

**DEPARTMENT OF FRENCH, FRANCOPHONE, AND ITALIAN STUDIES BY-LAWS**  
(Approved and Adopted August 18, 2016)

**I. Mission Statement**

The Department of French, Francophone and Italian Studies provides opportunities through courses and programs to develop well rounded students. By graduation, our majors and minors have achieved language competence and have had many experiences with French and/or Italian literatures and cultures through our programs and interactions with community members. Most importantly, our students come away with a broader global perspective than when they entered the program. Specifically, the Department's mission is to:

1. Ensure acquisition of sufficient knowledge of the language to build proficiency.
2. Provide opportunities to develop critical thinking skills as well as linguistic competence in French and Italian.
3. Promote global awareness through the study of French, Francophone, and Italian literatures and cultures.
4. Enhance the education of all students in our programs by providing skills that complement and enhance their chosen field and offer them opportunities to engage in meaningful personal enrichment.
5. Expand collaboration with other disciplines and encourage opportunities for interdisciplinary initiatives.
6. Emphasize the interrelatedness of language, culture and literature, and the intellectual achievements of Italy, France, and the Francophone world.
7. Foster relevancy in our offerings and program to respond to changing times and needs by promoting language for special purposes.
8. Provide total linguistic and cultural immersion experience abroad.
9. Encourage advanced study of French or Italian at the graduate or professional levels.

**II. Personnel**

A. Composition of the Faculty

1. Tenured/Tenure-Track Faculty: Faculty members occupying a permanent, state-supported line at the time of their appointment.

2. Senior Instructors: Non-tenurable instructional faculty members occupying a state-supported line who are granted renewable five-year contracts after successful completion of probationary employment period.

3. Instructors: Non-tenurable instructional faculty members occupying a state-supported line. All appointments at this rank are for five years. In the fifth year, Instructors apply for promotion to Senior Instructor.

4. Visiting Faculty: Non-tenurable faculty members occupying a temporarily vacant state-supported line for a maximum of three consecutive academic years.

5. Adjunct Instructors: Non-tenurable faculty members who teach part- or full-time on a semester-by-semester contract. No appointments at this rank occupy a state-supported line.

Note: Roster Faculty includes Tenured/Tenure-Track Faculty, Senior Instructors, and Instructors

## B. Requirements and Responsibilities of the Faculty

Tenured/Tenure-Track Faculty hold a terminal degree in French or Italian, while Senior Instructors/Instructors hold at least a Master's degree in French or Italian, or related field of study. Adjunct Faculty hold a Master's degree with at least 18 hours of graduate work in French or Italian.

Teaching is the primary function of the members of the department. If classes are to be cancelled for any reason, the Chair and the administrative assistant must be informed in writing as to the cause. A faculty member missing the class should document how the missed class will be made up and/or what work students are given on the day class was missed. If a qualified substitute is to cover the class, it is the responsibility of the faculty to make that arrangement.

1. Teaching Load, Teaching in Another Program: The normal teaching load is three courses/nine hours per week per semester for tenured/tenure-track faculty. The teaching load for instructors, senior instructors or visiting instructors/assistant professors is four courses/12 hours per week per semester. A faculty member planning to teach a course in another program must have permission of the Chair.

2. Roster Faculty are required to:

a. Attend workshops/meetings offered by the Beginning & Intermediate Language Coordinator.

b. Plan and teach well-organized classes with clearly stated objectives to be outlined in course syllabi.

c. Submit course syllabi to the Chair and the Departmental Administrative Assistant that comply with the CofC-wide syllabus policies as well as the departmental policies.

d. Implement Departmental policies on course content, grading, textbook usage, and teaching and testing practices in order to provide a consistent learning experience for students.

e. Assess student performance regularly with appropriate materials and tools and inform students of the methods employed in determining the final course grade.

f. Be accessible to students on a regular basis by maintaining one office hour per class and respond to students in a timely manner.

g. Advise students on programs, degree requirements, academic and support services and policies and regulations.

