

Department By-Laws

*Bylaws of the Department of Modern Languages and Linguistics**

**Approved by the faculty via secret ballot on 21 February 2014, effective date is
January 1, 2013.**

Preamble.

The primary goal of the faculty of Department of Modern Languages and Linguistics is to advance our discipline through our teaching, research, and service. We shall do this in an atmosphere of collegiality and constructive cooperation. Each faculty member has an equal responsibility and an equal voice in furthering the academic goals and in maintaining the academic excellence of our department. The department by-laws shall be in adherence to and in consistency with University policies found in the FSU Constitution, BOT-UFF Collective Bargaining Agreement, Faculty Handbook, and annual Promotion and Tenure letter.

I. Membership.

1. Departmental Faculty: Consists of all instructional personnel holding the position of assistant, associate, or full professor, specialized faculty, adjuncts and visitors holding any of the above positions.
2. In terms of voting privileges, tenured faculty may vote on any issues affecting the department. Tenure-earning faculty may vote on all issues except those involving tenure or promotion decisions. Specialized faculty may vote on all issues save those dealing with tenure and promotion decisions, or the hiring of tenure-earning faculty. Adjuncts may not vote on departmental matters.
3. Other Departmental Employees: Consists of all employees in the A&P, USPS, and OPS categories. They are invited to attend any departmental meetings except those dealing with personnel matters.

II. Departmental Structure.

A. Programs.

1. The basic unit of the Department is the Program. There are currently nine Programs in the Department: Arabic; Chinese; French; German; Italian; Japanese; Linguistics; Slavic (Russian); and Spanish & Portuguese. Changes in the Program structure are made by the Chairperson in consultation with the Executive Committee. The faculty of each Program is

composed of tenured, tenure-earning, and specialized faculty who primarily teach in that Program's degree program(s), and a faculty member belongs to any Program in whose degree program(s) he or she primarily teaches. The Arabic program plays a leading role in maintaining the Middle Eastern Studies BA degree; the Chinese and Japanese programs maintain eponymous undergraduate majors; the French and Spanish & Portuguese programs maintain eponymous BA, MA, and PhD degrees; the German, Italian, and Slavic (Russian) programs maintain eponymous BA and MA degrees; and the Linguistics program maintains the Linguistics track in the Spanish PhD degree. Programs do not have separate budgets or management structures *per se*. All faculty members contribute to the growth and welfare of the Department as a whole.

2. Each Program elects a Coordinator for a term of three years by secret ballot over the period of one week. Absentee ballots are accepted. If the first vote does not produce a majority of those voting, there will be a run-off of the top two candidates. In the event of a tie, the Program will revote. In the event of a second tie, the Department Chair will break the tie. If there is a vacancy during the term, the Program will elect a new Coordinator for the balance of the term.

3. The Coordinator may appoint an Acting Coordinator. If the Coordinator is ill or absent and no Acting Coordinator has been appointed, the Chairperson will serve as Coordinator.

4. The Coordinator promotes growth and welfare of its degree program(s). The Coordinator prepares agenda, calls Program meetings, presides at them, acts as liaison between the Program and the Department, schedules courses, and, in general, coordinates Program activities. The Coordinator will include on the agenda any item requested by a Program member. Upon request of 25% of the membership of a Program, the Coordinator will call a special meeting.

5. Each Program is responsible for its curricula and degree programs. Each Program prepares its own class schedules, evaluates applicants to its programs, advises its students, and originates course proposals and other curriculum forms, changes in degree requirements, promotion and tenure recommendations, summer teaching recommendations in accordance with the regulations set by the Vice President for Faculty Development, and graduate faculty recommendations. Each Program selects and evaluates its teaching assistants.

6. Each Program, with the addition of a member from another Program appointed by the Chairperson, makes recommendations to the Chairperson concerning new faculty appointments.

7. Each Program may create whatever committees it feels appropriate.
8. The Coordinator may appoint a basic language and/or TA coordinator, an undergraduate major/minor adviser, and a graduate adviser, and will make recommendations to the Chairperson regarding a liberal studies adviser.
9. Each Program will determine its own means for selecting representatives to departmental standing committees.
10. Upon petition of two-thirds of the members of a Program, the Chairperson will hold a special election for possible replacement of the Coordinator for the balance of a term.

