

**BY-LAWS OF THE DEPARTMENT OF HISPANIC STUDIES
UNIVERSITY OF KENTUCKY**

*Approved by the Faculty, December 15, 2005
Amended January 25, 2006; April 26, 2007; September 29, 2010; June 30, 2014; and
May 01, 2019.*

The following document contains the information, rules, and procedures related to the operation of the Department of Hispanic Studies. This document establishes the instrument of government of the Department of Hispanic Studies, setting forth the registry of department officers, committees, responsibilities and authorities, procedures, and proper channels of communication. Copies of this document are being distributed to the Dean of the College of Arts and Sciences, each faculty member in the Department of Hispanic Studies, and the President of the Hispanic Studies Graduate Student Association (HIGSA). One file copy will remain in the Department.

All department policies and procedures are subordinate to those set forth in the Governing Regulations (GRs), the Administrative Regulations (ARs) and the University Senate Rules (USRs), including those enacted after the approval of these rules.

I. DEPARTMENT OFFICERS AND COMMITTEES, RESPONSIBILITIES AND AUTHORITY

Terms of office: The term of office for the Chair of the Department is four years. The term of office for the Directors of Elementary Language Instruction, Graduate Studies, Undergraduate Studies, Associate Chair, and Scribe is two years. Reappointment and ratification are possible for another two-year term to a maximum of four consecutive years of service in one position. Under exceptional circumstances, reappointment of an officer beyond the second term may occur if it is deemed to be in the best interests of the Department. All faculty members, including Lecturer Series faculty, serving on committees are appointed for a period of two years.

It is understood that the following offices: Chair of the Department, Director of Elementary Language Instruction, Director of Graduate Studies, Director of Undergraduate Studies, Academic Coordinator, and Scribe, are mutually incompatible, i.e., that no individual may occupy two offices at the same time. For justifiable reasons, any member of the Department may, without prejudice, refuse or resign from any of the departmental posts.

A. Faculty

The University Governing Regulations state that the faculty of a department shall consist of a Chair and the regular, full-time members of the department who are members of the faculty of the school and/or college of which the department is a part, from assistant professor to professor, including Lecturer Series faculty and other non-tenure track faculty positions.

The department faculty has primary responsibility for the development of policies on such matters as academic requirements, courses of study, course offerings, graduate and research programs, and service functions. Jointly with the department Chair, the department faculty shall establish procedures to be used within the department concerning (1) recommendations on faculty appointments, promotions, reappointments, terminal appointments, post-retirement appointments, and the granting of tenure and decisions not to reappoint; (2) the faculty performance evaluations and (3) preparation of budget requests. The procedures in (1) and (2) above shall include consultation with directors of multidisciplinary research centers, institutes, and programs for those faculty members who are or shall be associated with such centers, institutes, and programs. The department faculty may develop statements describing the evidences of activity in instruction, research and service that are appropriate to their field(s) for use in guiding evaluations for promotion and tenure. If developed and approved by the department faculty, those statements must be submitted by the Chair of the Department to the Dean of the College of Arts and Sciences for review and final approval before the statements are made operative in the department. Revisions to a department's statements, upon approval of the department faculty, must also be submitted by the Chair of the Department to the Dean of the College of Arts and Sciences for review and final approval. The academic or scholastic requirements of a department may exceed, but not be lower than, those of the school and/or college of which the department is a part. The University Senate must approve any such differences in standards.

Non-tenurable faculty shall attend all general faculty meetings and corresponding committee meetings at the educational units to which they have been assigned and shall be granted voting rights at both the committee and departmental level, except on matters relating to appointment, reappointment, terminal reappointment, decisions not to reappoint, promotion or the granting of tenure of faculty employees in the tenure-eligible title series, but can be consulted by invitation of the department faculty (GR VII).

Visiting professors may be invited to attend meetings at the discretion of the Chair of the Department. Temporary voting privileges may be granted to other members of the department as deemed appropriate by the tenured and tenure-track members of the faculty. Membership in the department, with or without voting privileges, also may be extended or withdrawn by the above department faculty to any person assigned to the

department for administrative, instruction, research, or extension work. An individual may be assigned to more than one department; in this instance, one assignment shall be designated as primary by the Provost.

