GOVERNANCE OF THE
DEPARTMENT OF EAST ASIAN LANGUAGES AND LITERATURES

Department Chair

Per UHPA contract 2009-2015, Article X, the Department Chair shall be elected by a majority vote of all bargaining unit Faculty Members in the department. The election shall be conducted in October, concurrent with elections for department offices, by nominations and a secret ballot (cp. CJC or CCS procedures).

Section

1) A section is defined by the target language and literature taught.

2) The Department of East Asian Languages and Literatures is composed of three sections:

   Chinese, Japanese, and Korean

3) Every teaching faculty member (both full-time and part-time), lecturer, and graduate assistant of the Department is to belong to one section.

4) A section is responsible for the following matters:
   a) curricular planning and recommendations to the Chair of the Department on curricular revisions and changes;
   b) recommendations to the DPC on new hirings, contract renewals, and temporary appointments;
   c) recommendations for each semester's course offerings and assignments;
   d) recommendations to the Chair of the Graduate Field of Study on admission or rejection of applicants to the graduate programs;
   e) academic advising of both graduate and undergraduate majors, assisted by the APTs.

5) Each section under its Head may establish its own governance consistent with departmental governance, and subject to approval of the Chair of the Department.

6) Each section shall hold an election of its governing body as defined in its section governance during the month of October for the following AY.

Executive Committee

1) The Executive Committee of the Department of East Asian Languages and Literatures is the governing body that makes recommendations to the Chair of the Department on policy and fiscal matters. The EC should meet at least once a month and conduct its business by a majority vote. The Department Chair is an ex-officio on the EC.

2) The Executive Committee is composed of the three heads of sections, the Chair of the DPC, the Undergraduate Chair, the Chair of the Graduate Field of Study, and no more than four appointees by the Chair. The Committee membership is to reflect proper representation of the two major disciplinary components of the Department: linguistics (language) and literature. The Chair of the Department may invite any other faculty member(s) to attend any Executive Committee meeting whenever it is deemed necessary. [9/2001: Advisory Committee decided to invite a graduate student representative to attend
its meetings whenever personnel matters are not being discussed. 3/2007: Graduate students to nominate through election in late spring one student from each of the three sections (Chinese, Japanese, Korean). Two of the nominated will share CAC and GSO duties, while the 3rd will serve as Substitute when either cannot attend meetings.]

3) Except for the four appointees whose term will be one (1) year, the term of membership in the Executive Committee shall be the same as the term of the Head of a section.

4) No member may be appointed to serve on the Executive Committee by the Department Chair for more than two consecutive terms.

5) In the event any member of the Executive Committee misses two consecutive meetings, the Chair of the Department shall appoint his/her replacement and so inform the Committee and Section in writing.

Undergraduate Chair

1) The Department Chair appoints one member of the professoriate to serve as the Department’s Undergraduate Chair for a three-year term coterminous with the Department Chair.

2) The primary duties of the Undergraduate Chair include coordinating orientation of and faculty advising of undergraduates; disseminating up-to-date information on undergraduate programs to faculty and maintaining pertinent undergraduate student records; conducting meetings on matters affecting the overall undergraduate program in areas such as curriculum and standards; developing and maintaining methods of undergraduate program assessment; overseeing the progress of students admitted into the program; and signing all official forms related to the undergraduate program.

3) The Undergraduate Chair may, at the discretion of the Department Chair, be granted an administrative course release-time per academic year.

Chair of the Graduate Field of Study

1) The Department Chair submits to the Dean of the Graduate Division his/her nomination (along with a resume) of one member of the graduate faculty to serve as the Department's Graduate Field chair. The appointment, when approved by the Graduate Division Dean, is for a three-year term coterminous with the Department Chair.

2) The primary duties of the Graduate Field Chair include administering the admission process; conducting graduate faculty meetings for such matters as the graduate curriculum, tuition waivers & GAships; overseeing the progress of students admitted into the program; and signing all official forms related to the graduate program.

3) The Graduate Chair is a member of the Senate of the Graduate Division.

4) The Graduate Chair may, at the discretion of the Department Chair, be granted administrative course release-time per academic year.

