

**University of Colorado Denver**  
**Department of Modern Languages**  
**Bylaws**  
**Revised September 2015**

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**I. PREAMBLE**

The Department of Modern Languages is organized and its affairs conducted in accordance with the Laws and Policies of the Board of Regents of the University of Colorado, and the policies of the University of Colorado system, of the University of Colorado Denver and of the College of Liberal Arts and Sciences.

**II. THE FACULTY**

- A. Definition: Within the Department of Modern Languages, faculty membership with voting privilege shall include all tenured and tenure-track members, as well as full-time non-tenure track faculty who are granted voting privilege by vote of the tenure-track faculty.
- B. Authority: The authority to make Departmental policy rests with the voting members of the faculty. Any member of the Department may bring policy questions or proposals to the Department for its consideration. Formal proposals are submitted to the Chair, who will then schedule discussion at a Departmental meeting.
- C. Voting Rights: Voting members of the Department shall comprise all members of the faculty as defined above. A quorum shall consist of at least half the eligible voters. A vote of each faculty member is required in the event of an election for Departmental Chair; in the case of tenure and promotion, appropriate faculty will be polled according to those rules that govern tenure and promotion (i.e., only full professors voting on promotion to full, only tenured faculty voting on tenure, etc.).
- D. Department meetings shall be held as needed, with no fewer than one per regular semester. Need shall be determined by the Department Chair, but any voting member of the Department may request a meeting at the time normally set aside for regular meetings. A minimum of three voting members may request an emergency meeting at other times. Any request for a meeting not honored by the Department Chair must be submitted to all faculty for a vote to determine if the requested meeting shall be held or not.
- E. Duties and Responsibilities:

Each voting member of the Department faculty, except those whose contracts specify otherwise, is expected to perform over a full range of instructional, scholarly, and leadership and service responsibilities.

- 1. Instructional Activity: The duties of all faculty include the teaching of formal courses. The normal teaching assignment for tenure-track faculty is four formal courses in a two-semester academic year except in the case of a differentiated work-load. In addition to formal course instruction, faculty members are

expected to provide support across a reasonable range of other instructional activities, such as advising majors and minors, directing independent studies, directing honors theses, and developing curricular materials. Faculty who desire a differentiated workload must apply to the Department Chair. Final approval of the CLAS Dean is required.

2. Scholarly Activity: All tenure-track faculty members are expected to be regularly engaged in scholarly activity. This should result in a steady rate of convention presentations and published work in high-quality, peer-reviewed outlets.
3. Leadership and Service Activity: All voting members of the faculty are expected to participate in the governance of the Department, including service on Department committees. For tenure-track faculty, contributions to College and University committees and governance are also important as is service to major academic and professional organizations.

#### F. Teaching Schedules

Teaching schedules are arranged by the language coordinator of each discipline in consultation with the Department chair and the faculty. Individual faculty members' preferences will be taken into account, but they are constrained by the needs of the Department, the requirements of its degree programs, the availability of appropriate space, conflicts among offerings, and University requirements for distribution of classes across hours of the day and days of the week.

#### G. Professional Plan

Beginning in the first year of appointment, every full-time faculty member must create a CU-Denver Professional Plan and submit it to the Department Chair. These Plans are used in RTP and Post-Tenure Review processes. See the CLAS bylaws for more explanation on Professional Plans.

#### H. Academic Misconduct

Questions of Academic Misconduct by faculty are first referred to the Department Chair. If the matter cannot be resolved at the departmental level, it is referred to the CLAS Dean or Dean's Advisory Committee.

#### I. Reappointment, Tenure and Promotion (See Appendices).

Comprehensive and tenure reviews will take place as follows:

1. Selection of external reviewers: The chair asks the candidate to submit a list of several names who would be appropriate as external reviewers. At the same time, the candidate tells the chair if there are some people who should not be asked to evaluate his or her work and gives the reasons for their inappropriateness. The chair compiles a separate list of names of possible external reviewers. A minimum of three external letters of evaluation are required for comprehensive reviews, with at most one reviewer selected from the candidate's list and at least two selected outside the candidate's list. A minimum

of six external letters of evaluation are required for promotion, tenure, with at most two selected from the candidate's list and at least four selected from outside the candidate's list. (note: these numbers are official CU Denver policy)