3. Adjunct Faculty are required to:

a. Attend all workshops organized before and during the semester by the Beginning & Intermediate Language Coordinator.

b. Follow the guidelines provided by the Coordinator.

c. Plan and teach well-organized classes with clearly-stated objectives to be outlined in course syllabi.

d. Implement Departmental policies on course content, grading, textbook usage, and teaching and testing practices in order to provide a consistent learning experience for students.

e. Assess student performance regularly with appropriate materials and tools and inform students of the methods employed in determining the final course grade.

f. Be accessible to students on a regular basis by maintaining one office hour per class and respond to students in a timely manner.

g. Inform students of programs, academic and support services, and policies and regulations.

h. Notify the Coordinator immediately of any problems or situations that impact the ability to deliver the curriculum.

4. Payment for extra course(s):

A. Tenured/Tenure-Track Faculty members are not paid for a 4th course but receive extra pay for a 5th course.

B. Senior Instructors and Instructors are paid for a 5th course.

### C. Chair

The procedures for selection and evaluation of the Chair and the responsibilities of the Chair are explained in the Faculty Administration Manual (FAM). While the FAM outlines that the main responsibility of the Chair is facilitating the teaching, research and service of his/her faculty, the Chair also has a broad range of responsibilities and functions that include but are not limited to:

- Provide Departmental leadership in the development of goals, objectives, curriculum and staffing.
- Evaluate annually each member of the Department faculty and staff.
- Maintain personnel files.
- Conduct searches for new faculty.
- Manage the budget.
- Conduct regular Department meetings.
- Schedule courses.
- Monitor history of FREN and ITAL course offerings, and track all special topics courses.
- Advise faculty and students.
- Assign replacement faculty advisers for students whose academic advisers are on leave for the period in question.
- Recommend applications for professional travel and sabbatical leaves.
- Provide orientation to new faculty members.
- Supervise office administrative assistant.
- Hear informal faculty and student grievances.

The Chair conducts the business of the Department in full consultation with the Department members.

In addition to the responsibilities outlined in the FAM, the Chair also keeps appropriate records of Departmental minutes and Departmental decisions that alter the curriculum and/or the Departmental By-laws. At the end of each academic year, the Chair will compile an Annual Report, which will be made available to all members of the Department and pertinent offices at the College prior to the beginning of the following academic year.

#### D. Program Director of Italian Studies

Subject to the approval by the Dean, the Program Director of Italian Studies is appointed by the Chair. The appointee's term is one year, with a 12-month renewable contract, and is accompanied by a stipend.

The primary responsibilities of the Program Director of Italian Studies are to:

1. Assess all requests for transfer course-credit from institutions within the U.S.
2. Schedule courses taught in Italian Studies.
3. Handle the placement of incoming students with previous Italian language study or exposure to the language.
4. Advise students with course selection, study abroad, minor.
5. Assess all requests for transfer course-credit from institutions from within the U.S. and during study abroad. This includes evaluating external syllabi and working closely with the Registrar's Office and the Center for International Education.
6. Process Course Catalog changes with the Curriculum Committee: including course deactivation, updating prerequisites, when applicable, and working with other program directors regarding modification of Italian Studies offerings.
7. Conduct adjunct instructor evaluations.
8. Maintain contact with all students enrolled in ITAL and LTIT courses in order to inform them of course offerings, events, and provide other relevant information.
9. Help with the Major/Minor Fair, Accepted Students Day, and any Open House presentations.
10. The Program Director of Italian Studies may also be called to assist the Chair with other tasks as deemed appropriate.

#### E. Mentorship Program

To assist a mentee with adjusting to his/her new position in the department, a mentor will provide guidance with departmental and college-wide policies and procedures; guidelines for tenure, promotion and/or continued employment; and any issues related to the department, college, etc. The Chair will appoint a new faculty member a mentor upon his/her arrival on campus. Only tenured FFIS faculty are eligible to serve as mentors: one mentor for each new faculty member. For visiting roster faculty: tenured and tenure-track faculty may serve as mentors. For instructors: tenured, tenure-track and senior instructors may serve as mentors. For adjunct faculty, any roster faculty member or another adjunct faculty member with at least two years of employment at the College of Charleston may serve as a mentor.