Graduate Admissions Committee

1) The Department Chair in consultation with the Graduate Chair annually appoints 5-6 members of the Graduate Faculty to serve on the Graduate Admissions Committee. There is no restriction as to consecutive years of service.
2) All three language areas, and as much as possible both the language and literature disciplines, are to be represented.

3) The committee members are charged with independently evaluating all applications meeting the Graduate Division and department's minimum requirements and making independent assessment and recommendation to the Graduate Chair.

Amendment Procedures

Any three members of the tenured or regularly appointed faculty may, at any time, submit proposals to the Chair for amending any part of this document or abolishing it entirely if it is to be replaced by a new one. Should the Chair, after consulting with the Executive Committee, approve the proposed changes, a meeting of departmental faculty will be convened to discuss them, followed by a ballot. Should 25 percent or more members of the tenured or regularly appointed faculty submit such a proposal a meeting of departmental faculty will be convened to discuss them, followed by a ballot, even if the Chair withholds approval of the proposed changes. Proposals will become effective immediately or at a specified time if they are approved by a two-thirds (2/3) majority of the voting tenured and regularly appointed faculty provided that sixty percent (60%) of eligible faculty have cast ballots.

Vote Counting Procedures

Per Robert’s Rules of Order, if by-laws or governance documents require a two-thirds (2/3) majority of approval and a sixty percent (60%) participation of the voting body, in such cases an abstention will have the same effect as a "no" vote. [RORO (10th ed.), p. 387; see also p. 66 of RONR In Brief.] This rule shall apply to all voting procedures required for EALL committees.
GOVERNANCE OF THE CHINESE SECTION
Department of East Asian Languages and Literatures

I. SUPERVISORY ORGANIZATION

A. Selection of Section Head and Language Coordinator

All tenured and non-tenured but regularly appointed full-time I-2 and above faculty shall elect two representatives to serve as Section Head and Language Coordinator respectively, taking into consideration qualifications in the form of rank, experience, and leadership ability. The Section Head must be a full Graduate Faculty member. No one may serve as Section Head or Language Coordinator for more than two terms in succession. The terms for Section Head and Language Coordinator are coterminous with that of the Department Chair.

B. Job Description

1. The Section Head is to serve as a liaison between the Chair and the section. S/he is responsible for supervising the graduate and undergraduate programs, coordinating teaching assignments with the exception of language skills courses, chairing all sectional and Curriculum Committee meetings, representing the section on the Chair’s Advisory Committee, and serving as a member of the section’s Personnel Committee. S/he is to maintain communication with other sections of the Department in order to maintain a necessary degree of uniformity among departmental programs. S/he is to inform both other sections within the Department and other departments of curricular developments in the section.

2. The Language Coordinator shall be responsible for overseeing the program’s modern language instruction, including planning offerings and teaching assignments for language skills courses, administering placement exams, and advising language students. S/he shall work closely with the Section Head in the discharge of his/her duties. When necessary, s/he may temporarily perform the duties of the Section Head.

3. The Section Head and the Language Coordinator may solicit help from any other members of the Chinese section in the discharge of their responsibilities.

4. Supervision of all GAs will normally be the joint responsibility of the Section Head and the Language Coordinator. If needed, they shall assign faculty members to train and supervise new graduate assistants.

5. Both the Section Head and the Language Coordinator may be granted administrative course release-time.

6. The Section Head shall not serve concurrently as a representative to the Departmental Personnel Committee.

II. CURRICULUM COORDINATING

The Curriculum Committee shall consist of the Section Head, the Language Coordinator, and three elected members from the tenured and non-tenured but regularly appointed full-time I-2 and above faculty. The Committee members shall represent both of the section’s sub-divisions, language/linguistics and literature, in a 2:3 ratio. In addition, one graduate student representative may be appointed by the Section Head as a non-voting member. Elections shall take place in October for the following AY.
The Committee shall discuss course offerings, teaching assignments, and any other matters concerning curriculum planning and review, and make relevant recommendations to the Department Chair. Proposed major revisions are to be presented for discussion by the section's Graduate Faculty or faculty as a whole, whichever is appropriate. Approval by the Chair of the Department will be required before any recommendation goes into effect.