2. The chair prepares the letter for the external reviewers and has it approved by the Dean.
3. The candidate submits to the chair the dossier, which includes an updated *vita*, the sample research that will be submitted to the reviewers—books, articles, and convention papers; a research statement that will be sent out to reviewers; a teaching statement; a leadership and service statement; a summary statement of his or her entire record; and all teaching evaluations from courses taught. The candidate is encouraged to ask any faculty members to read drafts of the research, teaching, and leadership and service statements prior to their distribution to the Departmental review committees and the external reviewers. Once those statements are distributed with the candidate's other materials for review, however, they are considered final statements and are not subject to revision.
4. The chair contacts the selected external reviewers and asks if they are willing to serve as reviewers for the candidate's research. The candidate's materials are sent out to the reviewers. External reviews are to be treated as confidential and not shared with the candidate.5. The chair appoints three Departmental review committees—teaching, research and leadership and service. A minimum of two faculty members are appointed to each committee, with the chair of the committee a tenured faculty member. Other members of these committees do not need to be tenured. The chair is not a member of any of these three review committees.
6. The review committees review the candidate's record and write a report evaluating it in terms of its assigned area—teaching, leadership and service, and research. The leadership and service and teaching committees rely largely on the material submitted by the candidate for data, although members of the teaching committee are encouraged to observe the candidate's teaching. (See Appendix II for Multiple Means of Teaching Evaluation.) The research committee uses as primary data for its review the letters assessing the quality and quantity of the research written by external reviewers, from both within CU Denver and other institutions and incorporates its own evaluation and judgment.
7. A vote is taken by the Department on the candidate. Only tenured faculty vote on comprehensive reviews, reviews for tenure and promotion to associate professor, and reviews for promotion to full professor. The chair orally notifies the candidate of the outcome.
8. The chair writes a letter summarizing the discussion and recommendation of the faculty. This letter also includes a report of the vote of the faculty. If the chair disagrees with the vote and recommendation of the Department, he or she states that and provides an explanation for the decision.

### **III. DEPARTMENT ADMINISTRATION**

## **A. Department Chair**

1. The Chair shall function as the representative of and administrator for the Department. The Chair's specific responsibilities are detailed in Appendix B of the Laws of the Regents.
2. The Chair of the Department must be a tenured member in the Department or, if selected from outside the University, eligible for tenure within the Department.
3. Term of Office and Conditions of Holding Office:
  - i. The Chair shall have a four-year term of office although shorter or longer terms can be considered.
  - ii. Ordinarily, a new Chair shall take office at the beginning of the fall semester. However, appointments outside this time frame can take place with the concurrence of the voting members of the department and the Dean.
  - iii. Only a voting member of the Department with continuous tenure may serve as Chair.
  - iv. In accordance with CLAS policy, the Chair shall receive a minimum of two course releases per academic year along with a remuneration package determined by the Dean.
  - v. In the event of his or her absence of one week or longer, the Chair shall appoint an Acting Chair who is both a senior member of the Department and one well versed in its daily operations.
4. Election of the Chair:
  - i. Voting for Chair shall be conducted by the Departmental Executive Committee no later than the period between the third and sixth week of the semester preceding the semester in which the new Chair shall take office.
  - ii. Nominations shall be invited from the faculty and the names of all candidates willing to serve in the office will be announced to all members of the Department.
  - iii. The Chair shall be determined by a majority vote taken by secret ballot of all voting faculty, as defined above. The candidate selected must be approved by the Dean and the Chancellor.
  - iv. In the event that the search is conducted for a Chair from outside the Department, a majority of the search committee shall consist of voting members of the Department.
5. Vacancy of the Chair:

In the event that the Chairship becomes vacant before the term expires, the Departmental Executive Committee shall first appoint an acting Chair and then, within one month and in consultation with the Dean of the College, conduct an election for a new Chair of the Department. The appointment of a Chair must ultimately be approved by the Dean and the Chancellor.

## **B. Executive Committee**

1. Authority: The Executive Committee of the Department shall assist the Chair in:
  - i. hearing and resolving student grievances
  - ii. acting as liaison between faculty and administration
  - iii. acting as impersonal body when solving problems
  - iv. handling administrative paperwork not requiring the personal attention of the chair
  - v. providing a forum for due process

The Executive Committee also serves to advise the Chair in whatever capacity he or she may wish.

2. Appointment and Terms of Office: The members of the Executive Committee shall be elected by voting members of the faculty at the first Department meeting of the Academic Year and shall serve for two years. All voting members are eligible to serve on the Executive committee, which shall have a minimum of two members.
3. All meetings of the Executive Committee shall be open to any member of the Departmental faculty who wishes to attend.

## **IV. AMENDMENTS TO THE BY-LAWS**

Changes in the bylaws may be initiated by any faculty member at any time. However, the Executive Committee shall schedule periodic reviews of the Department's bylaws and shall solicit recommendations from the faculty. Adoption and subsequent changes in the rules of procedure herein described require a two-thirds vote of the voting members of the faculty. Notice of change must be offered at least one week prior to the meeting in which a vote is to be taken.