

Rules, Policies, and Principles  
Department of Foreign Languages and Literatures, UMKC  
Updated March 2010

**Statement of Principle**

The faculty of the Department of Foreign Languages and Literatures regards hiring, curriculum, selection of chairs, and governance of the Department as our responsibility. This document shall serve as the basis for departmental governance, and can be expanded to include other specific areas of governance, as the faculty deem necessary.

**Selection of Departmental Chair**

*I. Election of Chair*

- A. Eligibility of voters.** All full-time faculty shall be eligible to vote in the election of the chair. Visiting faculty would not normally be eligible to vote.
- B. Eligibility of candidates for the position of chair.** All tenured full-time faculty of the Department of Foreign Languages and Literatures shall be eligible to stand for election to the position of Departmental chair.
- C. Timing of Election.** The election shall be held no later than March 31 of the outgoing chair's last year, or September 15<sup>th</sup> in those cases where the chair is stepping down at the end of Fall semester.
- D. Procedure.** The Department, acting as a committee of the whole, shall nominate and elect its candidate for chair, and forward the name to the Dean.

*II. Terms of Office of the Chair*

- A.** The term of office shall be three years.
- B.** The term of the chair will end at the time of a no-confidence vote by the Departmental faculty, or by a negative review from the Dean, as set forth in Article XI of the College By-Laws.

*III. Summer Replacement Chair Option*

- A.** This option will be in effect if the regular chair is absent from campus in the summer.
- B.** The regular chair must inform the faculty in a timely manner of the need for a summer replacement.
- C.** The regular chair shall propose a candidate for summer chair from among the full-time members of the faculty, who shall vote on the proposed candidate.
- D.** In case of an emergency, the summer replacement chair should make every effort to contact and consult with the regular chair during the latter's absence. The replacement should also consult with available full-time faculty.

*IV. Duties of the Chair*

The chair shall be a full-time member of the Department with additional administrative duties, and with responsibilities for:

**A. Diffusion of Information**

1. *Budget.* The chair shall, on a timely basis, make all relevant information about the departmental budget allocation, and its utilization available to faculty. Normally, this will occur during departmental meetings at the beginning and end of each academic year.
2. *Administrative reports.* The chair shall, on a timely basis, make available to the faculty the minutes of the Chairs' meetings and any other relevant information provided to the Chair by the Dean's office or other administration offices.

**B. Meetings**

1. The chair shall call monthly Departmental meetings, with the schedule of those meetings announced by the first week of classes of the term. All full-time faculty must consider it a priority to adjust their schedules to meet at the specified times. The meeting agenda shall be announced at least two days prior to the meeting. Any new business must be submitted to the chair at least one day before the meeting.
2. Emergency meetings can be called by the chair or by the faculty as situations dictate.

**V. Delegation of Administrative Duties**

- A. The chair shall appoint faculty to serve on Departmental committees. Service on a committee shall be for one year. Reappointment shall be made at the discretion of the chair.
- B. Each standing committee shall appoint a chair, whose duties include periodic communication with the Departmental chair.
- C. Service on committees shall form part of a faculty member's responsibilities, subject to evaluation by the chair.
- D. The chair shall at his/her discretion appoint individual faculty, upon consultation to perform specific tasks.

**Policies on Reappointment, Promotion and Tenure,**

- I. The department shall have a permanent committee to deal with matters relating to reappointment, tenure, and promotion of its full-time faculty on regular or non-regular appointment.
  - A. Composition of the committee
    1. This committee shall consist of all tenured associate and full professors of the department. If it occurs that there are not sufficient tenured faculty in the department, faculty from "similar" departments may be asked to serve on the RP&T committee.
    2. The chair of the department shall serve, *ex officio*, as chair of the Reappointment, Promotion and Tenure Committee
  - B. Voting Rights
    1. All members of the committee will have the right to vote in matters of reappointment, promotion and tenure. Full professors can vote on promotion to full professor, associate professors vote on promotion to associate.
  - C. Normally, only members of the committee who are present may cast a ballot. Any exception to this procedure must be accepted by a majority of the members of the committee.
  - D. No member of the committee shall participate in the discussion or cast a ballot concerning his/her own promotion.

- E. The committee shall meet early in the fall semester, if necessary, concerning matters of promotion and tenure. It will convene during the spring semester to consider yearly reappointments of all untenured regular or non-regular faculty members.

## II. Criteria for Reappointment

- A. Both teaching effectiveness and continuing involvement in research for publication are the most important criteria in the consideration of full-time regular faculty members for reappointment. Although a certain amount of involvement in departmental, college and university matters is expected of the candidate at this stage, service will not substitute for either teaching or research in any consideration for yearly reappointment.
- B. In the case of non-regular full-time faculty members, the criteria for reappointment will be those set out by the chair or the appropriate faculty committee in the letter of appointment given to them at the beginning of the academic year.

