

BYLAWS AND STANDING POLICIES  
DEPARTMENT OF HISPANIC STUDIES  
TEXAS A&M UNIVERSITY - COLLEGE STATION

CONTENTS

BYLAWS

I. Statement of Mission and Purpose.....4

II. Administrative Structure.....4

    A. Department Head.....4

        i. Appointment.....4

        ii. Duties.....4

            a) Administrative.....4

            b) Budgetary.....4

            c) Curricular.....5

    B. Director of Graduate Studies (DGS) .....5

        i. Appointment.....5

        ii. Duties.....5

    C. Director of Undergraduate Studies (DUS) .....5

        i. Appointment.....5

        ii. Duties.....5

    D. Director of Study Abroad (DSA) .....5

        i. Appointment.....5

        ii. Duties.....5

    E. Director of Lower Division Language Instruction.....5

        i. Appointment.....5

        ii. Duties.....5

III. MEETINGS

    A. Departmental Meetings.....6

    B. Special Meetings.....6

    C. Voting.....6

IV. COMMITTEE STRUCTURE.....6

    A. The Tenure and Promotion (T&P) Committee.....6

        i. Structure.....6

        ii. Subcommittee.....6

    B. The Promotion Committee.....7

        i. Structure.....7

        ii. Subcommittee.....7

\* NOTE: For Tenure and Promotion Guidance.....7

    C. Standing Committees.....7

        i. Graduate Admissions Committee (GAC) .....7

|  |           |
|--|-----------|
| ii. Graduate Committee (GC) .....                            | 7         |
| iii. Undergraduate Committee (UGC) .....                     | 7         |
| iv. Awards and Leaves Committee (ALC) .....                  | 7         |
| v. Annual Review Committee (ARC) .....                       | 8         |
| vi. Annual Review Committee + (ARC+).....                    | 8         |
| vii. Speakers and Events Committee. (LC) .....               | 8         |
| viii. Diversity Committee (DC) .....                         | 8         |
| ix. Best Practices (BPC) .....                               | 8         |
| <b>V. PROCEDURES FOR ADOPTION AND AMENDMENTS.....</b>        | <b>8</b>  |
| A. Adoption.....   | 8         |
| B. Amendments.....   | 9         |
| <b>VI. APPROVAL AND REVISION HISTORY.....</b>                | <b>9</b>  |
| A. Approved by HISP faculty 12/17/03.....                    | 9         |
| B. Amended by Dean of Faculties K. Watson 1/6/04.....        | 9         |
| C. Amended by CLAA Dean's Office 1/6-9/04.....               | 9         |
| D. Revised 12/5/2005.....                                    | 9         |
| E. Revised 1/25/2007.....                                    | 9         |
| F. Revised 12/9/2009.....                                    | 9         |
| G. Revised and restructured – 12/5/2011 .....                | 9         |
| H. Approved by HISP faculty 12/16/2011.....                  | 9         |
| I. Revised 11/15/2013.....                                   | 9         |
| <b>STANDING POLICIES.....</b>                                | <b>10</b> |
| <b>I. Department Policy on Tenure and Promotion.....</b>     | <b>10</b> |
| A. Probationary Period.....                                  | 10        |
| B. Criteria for Tenure and Promotion.....                    | 10        |
| i. Research.....   | 10        |
| a) ... Dissertation related research .....                   | 10        |
| b) ... Research program.....                                 | 10        |
| c) ... Books.....  | 10        |
| d) ... Articles.....   | 11        |
| ii. Teaching.....  | 11        |
| a) Effective Teaching.....                                   | 11        |
| b) Evaluation.....   | 11        |
| iii. Service.....  | 11        |
| a) Definition.....   | 11        |
| b) Projection .....  | 11        |
| C. Promotion from Associate Professor to Professor.....      | 11        |
| i. ... Timing and expectations.....                          | 11        |
| ii. ... Research record.....                                 | 11        |
| iii. ... Recognition.....                                    | 11        |
| iv. ... Leadership.....                                      | 12        |
| <b>II. Performance Indicators for Review of Faculty.....</b> | <b>12</b> |
| A. Research.....   | 12        |

|  |           |
|--|-----------|
| i. Shorter-term indicators.....  | 12        |
| ii. Longer-term indicators.....  | 12        |
| B. Teaching.....   | 12        |
| C. Service.....  | 12        |
| <b>III. Procedures for Review of Faculty.....</b>                      | <b>13</b> |
| A. Annual Reports and Annual Merit Reviews.....                        | 13        |
| B. Third-Year Reviews, Tenure Reviews, Reviews for Promotion.....      | 14        |
| <b>IV. Duties of HISP Officers.....</b>                                | <b>14</b> |
| A. DGS. ....   | 14        |
| i. Student-related.....  | 14        |
| ii. Administrative.....  | 14        |
| iii. Curricular.....   | 14        |
| B. DUS.....  | 14        |
| i. Student-related.....  | 14        |
| ii. Administrative.....  | 15        |
| iii. Curricular.....   | 15        |
| C. DSA.....  | 15        |
| i. Student-related.....  | 15        |
| ii. Administrative.....  | 15        |
| iii. Curricular.....   | 15        |
| D. DLI.....  | 15        |
| i. Student-related.....  | 15        |
| ii. Administrative.....  | 15        |
| iii. Curricular.....   | 15        |
| <b>V. Procedures for Faculty Searches.....</b>                         | <b>16</b> |
| A. The Search Committee.....   | 16        |
| B. Procedures.....   | 16        |
| C. The Candidates.....   | 16        |
| D. The Finalists.....  | 16        |
| E. The Final selection.....  | 16        |
| <b>VI. Guidelines for Office Behavior.....</b>                         | <b>17</b> |
| <b>ADDENDA.....</b>  | <b>18</b> |
| <b>I: College, University and TAMU System Reference Documents.....</b> | <b>18</b> |
| <b>II: Procedures for Adjunct Appointments.....</b>                    | <b>18</b> |