The President of the Hispanic Studies Graduate Student Association (HIGSA) shall be invited to all faculty meetings concerning academic matters affecting the graduate program or instructional matters related to graduate student instruction, and s/he or a representative will have voting privileges at the committee level except in cases of decisions involving the review and/or ranking of other graduate students and specific personnel matters. This exception applies to all the standing and ad hoc committees.

Within the limits established by the Governing Regulations, the Administrative Regulations, University Senate Rules, Rules of the Graduate Faculty, or the rules of the faculties of the school or college of which the department is a part, the department faculty has jurisdiction over matters concerning its educational policies.

In the discussion of personnel matters, the meetings will go into “closed” or “executive” sessions and respect confidentiality, in compliance with the Kentucky Open Meeting Act pursuant to KRS 61.810 (1) (g). Minutes or summaries of executive sessions will not be taken or distributed.

All recommendations from department officers and committees shall be presented to the faculty for discussion, modification and ratification. No officer is empowered to act upon new policy until such policy has been ratified by the faculty. The faculty shall meet at least once a month at a regularly scheduled time, if possible, to discuss department business or more often at the discretion of the Chair of the Department. Minutes of all meetings shall be recorded and distributed to all members of the faculty. In effect, therefore, all officers function as executives to the faculty which alone is empowered to ratify policy recommendations. Ratification is defined as a simple majority of those present at any given faculty meeting with quorum. Simple majority is defined as 51%. In all matters of voting for ratification, the Chair of the Department shall cast a vote. In cases of tie votes, the proposals or recommendations shall be regarded as having been defeated. Except where secret or written ballots are required by the College of Arts and Sciences or University regulations, decisions shall be by voice vote or a hand vote, and in either instance a simple majority shall suffice.

B. The Chair and Associate Chair of the Department

According to the University Governing Regulations, the department Chair leads the department faculty in its development of policies on such matters as academic requirements, courses of study, class schedules, undergraduate, graduate and research programs, and service functions. The Chair presides at all department meetings, except as the Chair may delegate this function, and is an ex officio member of all department committees. The Chair has administrative responsibility for implementing the

department's policies and programs within the limits established by these Governing Regulations, the Administrative Regulations, University Senate Rules, Rules of the Graduate Faculty, the rules of the College of Arts and Sciences, and the rules of any school of which it is a part.

The Chair of the Department is responsible for the overall operation and administration of the departmental program.

The department Chair is responsible for recommendations on the appointment of new faculty members of the department, promotions, reappointments, terminal appointments, post-retirement appointments, the granting of tenure, and decisions not to reappoint.

The department Chair is responsible for the periodic evaluation of department members and staff by procedures and criteria established by the University, the College of Arts and Sciences, and the department faculty. The department Chair submits the budget request for the department and administers the budget after its approval. The Chair is also responsible for making recommendations on salaries and salary changes in connection to promotion of faculty and staff.

The Chair creates the class schedules in conjunction with the Director of Elementary Language Instruction, the Academic Coordinator, and a staff member, and in consultation with the Directors of Undergraduate and Graduate Studies. In relation to the above major administrative functions, the Chair shall seek the advice of members of the department, individually or as a group, or of advisory committees that the Chair may appoint. Staff employees shall be consulted, when appropriate, by the Chair, in the development of administrative policies and on decisions that directly affect staff employees.

The Chair shall confer with department officers in all matters related to their areas of responsibility. He/she shall confer with the appropriate standing committees in matters related to promotion of faculty. All policies and decisions concerning programs and procedures, either academic or executive, shall be referred to the faculty by the Chair for their approval and ratification. He/she has the power to delegate authority and responsibility, to appoint ad hoc committees, and to convene committees and the faculty. The Chair is empowered to act on all extramural matters without benefit of consultation with the faculty or subordinate officers and/or committees when the matter demands an immediate response which would not permit sufficient time for proper and due consultation.