## III. Criteria for Promotion and Tenure

In compliance with the guidelines set forth in the Chancellor's Memorandum #35 (revised May 19, 1997) and with Executive Order 6A, "candidates at the rank of assistant professor who are under mandatory consideration for continuous appointment shall also be considered for promotion to the rank of associate professor. Candidates who are not recommended for promotion to associate professor should not be recommended for continuous appointment" (Chancellor's Memorandum, #35, p.1). The main criteria for the recommendation of both tenure and promotion will be effectiveness in teaching and excellence in research. "Service, although expected of most faculty members, at any rank, shall never, except in rare occasions, be the deciding factor" (Chancellor's Memorandum, #35, p. 6).

- A. **Teaching Effectiveness.** The candidate must demonstrate superior teaching ability, as evidenced by peer and student evaluations. Peer evaluations will be required from at least two members of the department. Additional evaluations presented by other qualified members of the department or other faculty in the University as appropriate are highly desirable. The teaching load of candidates for tenure and promotion is understood to be 2/2. For candidates for promotion to full professor, teaching loads shall be taken into consideration when evaluating their merits.
- B. **Research.** Under normal circumstances, the candidate for tenure and promotion to associate professor will have at least a book of substantial quality either published or accepted for publication (with a contract) by a reputable academic publisher and 3 articles of substantial quality either published or accepted for publication in refereed journals. When relevant, successful grant applications may also be taken into consideration.

The difference in the amount and quality of published research required of those seeking tenure and promotion to the rank of associate professor and that expected of candidates for promotion to a full professorship shall be significant. Under normal circumstances, candidates for promotion to full professor must have published another book and/or significant number of major articles. Proof of grant proposal activity shall also be provided.

Candidates for full professor must demonstrate that they have a national, and preferably international, reputation, in their field.

- C. Service.** Evidence of service to the department, the university and the community, an essential aspect of a faculty member's professional activities, shall be given due consideration. However, "while service is important to providing balance in the academic experience, such contributions alone do not constitute grounds for promotion and/or tenure. Service shall be considered a factor in the promotion and tenure review process, but service in the absence of teaching and scholarship will not suffice for promotion or continuous appointment" (Chancellor's Memorandum, #35, p. 6).

#### **IV. Professional Development**

##### **A. Junior Faculty.**

- 1.** The Department, through the chair and in conjunction with the respective coordinators of the French, German and Spanish sections, will monitor the progress made by candidates throughout the year and, as appropriate will assist junior faculty members in their professional development.
- 2.** To that end, each junior faculty member will be assigned a faculty mentor.
- 3.** The faculty mentor and the chair will work with the junior faculty member to write a "faculty development plan" and they will fill out the form and submit it towards the end of each academic year, as required by the College and the University.

#### **V. Procedures Relating to Reappointment, Promotion and Tenure**

- A.** In accordance with the timetable established by the Chancellor's office, this committee shall meet at least once per year when there are candidates to consider matters of retention, promotion and tenure.
- B.** In accordance with College and University policy, the candidate for promotion and/or tenure shall submit to the department chair a list of 8 external evaluators to be consulted in the determination of the quality and significance of the candidate's work and his/her standing in the scholarly community. The Department RP&T committee is responsible for obtaining the names of at least 2 more external evaluators to be submitted to the Dean's office. The candidate has the right of refusal on departmentally suggested external evaluators, but must explain their refusal to the satisfaction of the committee.
- C.** All evidence bearing upon an individual's fitness for reappointment, promotion or tenure shall be presented and freely commented on by the whole committee. In those cases when additional information may be required, the committee shall adjourn to another time for its final deliberations.
- D.** The chair will inform the faculty member under consideration verbally within 24 hours and in writing within one week of the committee's decision and of the reasons for that decision. The chair's written communication to the candidate shall be read, approved and co-signed by two full professors, or lacking sufficient full professors, by one full and one associate professor, or by two associate professors.
- E.** Within two weeks after receipt of the chair's written communication, the faculty member under consideration shall have the opportunity to appeal or rebut the conclusion reached by the committee. Upon receipt of a written appeal or rebuttal from the candidate, the chair will

reconvene the committee for a review of the candidate's appeal or rebuttal and a possible reconsideration of the committee's earlier decision in light of any new or additional evidence presented by the candidate. The chair will communicate the committee's final decision to the faculty member under consideration in accordance with V.D. above and will add the letter of appeal or rebuttal and the committee's final decision to the candidate's record.

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