## SECTION I: STATEMENT OF MISSION AND PURPOSE

The faculty of the Department of Hispanic Studies (HISP) establish these Bylaws at a time when worldwide globalization includes the demographically and culturally significant Hispanization of Texas, as well as of large northern cities and virtually the entire Southwest of the United States. Through teaching, research, service and administration the HISP faculty contribute in their undergraduate work to preparing students in all aspects of Hispanic Studies through fostering adequate preparation in the field and university and professional levels of bilingualism and biculturalism especially in English, Spanish, and/or Portuguese, but not to the exclusion of other languages and cultures of the regions and lands where Spanish- and Portuguese-language presence is significant. The HISP graduate program trains specialists in all particular fields of Hispanic Studies, with a special attention to literary and visual studies, linguistics, and language studies, as well as in transdisciplinary Hispanic Studies.

Guided by the principles of fairness, civility, flexibility, diversity, and transparency, the HISP faculty define herein the administrative and departmental structures, functions and duties, as well as policies and procedures requisite to achieving their purposes in accord with the vision, policies and procedures of Texas A&M University and the College of Liberal Arts. By means of these Bylaws, the HISP faculty also describe how the traditional professorial activities in teaching, research, service and administration contribute to building an increasingly successful department wherein students and faculty realize their fullest potential.

## SECTION II: ADMINISTRATIVE STRUCTURE

The Department Head, the Director of Graduate Studies (DGS), the Director of Undergraduate Studies (DUS), the Director of Lower Division Language Instruction (DLDLI), and the Director of Study Abroad (DSA) shall be the officers of HISP.

**A. Department Head:** Is appointed by the Dean of the College of Liberal Arts, in consultation with the faculty, and serves at the Dean's pleasure. The Department Head is the chief executive officer of HISP. In addition to his or her duties as defined by the Dean, the Department Head has the following duties:

1. **Administrative:** Directs and monitors, in consultation with HISP faculty, departmental initiatives related to program building at the undergraduate and graduate levels; represents HISP at official functions; presides at general and special meetings of HISP, calls elections of faculty to designated departmental, college and university committees; makes ad hoc individual and committee appointments for specific departmental tasks; appoints HISP officers in consultation with the faculty; coordinates efforts for internationalization and cooperation with other institutions; presents candidates for adjunct faculty affiliations; recruits faculty and staff in consultation with the voting faculty; determines the duties of individual faculty members; fosters faculty development in accord with the mission and purpose of HISP;

2. **Budgetary:** Prepares the preliminary annual budget, and presents a report thereon to the faculty; supervises the allocation of the budget; allocates salary increases to individual faculty members in accord with University and College Policy; acts as advocate to the Dean and the Administration for appropriate budgetary resources, including faculty salary increases and competitive pay scales.

3. **Curricular:** Proposes developmental and long-range plans for HISP to its membership; determines

individual course assignments after consultation with the DGS, the DUS and individual faculty; assures that the content of course offerings as specified in course syllabi agrees with corresponding catalog descriptions of the course.

**B. Director of Graduate Studies (DGS):** Is appointed by the Head normally for a term of four years in consultation with faculty. Reports to Department Head. Re-appointments must be approved by a majority of voting faculty.

Duties: Recruitment and advising of graduate students; planning and implementing the graduate curriculum in consultation with the faculty; monitoring the overall progress of the graduate program; serving as Acting Head when requested to do so by the Head; chairing the Graduate Studies Committee.

**C. Director of Undergraduate Studies (DUS) :** Is appointed by the Head normally for a term of four years in consultation with faculty. Reports to Department Head. Re-appointments must be approved by a majority of voting faculty.

Duties: Supervision of the upper-division programs; oversight of lower-division language instruction; planning and implementing the undergraduate curriculum in consultation with the faculty; recruitment and supervision of advising for majors and minors; monitoring the overall progress of the undergraduate program; serving as Acting Head when requested to do so by the Head; chairing the Undergraduate Studies Committee.

**D. Director of Study Abroad (DSA):** Is appointed by the Head normally for a term of four years in consultation with faculty. Reports to Director of Undergraduate Studies and Department Head. Re-appointments must be approved by a majority of voting faculty.

Duties: Planning and implementing new Study Abroad Programs for HISP; planning and implementing the study abroad curriculum in consultation with faculty; supervising the recruitment, selection, and advising of students going abroad in consultation with the Academic Advisor and, as needed, with DGS and DUS; monitoring current and future programs of study abroad; liaise between HISP and the Study Abroad Programs Office.

