP Chapter shall be considered favorably in evaluation for tenure.
- c. Professionally relevant civic activities, such as liaison work with high schools, business establishments, and local groups shall also be considered favorably.

B. In decisions and recommendations for the awarding of tenure, the criteria mentioned above shall be considered. Professional Competence, Professional Recognition, and Professional Service shall be demonstrated by the time of the second and fourth year reviews as well as in the final tenure review.

C. Procedures for Awarding of Tenure

1. Function of the Department Tenure and Promotion Committee

The task of the Committee is to make recommendations, with supporting data, concerning award or denial of tenure, and systematically to review probationary faculty. The Committee voting record shall remain confidential except when disclosure is required under legal procedures.

2. In its decision, the Committee shall be guided by the principles laid down in the WMU/AAUP Agreement and the Department Policy Statement.

3. Instruments of Evaluation

The Committee shall include but not be limited to the following means to arrive at its decisions and recommendations:

- a. Obligatory written and signed peer evaluations from the tenured members of the department at each review.
- b. Optional written and signed peer evaluations from other Department members at each review.

- c. Statistical summaries of the data from student evaluations shall be used. In accordance with the current Agreement, unstructured written comments from the students may be used in personnel decisions only if voluntarily submitted by the candidate or if signed by the student.
- d. Narrative reports of required pre-tenure classroom visitations as specified in the WMU/AAUP Agreement.
- e. Curriculum vitae (current).
- f. Data from the candidate.

4. Timetable for Tenure Review

The reviews made by the Department Tenure and Promotion Committee shall be in accordance with the timetable in the WMU/AAUP Agreement.

5. All correspondence from the Committee regarding the recommendation or denial of tenure for a faculty member shall be forwarded to that faculty member in accordance with the current Agreement.

D. Appeals on Tenure

1. The Committee shall make its decisions on tenure recommendations early enough to permit appeals before the recommendations are transmitted to the department chairperson. Each candidate for tenure will receive a copy of the Committee's letter, whether negative or positive, before the letter is sent to the Department chairperson. This letter will contain a rationale for the decision that was made, as well as supporting documentation, if any, so that a candidate will have sufficient basis on which to form an appeal. If a negative decision is successfully appealed, only the new, positive letter will be sent to the department chairperson unless the candidate requests otherwise.
2. The chairperson of the Committee, after allowing sufficient time for possible appeals, shall then transmit the recommendations to the chairperson of the Department.
3. In cases of appeal concerning tenure recommendation, the Committee shall consider the data and then meet with the candidate to consider the appeal. The Committee shall review data on the appellant with him/her, citing the reasons for not recommending him/her for tenure. Upon request, the appellant shall receive a written statement citing those reasons. After deliberation the Committee shall inform the appellant of its final decision, whether positive or negative.

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Appointment and Reappointment of Faculty

- A. All procedures for appointment and reappointment of faculty shall be in accordance with the relevant article(s) of the current WMU/AAUP Agreement.
- B. In matters involving the appointment or reappointment of faculty, department members shall be consulted and have the right to make relevant, germane, and timely recommendations to the department chairperson.
- C. In matters involving the appointment of faculty or staff to teach for Continuing Education, department members shall be consulted and have the right to make relevant, germane, and timely recommendations to the department chairperson.

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Guidelines for Opportunities to Teach in Summer Sessions

If they choose to teach during either summer session, tenured and tenure-track professors as well as faculty members on renewed term appointments (bargaining unit faculty) have priority over part-time staff and teaching assistants. Instructors for summer sessions are chosen in accordance with the following criteria:

1. Programmatic needs. Teaching assignments are based on programmatic needs. Particularly at the upper levels (advanced undergraduate or graduate), an instructor may be asked to teach during the summer on the basis of his/her specialization and the academic needs of students.
2. Prior teaching during summer sessions. Priority rankings are developed on the basis of previous teaching during summer sessions. In this manner, a rotation system is established that makes it feasible for all faculty members to opt to teach during the summer on a regular basis. Seniority is not a determining factor in the composition of the priority list.

Priority rankings will be determined according to summer courses taught during the previous three years. Points will be assigned to each course taught in either Summer I or Summer II in the following manner: 600-level courses or above—one point; 400 or 500-level courses—two points; 300-level courses and 200-level courses of three credit hours—3 points; all four-credit courses—4 points. Faculty members with fewer points accumulated over the three previous years will have higher priority in choosing summer courses.

3. Course availability. Faculty interested in teaching during the summer will be selected according to the priority rankings to staff available courses.
4. Commitments made by the university or the department to newly hired faculty members. At times, the University may offer summer teaching opportunities as an additional incentive to new hires. It is expected, however, that these commitments will not have a negative impact on the summer options of existing faculty. When the University or the Department offer a candidate for a position the opportunity to teach during the summer in the first year of his/her tenure at WMU, it is expected that the institution shall budget appropriately so that another faculty member who, by right and turn, expects to teach in the summer is not deprived of his/her opportunity to do so.

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Guidelines for Workload Equivalency

A. Definition of “Full Workload”

A full teaching load for faculty engaged in research and scholarly activities is considered to be five courses per academic year. However, two courses at the 500-level or above will be considered a full load for a semester.

B. Commensurate Reduction in Teaching Load

It is understood that the following guidelines for professional activities do not establish a right or guarantee of a reduction from the normal workload, but are administrative guidelines for possible reductions made for professionally relevant purposes. Credit in each case may vary from 1-4 hours.

