

**Western Michigan University**  
College of Arts & Sciences

THE POLICY STATEMENT

of

The Department of Spanish

*August 2020*

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## **Department of Spanish**

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.

## **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.

## Department of Spanish

### **Tenure Committee**

#### Composition:

1. The Department Tenure Committee (DTC) shall consist of every tenured faculty member of the Department, three of whom will be elected by the entire Department faculty to lead the committee and draft the recommendation letter. One of the three elected members will act as the Chair of the DTC.

(Change to heading and point 1 approved at Department meeting on Mar. 20, 2019.)

(Additional changes approved at Department meetings on Sep. 16, Nov. 11, Dec. 6, 2019, and April 13, 2020.)

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.

### **Promotion Committee**

#### Composition:

1. The Department Promotion Committee (DPC) shall consist of every faculty member of the Department holding a rank equivalent or superior to the rank sought by the candidate, three of whom will be elected by the entire Department faculty to lead the committee and draft the recommendation letter. One of the three elected members will act as the Chair of the DPC.

(Change approved at Department meeting on Mar. 20, 2019.)

(Additional changes approved at Department meetings on Sep. 16 and Nov. 11, and Dec. 6, 2019.)

## 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 for promotion, but does not ensure promotion. To be recommended, 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 Department Promotion Committee (DPC) shall include, but not be limited to, the following means to arrive at its recommendations:

- a. Optional written and signed evaluations from bargaining unit faculty members of the Department at or above the rank sought by the person seeking promotion, regarding the candidate's professional competence, recognition, and service.
- b. A member of the DPC may submit a valid written and signed evaluation only after having consulted the candidate's dossier.

(Changes to points *a* and *b* approved at Department meeting on Apr. 10, 2019.)  
(Additional changes approved at Department meetings on Sep. 16, 2019 and April 13, 2020.)

- c. Statistical summaries from student evaluations. In accordance with the current WMU-AAUP Agreement, bargaining members may choose to include student comments in adjunctive files submitted for performance reviews. If the faculty member does submit comments, the full data set should be included in the adjunctive file.
- d. Narrative reports of required pre-tenure classroom visitations as specified in the WMU/AAUP Agreement.
- e. Curriculum vitae.
- f. 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 consideration as an exception, in accordance with the current WMU/AAUP Agreement.

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 Recommendations

1. The Department Promotion Committee (DPC) shall make its recommendations for promotion early enough to permit appeals from candidates (see timeline in point 2 below). Any appeals shall take place before the recommendations are transmitted to the Department chairperson and the College Promotion Committee (CPC). Every candidate for promotion will receive a copy of the DPC's letter, whether negative or positive, before the letter is sent to the Department chairperson and the CPC. This letter will contain a rationale for the recommendation that was made, as well as supporting documentation, if any, so that a candidate will have sufficient basis on which to write an appeal. If a recommendation is successfully appealed, only the new

letter will be sent to the Department chairperson and the CPC, unless the candidate requests otherwise.

2. The timeline proposed in Article 18 of the WMU-AAUP Contract will be observed.
3. If a candidate decides to appeal a promotion recommendation, the DPC shall consider the appeal. To ensure that the appeal process is documented, communication between the candidate and the DPC regarding any appeals must be done in writing. Only written notification of the candidate's decision to appeal will be considered. Likewise, only written notification of the candidate's disagreements with the recommendations made by the DPC will be considered. These written communications do not preclude additional face-to-face meetings. The DPC shall provide a reply in writing, informing the appellant of its final recommendation, whether positive or negative.
4. Following the appeal period, the DPC chairperson shall provide the letter with the final recommendation to the chairperson of the Department and the CPC.
5. All communication between candidates for promotion and the Department Promotion Committee must go through the chair of the DPC. (Change approved at Department meeting on Nov. 4, 2011.)

(Additional changes approved at Department meeting on Feb. 20, 2019.)

(Further changes approved at Department meetings on Sep. 16, 2019 and April 13, 2020.)