B. Chairperson.

1. Selection Process: As a chair begins the third year of service, a chair search committee is elected by the department's voting membership, and the dean appoints an outside member from another department. Sitting chairs are eligible for a recommendation of reappointment. The chair search committee will consist of one member from each Program. Each Program will choose its member from among the tenured associate and full professors where applicable. Once the committee has been chosen, the members will choose the chair of the committee from among themselves. The committee will make its eventual recommendation for department chair to the dean. If the dean approves the recommendation, then the faculty, consisting of all tenured, tenure-earning, and specialized faculty will be invited to vote "Yes" or "No" on the recommendation of the search committee and the dean.
2. The Chairperson is appointed by and serves at the pleasure of the Dean of the College. Unless the Chairperson designates otherwise, the Associate Chairperson for Administration and Undergraduate Studies will serve as Acting Chairperson if the Chairperson is ill or absent. If the Associate Chairperson for Administration and Undergraduate Studies is also ill or absent, the Associate Chairperson for Graduate Studies will serve as Acting Chairperson.
3. The Chairperson is the executive officer of the Department, and promotes departmental growth and welfare. The Chairperson prepares agenda, calls departmental meetings, presides at them, acts as liaison between the Department and the College and University administrations, and, in general, coordinates departmental activities. The Chairperson will include on the agenda of a departmental meeting any item requested by a departmental member. Upon request of 25% of the membership of the Department, the Chairperson will call a special meeting.

4. In consultation with the Executive Committee, the Chairperson prepares the departmental budget.
5. The Chairperson may appoint ad hoc committees as necessary.
6. The Chairperson is a voting member of all departmental committees.
7. The Chairperson evaluates all faculty for Annual Performance Evaluations. The Chairperson provides a both an Annual Performance Evaluation and an annual evaluation narrative to all faculty.
8. The Chair is responsible for the annual assignment of responsibilities given to each
faculty member.
9. The Chair annually provides each tenure-track and specialized faculty member who has not yet achieved the highest rank in his or her category, a written evaluation of progress toward promotion, and where applicable progress toward tenure (except at the time of second and fourth year reviews for tenure-track faculty, when the Promotion and Tenure Committee provides this evaluation).
10. After conferring with the Faculty Evaluation Committee (FEC), the Chair makes recommendations for salary adjustments to the dean. If the Chair's recommendation differs from the FEC recommendation, the Chair will provide his/her recommendation to the FEC and both rankings will be forwarded to the Dean.
11. The Chairperson receives from doctoral committees an annual report on each student's progress.

C. Associate Chairpersons.

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

D. Standing Committees.

1. Executive Committee, chaired by the departmental Chairperson.

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

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

The Executive Committee advises the Chairperson about the budget. It also votes on changes in degree programs, and nominations of faculty to graduate faculty and doctoral directive status. It advises the Chairperson about possible changes in departmental structure. It also advises the Chairperson on any other matters concerning the Department as a whole.

2. Curriculum Committee.

The Chairperson will appoint committee chair and representatives for a renewable term of one year. The Curriculum Committee evaluates individual courses, both new and proposed. The committee also evaluates, plans, and proposes changes to degree programs and majors within the department.

3. Graduate Program Committee, chaired by the Associate Chairperson for Graduate Studies.

The Graduate Program Committee consists of one representative from each Program with a graduate degree (French, German, Italian, Linguistics, Slavic, Spanish), for a renewable term of three years, plus a graduate student representative designated by the Graduate Student Council for a renewable term of one year, plus the Graduate Program Assistant (without vote). Each Program will choose a representative to this committee who will serve for a three-year

period. The graduate student representative, who serves in an advisory capacity, is not a voting member.

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

The Graduate Program Committee advises the Associate Chairperson for Graduate Studies. It votes on proposed changes in graduate courses.

4. Undergraduate Program Committee, chaired by the Associate Chairperson for Administration and Undergraduate Studies.

The Undergraduate Program Committee consists of one representative from each Program, plus the Coordinator of Academic Support Services (without vote). Each Program will choose a representative to this committee who will serve for a renewable three-year period. The Associate Chairperson for Administration and Undergraduate Studies, in his or her discretion, may designate an undergraduate student representative for a term of one year. The student representative serves in an advisory capacity and cannot vote.

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

The Undergraduate Program Committee advises the Associate Chairperson for Administration and Undergraduate Studies. It votes on proposed changes in undergraduate courses.

5. Technology Committee. The departmental Chairperson will appoint a committee of four faculty members with technological interests, and will appoint one of them as Chairperson. The

Technology Committee advises the Chairperson about acquisition, use, and coordination of departmental technology.