**E. Director of Lower Division Language Instruction.** Is appointed by the Head normally for a term of four years in consultation with faculty. Reports to Director of Undergraduate Studies and Department Head. Re-appointments must be approved by a majority of voting faculty.

Duties: prepare syllabi for elementary and intermediate language core courses; establish policies for lower level Spanish courses (e.g., policy on absences); select and order textbooks; ensure that instructors are aware of all information pertinent to the instruction of these classes and that the instructors are on task; prepare language lab session or online materials for use in coordinated courses; communicate to the lab assistants, tutors, supplemental instruction leaders, etc. expectations of general and weekly performance, and monitor their compliance with expectations; act to correct lack of compliance; prepare unit exams and final exams for relevant courses; ensure that instructors are provided with copies of exams to be administered; work to ensure standard grading practices for all sections; provide instructor supervision/training by: setting up regular meetings with GATs for the discussion of

expectations, teaching strategies, grading procedures, lab programs, online activities, etc.; organizing, with expected obligatory attendance, workshops for instructors of lower level Spanish courses; visiting GATs' classrooms for evaluation and feedback or arranging for such visitations, providing instruction and training for lab assistants, tutors, supplemental instruction leaders; provide the department head with a list of class assignments for the language sequence consistent with budget projections at mid-semester every semester.

### SECTION III: MEETINGS

A. **Departmental Meetings:** Are conducted according to Robert's Rules of Order. Faculty shall usually meet as a whole once a month during the academic year. Meetings will be scheduled at such a time when there is no conflict with the departmental teaching schedule for any voting faculty member. The Head will set agenda items in consultation with faculty and moderate the meeting. All meetings will be announced at least one week in advance; agendas shall be distributed at least two days in advance. Additional meetings may be called by the Head to transact business as needed.

B. **Special Meetings:** The Head of HISP, or the chair of any duly-constituted HISP committee, following an affirmative vote by that committee, may call special meetings as necessary to transact business. Special meetings may also be called by written petition to the Head if supported by at least 33% of voting faculty.

C. **Voting:** The following members of HISP have voting rights on matters of general policy covered by these Bylaws and Standing Policies except where otherwise specified in this document: faculty with the rank of Full, Associate or Assistant professor, including Instructional faculty on budgeted appointment with these ranks, and faculty with the rank of Distinguished Lecturer, Senior Lecturer, Lecturer (at least 75% time), or Assistant Lecturer (100% time). Faculty with a rank as specified above holding a budgeted joint appointment in HISP and another administrative unit are eligible to vote. Except for faculty members on a visiting appointment, faculty with an appointment of at least 50% are eligible to vote on general departmental matters not pertaining to hiring, tenure, promotion, or graduate program policy. Unless otherwise specified, absentee or proxy balloting shall be permitted in HISP. A quorum is needed for voting decisions that are binding. Quorum in the department is defined by the presence at the meeting of a simple majority of voting personnel available for attendance, that is, without an excused absence for the target meeting.

### SECTION IV: COMMITTEE STRUCTURE

The committee structure of HISP shall consist of the Tenure and Promotion Committee; the Promotion Committee; and Standing Committees. The Head may appoint *ad hoc* committees in consultation with faculty as needed.

A. **The Tenure and Promotion (T&P) Committee** consists of the tenured faculty of HISP with rank of Professor, or Associate Professor. Voting for T&P cases shall be by written secret ballot.

1. **Evaluation Subcommittee.** The Head will establish an evaluation subcommittee and chair from among T&P Committee members to prepare four separate draft reports -- on teaching, on research, on service, and a draft summary of subcommittee deliberations and recommendations -- for the

probationary third-year review and the review for promotion and tenure. The four reports and the candidate's dossier shall form the basis for discussion at the T&P Committee meeting, which the Head will not attend. The chair of the evaluation subcommittee shall moderate subcommittee meetings and T&P Committee deliberations. In the case of multiple tenure cases, the Head will appoint one chair to moderate all Tenure Committee deliberations. The chair will ensure that the final version of the four reports represents T&P Committee discussion and faculty voice, and reflects the vote of the committee. A summary report on the discussion and vote must be presented for full T&P Committee sign-off.

**B. The Promotion Committee** consists of the tenured faculty of HISP with rank of Professor. Voting for Promotion cases shall be by written secret ballot.

1. Evaluation Subcommittee. The Head will establish an evaluation subcommittee and chair from among Promotion Committee members to prepare four separate draft reports -- on teaching, on research, on service, and a draft summary of subcommittee deliberations and recommendations -- for the review for promotion to Full Professor. The four reports and the candidate's dossier shall form the basis for discussion at the Promotion Committee meeting, which the Head will not attend. The chair of the evaluation subcommittee shall moderate subcommittee and Promotion Committee meetings. In the case of multiple promotion cases, the Head will appoint one chair to moderate all Promotion Committee deliberations. The chair will ensure that the final version of the four reports represents Promotion Committee discussion and faculty voice, and reflects the vote of the committee. A summary report on the discussion and vote must be presented for full Promotion Committee sign-off.

C. For **Tenure and Promotion Guidance** please refer to College guidelines at

<http://liberalartscommunity.tamu.edu/docs/Bjobling/TenurePromotionGuidelines.pdf>

**C. Standing Committees:**

1. Graduate Admissions Committee (GAC): Consists of four members from HISP, including the DGS and three HISP members elected from among graduate faculty by HISP graduate faculty, as well as the DGS from each participating campus. The term of membership on the Committee will be for a rotating three years. Duties will include identifying and recruiting eligible applicants, screening applications, interviewing candidates, making admissions decisions, and identifying possible nominees for awards and fellowships.