The Chair shall communicate relevant information to the faculty, and also serve as the spokesperson of the department. In the event that the Chair believes it necessary to depart from the majority opinion of the department faculty, the Chair shall communicate the department faculty's opinion as well as the Chair's recommendation,

stating reasons for differing from the department faculty's opinion, and notify the department faculty of such action.

The Associate Chair is recommended by the Chair in consultation with the Executive Committee and appointed by the Dean of the College of Arts & Sciences. The responsibilities of the Associate Chair will depend on the needs of the Department. Some of the responsibilities that the Associate Chair may need to take on are: serve as chair of standing committees as needed; advocate for and represent the Department in communications with the College and Dean's office; organize yearly guest speaker talks and symposia in collaboration with the rest of the faculty; be involved in development efforts, and initiatives to bring funds to the Department. Another role of the Associate Chair is to fill in for the Chair in overseeing departmental functions when the Chair is away and serve as acting Chair in absence of Chair.

As part of the process of selecting a new Chair of the Department, an *ad hoc* Search Committee will be appointed, which will meet for consultation with the candidates for the position, all faculty, all staff, and representatives of the Hispanic Studies Graduate Student Association (HIGSA). The Search Committee will prepare a report with the strengths and weaknesses of the candidates. This report will be discussed at a meeting with the faculty and without the candidates being present.

C. Standing Departmental Committees

The Chair of the Department in consultation with the Executive Committee and the faculty will appoint the committee chairs and the members of the departmental standing and ad hoc committees. The Chair of the Department will request from the faculty at least three preferences and will take into consideration length of previous service, previous experience, and departmental needs.

The Directors of the Elementary Language Instruction, Undergraduate Studies, and Graduate Studies become by default the chairs of these committees.

Lecturer Series faculty may serve as committee chairpersons as deemed appropriate by the tenured and tenure-track members of the department, with the exception of the Graduate Studies Committee.

All committees, with the exception of the Committee for Procedures and Faculty Privilege, shall meet at least once per semester, report verbally at regular departmental faculty meetings, and provide the faculty with a brief, written report of their activities at the end of each academic year to be sent to the Chair of the Department and all faculty.

1. **The Elementary Language Instruction Committee**

The Elementary Language Instruction Committee is composed of

- the Director of Elementary Language Instruction, Chair of the Committee
- the Department Academic Coordinator
- one other faculty member
- one graduate student, to be appointed by the Hispanic Studies Graduate Student Association (HIGSA) in consultation with the chair of the committee.

The principal responsibility of the Elementary Language Instruction Committee is overseeing the first semesters of language instruction in Spanish 101-102, 201-202, and 103-203.

The committee serves as an advisory body to the Director of the Elementary Language Instruction in all matters which fall within the purview of his/her responsibility.

All recommendations issuing from this committee regarding policy shall be forwarded through the Chair of the Department to the faculty for final ratification.

All members of the committee are authorized to vote, except the Hispanic Graduate Studies Association (HIGSA) representative in cases of decisions involving the review and/or ranking of other graduate students and specific personnel matters.

The Director of Elementary Language Instruction

The Director of Elementary Language Instruction (ELI) shall serve as the Chair of the Elementary Language Instruction Committee and be assisted in his/her endeavors by its members. He/she shall be empowered to delegate authority to the members of the Elementary Language Instruction Committee.

Specific responsibilities of the Director of Elementary Language Instruction include: supervising the Elementary Language sequence; participating in the training and assessment of Teaching Assistants and Part Time Instructors; developing course objectives, and appropriate structures and mechanisms for implementation of these objectives for all the courses taught in the language instruction in Spanish (SPA 101-102, 201-202, 103-203); preparing teaching assignments for summer sessions; preparing requests for information and reports concerning the Elementary Language Instruction program for the Department, the College of Arts and Sciences, or other units of the University.

The Director of Elementary Language Instruction has a one-two or two-one teaching load per academic year.