6. Publicity, Outreach, Hospitality & Recruitment Committee. The Committee consists of one member from each Program. Members serve for a renewable term of three years. Each Program will choose a representative to this committee who will serve for a renewable three-year period. The Chairperson will appoint one member to chair the Committee for a renewable term of three years. The Committee collects and communicates departmental news, including faculty and student activities, publications, awards, achievements, and grants; and coordinates departmental responses to illness, bereavement, births, adoptions, etc.

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

8. Promotion and Tenure Committee. The departmental Promotion and Tenure Committee will consist of the Chairperson of the Department as Committee Chairperson, six members elected from the tenured faculty and, when a specialized faculty member is eligible for promotion, one member of the specialized faculty appointed by the chair, to serve for a renewable term of one year. Specialized faculty do not review binders of tenure track or tenured faculty candidates. The P & T Committee is also responsible for the 2nd and 4th year reviews of assistant professors.

9. Faculty Evaluation Committee. In the spring of each academic year the department will select a Faculty Evaluation Committee whose purpose will be to review faculty activities and achievements for the previous three calendar years and make recommendations to the Chair for faculty salary adjustments. The FEC will also review EOP materials and will provide recommendations to the Chairperson for Annual Performance Evaluations. The FEC must rank faculty based on review of their Evidence of Performance as weighted against their AOR. The committee will be made up of the Chair and one member from each Program. Each Program will choose one of its members to serve on this committee for a one year term. Members are eligible for unlimited reelection. Additionally, the FEC will, in concert with the Chair, review the annual evaluations of any regular tenured faculty member of the department who has been in rank as an associate or full professor for seven or more years after the last promotion or receiving tenure (SPE). Faculty are excluded from evaluating their own performance as well as that of a partner/spouse.

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

III. Procedure.

A. Departmental meetings will follow the parliamentary procedure used by the Faculty Senate.

B. In meetings other than those of the full Department, the chairperson may make a motion, and seconds to motions are not required.

C. Proxies are not allowed. However, substitutes or alternates may attend and vote in place of an absent member.

D. 51% of those eligible to vote constitute a quorum. A majority vote of eligible voters present constitutes the will of the body in all instances other than amendments to these Operating Procedures. A two-thirds vote of eligible voters present is required to amend the Operating Procedures.

E. Written minutes shall be kept of all departmental, Program, and committee actions. Copies of all minutes will be placed in the departmental office.

IV. Election of a Faculty Senator.

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

V. Second and Fourth Year Review

Untenured assistant professors will have their activities in the areas of Scholarship, Teaching and Service reviewed during their second and fourth years in rank by the chair and the Promotion and Tenure Committee. The P & T Committee will request that the faculty member's mentor help the assistant professor assemble the relevant materials (e.g., c.v., teaching evaluations, annual evaluations). After a discussion in the presence of the mentor, a vote will be taken and the results forwarded to the chair who will either agree or disagree. The chair will then send the committee's report as well as his/her own to the dean. A candidate who successfully passes the second year review will have the right to a one semester research leave. The semester when the leave will take place will be decided through consultation by the assistant professor with his/her program coordinator and the chair.

VI. Summer Teaching Rotation

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

VII. Amendment of the Bylaws.

Any voting member of the department may propose revisions to these bylaws. Revisions must be approved by a 2/3 majority of the voting members of the department. With or without revisions, the bylaws must be revalidated by 2/3 of the voting members three years from the date on which they were previously adopted by the department.

Annual Evaluation Categories

Faculty Annual Evaluations will occur during the spring semester of each year and will take into account performance of assigned duties over the past calendar year. The chair reviews all documentation/data submitted by each faculty member, and completes the Annual Evaluation Summary Form indicating one of the five performance rating categories below. This form will

be accompanied by a written evaluation narrative. For faculty who are meeting expectations, there are three categories:

- Meets FSU's High Expectations – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of the university.
- Exceeds FSU's High Expectations – This describes an individual who exceeds expectations during the evaluation period by virtue of demonstrating noted achievements in teaching, research, and service, which may include several of the following: high level of research/creative activity, professional recognitions, willingness to accept additional responsibilities, high level of commitment to serving students and the overall mission of the Department, involvement/leadership in professional associations, initiative in solving problems or developing new ideas.
- Substantially Exceeds FSU's High Expectations – This describes a faculty member who far exceeds performance expectations during the evaluation period and achieves an extraordinary accomplishment or recognition in teaching, research, and service, which may include several of the following: highly significant research or creative activities; demonstrated recognition of the individual by peers as an authority in his/her field; securing significant external funding; attaining significant national or international achievements, awards, and recognition.
- If an individual's overall performance rating falls below "Meets FSU's High Expectations," specific suggestions for improvement should be provided to the employee. There are two performance rating categories for individuals who are not meeting expectations:
 - Official Concern – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty but is not completing assigned responsibilities in a manner that is consistent with the high standards of the university.
 - Does Not Meet FSU's High Expectations – This describes an individual who fails to demonstrate with consistency the knowledge, skills, or abilities required in his/her field of specialty and/or in completing assigned responsibilities.

