

The Department of German and Russian Studies By-Laws

Adopted: 4/8/2015; Revised 12/5/17

I. Preamble

A. These by-laws shall constitute the method of governance of the Department of German and Russian Studies, a department that was established on August 17, 2006. The by-laws may be amended by vote of a majority of the total number of eligible voting faculty. (See XII. Procedure for the Adoption and the Amendment of Departmental By-Laws.)

B. Where inconsistencies arise between the Department of German and Russian Studies by-laws and the rules, policies, and procedures outlined in the latest version or any future version of the *Faculty/Administration Manual (FAM)* of the College of Charleston, the latter shall prevail.

II. Mission Statement

The Department of German and Russian Studies seeks to provide students with a broad range of courses, degree programs, study abroad opportunities and internships to develop proficiency and cultural literacy in German and Russian. The department's mission is to prepare all students for success as professionals and for life-long critical engagement as global citizens through the study of language, literature, and media as an integral part of the liberal arts education.

III. Faculty Organization and Operation of the Department

A. Within the context of the *Faculty/Administration Manual (FAM)* of the College of Charleston, the Department operates according to democratic principles in all internal matters save for those specifically restricted by relevant administrative policies or state and federal law. The operation shall be as transparent as possible.

B. Composition of the Faculty:

1. Tenured and tenure-track faculty: Faculty members occupying a permanent, state-supported line at the time of appointment.
2. Senior Instructors: Non-tenurable instructional faculty members occupying a state-supported line. Senior instructors are granted renewable five-year contracts after successful completion of the probationary employment period.
3. Instructors: Non-tenurable instructional faculty members occupying a state-supported line.
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-time or full-time on a semester-by-semester contract. All appointments at this rank do not occupy a state-supported line.

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IV. Voting Faculty and Voting Procedures:

1. The tenured and tenure-track faculty (excluding emeriti[ae] faculty), senior instructors, and instructors constitute the permanent roster faculty. The permanent roster faculty shall constitute the voting faculty of the department. The voting faculty can make motions and has voting rights. Any faculty member with voting rights has the right to call for a vote on a particular issue. Members of the voting faculty shall abstain from voting on any personnel, fiduciary, or other matter in which there is clear evidence of a conflict of interest. Visiting faculty and adjunct instructors are encouraged to attend and contribute to discussions at department meetings, however, they cannot make motions and have no voting rights.
2. Departmental voting by secret ballot is mandatory for the revision of the by-laws, for the approval of membership in departmental committees, for the hiring of new faculty members into tenure-track positions and state-supported lines, and in all decisions taken and recommendations made by the Departmental Tenure and Promotion Panel: in all cases involving third year review, tenure and promotion, instructor retention, and senior instructor retention.
3. At the request of one (1) voting faculty member, voting on any issue shall be by secret ballot.
4. At any department meeting, the voting faculty, by a majority, may vote to go into a closed, executive session to conduct business on which only the voting faculty may vote.
5. Retiring roster faculty members shall not enjoy voting rights in the hiring of their successor.

V. Responsibilities of the Department Chair:

The department Chair is the chief executive officer of the department and serves at the pleasure of the President. The procedures for the selection and the annual evaluation of the Chair are outlined in the *Faculty/Administration Manual (FAM)*. In addition to the Chair's responsibilities in the area of teaching, research, and service to her/his faculty members outlined in the *FAM*, these by-laws clarify some duties and add others.

1. The Chair's normal teaching load is two 3-credit courses per semester.
2. Except for evaluation rollover provisions approved by Academic Affairs, the Chair will evaluate annually each member of the department's faculty.
3. The Chair will maintain personnel files.
4. The Chair has overall fiduciary responsibility for the Department. Budget preparation and expenditures are the responsibility of the Chair. The Chair will submit a budget report in the nature of a general summary to the department at the first fall meeting, covering the previous year's spending.
5. The Chair oversees the awards process of departmental scholarships in conjunction with the German Awards Committee that includes all roster faculty of those language areas in which a scholarship is awarded. The Chair confirms the availability of the scholarships or stipends and the dollar amounts of the scholarships with the Dean's Office and, if necessary, with the Foundation. The Chair collects all student applications, schedules and convenes the awards meeting with the

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voting faculty, and drafts and signs the award and rejection letters.