The Academic Coordinator

The Department Academic Coordinator is a lecturer or a senior lecturer (a non-tenure-track faculty appointment). The Academic Coordinator works directly under the supervision of the Director of Elementary Language Instruction.

Specific responsibilities of the Academic Coordinator include: preparing teaching assignments for each semester; preparing syllabi for courses under his/her purview (typically 101/102, 201/202) and their laboratories; preparing and supervising the preparation of all examinations, as well as the administration thereof; coordinating the meetings of teaching assistants and part-time instructors; organizing workshops related to teaching methodology, electronic platforms and/or new textbooks; selecting new textbooks for supervised courses; assisting the Director of Elementary Language Instruction in coordinating faculty visitation and evaluation of instructors' classes as well as conducting visits him/herself; processing registration overrides whenever necessary; serving as liaison between students of the basic language sequence and the department, and implementing any other policies and procedures that originate in the College of Arts and Sciences regarding elementary language instruction.

The Academic Coordinator has a two-two teaching load per academic year.

2. The Graduate Studies Committee

The Graduate Studies Committee is composed of

- the Director of Graduate Studies, Chair of the Committee
- two graduate faculty members
- the President of the Hispanic Studies Graduate Student Association (HIGSA)

The Graduate Studies Committee serves as an advisory body to the Director of Graduate Studies and the Chair in all matters within the purview of his/her responsibility.

All recommendations issuing from this committee regarding policy shall be forwarded to the Chair of the Department for presentation to the faculty for final ratification.

All members of the committee are authorized to vote, except the President of the Hispanic Studies Graduate Student Association (HIGSA) in cases of decisions involving the review and/or ranking of other graduate students and specific personnel matters.

The Director of Graduate Studies

The Chair of the Department shall confer with the President of the Hispanic Studies Graduate Student Association (HIGSA) to elicit the opinions of the graduate students as

to the appointment of the Director of Graduate Studies. The appointment shall be forwarded to the Dean of the Graduate School for his/her approval.

The Director of Graduate Studies shall be responsible both to the Department and the Dean of the Graduate School, and as such shall act as the official liaison officer between these two bodies. The Director of Graduate Studies also serves as faculty advisor to HIGSA.

Specific responsibilities of the Director of Graduate Studies include: recruiting new graduate students, administering a multi-tiered recruitment strategy (the Internet, advertising, campus visitations, direct mailing, etc.) that disseminates updated information on the graduate program designed to recruit top candidates; advising all incoming graduate students; acting as their mediator with the Graduate School; maintaining proper and up-to-date records of all official correspondence between graduate students, the Department of Hispanic Studies and the Graduate School; executing all policies and decisions pertinent to the graduate program and graduate students that have been ratified by the faculty; requesting and assembling questions for M.A. written examinations; scheduling and overseeing the administration of all M.A. and Ph.D. written examinations and scheduling of M.A. oral examinations (note: Ph.D. written examinations are assembled by the student's dissertation adviser, who then copies the Director of Graduate Studies and the examining committee. Ph.D oral examinations are scheduled by the student's dissertation adviser in consultation with the examining committee, and the Director of Graduate Studies is notified); disseminating updated information to the graduate program; monitoring the progress of all graduate students; organizing workshops, such as mock interviews and other activities related to the job search and designed to prepare graduate students for the profession; deciding, in conjunction with the Graduate Studies Committee, which incoming students to nominate for fellowships and follow up with appropriate paperwork; handling with the help of the Graduate Committee all reports and requests for information issuing from the office of the Dean of the Graduate School; completing the Southern Association of Colleges and Schools (SACS) assessment of the graduate program every year.

The Director of Graduate Studies has a one-two or two-one teaching load per academic year.

3. The Undergraduate Studies Committee

The Undergraduate Studies Committee is composed of

- the Director of Undergraduate Studies, Chair of the Committee
- two faculty members
- one graduate student, to be appointed by the Hispanic Studies Graduate Student Association (HIGSA) in consultation with the chair of the committee.

The Undergraduate Studies Committee serves as an advisory body to the Director of Undergraduate Studies and the Chair in all matters falling within the purview of his/her responsibilities.