***Appendix I: Department of Modern Languages and Linguistics
Criteria for Promotion and Tenure***

Promotion and Tenure Criteria for Tenure-Earning Faculty

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

I. Scholarly Publication Required for Promotion to Associate Professor

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

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

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

1. **Literary Scholarship:** The successful candidate will generally be expected to have published or have in press at the time of the promotion evaluation for Associate Professor at least one refereed scholarly monograph and between four to six articles in refereed journals. With regard to the articles, at least two should demonstrate progress toward a second-book-length manuscript. In addition there should be evidence of the presentation of scholarly research at conferences and national recognition of the candidate's contributions to his or her field of study.
1. **Linguistics:** Since Linguistics is not primarily a book culture, it will be generally expected that a candidate in this area have a minimum of seven refereed articles in print or in press by the time of promotion. The venues for these articles can be refereed journals or refereed books wherein they appear as chapters. Linguistics is fundamentally a collaborative discipline. Because the research carried out is experimental and often involves laboratory studies, many or most papers will be co-authored. If such co-authored articles are included in a candidate's binder, the candidate must detail his/her

contribution to each article. There should be evidence of the presentation of scholarly research at conferences and national recognition of the candidate's contributions to his or her field of study.

II. Requirements for Tenure.

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

III. Requirements for Promotion to Full Professor

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

IV. Promotion and Tenure for Artistic Endeavors

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

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

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

Appendix II: Department of Modern Languages and Linguistics Criteria For Merit Increases

Merit-Based Salary Adjustment Criteria

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

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

Definition of Merit

Every faculty member is expected, as part of his/her contractual agreement, to perform at a satisfactory level in all categories of duties specified in their annual assignment of

responsibilities. Beyond this level of performance, one may perform meritoriously in one's major responsibilities of teaching, research/creative activity and service/administration.

Faculty Evaluation Committee

1. The Faculty Evaluation Committee will evaluate members of the department for effectiveness in teaching, in research and creative activity, and in service.
2. The majority of the Committee will consist of tenured faculty. The Committee will include:
 1. the Chairperson of the department, who will serve as chairperson of the Committee, and
 2. elected members, one from each departmental program.

The elected members will serve one-year terms. Members are eligible for unlimited reelection.

Faculty Evaluation Assumptions

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

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

Duties of the Merit Evaluation Committee

Annually, the committee will evaluate each member of the faculty for the purpose of awarding pay raises for merit. The committee will also consider written appeals pertaining to the merit recommendations for which it was responsible. (See section on appeals)

Procedures for Evaluation

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

Specific Criteria

I. Research and Creative Accomplishments

To be measured in the following order of importance (i.e. A, B, C, D):

1. **A. Significant work in print (or for promotion and/or tenure manuscripts accepted)**
2. **B. Pertaining to language, literature, or the humanities, including publication of articles, reviews, monographs, books, editions, bibliographies, creative writing, media productions, and literary or scholarly translations.**
3. **C. Significant awards, fellowships, and grants for scholarly or artistic achievement.**
4. **D. The presentation of previously unpublished scholarly and artistic work at professional meetings, conferences and symposia.**
5. **E. Scholarly editing.**

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

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

II. Teaching Effectiveness

Evidence of teaching effectiveness will include the following:

1. **A. Statement of assigned teaching responsibilities**
2. **B. Course syllabi**
3. **C. SUSSAI And SPCI Forms**
4. **D. Special teaching responsibilities and related assignments: DIS courses (approved and assigned by Program Coordinator), supervised research course, honors course, liberal studies courses, etc.**
5. **E. Evidence of effort and creativity in developing instruction or programs within the sphere of the faculty member's teaching responsibilities.**
6. **F. Awards or other recognition, for example, University teaching awards and others.**
7. **G. Advising**
8. **H. Number of honor's candidates, master's and/or doctoral recipients for which faculty member served as major or directing professor.**
9. **I. Number of honor's candidates, master's and/or doctoral recipients for which faculty member served as a committee member.**
10. **J. Unsolicited letters, memoranda, or other documents describing incidents in which capabilities learned as a result of the faculty member's teaching have been put to use in productive ways.**