III. PERSONNEL MATTERS

A. All hiring and contract renewals of Lecturers, Instructors (I-2), and Graduate Assistants shall be reviewed by the section's Personnel Committee, which is to consist of the two section representatives to the Departmental Personnel Committee plus the Section Head. The committee is to consult fully with the section's other tenured and regularly appointed full time I-2 and above faculty members concerning personnel matters. Student input will be considered when available.

B. The section's representatives to the Departmental Personnel Committee shall be elected by all tenured and regularly appointed full-time I-2 and above members of the section, in accordance with the rules of the Committee. A person may serve a maximum of two consecutive terms on the Committee.

IV. REVIEW AND AMENDMENT

A. Any three members of the tenured or non-tenured but regularly appointed full-time I-2 and above faculty may, at any time, request the Section Head to convene a sectional meeting to consider proposals for amending any part of this document or abolishing it entirely if it is to be replaced by a new one. Proposed amendments must first be submitted to the Chair of the Department for approval before they are presented to the section.

B. Amendments will become effective immediately or at a specified time if they are approved by a two-thirds (2/3) majority approval and 60% participation of the voting tenured and non-tenured but regularly appointed full-time I-2 and above faculty.
I. SUPERVISORY ORGANIZATION

A. Section Head

1. Selection of Section Head

The Japanese Section Head, a member of the Graduate Faculty, shall be appointed by the Chair of the Department to serve a three-year term, coterminous with the Chair. The Chair shall choose from among the top vote getters in a Section-wide preference poll. In selecting the Head, the Chair shall take into consideration both (1) faculty preference as indicated in the election by the section as a whole, and (2) individuals' qualifications in the form of rank, experience, leadership ability, and willingness to serve.

2. Job Description

a. The Section Head, as the Chair of the JCC and the JLC, is to serve as liaison between the Chair and the Japanese section. S/he is also responsible for chairing all sectional meetings. S/he is to maintain communication with other sections of the Department in order to maintain a necessary degree of uniformity among departmental programs. S/he is also to maintain communications with other departments so as to keep abreast of their requirements for their students who study Japanese. S/he is to inform both other sections within the Department and other departments of curricular developments in the Japanese section.

b. The Section Head may solicit help from any other member of the Japanese section in the discharge of his/her responsibilities.

c. The Section Head may, at the discretion of the Department Chair, be granted an administrative course release-time.

B. Coordinators

1. Selection of Coordinators

The Chair, in consultation with the elected curriculum committee members, shall appoint four appropriate members of the Japanese faculty to serve as coordinators of lower level language skill courses, upper level language skill courses, linguistics/pedagogy courses, and literature courses. These coordinators will be expected to serve three-year terms coterminous with the Chair. Changes may be made in the length of the term if necessary. These positions presumable will be very demanding and so, in the case of a job well done, whoever holds them should be granted recognition in the area of service when s/he is under consideration for personnel action (contract renewal, promotion, tenure, or, when available, merit award).

2. Job Description

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*a All regularly appointed 1-2 to 1-5 faculty members in the Japanese section vote in this preference poll that replaces the election for a JPN Graduate Faculty in which only 1-3 to 1-5 JPN faculty members vote.
a. The Language Instruction Coordinators (Upper Level, 300-400; Lower Level, 100-200) shall be responsible for maintaining quality and consistency in language skill courses in their respective levels. Both shall be responsible for maintaining a smooth transition between the second and third year courses of study. Within their levels, they will be responsible for course coordination and assignments; and in consultation with the Section Head, select a course coordinator for each multi-section course. Together with the Section Head, the Upper and Lower Level Language Coordinators shall be responsible for making regular teaching assignments for the upper (300-400) and lower (100-200) level language courses respectively with the counsel and assistance of the Student Services Staff. The Lower Level Language Coordinator may, at the discretion of the Chair, be granted an administrative course release-time.

b. The Linguistics Coordinator shall be responsible for coordinating the linguistics program: maintaining communication among the faculty and conducting meetings; overseeing curriculum review and course proposals; overseeing curriculum balance and making faculty teaching assignments; serving as Interim Advisor until he/she assigns appropriate academic advisors to graduate students until the student is ready to form his/her own committee; preparing or delegating preparation of the M.A. Diagnostic Evaluation and Comprehensive Exam, and the Ph.D. Qualifying Exam.

c. The Literature Coordinator shall be responsible for coordinating the literature program: maintaining communication among the faculty and conducting meetings; overseeing curriculum review and course proposals; overseeing curriculum balance and making faculty teaching assignments; serving as Interim Advisor until he/she assigns appropriate academic advisors to graduate students until the student is ready to form his/her own committee; preparing or delegating preparation of the M.A. Diagnostic Evaluation, and the Ph.D. Qualifying Exam.