It is also understood that outside of the formal mentorship program, any faculty member in the department is welcome to advise a new hire as is necessary and appropriate. Also, and in addition to the aforementioned mentorship program, the Chair's role in advising ALL new hires is considered indispensable.

**Disclaimer:** It is solely the Instructor or Assistant Professor's responsibility to discover, understand, and perform all duties and functions, and to participate in a collegial manner in all departmental affairs.

#### F. Coordinator for Beginning & Intermediate French Language Instruction

The Coordinator for Basic Language Instruction oversees the lower level and intermediate French courses (FREN 101-201, FREN 250) and reports directly to the Chair. The Coordinator carries out the Chair's instructions and acts on his/her behalf in the activities that impact the quality of the program.

The responsibilities of the Beginning & Intermediate French Language Coordinator are to:

1. Oversee inventory of faculty's texts and supplemental materials, and act as a liaison with the College of Charleston Bookstore for placing student textbook orders and supplemental materials for FREN 101-202 (250).
2. Provide all Departmental Faculty with current policies and other appropriate documents regarding basic language instruction prior to the beginning of each semester or as appropriate.
3. Advise Adjunct Faculty on absence procedures and class coverage in case of an emergency situation.
4. Provide to new faculty necessary orientation on teaching approaches, course requirements and responsibilities.
5. Coordinate syllabi and testing materials of basic language program, suggest changes when needed and keep files of sample syllabi and exams.
6. Carry out classroom observations on a regular basis and provide feedback in a follow-up conference.
7. Meet with Adjunct Faculty at least once per semester to discuss issues, problems and/or concerns related to the teaching of basic language courses.
8. Advise Adjunct Faculty on any problematic situations and consult with the Department Chair.
9. Coordinate the French Language Conversation Courses: advertise the courses and train the Teaching Assistants teaching the courses in an orientation workshop about effective teaching techniques and other workshops throughout the semester as needed; supervise the Teaching

Assistants, including class observations and follow-up feedback; propose updates to the curricula as needed.

#### G. Hiring for a Tenure/Tenure-Track Position

When the Dean authorizes a new position (or positions), the department shall, in a regular meeting, fully discuss a specialty area or areas to be hired. The open discussion shall take into consideration the program needs of the department and how the hiring will address those needs. When time constraint is a factor, this discussion shall be done by email.

The Department will follow the guidelines and procedures established in the FAM and other pertinent documents when hiring its members.

A Search Committee will be convened to review applicants' files, including credentials and letters of recommendation, interviewing via Skype, and coordinating on-campus interviews. In personnel matters, only tenured/tenure track faculty members may vote.

Departmental faculty with voting privileges for new hires must meet with each candidate for a given position in order to vote. If a faculty member did not meet with each candidate, he or she will not be able to vote. The Chair in consultation with the Dean makes contractual decisions.

1. The Job Description: The Chair shall request a draft job description, which will be presented to the department for discussion and action. Where time constraint is a factor, this discussion shall be done by email.
2. Application Review: All tenured/tenure-track faculty shall participate in the review of applications and in drawing up short lists.
3. Interviewing via Skype: The top 6 candidates will be interviewed via Skype. All tenured/tenure-track faculty shall participate in the Skype interview process.
4. Selecting Candidates for Interview on Campus: The tenured/tenure-track faculty will select the 3 candidates who will be invited to campus. Using a paper ballot, each tenured/tenure-track faculty will rank each listed candidate from 1 to 6 (or however many were interviewed via Skype), where 1 is the first choice, and 2, the second choice, etc. The combined rankings will be tallied and the three candidates receiving the most combined votes will be invited for the campus interview. If the Chair has a compelling reason to simplify this process in a special given situation, the Chair will explain this to the faculty who must approve the Chair's recommendation before candidates are contacted for campus interviews.
5. Selecting the Candidate for the Job Offer: Only tenured and tenure-track faculty members may participate in the selection of the candidate for the job offer. Only those tenured and tenure-track faculty who actually meet with the candidates during their on campus interview may vote.
6. Only those faculty who participate in the discussion of the candidates may vote.