#### 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 Recommendation for 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. Honors 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 Recommendation for 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 Department Tenure Committee (DTC) shall include, but not be limited to, the following means to arrive at its recommendations:

- a. Optional written and signed evaluations from tenured bargaining unit faculty members of the Department regarding the candidate's professional competence, recognition, and service.
- b. A member of the DTC may submit a valid written and signed evaluation only after having consulted the candidate's dossier.

(Changes to *a* and *b* approved at Department meeting on Apr. 10, 2019.)

(Additional changes approved at Department meetings on Sep. 16, 2019 and April 13, 2020.)

- c. Statistical summaries of the data from student evaluations shall be used. In accordance with the current Agreement, bargaining members may choose to include student comments in adjunctive files submitted for performance reviews. If the faculty member does submit comments, the full data set should be included in the adjunctive file.
- 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 Recommendations

- 1. The Department Tenure Committee (DTC) shall make its recommendations for tenure early enough to permit appeals from candidates (see timeline in point 2 below). Any appeals shall take place before the recommendations are transmitted to the Department chairperson. Every candidate for tenure will receive a copy of the DTC'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 write an appeal. If a recommendation is successfully appealed, only the new letter will be sent to the Department chairperson, unless the candidate requests otherwise.
- 2. The timeline proposed in Article 17 of the WMU-AAUP Contract will be observed.
- 3. If a candidate decides to appeal a tenure recommendation, the DTC shall consider the appeal. To ensure that the appeal process is documented, communication between the candidate and the DTC regarding any appeals must be done in writing. Only written notification of the candidate's decision to appeal will be considered. Likewise, only written notification of the candidate's disagreements with the recommendations made by the DTC will be considered. These written communications do not preclude additional face-to-face meetings. The DTC shall

provide a reply in writing, informing the appellant of its final recommendation, whether positive or negative.

4. Following the appeal period, the DTC chairperson shall provide the letter with the final recommendation to the chairperson of the Department.
5. All communication between candidates for tenure and the Department Tenure Committee must go through the chair of the DTC.

(Change to *E* approved at Department meeting on Nov. 4, 2011.)

(Additional changes approved at Department meeting on Feb. 20, 2019.)

(Further changes approved at Department meeting on Sep. 16, 2019.)

## Department of Spanish

### **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.

## Department of Spanish

### **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: 6000- and 5000-level classes—zero points (change approved in department meeting on April 9, 2010); 4000-level courses—two points; 3000-level courses and 2000-level courses of three credit hours—3 points; all four-credit courses—4 points. N.B. Zero points are assigned for classes taught in connection with one of our summer study abroad programs. We will alternate SPAN 5600 with SPAN 5400 or any other 5000-level class in Summer I (proposal approved in department meeting on April 11, 2014). 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 offers 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.

## **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 six courses per academic year. A full teaching load for Faculty Specialists is considered to be eight courses per academic year.

### **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. Accordingly, whenever possible, faculty who teach a 6000-level class will receive a reduction of one class in their teaching load.

#### **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**

It is understood that the advisors in the categories below spend significant time both working on advising-related tasks and meeting face-to-face with students. Accordingly, faculty members engaged in such services are encouraged to meet periodically with the Chair to discuss appropriate arrangements regarding workload expectations and responsibilities in the areas of professional competence, professional recognition, and professional service during the semesters in which they do advising work. In regards to office hours, all faculty members are expected to adhere to article 42.§9.6 of the WMU-AAUP Contract. (Change approved at Department meeting on Dec. 6, 2018.)

- 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 and/or Community Organizations

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. Additionally, some faculty members develop connections with schools and community organizations in order to seek internships for our students.

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

## Department of Spanish

### **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.

## Department of Spanish

### **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. Western and the Chapter agree to use the procedures and practices of ICES Online, as developed by the WMU ICES Implementation Committee and approved by the WMU ICES Steering Committee. If an instructor chooses to take his or her class to a computer lab to complete the evaluation, he or she must appoint a student to administer the evaluation and the instructor must then leave the room.
- 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.

## Department of Spanish

### **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.

Department of Spanish

**Graduate Advisory Committee**

A. Composition of the Graduate Advisory Committee:

1. The Graduate Advisor, who is appointed by the Chair of the Department in consultation with the faculty.
2. Two faculty members appointed by the Department Chair in consultation with the Graduate Advisor. The length of term is three years. Reappointment is not precluded.