All recommendations issuing from this committee regarding policy shall be forwarded to the Chair of the Department for presentation to the faculty for final ratification.

All members of the committee are authorized to vote, except the Hispanic Graduate Student Association representative in cases of decisions involving the review and/or ranking of other graduate students and/or teaching assistants.

The Director of Undergraduate Studies

Specific responsibilities of the Director of Undergraduate Studies include: coordinating the advising of all the junior and senior undergraduate primary majors to be conducted by the members of the committee; acting as the mediator between students and the Department, the College of Arts and Sciences and any other unit of the University when appropriate; preparing reports and requests for information concerning the undergraduate program from other units and agencies of the University; coordinating the yearly undergraduate program review; equating all undergraduate course equivalencies from study abroad and other domestic institutions; coordinating recruiting efforts; vetting independent study and internship courses to ensure academic rigor; supervising the submission of new course proposals; reviewing periodically the suitability of the undergraduate curriculum; addressing student and instructor complaints; tracking enrollment trends, and completing the Southern Association of Colleges and Schools (SACS) assessment of the undergraduate program every year. The Director of Undergraduate Studies has a one-two or two-one teaching load per academic year.

4. The Committee for Procedures and Faculty Privilege

The Committee for Procedures and Faculty Privilege is composed of

- one full professor
- one associate professor
- one assistant professor

This committee shall provide an informal forum for consultation and discussion with the Chair on the concerns and grievances of individual faculty members. It will also provide the Department opportunities to discuss difficulties that may arise in the functioning of the departmental organization, procedures, and channels of communication. The Chair of the Department, at his/her discretion, may consult with the Committee on ad hoc matters.

The committee is charged with revising departmental operating documents, as requested by the Chair.

Any member of the Department as well as graduate and undergraduate students, may petition either in writing or orally for a matter to be placed on the agenda through any member of the Committee for Procedures and Faculty Privilege. Two faculty members appointed for this Committee by the Chair of the Department will also serve as liaisons to the Ombudsman.

5. The Kentucky Foreign Language Conference Committee

The Kentucky Foreign Language Conference Committee is composed of

- one faculty member in the area of Peninsular Studies
- one faculty member in the area of Latin American Studies
- one faculty member in the area of Linguistics

The committee is responsible for coordinating the activities of the faculty and graduate students working in these three areas; reviewing abstracts for acceptance or rejection; organizing sessions, and chairing sessions.

6. The Executive Committee

The Executive Committee is composed of tenured full professors.

The Executive Committee will be in charge of conducting the Faculty Merit Evaluation Reviews (FMER) and advising the Chair of the Department as appropriate.

7. The Promotion and Tenure Committee

The Promotion and Tenure Committee is composed of the tenured faculty.

The Chair of the Department will appoint the chair of this committee. In the case of promotion to Senior Lecturer, the committee will also include Senior Lecturers.

8. The Curriculum Committee

The Curriculum Committee is a standing committee that will facilitate discussion and implementation of changes to the graduate and undergraduate curricula. The committee is charged with the responsibility of reviewing proposals for revisions and additions to, and deletions from, the undergraduate and graduate curricula. The committee may also initiate proposals. It should consult with all faculty in the relevant discipline. The committee will consist of at least four tenure-track faculty members appointed by the Chair of the Department with representation of the two departmental areas (Literatures and Linguistics). The Associate Chair will also be part of the committee and may serve as chair if needed. The Director of Graduate

Studies, the Director of Undergraduate Studies, and the Director of Elementary Language Instruction should serve as ex-officio members. A graduate student representative should also be part of the committee as selected by HIGSA.

9. The Scribe

The Scribe shall be appointed bi-annually by the Chair of the Department. He/she shall record the minutes of all meetings of the faculty, and distribute a written statement of such minutes to all members of the faculty and the Hispanic Studies Graduate Student Association (HIGSA) representative at least forty-eight hours before the following departmental meeting.