III. Service

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

1. **A. Departmental administrative duties (e.g. Program Coordinator, Basic Language Coordinator).**
2. **B. Membership on committees**
3. **C. Director of special university programs**
4. **D. Participation in university study abroad programs.**
5. **E. Faculty Senate**
6. **F. Efforts to give the department greater visibility within the region, nation, and the international community of scholars. Such efforts will include:**
 1. **a. The organization of symposia, panels, and sections at regional, national, and international professional meetings.**
 2. **b. The organization of lecture series, guest lectures, and workshops.**
 3. **c. Holding office in professional and scholarly organizations, including chairmanships, regional representatives, and memberships on boards and committees.**
 4. **d. Service as editor, consulting or reviewing editor for professional journals.**
7. **G. Out of classroom contact with students (advisors for student organizations, language tables, language clubs, and honor societies.).**
8. **H. Educational service to national, state, and local school systems or to private organizations in a professional capacity.**
9. **I. Criteria for assessment of service in all categories include:**
 1. **a. extent and variety of activities;**
 2. **b. estimated effectiveness, in accordance with evidence available;**
 3. **c. degree of importance of the activity, in terms of its probable influence.**

Committee Deliberations

Each member of the Merit Evaluation Committee will review the information provided by each faculty member and then tender a rating of performance for teaching, research and creative activity, and service on a scale of one to ten.

Committee members will be excluded from reviewing and rating their own information as well as those of a partner/spouse. Final evaluations will be given to the departmental chairperson for tabulation. After all faculty have been evaluated in this manner, the results shall be tabulated as follows:

1. The rating in each category will be weighed with the rating in teaching being multiplied by .4, that in research and creative activity by .4, and that in service by .2; however,

the above rating will be modified in order to be consistent with the individual faculty member's assignment of responsibilities.

2. After the evaluation process is completed each faculty member is assigned a numerical score- a composite of teaching, research, service ratings (see "1" above for variations to this composite on the basis of assignment of responsibilities).
3. All faculty scores, tenure track and specialized, are placed in rank order. The Evaluation Committee then divides the scores (no names should be attached) into quarters and awards merit in the following proportions: 2X, 1.5X, X, 0 (the value of X depends on the amount of money available). Proportions of the division of money will depend on the Dean's approval.
4. Recommendations will be guided strongly by the composite rankings of the faculty, although deviations may occur under special circumstances.
1. Based on the final merit score, the faculty member's performance during the evaluation period will be classified according to the following categories:
 - Merit scores 9.0 or higher: Substantially Exceeds FSU's High Expectations;
 - Merit scores between 7.0 and 8.9: Exceeds FSU's High Expectations;
 - Merit scores between 6.0 and 6.9: Meets FSU's High Expectations;
 - Merit scores between 4.0 and 5.9: Official Concern;
 - Merit scores between 0 and 3.9: Does Not Meet FSU's High Expectations.
1. In compliance with the BOT-UFF Collective Bargaining Agreement, faculty merit scores and the corresponding categories may be used as data by the Chair in preparing his/her Faculty Annual Evaluations.

Appeals Procedure

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

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

Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site <http://provost.fsu.edu/sacs>

**APPENDIX III:
CRITERIA FOR MERIT INCREASES AND EVALUATION FOR
SPECIALIZED FACULTY**

Specialized Faculty

By specialized faculty, we mean colleagues holding the rank of teaching faculty (I, II, or III). Except for matters pertaining to the hiring of tenure-earning faculty and issues involving promotion and tenure, specialized faculty have the right to vote on questions affecting the department.

Promotion of Specialized Faculty:

With regard to promotion for specialized faculty, the time frames and degrees required by the Department of Modern Languages and Linguistics are consistent with the University's Specialized Faculty Guidelines. A successful candidate in this area must demonstrate consistently excellent teaching and, if specified in his or her annual assignment of

responsibilities, a positive record of service/administration to the department and/or university. When a specialized faculty member is eligible for promotion, one member of the specialized faculty will be appointed to the Promotion and Tenure Committee by the chair: see II. D. 8

MERIT-BASED SALARY ADJUSTMENT CRITERIA

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

Definition of Merit

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

Faculty Evaluation Committee

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

Evaluations will be made in terms of the specialized faculty member's performance in the following categories: Teaching and Service according to Assignment of Responsibility. Scores will range from 1 to 10 with 10 being the highest score.