2. Graduate Committee (GC): Consists of four members, serving for a rotating three years, at least one of whom will hold the rank of Full Professor and one of whom will be a graduate student; membership on the GC will be by means of election from among graduate students by graduate students in HISP and from among graduate faculty by the graduate faculty in HISP; the DGS will chair the committee; the graduate student will be a non-voting member of the GC; duties of the GC will include evaluation of graduate students, evaluation of the graduate curriculum, formulation of program reports, and recommendations for graduate program policies.

3. Undergraduate Committee (UGC): Consists of seven members; the DUS will chair the committee; the UG advisor will be a non-voting *ex officio* member; membership for three positions will be by means of election from among faculty and will include representation from both lecturer and T-TT ranks; one position will be filled by an undergraduate student who will be a non-voting member; one position will be filled by a graduate student who will be a non-voting member; duties of the UGC will include

evaluation of the undergraduate curriculum, formulation of program reports, recommendations for undergraduate program policies, pre-approval of new course proposals and curriculum changes.

4. Awards and Leaves Committee (ALC): Consists of three members from the tenured faculty, chosen by election by the faculty as a whole; chaired by the most senior elected member; term of membership is a rotating three years; duties include: making nominations to the department Head for all fellowship, grant, and award competitions affecting departmental members (faculty, staff, and students) within the College and the University for which a formal nomination by the Head or by the Department is expected; helping the department Head develop precise criteria for the nomination process; setting non-flexible guidelines for the presentation of advising or supporting materials by prospective nominees; keeping records of all nominations and criteria; duties specifically exclude commissioning recommendation letters for the different competitions, as nominees will generally take responsibility for that aspect of the process as a condition of acceptance of their nomination; coordinating applications for Faculty and Professional Development leaves; producing a ranking of nominations; requesting and evaluating post-Leave reports.

5. Annual Review Committee (ARC): Consists of four members elected from the tenured faculty representing different ranks, at least two of whom must be full professors, and should be chaired by a continuing Full Professor; term of membership is a rotating two years; collects and organizes annual review materials for tenured and tenure-track faculty; classifies teaching, research, and service for each dossier under three categories, namely, "excellent," "effective," and "unsatisfactory."

6. Annual Review Committee +. (ARC+). Consists of members of ARC plus two more members elected from the ranks of assistant professors or non tenure and tenure track faculty with voting rights, who serve for a rotating two years; annually reviews faculty not on tenure track following criteria consistent with their job descriptions (i.e., teaching).

7. Speakers and Events Committee. (LC). Consists of three members elected from the faculty; chaired by the most senior elected member; term of membership is a rotating two years; promotes, collects and organizes departmental requests for invited lectures or other professional-development events; commits to supplementing departmental funds with funds from other available areas in the University, such as the Glasscock Center or the Dean's Office.

8. Diversity and Climate Committee (DC). Consists of four elected faculty members from all ranks, one graduate student, and one staff member; chaired by the most senior elected member; term of membership is a rotating three years; takes a proactive position on all issues pertaining to diversity and climate in the department; coordinates with the College Diversity Committee; channels all considerations and requests meant to foster an appropriate departmental climate within its purview; advises the faculty and the Head on best diversity practices within the department.

## SECTION V: PROCEDURES FOR ADOPTION AND AMENDMENTS

A. **Adoption:** These Bylaws and Standing Policies take effect immediately upon authorization by the Dean of the College of Liberal Arts and the Dean of Faculties.



**B. Amendments:** Amendments to these Bylaws and Standing Policies may be proposed by the Head, by a duly constituted HISP committee or by written petition to the Head if supported by at least 33% of voting faculty. Proposals for amendments to bylaws will be included on the next departmental meeting agenda for debate only and voted upon at the following departmental meeting. Amendments to Standing Policies will be included on the next departmental meeting agenda and may be approved at that meeting. Amendments to bylaws require 66% approval of voting faculty in order to take effect; standing policies require majority approval of voting faculty to take effect.

#### **SECTION VI: APPROVAL AND REVISION HISTORY**

- A. Approved by HISP faculty 12/17/03
- B. Amended by Dean of Faculties K. Watson 1/6/04
- C. Amended by CLAA Dean's Office 1/6-9/04
- D. Revised 12/5/2005
- E. Revised 1/25/2007
- F. Revised 12/9/2009
- G. Revised and restructured – 12/5/2011
- H. Approved by HISP faculty 12/16/2011
- I. Approved by the College of Liberal Arts 6-4-12
- J. Approved by the Dean of Faculties (7-17-12)
- K. Revised 10/18/2013, Approved by HISP faculty 11/15/2013

## STANDING POLICY I:

### DEPARTMENT POLICY ON TENURE AND PROMOTION

The HISP faculty clarify here the standards by which tenure-track faculty members are judged during their probationary period. This statement indicates the objectives to be met for tenure and promotion to Associate Professor by the time of final review and the criteria for promotion to Professor. This policy is intended to be consistent, equitable, fair, and in accordance with CLAA and TAMU policies. Please refer to College guidelines at

<http://liberalartscommunity.tamu.edu/docs/Bjobling/TenurePromotionGuidelines.pdf>

**A. Probationary Period.** Annual reviews are mandatory. A comprehensive review is performed at the midway point of the probationary period, usually during the third year of the initial appointment. It is important that tenure-track faculty demonstrate high, continuing achievement by contributing to the programmatic needs of HISP through effective teaching, research and service. It is the responsibility of the candidate, in consultation with the Head and faculty, to plan a program of academic career development and a time-table for implementation of the plan. By the midterm review candidates must show clear and substantial progress toward the requirements of tenure and promotion.