II. CURRICULUM COORDINATING

A. Curriculum Committee

The Curriculum Committee shall consist of the four Coordinators plus the Section Head. The Committee will review all proposals for new courses and course revisions submitted by the Linguistics faculty, the Literature faculty, and the Language Committee. After discussion it will make recommendations to the Chair, who in turn will submit all approved proposals to the LLL Curriculum Committee.

B. Language Committee

The Language Committee shall consist of the Section Head, the four Coordinators, and two elected members. The elected members shall be chosen each fall for one-year terms by vote of all tenured and regularly appointed faculty members. The Section Head, as Head of the JCC and the JLC, shall appoint one additional member to the Language Committee. In the first year of the Section Head’s term, the immediate past Section Head, if not reappointed, will serve as an Ex Officio member. In addition, one graduate student representative and one undergraduate student representative may be appointed to the Language Committee as non-voting members.

Students, other faculty members, the Student Services staff, and the Department Chair should be consulted by the Committee as appropriate. Proposed major revisions to the undergraduate language program are to be presented for consideration by the section faculty as a whole. All approved proposals for new courses and course revisions will be submitted to the Curriculum
Committee for review. The Curriculum Committee will in turn discuss and make recommendations to the Department Chair.

C. Course Coordination and Assignments

1. The Language Coordinators, in consultation with the Section Head, will select a course coordinator for each multi-section course. Coordinators are responsible for seeing that Departmental and sectional guidelines are followed in these courses.

2. The Section Head and the coordinators shall, as needed, assign faculty members to train and supervise new graduate assistants.

3. The Section Head and the coordinators shall be responsible for making regular teaching assignments with the counsel and assistance of the Student Service Staff.

III. PERSONNEL MATTERS

A. All hiring and contract renewals at the Lecturer, Instructor (I-2), and Graduate Assistants level shall be reviewed by the Japanese Section Instructor/Lecturer Sub-committee, which is to consist of five elected members of the Japanese section, subject to the following: [Newly-created Lecturer ranking criteria approved by CAC in Spring 2007, filed in ‘Lecturer’ folder.]

1. Members will be elected at the same time as the DPC election;
2. All tenured Faculty are eligible to serve on the committee (consistent with Points 3 and 4 below);
3. There can be no overlap in membership between the DPC and this sub-committee;
4. No one may serve more than two consecutive years on this sub-committee;
5. This sub-committee is to consult fully with other members of the Japanese faculty concerning personnel matters;
6. Student input will be considered when available.

B. The Section’s elected members to the Departmental Personnel Committee and the Japanese Section Instructor/Lecturer Sub-committee shall be elected by all tenured members, and non-tenured but regularly appointed members with the rank of I-2 and above of the section, in accordance with the rules of those Committees. A person may serve a maximum of two consecutive terms on either Committee.

C. The Japanese Section Instructor/Lecturer Sub-committee Chair may, at the discretion of the Department Chair, be granted an administrative course release-time.

IV. REVIEW AND AMENDMENT

A. Any three members of the tenured or regularly appointed faculty may, at any time, request the Head to convene a Section meeting to consider proposals for amending any part of this document or abolishing it entirely if it is to be replaced by a new one. Proposed amendments must first be submitted to the Chair for approval before they are presented to the Section.

B. Amendments will become effective immediately or at a specified time if they are approved by a two-thirds (2/3) majority and 60% participation of the tenured and regularly appointed faculty.
GOVERNANCE OF THE KOREAN SECTION
Department of East Asian Languages and Literatures

I. Regular Programs

(1) SUPERVISORY ORGANIZATION

A. Selection of Section Head and Language Coordinator

All tenured and non-tenured but regularly appointed full-time I-2 and above faculty shall elect two representatives to serve as Section Head and Language Coordinator respectively, taking into consideration qualifications in the form of rank, experience, and leadership ability. The Section Head must be a full Graduate Faculty member. No one may serve as Section Head or Language Coordinator for more than two terms in succession, unless no one else is available. The terms for Section Head and Language Coordinator are coterminous with that of the Department Chair.

