Bylaws
Department of Spanish, Italian, and Portuguese
University of Virginia

FACULTY
1. The Faculty consists of individuals who hold one of the following appointments in the Department, as defined in PROV-029: Faculty Appointment Types and Titles (Nov. 2014) and PROV-004: Employment of Academic General Faculty Members (Jan. 2017). There are three types of faculty appointments in SIP:
      a. Tenured or Tenure-Track (T/TT), including Joint appointments
      b. Academic General Faculty Members (AGFM)
      c. Courtesy

FACULTY MEETINGS

1. The Department Chair ensures that at least two meetings per semester are available for meetings of all T/TT faculty and one meeting per semester with all T/TT faculty and the Academic General Faculty (AGFM). Every effort will be made to schedule these meetings in advance and to avoid scheduling conflicts with teaching, colloquia, or other departmental functions. Faculty will plan to attend meetings in person whenever possible. Under unusual circumstances or for time-sensitive matters meetings may be held at other times during the week, the summer, and/or on university holidays and recesses.
2. The Chair or her/his designee shall preside over meetings.
3. A quorum shall consist of a simple majority of the eligible Voting Faculty (see Voting – Eligibility below).
4. Every effort will be made by the Chair to include representation from the Spanish, Italian, and Portuguese programs in any meeting in which significant departmental matters are discussed, such as hiring, departmental policy, and curricular changes proposed by the appropriate leadership of one of the three language programs: the Undergraduate Curriculum Committee in Spanish, the DUP and the Director of the lower-level language program in Italian Studies, and the Director of the Portuguese Program.
5. At least three days before each meeting, a written agenda shall be distributed to the faculty by the Chair or her/his/their designee. The Chair may add items to the agenda after this point, except when those items pertain to hiring, promotion, curricular changes, or other issues that require time for consideration.
6. An individual designated by the Chair shall record the minutes of each meeting and make them available to faculty. Minutes shall be approved by the faculty at the next regular meeting (or earlier) and subsequently archived (in Collab SIP site =>Resources=>Minutes of Dept. faculty mtgs). Faculty will have full access to all archived minutes.
7. Meetings will follow the rules contained in *Robert's Rules of Order Newly Revised*. In brief:
      a) motions will be presented by the chair of the relevant committee
      b) motions will be seconded by a faculty member who is not the Chair or committee chair
      c) Chair states the motion
      d) faculty discuss the motion
      e) Anyone may call the question, which requires a 2/3 majority vote whether or not to continue the debate

       f) discussion ends by 2/3 majority vote or when no one else has asked to speak

       g) faculty members vote by show of hands or secret ballot, as appropriate for the motion

       h) Chair announces the results of the vote

8. Meetings will be conducted following best practices for inclusivity. See for instance Heath and Wensil (2019).

9. A graduate student representative and a general faculty representative may attend regular meetings of the TT faculty when invited by the Chair.

ADMINISTRATIVE APPOINTMENTS

1. The Chair makes administrative appointments as needed. Administrative positions (such as Associate Chair, DGS, DUPs, DDI, Ombudsperson, etc.) shall generally serve terms of three years beginning August 25. For administrative positions that are typically held by members of the Academic General Faculty, see "AGFM Department Policy."

2. The Department is committed to rotating administrative positions to ensure equitable distribution of service positions, decision making, and shared knowledge of procedures. The recommended term limit is two terms.

3. The Chair will make every effort to avoid potential conflicts of interest when making administrative appointments. For example, the same individual should not hold more than one significant leadership position such as department Chair, Associate Chair, DDEI, DGS, DUP, or Ombudsperson.

4. To protect the research time of pre-tenured faculty, the Chair will avoid appointing Assistant Professors to time-consuming administrative positions (DGS, DUP) or positions that require acting on time-sensitive personnel matters (DDEI, Ombudsperson).

COMMITTEES

1. The standing committees of the Department shall consist of the Chair's Advisory Committee (CAC), Graduate, Undergraduate, Peer Evaluation, Sponsored Events, and Diversity, Equity, and Inclusion Committees.

      a. The Chair may appoint and charge ad hoc committees as deemed necessary. The Chair may consult the relevant parties in selection of committees (for example, the DGS when selecting the Graduate Committee or the DDEI when selecting the Diversity, Equity and Inclusion committee).

      b. Members of all standing committees, with the exception of the Peer Evaluation Committees, shall be appointed by the Chair and serve a term of two years beginning July. (On the Peer Evaluation Committee, see #5a-d, below.)

      c. A list of administrative and committee appointments will be shared with the Department at the beginning of each academic year.