#### **B. Criteria for Tenure and Promotion**

1. **Research.** A candidate must show through significant and substantial scholarly publication a record of achievement and disciplinary recognition that is consonant with the aims of a major research university. The quality of these publications is more important than their quantity, and the candidate must demonstrate significant intellectual growth beyond the dissertation;

a. If a candidate draws upon the dissertation for publication, such as a series of articles or a book, this work normally will be completed and submitted for publication by the time of the third-year review. If a candidate should present as the major work for the tenure and promotion file a book that was taken from the dissertation, the T&PC must firmly establish that the book is a substantially revised and expanded version of the dissertation and that it has gone significantly beyond the dissertation;

b. It must be understood that, for any successful case for tenure and promotion, the candidate has to demonstrate evidence of a research program that is independent of, but not necessarily unrelated to, the dissertation. In all cases for tenure and promotion to associate professor, there must be evidence of a significant and sustainable research program that is beyond any book or series of articles derived from the dissertation and that is demonstrated in thematically or theoretically related externally peer-reviewed articles, book chapters, research grants or fellowships, or other evidence of research activity.

c. Books are important indicators of scholarship. Single-authored monographs, critical studies and critical editions are prime examples. They should normally be published by a university press or as part of a recognized scholarly series issued by a commercial publishing house or by an equivalent foreign publisher. Vanity press publications are not acceptable. Other types of editions, co-authored or co-edited studies will carry less weight. Bibliographical studies will be judged according to their scholarly merits. Translations cannot take the place of individual scholarly publications, but high quality translations can be seen as significant contributions to the discipline. While textbooks may be viewed as valuable to the profession, they cannot be equated with scholarly books.

d. Articles will normally appear in refereed journals, volumes of critical essays edited by a respected member of the discipline, or selected, appropriately refereed proceedings from international or national conferences and symposia. Particularly valuable in some of our fields are series of related articles. Articles published in leading refereed journals will usually carry more weight than those appearing in volumes and proceedings, but the professional standing of the editor, other co-contributors and press will be evaluated and taken into account. Publications identified as notes will usually carry less weight than articles, but notes and reviews can enhance the overall record of the candidate.

2. Teaching. For tenure and promotion a candidate's teaching must contribute efficaciously in the classroom to the effective education of students.

a. Effective teaching is assessed through a combination of methods and indicators, including direct observation of classroom teaching, the candidate's syllabi and teaching materials, student evaluations, as well as teaching awards and grants for development of new courses and innovative approaches to teaching. At least once a year during the probationary period T-TT faculty members in two-person teams will observe the candidate teaching a class, and then produce written evaluations of the candidate.

3. Service. The most important service any faculty member can give is that which helps to build a stronger Department of Hispanic Studies, College of Liberal Arts, or University. Service to the professional field is external service, and will be considered equally useful. Service should help the faculty member establish her or his personal profile at those relevant levels. It is normally the case that a candidate's first service is given to the department and that the radius of his or her service increases with time. There are differential expectations for service loads on the basis of rank.

a. Consistent, effective service begins with attendance at HISP departmental meetings and includes active engagement and cooperation in departmental initiatives and participation in *ad hoc* and standing committees. It may extend to College and University committees to complement departmental service. External service includes service to the professional field at large.

### **C. Promotion from Associate Professor to Professor**

1. Normally the promotion from Associate Professor to Professor can be considered after at least four years of service and experience at the rank of Associate Professor. The promotion, however, is not a function of the numbers of years of service, but of clearly demonstrated achievement and distinction in teaching, research and service. Professors should be nationally and internationally visible, and recognized as leading scholars in one or more fields in which they have made an impact on the profession.

2. The research record for promotion to Professor must include a body of ongoing scholarly research beyond the review for tenure and promotion to Associate Professor. This record will normally include a book-length critical study or critical edition published by a university press or as a part of a recognized series issued by a commercial publishing house or an equivalent foreign publisher. This study or edition must have been published by the time of consideration of the scholarly record. Vanity press publications are not acceptable. Guidelines concerning other types of editions, co-authored or co-edited studies, bibliographical studies, translations and textbooks are the same as stated above.

3. The overall record of research must be recognized as a significant scholarly contribution by the

profession. Such recognition may be established through published reviews, citation lists, editorship(s) of and/or membership(s) on the editorial board(s) of a major journal(s), and related or similar professional criteria.

4. A professor is expected to be a leader in teaching, service and professional involvement. The rank bestows a special responsibility for the overall progress of the Department, and for the relations with other University entities, faculty and students. While scholarly achievement is normally the deciding factor for this promotion, true eminence in other areas may carry considerable weight.