B. Job Description

1. The Section Head is to serve as a liaison between the Chair and the section. S/he is responsible for supervising the graduate and undergraduate programs, coordinating teaching assignments with the exception of language skills courses, chairing all sectional meetings, including the Curriculum and Personnel Committee meetings, representing the section on the Chair’s Advisory Committee. S/he is to maintain communication with other sections of the Department in order to maintain a necessary degree of uniformity among departmental programs. The Section Head is to serve as graduate program coordinator of the section.

2. The Language Coordinator shall be responsible for overseeing the program’s language instruction, including planning offerings and teaching assignments for language skills courses, and administering placement exams. The Language Coordinator is to serve as undergraduate coordinator of the section. S/he shall work closely with the Section Head in the discharge of his/her duties. When necessary, s/he may temporarily perform the duties of the Section Head.

3. The Section Head and the Language Coordinator may solicit help from any other members of the Korean section in the discharge of their responsibilities.

4. Supervision of all GAs will normally be the joint responsibility of the Section Head and the Language Coordinator. If needed, they shall assign faculty members to train and supervise new graduate assistants.

5. Both the Section Head and the Language Coordinator may be granted an administrative course release-time per year.

(2) CURRICULUM COORDINATING

The Curriculum Committee shall consist of all tenured and non-tenured but regularly appointed full-time I-2 and above faculty. In addition, one graduate student representative may be appointed by the Section Head as a non-voting member.

The Committee shall discuss course offerings, teaching assignments, new course proposals, curricular modifications, and any other matters concerning curriculum planning and review, and make relevant recommendations to the Department Chair or Graduate Chair, as appropriate. Approval by the Chair or Graduate Chair of the Department will be required before any recommendation goes into effect.
(3) PERSONNEL MATTERS

All hiring and contract renewals of Lecturers, Instructors (I-2) and Graduate Assistants shall be reviewed by the section's Personnel Committee, which is to consist of all tenured and non-tenured but regularly appointed full-time I-2 and above faculty. Student input will be considered when available.

The section's representatives to the Departmental Personnel Committee shall be elected by all tenured and regularly appointed full-time I-2 and above members of the section, in accordance with the rules of the Committee. A person may serve a maximum of two consecutive terms on the Committee.

II. Flagship Programs

The Flagship programs (BA, MA, Certificate, Pre-College) constitute an integral component of the Korean Section. Due to the uniqueness in terms of federal funding, federal mission, curricular and instructional goals, federally funded personnel, and distinct student advising and support systems, however, Flagship programs are operated in large measure by the Flagship faculty (some of whom are regular program faculty) in accordance with the procedures set by the Korean Language Flagship Center (KLFC), with necessary assistance and cooperation of and required approvals by the Department Chair, Department Graduate Chair, LLL Dean, and/or Graduate Dean.

The supervisory organization of the Flagship programs consists of the Director of KLFC, Program Officer, Graduate Coordinator, and Undergraduate Coordinator. Curriculum, personnel, and other matters are discussed and resolved in bi-weekly faculty meetings of KLFC.

III. REVIEW AND AMENDMENT

A. Any tenured or non-tenured but regularly appointed full-time I-2 and above faculty may, at any time, request the Section Head to convene a sectional meeting to consider section-related issues or proposals. This includes proposals for amending any part of this document or abolishing it entirely if it is to be replaced by a new one. Proposed amendments, when approved by a majority of the section faculty, must be submitted to the Chair of the Department for approval.

B. Amendments will become effective immediately or at a specified time if they are approved by a two-thirds (2/3) majority and 60% participation of the tenured and regularly appointed faculty.
DEPARTMENT PERSONNEL COMMITTEE
EAST ASIAN LANGUAGES & LITERATURES

1. Name of the Committee

Personnel Committee of the Department of East Asian Languages and Literatures (DPC).

2. Responsibility of the Committee

The DPC will be responsible for providing the Department Chair with a written assessment and recommendation of candidates up for personnel actions. Review of probationary faculty ranked I-3 or above, and tenure and promotion reviews will be handled directly by the DPC. Other actions will be delegated as outlined in Note 3 & 4 below.