10. Non-Faculty Officers

The President of the Hispanic Studies Graduate Student Association (HIGSA)

The President of the Hispanic Studies Graduate Student Association (HIGSA) is elected by the Hispanic Studies graduate student body. The term of office shall be for one year. He/she serves as the liaison officer between the graduate students and the faculty. He/she or his/her representative shall be invited to attend meetings of the faculty in all cases in which matters of educational policy pertinent to graduate students are to be discussed, and a copy of the agenda for faculty meetings shall be provided to him/her before each meeting. As representative of the graduate students, his/her opinion shall be invited by the Chair of the Department for the appointment of the Director of Graduate Studies and for departmental searches, in which case he/she shall convey to the faculty the opinions of the association members but will not be able to cast a formal vote.

11. Staff

The minimum staff shall consist of a Department Manager and support staff as established by the College of Arts and Sciences.

12. Students

The Department defines the rights and responsibilities of 1) undergraduate students, 2) graduate students, 3) teaching assistants, 4) research assistants, and 5) graduate assistants in accordance with University Governing Regulations.

II. PROCEDURES AND POLICIES

In compliance with the University Governing Regulations, the department faculty shall hold regularly scheduled meetings. In addition, it shall hold special meetings on the call of the Dean of the College of Arts and Sciences, the Chair of the Department, or by a prescribed number of its voting faculty. Copies of the minutes of departmental faculty meetings and of meetings of department committees shall be made available to all members of the faculty of the department.

The department faculty shall establish rules, procedures and a committee structure concerning educational policy matters over which it has jurisdiction and responsibility, and shall establish its quorum for the transaction of business. These proposed rules, procedures and committee structure shall be submitted to the director of the school (if appropriate), the Dean of the College of Arts and Sciences, and the Provost for approval for consistency with these Governing Regulations, the Administrative Regulations, University Senate Rules, Rules of the Graduate Faculty, rules of the College of Arts and Sciences and (if appropriate) rules of the school faculty. Copies of the approved rules, procedures and committee structure shall be made available to the members of the departmental faculty and shall be filed in a permanent file to which each faculty member has access, with the dean of the college of which the department is a unit, the Provost, and the University Senate Council.

Procedures used in preparing recommendations shall be those established by the University, the College of Arts and Sciences, and the department faculty. At a minimum, the procedures must include consultation with all tenured members of the department, with the directors of any multidisciplinary research centers, graduate centers, or institutes with which the affected individuals are or will be associated, and with all full-time non-tenured faculty members (except for temporary faculty or those appointed in the research titles series, clinical titles series, or visiting series) with the actual or equivalent rank of assistant professor or higher who have been members of the department for two (2) years, except as noted below. All recommendations on matters listed above, excluding reappointments and post-retirement appointments, shall include the written judgment of each consulted member of the department and of each director of pertinent multidisciplinary research centers, institutes, and programs along with the recommendation of the Chair of the Department of Hispanic Studies.

The following exceptions may be made: (1) faculty members on approved leave of absence or with a primary administrative, service, or other assignment outside the department may, but are not required to, provide written judgments on all recommendations; (2) faculty members need not be consulted on recommendations for promotion affecting members with equivalent or higher rank, except that all faculty members with tenure shall be consulted on recommendations for granting of tenure; (3) faculty members without tenure need not be consulted on recommendations for granting of tenure; (4) the right to make recommendations on temporary appointments

and/or appointments at the assistant professor level or below may be delegated, with these appointments to be reviewed by the tenured faculty of the department during the second semester of the first year of appointment; and (5) in a large and diverse department, upon prior recommendation by the department faculty and approval of the Dean of the College of Arts and Sciences and the Provost, consultation with faculty members may be restricted to those associated with the concerned, previously-defined academic division or program area in the Department of Hispanic Studies.

Suggestions for changes, deletions and additions for the next revision of this document should be made to the Chair of the Department of Hispanic Studies in writing. Rules can be amended by a majority vote (51%) of the faculty. Our goal is to create a document that can easily be amended and will serve as a helpful resource in the Department of Hispanic Studies.