## **STANDING POLICY II:**

### **PERFORMANCE INDICATORS FOR REVIEW OF FACULTY**

The general philosophy and overall spirit that inform Standing Policy I also inform this listing of indicators of achievement and performance. These listings identify more specifically those aspects or research, teaching and service which create a strong and improving HISP program. Their independent use by the Head is meant to determine levels of "excellent," "effective," and "unsatisfactory" performance by faculty. Collegiality and openness in the review process will best lead to constructive orientation, useful mentoring and continued development of the faculty. The assessment of three consecutive unsatisfactory annual reviews leads to the initiation of a post-tenure review process.

#### **A. Research**

1: Shorter-term indicators include the quality of research as demonstrated by the venues of publication and quantity of research over a three-year period; receipt of a prize or award for a specific publication; reviews of published work; receipt of research-related awards;

2: Longer-term indicators include impact in the profession of the research as demonstrated by, among other things, documented frequency of citation; invitations to edit special numbers of journals or thematically focused volumes of essays by diverse hands; invitations to give plenary-type lectures; receipt of multiple research awards and fellowships; demonstrated and documented development and participation in interdisciplinary or synergistic research projects; subsequent editions, reprints, translations of previously published work.

**B. Teaching.** Indicators include, among other things, quality of teaching as reflected by student and peer evaluations and teaching materials; maintenance of high standards for student performance and evaluations; receipt of teaching-related grants from external funding agencies; a thorough and up-to-date knowledge of fields(s) of specialization; effective planning, organization, and presentation of course material; stimulation of participation, thought and inquiry by students; effective advisement and direction of students in their academic work and in their research (e.g. including students in research projects, co-authoring papers with students, directing theses and dissertations, participating on M.A. advisory and Ph.D. dissertation committees); contributions to the mentoring of students, which is especially expected from faculty at the level of Associate Professor and Professor; well-conceived teaching outside of HISP that advances the mission of HISP, the College and the University; receipt of teaching-related awards.

**C. Service.** Indicators include effective chairing or participation on standing and ad hoc committees in

the Department, College and University; receipt of service- or administrative-related awards; serving as editor of a journal or series, as editorial board member, as officer or program or committee chair of a national or international professional organization or meeting; serving on external peer committees for tenure and promotion cases or as proposal reviewer for scholarly awards or on a governmental task force, commission, or board; leadership role(s) in the community; evaluation of manuscripts or abstracts.

### **STANDING POLICY III:**

#### **PROCEDURES FOR REVIEW OF FACULTY**

Procedures for annual review of faculty are governed by these guidelines, which in turn are governed by policies of Texas A&M and the College of Liberal Arts. University policy regarding faculty evaluation is outlined in University Rule 12.01.99.M2 and by the Task Force for faculty Performance Evaluation (2010). The Annual Review evaluates faculty performance for the past calendar year even though, in accordance with College bylaws, annual reviews of the previous three years must be taken into account for merit raises. In cases of conflict between the procedures that follow and University or College policies, this document is superseded.

**A. Annual Reports and Annual Merit Reviews.** The Department Head shall conduct annually a review of each T-TT faculty member's performance in the areas of teaching, research or creative work, and service. Non T-TT faculty will be evaluated on teaching effectiveness and, as relevant, on service. Faculty undergoing a probationary review or review for tenure and/or promotion will be peer-reviewed by the appropriate committee (See B below), the materials for which shall form the basis for the Head's annual review.

In preparation for each year's review, faculty will submit an annual report consisting of a current vita, a report of faculty accomplishments for the year of review, along with copies of publications and supporting materials deemed appropriate. The Head, in view and full consideration of reports by the Annual Review Committee, will write and convey an evaluation of the annual report consistent with performance indicators mentioned provided in Standing Policy II. The Head's evaluation shall serve as the basis for recommendation for merit salary increases.

The relative merits for evaluating T-TT faculty performance across the three areas of concern normally shall be: 1) 50% Research or Creative Work); 2) 30% Teaching and 3) 20% Service, excepting probationary TT faculty, who will follow the formula: 1) 55% Research or Creative Work, 2) 35% Teaching, 3) 10% Service. HISP officers carrying especially heavy service loads, for example, or faculty on teaching leave or who elect to teach heavier loads throughout the year, may have this general formula adjusted by the Head. The Head will determine any individual variation from the general formula in consultation with individual faculty members and document that variation in advance of the review.

Published creative work by departmental faculty members will be recognized as meritorious and deserving of formal credit for tenure, promotion, annual review evaluation, or award nomination when at least three of the following questions may obtain answers deemed satisfactory by the relevant departmental committees: 1. Has the work been nominated for any prizes? 2. Has it been chosen for any? 3. How many copies has the work sold? 4. Has the work been studied by others in academic settings? How? 5. Has the work been reviewed in any publications? 6. Does the publishing press enjoy

a high reputation?

**B. Third-Year Reviews, Tenure Reviews, Reviews for Promotion.** The Department Head shall appoint an evaluation subcommittee for each faculty to be reviewed for the probationary third-year review and for the tenure and promotion review (see Section IV.A), and for promotion (see Section IV.B). All members of the evaluation subcommittee are expected to review the candidate's dossier in each area and to contribute to the written report. Additional documentation may be solicited to supplement the report in each area for the third-year review. External letters must be solicited for the report on Research and Creative Work for the review for tenure and promotion. At least half of the solicited external letters should be from a list provided by the candidate, and none shall be from the candidate's "Do Not Ask List." The results of each stage of a candidate's review process shall be made known to the candidate as the review proceeds.