Note 1. Any dossier completed by or for the Committee is to be kept in the office of the Chair of the Department or his/her designee and made available only to members of the DPC in strict confidence.

Note 2. The original dossier, with the departmental assessments, plus 7 copies are forwarded to the Dean of the College of Languages, Linguistics, and Literature; no copies are kept in the department.

Note 3. Lecturer hiring as well as contract renewal and new hires for Instructor (I-2) ranks in Japanese will be handled initially by the Instructor/Lecturer Subcommittee for Japanese. See Japanese Section governance for details. Lecturer hiring, and contract renewal and new hires for Instructor (I-2) ranks in Chinese and Korean will be handled in their respective sections as outlined in this document. The findings of these sub-committees will be presented as recommendations to the DPC, which shall then provide its final assessment and recommendation to the Department Chair.

Note 4. Selection and renewal of Graduate Assistants will be done by the tenure-track and tenured faculty of each section.

3. Eligibility of the Committee

All tenured members of the Department of I-4 rank and above are eligible to be elected or appointed to the membership of the Committee.

4. Composition of the Committee

The Committee will be composed of seven (7) EALL members: (MBY 7/14/11)

(1) elected representatives from the Japanese section (2 from language/linguistics and 1 from literature), the Chinese section (1 from language/linguistics and 1 from literature), and the Korean section (1), EALL At-Large member (1).

(2) if the above ratio or composition is not possible, one (1) additional at-large representative from any section may serve as a substitute and shall be elected by the entire DPC electorate as defined in Note 4 below;

(3) the Chair of the Department convenes the first DPC meeting. Other than that, the Chair of the Department may not participate in any DPC deliberations of promotion/tenure.

Note 1. After the Committee is formed, it elects its own Chair. The Chair of the Committee is responsible for all assignments and procedures of the Committee. (See Note in Procedures of DPC.)
Note 2. The election shall be done by secret ballot in October, with the newly elected committee's duties to commence at the beginning of the following fall semester.

Note 3 The ballot shall be prepared by the Chair of the Department and distributed to all the tenured members, and non-tenured but regularly appointed members with the rank of I-2 and above of the Department except the Chair himself/herself. These members shall be the electorate for the DPC.

Note 4. The ballot shall be tallied by the Chair of the Department and a staff member. Thereafter, the Chair of the Department shall announce the membership of the Committee.

5. Term of Membership

Each member is to be elected for a one-year term normally from September 1 through August 31 of the following year. Each member may serve on the Committee, if re-elected, for one additional year. Those who have served on the Committee for two consecutive years are, in the second year of their service, to be marked on the ballot as ineligible for a consecutive third term. The same person may not serve for two successive years as Chair of the Committee. Exception to this rule is permissible if the number of eligible faculty to serve on the DPC is an issue.

6. Procedures

The following shall be the normal procedures of the DPC:

A. Tenure and Promotion

1. The Chair of the Department requests in writing to the Chair of the DPC to begin gathering documents and information to be used in the assessment of the applicant. The content of the dossier will be as specified in the "EALL Tenure and Promotion Policies and Procedures."

2. Upon receipt of the names of promotion/tenure candidates, the Chair of the DPC shall convene a meeting to discuss and establish procedural guidelines. These guidelines must include procedures for orderly review of dossiers. When the completed dossier is submitted by the candidate, the Department Chair will notify the Chair of the DPC so that the evaluation process may begin.

3. The Committee completes one (1) written departmental assessment that addresses strengths and weaknesses and, at the Committee's option, a recommendation to be sent in confidence to the Dean of the College of Languages, Linguistics, and Literature (see UHPA contract, Article XII, G.2b., p. 24). The Chair of the Department attaches a separate written assessment and recommendation.

4. The Committee must use a secret ballot for all final DPC votes.

Note 1. The Chair of the Committee is responsible for producing the final written assessment and any recommendation.

Note 2. The written assessment and any recommendation must be based upon careful review of the dossier, application of established criteria, and reflect the general view of the Committee.

Note 3. The Chair of the Committee must establish a timetable so that both the applicant and the Committee are given sufficient time to meet the deadline prescribed by the University.