2. The Chair's Advisory Committee shall advise the Chair in representing the faculty in advancing Departmental priorities and mission. The Chair's Advisory Committee consists of the Associate Chair, DGS, DUP in Spanish, DDEI, and Director of Graduate Admissions. These committees do not hold executive power; policy proposals are developed in committee and voted on by the appropriate faculty. See "Committee Proposal Procedures" and "Voting," below.

3. The Graduate Committee shall administer the graduate degree programs in the Department. The DGS shall chair the Graduate Committee. See "Graduate Committee: Policies and Procedures."

4. The Undergraduate Committees for Spanish, Italian, and Portuguese shall administer the undergraduate degree programs. The DUPs shall chair the Undergraduate Committees. See "Undergraduate Committee: Policies and Procedures" for the three language divisions.

5. The Peer Evaluation Committees (PEC) for T/TT and AGFMs shall provide the Chair with faculty evaluations based on annual reports submitted to the College of Arts & Sciences.

> a. Elections. The PEC for AGF will be elected by members of the AGF and the PEC for T/TT faculty will be elected by members of the T/TT faculty. All members of the T/TT faculty are eligible to stand for election. Members of the AGF who are on 3-year contracts and have been renewed at least once are eligible to stand for election.
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> b. Service. Members serve staggered two-year terms. After their term, committee members are not eligible to serve again for a period of two years.
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> c. Procedures. The PECs will conduct their reviews according to rubrics and policies presented to and approved by the faculty (T/TT or AGFM), following the guidelines of the College's "Initial Recommendations for Best Practices in Annual Peer Reviews." For an overview of PEC policies and procedures for T/TT faculty, see "PEC Guidelines: Tenured and Tenure-Track Faculty." For an overview of PEC policies and procedures for AGFM faculty, see "PEC Teaching Rubric" and "PEC Service Rubric."
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> d. Reviews. The Chair shall strive to provide an annual written evaluation to all faculty members before submitting recommendations to the dean's office so that faculty have an opportunity to respond to their PEC evaluation and the chair's recommendation. The Chair will meet with tenure-track faculty annually to discuss advancement towards tenure in accordance with the College's "Procedures for Renewal, Promotion, and Tenure."
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> > d.1: Priority. If there is not enough time for the Chair to provide all faculty with written feedback before submitting recommendations to the dean's office, and for faculty to respond to the PEC evaluation and Chair's recommendation, the Chair will prioritize feedback for tenure-track assistant professors.

6. The Diversity, Equity and Inclusion committee shall assist the DDEI in ensuring best practices for a diverse, equitable, and inclusive work environment. See "DEI Committee: Policies and Practices."

7. Search committees shall follow the "Arts and Sciences Search Process Guidelines," including the use of evaluation rubrics and conflict of interest policies.

Committee Proposal Procedures

1. A committee takes on a proposal through the suggestion of the department Chair, or from the committee chair in consultation with the Chair.

2. Once a proposal is written, the committee chair shares its work with the Chair, who may share it with the CAC. Suggested revisions are incorporated before sharing the document or documents with T/TT faculty in advance of the next scheduled meeting.

3. After presenting the proposal at the meeting, faculty communicate comments and suggestions verbally, by email, or other method (e.g., online discussion forum, online editing platform, etc.) during a defined comment period.

4. The committee presents the revised document at the next meeting for discussion and vote, per *Robert's Rules*.

VOTING
Eligibility

1. In general, voting faculty shall consist of T/TT Faculty. In some cases, AGFM who hold appropriate rank may vote on issues relating to AGFM, such as promotion and renewal of AGFM. For rules outlining voting for Academic General Faculty Members, see "AGFM Department Policy."

 a. Visiting Faculty and Emeriti/ae Faculty, regardless of rank, neither participate in faculty meetings nor vote.