Evaluation subcommittee reports (research, teaching, service, and summary) and the candidate's dossier will form the basis for consideration of a case by the Tenure and Promotion Committee or the Promotion Committee. The chair of the evaluation subcommittee shall moderate subcommittee meetings and T&P Committee deliberations. Following open discussion by the committee, a decision to continue, tenure, and/or promote the faculty member shall be taken by written secret ballot. The chair of the Tenure and Promotion Committee or Promotion Committee shall forward its vote, final report, and materials from the evaluation subcommittees to the Head. The chair, not the department Head, will ensure that the final version of the four reports represents T&P Committee discussion and faculty voice, and reflects the vote of the committee. A second summary report summarizing T&P Committee discussions and vote must be presented for full committee sign-off.

#### **STANDING POLICY IV:**

##### **DUTIES AND RESPONSIBILITIES OF HISP OFFICERS**

A. **DGS.** Duties of the Director of Graduate Studies include:

1. Student-related: Recruiting; coordinating offers of financial assistance; coordinating orientation programs for new graduate students; advising for registration, degree plans, and committees opportunities; advising for awards and other funding opportunities; conferring with DSA concerning graduate student study abroad opportunities; conducting exit interviews and maintaining longitudinal records of career placement and professional advancement;

2. Administrative: Serving as the HISP representative to the College-Level Graduate Instruction Committee and as liaison between HISP and the Office of Graduate Studies; processing petitions; amending degree plans or making other requests of the Dean and Office of Graduate Studies; monitoring and reporting policy and requirement changes that affect the HISP graduate program, and general status of graduate programs and students; supervising the HISP test for university-wide, graduate-student, foreign-language requirement; chairing Graduate Studies Committee.

3. Curricular: Planning curriculum offerings in consultation with the Head, DUS and graduate faculty; processing changes to curriculum.

B. **DUS.** Duties of the Director of Undergraduate Studies include:

1. Student-related: Supervising major and minor advising; coordinating student relations and recruitment and retention efforts; acting as the HISP liaison with the CLLA Office of Student Affairs; resolving grade disputes; maintaining longitudinal records of career placement and professional advancement; acting as liaison with high-school Spanish programs;

2. Administrative: Serving on College-level Undergraduate Instruction Committee and as liaison with the College's Office of Undergraduate Studies; supervising and implementing changes in the HISP undergraduate curriculum; chairing the Undergraduate Studies Committee.

3. Curricular: Advising Head regarding scheduling and teaching assignments in consultation with faculty and the DGS; monitoring continuity of upper-division course offerings; processing changes to curriculum.

C. **DSA**. Duties of the Director of Study Abroad include:

1. Student-related: Promoting HISP study abroad programs, supervising the recruitment, selection and advising students who study abroad on programs sponsored by HISP;

2. Administrative: Representing HISP study abroad programs within SAPO, CLLA, and other University entities; serving on relevant study abroad committees; monitoring current study abroad programs, developing and implementing future study abroad programs; processing program approvals; supervising HISP-sponsored study abroad programs;

3. Curricular: Working with the DUS and the HISP Advisor to integrate study abroad programs sponsored by HISP into departmental philosophy and ensure compliance with HISP requirements.

D. **DLI**. Duties of the Director of Lower-Division Language Instruction include:

1. Student-related: Providing instructor supervision/training by: conducting regular meetings with GATs for the discussion of expectations, teaching strategies, grading procedures, lab programs, online activities, etc.; organizing, with expected obligatory attendance, workshops for instructors of lower-level language courses; visiting GATs' classrooms for evaluation and feedback or arranging for such visitations, providing instruction and training for lab assistants, tutors, and supplemental instruction leaders.

2. Administrative: Providing the department head with a list of class assignments for the language sequence consistent with budget projections at mid-semester every semester; consulting in the selection of graduate students chosen for service as teaching assistants and communicating with them prior to the beginning of their service.

3. Curricular: Preparing syllabi for lower level language courses; establishing policies for said courses (e.g., policy on absences); selecting and ordering textbooks; ensuring that instructors are aware of all information pertinent to the instruction of these classes and that the instructors are on task; preparing language lab session or online materials for use in coordinated courses; communicating to the lab assistants, tutors, supplemental instruction leaders, etc. expectations of general and weekly performance, and monitoring their compliance with expectations; acting to correct lack of compliance; preparing unit exams and final exams

for lower-level language courses; ensuring that instructors are provided with copies of exams to be administered; working to ensure standard grading practices for all sections.

#### **STANDING POLICY V:**

##### **FORMATION AND PROCEDURES OF SEARCH COMMITTEES FOR T-TT FACULTY**

A. When hiring for a T-TT faculty position is approved by the Dean of CLLA, the Head will name a search committee consisting of at least three T-TT members in consultation with the T-TT faculty. The committee should demonstrate strength in the academic specialty being recruited. Membership on the committee may be from outside of HISP should circumstances of a particular search make such membership advisable.