Faculty Evaluation Assumptions

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

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

Duties of the Faculty Evaluation Committee

Annually, the committee will evaluate each member of the faculty for the purpose of awarding pay raises for merit. The committee will also consider written appeals pertaining to the merit recommendations for which it was responsible.

Procedures for Evaluation

In order to facilitate the work of the Faculty Evaluation Committee, each specialized faculty member will submit a merit portfolio detailing his/her contributions to the department and the university. An updated "Vita" must be included in the portfolio. This portfolio should be turned in to the committee by the end of February each year, so that the evaluation process may be completed in a timely manner. The evaluations should be principally of the faculty member's performance ("quantity and quality") during the evaluation (1 January through 31 December of the previous year); however, it shall be deemed appropriate to give weight also to the performance of the preceding two years. Each specialized faculty member will be evaluated on the basis of teaching performance and service to the department and the university. Any item used in the merit evaluation process must be in writing. In the evaluation process the committee will consider the following aspects of Teaching and Service.

Specific Criteria

I. Teaching Effectiveness

Evidence of teaching effectiveness will include the following:

1. **A. Statement of assigned teaching responsibilities.**
2. **B. Course syllabi.**
3. **C. SUSSAI and SPCI Forms**
4. **D. Special teaching responsibilities and related assignments: DIS courses (approved and assigned by Divisional Coordinator), supervised research course, honors course, Gordon Rule courses, etc.**
5. **E. Evidence of effort and creativity in developing instruction or programs within the sphere of the faculty member's teaching responsibilities.**
6. **F. Awards or other recognition, for example, University teaching awards and others.**
7. **G. Advising.**
8. **H. Number of honor's candidates for which faculty member served as major or directing professor.**
9. **I. Number of honor's candidates for which faculty member served as a committee member.**
10. **J. Unsolicited letters, memoranda, or other documents describing incidents in which capabilities learned as a result of the faculty member's teaching have been put to use in productive ways.**

II. Service

Service to the department, college and university.

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

Committee Deliberations

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

1. The rating in each category will be weighed with the rating in teaching being multiplied by .6, and that in service by .4; however, the above rating will be modified in order to be consistent with the individual faculty member's assignment of responsibilities.

1. Based on the final merit score, the specialized faculty member's performance during the evaluation period will be classified according to the following categories:
 - Merit scores 9.0 or higher: Substantially Exceeds FSU's High Expectations;
 - Merit scores between 7.0 and 8.9: Exceeds FSU's High Expectations;
 - Merit scores between 6.0 and 6.9: Meets FSU's High Expectations;
 - Merit scores between 4.0 and 5.9: Official Concern;
 - Merit scores between 0 and 3.9: Does Not Meet FSU's High Expectations.

1. Merit Increase Recommendations:
(See Appendix II, Committee Deliberations 3 II)

1. In compliance with the BOT-UFF Collective Bargaining Agreement, faculty merit scores and the corresponding categories may be used as data by the Chair in preparing his/her Faculty Annual Evaluations.

Appeals Procedure

Each member of the faculty has the right to discuss the results of the merit evaluation with the

Chairperson at the time the faculty member is informed of the results of the evaluation. The composite score is available to the faculty member upon request. If the faculty member does

not agree with the results of the evaluation she or he may initiate an appeal procedure on the departmental level. An official appeal must be initiated in writing within one week after receiving notification of merit results and follow the procedures outlined below.

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

"Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site <http://provost.fsu.edu/sacs>"

This document is subject to annual revision or renewed approval by the specialized faculty in the Department of Modern Languages and Linguistics.

*The department bylaws adhere to and are consistent with University policies found in the FSU Constitution, BOT-UFF Collective Bargaining Agreement, Faculty Handbook, and annual Promotion and Tenure letter.

Revision history:

8/1994 amended so as to include Assistant/Associate in Modern Languages.

3/1995 amended so as to refer curriculum matters to undergraduate/graduate program committee.

1/1996 amended to standardize procedure of electing Program coordinators.

9/2009 Amended to conform with union contract.

1/2013 Amended to conform with new collective bargaining agreement.

1/1/2013 annual evaluation procedures go into effect.

2/28/2013 Amended .

2/14/2014 Amended to conform with collective bargaining agreement.