B. Functions of the Graduate Advisory Committee:

1. Admittance of M.A. and Ph.D. students.
2. Selection of Teaching Assistants and Doctoral Assistants.
3. Assisting the Graduate Advisor on any matter pertaining to M.A. or Ph.D. exams, including recommendations for changes in the structure of such exams.
4. Whenever necessary, initiating the review of the M.A. and Ph.D. reading lists by assigning this responsibility to an ad hoc committee appointed by the Graduate Advisory Committee in consultation with the Department Chair and the Department faculty.
5. Operating as a consultative body for the Graduate Advisor regarding all matters associated with graduate students.

## Department of Spanish

### **Undergraduate Assessment Committee**

A. Composition of the Undergraduate Assessment Committee:

Three to four faculty members appointed by the Governance Committee. The length of term is three years. Reappointment is not precluded.

B: Functions of the Undergraduate Assessment Committee:

1. Maintaining and implementing the Assessment Policy of the Department of Spanish, including gathering and evaluating the assessment data.
  - a. Conducting assessment of student writing and speaking, in accordance with department policy.
  - b. Entering the results of assessment for each year into the university- approved system and forwarding the report to the Department Chair and to the College of Arts and Sciences administrator charged with gathering assessment data.
2. Attending, as able, workshops and training sessions co-sponsored by WMU and the AAUP for the purpose of improving assessment practices, and meeting to discuss ways in which the material presented might help us to make improvements in our assessment policies and practices.
3. Meeting to analyze each year's assessment data, and to recommend, if deemed necessary, ways in which we might strengthen our program in order to improve student performance in writing, or in speaking, or in both.

## Department of Spanish

### **Election of Department Chairperson**

#### A. Procedure

1. Governance Committee (GC) circulates a list of eligible candidates. All faculty who have attained tenure and the rank of full professor are considered eligible. Each faculty member should nominate no more than two persons. The nominations are to be returned to the GC within three working days in an office envelope provided by the department.
2. Faculty members submit to the GC the list of eligible candidates with their nomination(s) underlined. These nomination forms are anonymous, and self-nomination is not precluded. Each faculty member may nominate a maximum of two people.
3. GC informs those who have been nominated.
4. Faculty members nominated have a period of three working days to reflect and to seek counsel, if they wish.
5. Those who have been nominated inform the GC whether or not they are willing to stand for election.
6. GC submits to the faculty a preliminary ballot with the names of those faculty members who have been nominated and who have agreed to stand for election. Faculty members rate each nominee as either acceptable or unacceptable to serve as chair of the department, and they return this preliminary ballot to the GC within three working days. In order to be eligible to stand for election, a candidate must be voted acceptable by at least two thirds of the regular, full-time faculty members of the department, excluding the chair.
7. The preliminary ballot will be delivered to a designated staff member who will tally the results and communicate them to the GC. The GC will check to make sure that the tabulation has been done correctly. If a nominee is on the GC, he/she will not attend this meeting in order to avoid any conflict of interest. Once the GC has approved the tabulation, the committee's chair will announce to the department the names of the candidates who were voted acceptable.
8. A series of one-hour meetings, as many as there are candidates, will be scheduled so that each candidate will have an opportunity to speak to the department about his or her candidacy and to answer questions.

9. GC circulates a ballot with the names of those who have been nominated, have been deemed acceptable to the department, and have agreed to run for election. Each faculty member votes for one person within three working days. This final ballot will be delivered to a designated staff member who will tally the results and communicate them to the GC. The GC will check to make sure that the tabulation has been done correctly. If a nominee is on the GC, he/she will not attend this meeting in order to avoid any conflict of interest. Once the GC has approved the tabulation, the committee's chair will announce to the department the names of the two candidates with the highest and second highest number of votes received.
10. In the case of a tie, a second election will take place following the same procedures outlined above.
11. GC forwards the two names in the same order to the faculty members of the Department of Spanish and to the Dean of the College of Arts and Sciences, along with the ballots. The Dean will then select the future chair of the department.

## Department of Spanish

### **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.