2. T/TT Faculty are eligible to vote on all departmental matters, except for promotion, tenure, and renewal, where eligibility is determined by professorial rank. In those cases, faculty vote at rank but not above (e.g., Assistant Professors do not vote on promotion of Associates to Full). All T/TT Faculty vote on new T/TT hires, regardless of rank (e.g., Assistant Professors vote on the hiring of Associate and Full Professors.)

VOTING

1. As a general rule, the department's voting faculty will be enfranchised in all matters pertaining to their regular work responsibilities. Specific guidelines regarding matters of promotion, tenure, and renewal, and matters of curricular design, are included below.
   a. Should doubts arise about what constitutes "regular work responsibilities," the matter will be settled by the chair.
2. The voting faculty includes the following:
   a. All T/TT faculty
   b. All AGFM on three-year appointments.
3. The voting faculty does not include:
   a. AGFM on one-year appointments.
   b. Emeritus faculty.
   c. Visiting faculty.
   d. Courtesy faculty from other departments.
4. In matters of promotion, tenure, and renewal, eligibility to vote is determined by professorial rank, as follows.
   a. T/TT Faculty will be eligible to vote on new T/TT hires, regardless of rank (e.g., Assistant Professors vote on the hiring of Associate and Full Professors.)
   b. Tenured faculty will be eligible to vote for the promotion or renewal of any T/TT faculty member below their rank, and for the hire, promotion, and renewal of any member of the AGFM, regardless of rank. Tenured faculty will also be eligible to serve on the promotion/renewal committees for any of these cases.
   c. AGFM will be eligible to vote for the promotion or renewal of any member of the AGFM below their rank. They will also be eligible to serve on the promotion or renewal committees for these cases.
   d. The appointment of chaired professorships is a separate matter, governed the "Arts & Sciences Procedure for Endowed Professorships" (December 2021).
5. In matters of curricular design, all T/TT faculty and AGFM will be eligible to vote on the component of the department curriculum to which they regularly contribute through teaching.
   a. For the purposes herein, the curriculum is to be understood as being divided into four components: graduate (5000+); upper-level undergraduate (4000-4999);

intermediate-level undergraduate (3000-3999); and lower-level undergraduate (1000-2999).
  b. It is assumed that all faculty will readily understand in which of these components they regularly teach.
    i. Doubts regarding this matter will be settled by the chair.
  c. Voting faculty will be eligible to vote on all matters affecting the part(s) of the curriculum in which they regularly teach. This includes, but is not limited to:
    i. The adoption of new courses.
    ii. Changes in existing courses that require departmental vote.
    iii. Curricular requirements, such as the requirements for the PhD program, the major, or the minor.
6. In matters of governance other than questions of promotion/tenure/renewal or curricular design, the right to vote shall be determined by the principle of full enfranchisement with regard to matters pertaining to a faculty member's regular work responsibilities. T/TT faculty will be eligible to vote on all departmental matters, except cases of promotion at rank or above.

Procedures
1. Departmental recommendations for curricular changes, changes to policy or governance, new faculty hires, joint appointments, and courtesy appointments require a simple majority vote of T/TT Faculty by anonymous ballot. The ballots will be received by a designated member of the faculty (e.g., Chair, Ombudsperson).
2. Departmental recommendations for promotion or renewal require a simple majority vote following the guidelines on promotion. See "Promotion and Tenure" below.
3. Other motions are adopted by a simple majority. Voting on such motions may be done by show of hands, unless any member of the voting faculty requests an anonymous ballot.
4. The total vote is defined as the number of affirmative and dissenting votes. Abstentions and votes not submitted do not contribute to the total but will be recorded.

PROMOTION AND TENURE
For guidelines on tenure and promotion, refer to the College of Arts & Sciences Faculty Policies for T/TT Faculty (https://as.virginia.edu/procedures-renewal-promotion-and-tenure-TT) and Academic General Faculty (https://as.virginia.edu/tenure-track-academic-general-faculty-policies).

Tenure-track faculty should also refer to the following documents: "SIP Procedures for 3rd Year Review," "SIP Procedures for Promotion to Associate Professor without Term," and "SIP Procedures for Promotion to Full Professor."

AMENDMENTS
The processes and procedures described in the bylaws can be amended at any regular meeting by a two-thirds vote of the Voting Faculty following the procedures described above: Faculty Meetings #9 or Committee Proposal Procedures, as appropriate.