1. Teaching Graduate Courses

Teaching load reduction for faculty engaged in graduate instruction is specifically cited in the contract.

2. Substantial Research and Scholarship

As indicated in the contract, research and scholarship may qualify for a reduced teaching load. In the Department of Spanish, such research should involve a definite, well-planned project of a sustained nature for purposes of publication or professional presentation. It does not include the writing of a dissertation.

3. Advising

- a. Major/Minor Advisor(s)
- b. Study Abroad Advisor(s) and Directors of WMU Study-Abroad Programs
- c. Graduate Student Advisor(s)

4. Liaison Work with Area Schools

Some departmental faculty offer assistance to foreign language teachers in southwest Michigan who invite them to their schools to provide such services as consulting with teachers and administrators about the design and articulation of a foreign language program, teaching demonstration classes, giving assembly programs, etc.

5. Teaching Assistant Supervision

This involves the supervision of a substantial number of sections or teaching assistants.

6. Independent Study

Independent Study projects put a heavy burden on a faculty member who is teaching a normal load. Such projects result in a totally different preparation from assigned courses.

7. Editorship of Publication

Editorship of a publication with state, regional, national or international circulation requires a substantial amount of time of the faculty member and brings credit to the Department and to the University.

8. Direction of Doctoral Dissertation

9. Grant Writing or Development

10. Organization of Significant Professional Events

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Sabbatical Leave Policy

- A. The Department of Spanish encourages faculty members to apply for sabbatical leaves to contribute to their professional growth and to enhance their scholarly and teaching effectiveness.
- B. Application for sabbatical leaves must be in accordance with the provisions set forth in the WMU/AAUP Agreement.
- C. The Governance Committee will review applications for sabbatical leave to see that they conform with the policy. It will evaluate the worth of each sabbatical proposal (a) in its own right, (b) for the individual, and (c) for the University, and it will forward its recommendations in priority order to the department chairperson. It will also act as an advisory body for faculty who wish assistance in the preparation of such applications.

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Student Evaluation of Teaching Proficiency

- A. Each semester, all faculty members must utilize Student Evaluation forms in all classes by the end of the semester or by the end of the session. The forms will be placed in faculty mailboxes three weeks before the end of the semester or session. The instructor shall appoint a student to administer the evaluation. All evaluation forms must be returned for tabulation to the Department secretary.
- B. Unsigned student comments are seen only by the instructor. The department Chairperson and the members of the Tenure and Promotion Committee shall have access only to the numerical averages. If they wish, candidates for tenure and/or promotion may submit unsigned comments from student evaluations in adjunctive files for performance reviews. If they decide to do so, the full data set shall be included in the adjunctive files.
- C. Cumulative numerical data from all semesters will be available to the department chairperson and the Tenure and Promotion Committee.

Department of Spanish

Elections Committee

A. Composition of the Election Committee

The two members are appointed by the Governance Committee for terms of three years each. Reappointment is not precluded.

B. Function of the Elections Committee

This committee carries out the electoral procedures for all elected committees in the Department. Elections to all committees shall be held as specified in the policy statements for those committees.

C. Electoral Procedures

1. The Elections Committee conducts elections to all regular standing committees according to the timetables and procedures set forth in the Department Policy Statement. It may be requested by the Governance Committee to conduct special elections.
2. In each election process, a ballot is circulated with the names of all those eligible for the committee(s). The ballot states the date by which the ballots must be returned to the Elections Committee.
3. The ballots are counted by the members of the Elections Committee, and, in case of a tie, a run-off election is held.
4. The results of said elections are given to the Department.

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Curriculum Committee

A. Composition

1. Elections for the Committee are held toward the end of the spring semester.
2. The Curriculum Committee consists of three faculty members elected by the department faculty. The length of term is three years. However, in the initial election there shall be staggered terms according to the highest number of votes as follows: one three-year term, one two-year term, and one one-year term. Re-election of a member is not precluded.

B. Function

1. The Curriculum Committee shall consider recommendations by the faculty members or the department chairperson relating to the undergraduate and graduate curricula. Following approval by the Curriculum Committee, the recommendations shall be submitted to the department faculty for consideration. The Curriculum Committee typically considers matters such as:
 - a. Curricular offerings (changes, additions, or deletions).
 - b. Number of credit hours for a given course.
 - c. Department degree requirements.
2. The Curriculum Committee can also initiate recommendations which will then be considered by the department faculty.

Department of Spanish

Scholarship Committee

A. Composition of the Committee

1. Elections for the Committee are held toward the end of the spring semester.
2. The Committee consists of three members elected by the department faculty. The term of office is three years. However, in the initial election there shall be staggered terms according to the highest number of votes as follows: one three-year term, one two-year term, and one one-year term. Re-election of a member is not precluded.

B. Functions of the Committee

1. In consultation with the department faculty, the Committee determines the requirements for each scholarship or award.
2. The Committee selects winners and runners-up for the available scholarships and awards.
3. The Committee conducts any necessary interviews with candidates for scholarships in accordance with the selection process for each award.
4. Announcements of the winners will be made in a timely fashion.

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Evaluation of Department Chairperson

The department chairperson may be reviewed every three years by means of an evaluation form approved by the members of the Department. The Governance Committee shall administer these forms. Results of the evaluation will be made available to the Department chairperson, members of the Department, the AAUP, and the Dean of the College of Arts and Sciences.