7. The voting will be by closed paper ballot.

#### H. Faculty Evaluation

At all levels of faculty evaluation, the standards and criteria in the College of Charleston FAM, in addition to related memos and guidelines from the Academic Affairs and the Department of French, Francophone, and Italian Studies' Guidelines for Third-Year Review and Tenure & Promotion, shall be followed. In third-year, tenure and promotion reviews, the minimum standards and criteria established in the FAM shall only serve as a benchmark. Candidates in the Department of French, Francophone and Italian Studies are expected to exceed the minimum requirements in keeping with college-wide expectations which place high premium on quality research and publications.

### III. General Considerations

#### A. Meetings

1. Roster Faculty will meet at least 4 times per semester at a day and time announced prior to the start of the semester in question. The time and place of these meetings, as well as the tentative agenda, will be determined and announced by the Chair of the Department at least one week prior to the meeting. Roster Faculty may submit additional items for the agenda. The Chair may cancel any regular meeting if there is insufficient official business to discuss. The official language of the meeting is English.

2. Special Meetings: A special meeting may be called by the Chair or by written request to the Chair signed by a simple majority of the voting faculty. With the exception of emergency situations, one week's notice must be given and reason for the meeting clearly indicated before a special meeting shall be called.

3. The Chair of the Department will preside over the meeting.

4. A simple majority of the Roster Faculty will constitute a quorum at all meetings.

5. Tenured/Tenure-Track Faculty, Senior Instructors and Instructors present at the meetings have voting privileges. However, only Tenured/Tenure-Track Faculty have the right to vote on curriculum at the 300-level and above. The Chair is a voting member. No votes are accepted in absentia.

6. Minutes of the Departmental meetings will be kept by the administrative assistant. The minutes will be written in English and circulated via email for review no later than two weeks after said meeting. The minutes will be submitted electronically as a part of the permanent records of the Department of French, Francophone, and Italian Studies.

7. Non-Roster (Adjunct) Faculty will meet periodically with the Chair of the Department and/or the Beginning & Intermediate French Language Coordinator throughout the academic year as needed.



## B. Departmental Committees and Duties

1. Department committees: The Chair will make committee appointments and assign chairs of the committees. The term of service will be one academic year for such appointments. The dates and agendas of all scheduled committee meetings will be announced. Each committee shall maintain files of the committee's minutes and any policies that have been approved by the department. Any department faculty member may attend any committee meeting and have full floor privileges, but only committee members shall have voting rights. As needed, the Chair may assign Ad Hoc or temporary duties to appropriate committees.

a. Assessment: This committee will coordinate, analyze, and report on the program assessment for all programs in the department, including the General Education Language assessment.

b. Curriculum: This committee will coordinate, initiate, propose, and defend any curricular changes in the department.

c. Recruitment and Outreach: This committee is made up of one representative from each of the other standing committees.

d. Scholarships and Student Awards: Responsible for the process of nominating student candidates for Department, School and/or College awards.

2. There are additional duties that will be assigned as needed by the Chair. Some of these duties include:

a. Faculty Senator: Responsible for attending Faculty Senate Meetings.

b. French Club Advisor.

c. French, Francophone, and Italian Studies Lecture Series.

d. French House Advisor: Responsible for recruitment and selection of student residents for 6 Bull Street and for supervision and organization of cultural events hosted on-site.

e. Italian Club Advisor.

f. Library Liaison: Responsible for administering the Department's library budget and coordinating faculty members' requests for library acquisitions.

g. Overseas Course Approval Advisor.

## C. Statement on Curriculum

No individual member of the Department, including the Chair, can amend, alter, delete, or add to the curriculum without the support and/or vote of the departmental curriculum committee and

Department. Subtitles and descriptions for varying topics courses will be approved by the departmental Curriculum Committee and the Chair.

#### D. Course Descriptions

A current list of all requirements for the major in French and the minors in French and Italian as well as other related Departmental offerings will be published each academic year on the Departmental webpage and in the catalog.