B. At the first meeting of the Search Committee, chaired by the department Head, committee members will prepare the job description, determine advertisement venues, set a schedule for the receipt of applications and selection of semi-finalists, who are normally to be interviewed at the MLA Annual Convention, and elect the chair, who will be responsible for the orderly functioning of the search and for keeping the T-TT faculty apprised of progress with the search.

C. The dossiers of candidates shall be available to HISP T-TT faculty during the search, which contains within it a vetting process whereby faculty may comment on specific candidacies. The list of semi-finalist candidates produced by the Search Committee will take into account T-TT faculty comments.

D. Finalist candidates will be selected by the Search Committee following interviews with the semi-finalists. The search chair, in conjunction with the Head, will create a schedule of on-campus interviews for finalists, which will include a scholarly presentation and may include a demonstration class by the candidate, as well as formal meetings with the appropriate level(s) of administration beyond the Department, as well as with HISP Officers and faculty.

E. When the round of on-campus interviews is complete, the T-TT faculty will meet to rank-order its selection of finalists via secret ballot. Taking into account this ranking, the Head will enter into negotiations with a candidate when authorized to do so by the Dean of CLLA.

#### **STANDING POLICY VI**

##### **Guidelines for HISP Workplace Behavior and Conflict Resolution**

These guidelines are based on the following assumptions:

- Faculty, staff, and students in HISP recognize that a productive working environment is based on mutual respect and courtesy at all levels of the departmental operation.



- All members of the department are committed to fostering a constructive atmosphere where individuals can feel supported and supportive of others.
- Faculty, staff and students of HISP will make every effort to maintain friendly and courteous attitudes toward others at all times, whether internal or external to our department.
- Generosity, tolerance, fairness, and an open demeanor are essential aspects of courteous behavior whether in real or virtual interaction (i.e., email, telephone, or other electronic means).

Should situations arise that are in conflict with any of these assumptions, individuals are encouraged to work toward resolution that generally benefits all involved parties and supports the best interests of HISP. The following guidelines for reporting problems having to do with uncivil or discourteous behavior in the workplace offer multiple courses of action to address workplace conflict, if it were to occur.

1. Consider whether resolution can be accomplished through a direct conversation between conflicting parties. Seek to understand, to clarify, and to explain the source of conflict and its impact.
2. Direct the problem to the attention of your immediate supervisor or of the departmental head as soon as possible if informal, personal measures fail to resolve the issue or are not prudent to pursue.
  - a. You are entitled to ask for a witness to be present during your reporting interview.
  - b. Your supervisor will attempt to mediate through a personal conversation. Should that fail, your supervisor will bring the issue to the attention of the departmental head.
  - c. The departmental head will prescribe immediate action as appropriate to the situation and within University policy.
  - d. If the head's action does not resolve the problem, a grievance procedure may be initiated in accordance with College and University regulations.
3. Should the departmental head be perceived as the cause of the problem or conflict, undergrad students may report directly to the Director of Undergraduate Studies; graduate students may report directly to the Director of Graduate Studies; staff members may report directly to the Office of Human Resources; and faculty members may address their concern to the Dean of Liberal Arts or the Dean of Faculties. The DUS, DGS, Human Resources personnel, or the Dean of Faculties will, under their separate authorities, seek resolution directly with the departmental head or through the office of the Dean of Liberal Arts, as appropriate.

For general reference re faculty members, please see <http://rules-saps.tamu.edu/PDFs/12.01.99.M4.pdf>

## ADDENDUM I

### College, University and System Reference Documents

1. College of Liberal Arts Review, Tenure and Promotion Procedures (2012)

<http://liberalartscommunity.tamu.edu/docs/Bjobling/TenurePromotionGuidelines.pdf>

2. Tenure and Promotion (Dean of Faculties)

[http://dof.tamu.edu/sites/default/files/tenure\\_promotion/DOF\\_Tenure\\_Guidelines.pdf](http://dof.tamu.edu/sites/default/files/tenure_promotion/DOF_Tenure_Guidelines.pdf)

3. University Statement on Academic Freedom, Responsibility, Tenure, and Promotion (UR 12.01.99.M2)

<http://rules-saps.tamu.edu/PDFs/12.01.99.M2.pdf>

4. University Rule on Post-Tenure Review (UR 12.06.99.M1)

<http://rules-saps.tamu.edu/PDFs/12.06.99.M1.pdf>

5. Task Force for Faculty Performance Evaluation Report

<http://provost.tamu.edu/councils-task-forces/faculty-performance-evaluation/FacEvalTaskForce9910.pdf>

6. Dean of Faculties Faculty Handbook

See <http://dof.tamu.edu/> for newest version

7. Scholarly and Creative Activities Program

<http://vpr.tamu.edu/funding/scholarlycreative>

## ADDENDUM II

### Procedures for Adjunct Appointments

Adjunct affiliation in HISP may be offered for varying reasons, but the overarching factor must be of an academic nature. Adjunct faculty must help advance the academic mission of the department along lines having to do with undergraduate and graduate program development, and be consistent with goals regarding interdisciplinarity and internationalization.

For adjunct faculty affiliation to HISP, the curriculum vitae of the person must be circulated among the general faculty by the departmental head. Usually no formal vote will be necessary, since adjunct affiliations are honorary, and affiliates do not compete for departmental

allocations or resources. However, adverse opinions from faculty members will be taken into account and might in fact constitute grounds to call for a formal vote or for rejection.