Note 4. The Chair of the Department shall temporarily suspend any regular member of the Committee 1) whose rank is lower than that of the applicant, and 2) who has been eliminated by the candidate's right to exclude participation of another department member because s/he believes there is a conflict of interest (UHPA contract, Article X, B, p.18). The Chair of the Department shall appoint a temporary replacement(s) of such member(s) so that membership of the Committee will not be reduced to less than five. In appointing a
substitute, the Chair of the Department shall, as much as possible, select a faculty in the following order of priority: 1) the same section or 2) the same discipline (see 7.c. in the below).

Note 5. The applicant shall be allowed to inspect the Department’s copy of his/her Promotion/Tenure dossier—subject to the existing rules of the department - if they exist - once the DPC has made its assessment and recommendation.

B. Contract Renewal, New or Temporary Appointments at the Lecturer and Instructor (I-2) rank

These matters shall be first discussed within a Section. In the Chinese and Korean sections, the Head of a Section and sectional representatives to the DPC are responsible for submitting sectional recommendations to the Chair of the Committee for final DPC action. In the Japanese section, reviews will be conducted by the Instructor/Lecturer Sub-committee. (Its functions are described in the Japanese Section governance.) Procedures to be followed within the Section are to be basically the same as those used for promotion/tenure consideration. The dossiers may differ from those for promotion and tenure.

Note 1. Assembling a completed dossier for an applicant is the responsibility of the Chair of the DPC. The Chair, however, may delegate the process to a sectional representative or the Chair of the Japanese section Instructor/Lecturer Sub-committee. Submission of sectional recommendations must be accompanied by the completed dossier.

Note 2. A Section shall be allowed to duplicate the whole dossier or any document contained in it.

Note 3. In case of a new appointment, the Chair of the Department, in consultation with the Head of a Section and sectional representatives to the DPC, shall be responsible for advertisement and overseeing compliance with federal, State and University rules and regulations. The Chair of the Department shall participate in interviews and be responsible for making an official offer to a candidate.

7. New Hires at the Professorial Level

Each section’s graduate faculty shall be responsible for making recommendations to the Chair regarding new hires at the I-3 or above level and draft a job description that needs to be approved by a majority vote from the entire body of the department’s graduate faculty. For each new hire at the I-3 rank and above an ad hoc search committee will be appointed by the DPC. The ad hoc search committee will consist of five members (themselves of I-3 rank or above). There may be overlap between the DPC and an ad hoc search committee. The DPC will adhere as much as possible to the following guidelines in appointing the committee: [“area” refers to language area, e.g., Japanese, “discipline” refers to academic discipline, e.g., “linguistics.”].

a. Four members will be from within the EALL department:

i. At least one, and whenever possible two, in the same area and discipline as the search target;
ii. At least one in the same area, but different discipline;
iii. At least one in the same discipline, but different area;

b. One member, who will be non-voting, from outside the department (same area as search target preferred over same discipline).

c. Under special circumstances, the DPC may need to deviate from the above guidelines, but the principle should be maintained that in selecting committee members “same area/same discipline” should take precedence over “same area,” and “same area” should take precedence over “same discipline.”

d. The ad hoc search committee will make its recommendations in writing to the DPC.

e. A deadlocked committee will confer with the DPC Chair; the final decision will be made by the Department Chair.
f. The DPC must vote on the search committee’s recommendation and submit its own recommendation to the Department Chair. The recommendation must reflect a majority vote that constitutes two-thirds (2/3) of the committee and 60% participation of those who voted. Per Robert’s Rules of Order, in such situations an abstention will have the same effect as a "no" vote. [RORO (10th ed.), p. 387; see also p. 66 of RONR In Brief.]

g. The DPC will provide guidelines for the search, covering recommendation letters, how candidates will be interviewed, what kind of talk they will be asked to give, how they can meet with the department as a whole, and how student input will be obtained. The DPC-Chair shall schedule an EEO workshop for the ad hoc search committee members. Attendance at the workshop is mandatory.

8. Reviews and Revisions

The above rules and regulations are to be reviewed and, if necessary, revised by the DPC annually by the end of August. Revisions may be initiated either by the Committee or the Chair of the Department. Any revision shall be proposed to the electorate for its approval. If approved, the revised document shall then be sent through the Dean of LLL to the Vice Chancellor for Academic Affairs for review. Approved amended procedures shall be filed with the Union and the Dean of LLL.