#### E. Policies for Beginning Intermediate and Upper-level French and Italian Language Courses

1. All courses will be taught in the target language (i.e. French or Italian).
2. For upper-level French and Italian classes, it is expected that all primary sources and most secondary sources (80 %) be in the target language.
3. For the adoption of a new lower-level language text in French all adjunct and roster faculty will be on the committee. The Beginning & Intermediate French Language Coordinator serves as committee chair. The committee will put forth to the roster faculty the textbook it wishes to adopt. The adoption of the text will be voted on by roster faculty.
4. For the adoption of a new lower-level language text in Italian, all faculty in the program will work together with the Italian Studies director.

#### F. Teaching Assignments: Non-Tenure Track Faculty

1. Adjunct Faculty: Adjunct faculty shall normally teach basic and intermediate level courses. Exceptions could be made in exceptional circumstances. When the adjunct is a former faculty member, this rule shall not apply.
2. Visiting Faculty: Depending on his/her rank, faculty with visiting status of Assistant or Associate Professor may teach upper-level courses in his/her area of expertise.
3. Instructors and Senior Instructors: The College of Charleston FAM stipulates that “Senior Instructors (and Instructors) normally teach only lower division classes.”

#### G. Peer Visitation

1. Mandatory Visitation: Peer visitation is mandatory for non-tenured faculty, including instructors and adjuncts. It is also mandatory for tenured faculty who wish to apply for promotion (to Full and for Post-Tenure review at the superior rank).
2. Frequency of Visitation: At least two (one per semester) visitations a year is recommended.

3. Visitation Mechanism: A Peer Evaluation form will be used by the evaluators, and a copy of the evaluation will be sent to the evaluatee within two weeks after the class visit. Each party will sign the form.

#### H. Study Abroad Programs

1. Chair will call for volunteers to direct study abroad programs and ensure fair opportunities for everyone.
2. Any Roster Faculty interested in directing a new study abroad program will present a proposal to the Chair of the Department to obtain approval before submitting the proposal to the Center for International Education. Note that tenure-track professors who have not yet gone through the third-year review process are dissuaded from leading study abroad programs.

#### I. Maymester/ Summer School

Each fall, the Chair will poll all FFIS Faculty to determine which members are interested in teaching during the following summer. Maymester/Summer School teaching assignments will be made according to rank and seniority of interested faculty. No more than two courses will be assigned to a single faculty member under normal circumstances. No faculty member is required to teach during Maymester/Summer School. Assigned faculty are required to follow all department policies for their course syllabi, including basic language courses. The basic language coordinator will order the textbooks for all lower-level language courses taught in the summer.

#### J. Directed Reading, Independent Studies, Internships and Bachelor's Essays

1. Directed Readings and Independent Studies may only be offered if the student lacks the appropriate number of credits for graduation through no fault of his/her own (i.e. a course he/she needs is not being taught). These are intended for emergency situations only.
2. Directed Readings, Independent Studies, Internships and Bachelor's Essays will be taught by a Roster Faculty member only if he/she is willing and available to do so.
3. For Bachelor's Essays, the department policies must be followed.
4. No independent studies will be granted during the summer. Case-by-case exceptions might be granted for study abroad programs.

#### K. SNAP Courses

SNAP courses will be opened only to students approved for language alternatives.

#### L. Assignment of Advisors and Update on French Majors and French and Italian Minors

Only Roster Faculty will be assigned advisees majoring or minoring in French or Italian. The Departmental Administrative Assistant, in consultation with the Chair, shall keep an accurate record of all French majors and French and Italian minors, promptly assign an advisor to newly declared majors and minors, and inform the advisor of the addition of new advisees.

#### **IV. Procedure for Adoption and Change of Departmental By-laws**

At any time during the academic year, any Roster Faculty may place a written motion on the agenda of any regular meeting to amend the By-laws of the Department. All proposed changes must be in compliance with the FAM. The motion for amendment will be distributed to the Roster Faculty at least two weeks prior to the meeting at which the motion will be discussed. A vote on the amendments will be taken at the meeting. Adoption of the proposed changes will require two-thirds majority of votes, provided a quorum is present.