6. The Chair shall represent all language areas within the department at meetings and award ceremonies with individual scholarship donors, donor organizations, and donor societies. Whenever the Chair receives scholarships contributions from donors, it shall be the Chair's responsibility to deposit the payments with the Foundation.
7. The Chair will prepare the department's planning and assessment documents in consultation with the faculty teaching the courses in which students are being assessed.
8. The Chair serves as the Department's contact person for students, faculty, and the community. The Chair is responsible for the maintenance of good communications and public relations between the Department and the public, the students, and other internal and external agencies and persons.
9. In consultation with the members of the voting faculty and in accordance with the departmental teaching load policy, the Chair makes teaching assignments, schedules courses, and staffs summer sections. The Chair should make every effort to assure and maintain a judicious, balanced, fair, and equitable distribution of teaching assignments. While the Chair makes every effort to accommodate scheduling requests, it is ultimately the Chair's responsibility to prepare the semester course schedule and to balance curricular and departmental teaching needs with a faculty member's desire to be accommodated. Preferred hours and days, as well as departmentally-held classrooms, must be rotated among the roster faculty.
10. In conjunction with the Registrar, the Chair schedules classrooms.
11. The Chair controls class size and grants special enrollments.
12. The Chair manages textbook orders for all German 101-201 classes.
13. The Chair always convenes and Chairs department meetings, and as deemed necessary, the language section meetings.
14. The Chair will gather conference travel requests from voting faculty and distribute travel funds at his or her discretion. The Chair should consider such factors as the reason for the trip, the nature and prestige level of the conference, cost, distance, and previous faculty funding when allocating funds. Scholarly presentations will take precedence over simple conference attendance. Faculty who did not receive travel funds in the previous year or years should receive high priority. The Chair will distribute a list of all departmental travel spending for the previous academic year at the first regular fall meeting.
15. The Chair shall have discretion to hire adjunct and part-time faculty but should consult with as many voting faculty as possible before hiring full-time or part-time adjuncts. The Chair will supervise the adjunct faculty.
16. The Chair (or a tenured faculty member) convenes and Chairs the Search Committee. The voting faculty will convene and select the Search Committee Chair in a vote. (See X. Personnel Searches: The Search Committees).
17. The Chair pre-approves and ultimately approves study abroad transfer credits and works with the Registrar concerning transfer credit.

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18. The Chair is responsible for staffing Open Houses.
19. The Chair monitors the effectiveness of placement exams with the assistance of the faculty during the first weeks of each semester.
20. The Chair supports and promotes study abroad and exchange programs for all language areas in the department.
21. The Chair will provide orientation to new faculty members.
22. The Chair will hear informal faculty and student grievances.
23. The Chair will make administrative assignments and shall supervise and evaluate annually the administrative staff.
24. As stated in the FAM, "Department Chairs, in consultation with their departments, review instructors at the end of each contract year to determine whether to continue the appointments." As called for by the rules of the College, this assigned duty shall also apply to the classroom observation and evaluation of the teaching performance of part-time and full-time adjuncts. The Chair shall provide each faculty member whose classroom teaching she or he has observed with a timely and written peer-observation report of the observed class.
25. The Chair will keep appropriate records of departmental minutes and all departmental decisions that alter the curriculum 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 to pertinent offices at the College prior to the beginning of the following academic year.
26. In sum, the Chair is responsible for the general coordination and the orderly running of each of the language programs within the Department for the purpose of achieving the Department's Mission and the goals set forth in the College's Mission. The Chair will conduct the business of the department in full consultation with the voting members of the department.

VI. Responsibilities of the Permanent Roster Faculty:

1. The responsibilities of the teaching faculty are outlined in the *FAM*. These by-laws clarify some duties and add others.
2. Tenured and tenure-track faculty normally hold a Ph.D. degree in a field of German or Russian Studies, or in a related field of study. Instructors and Senior Instructors hold at least a Master's degree in German or Russian, or a related field of study. Adjunct faculty hold a Master's degree with at least 18 hours of graduate work in German or Russian. Faculty who are teaching abroad under the auspices of the College of Charleston meet the same criteria. The Chair, with the Dean's support, may petition for exceptions.
3. The normal teaching load of the roster faculty is three 3-credit courses per semester and of Instructor/Senior Instructor four 3-credit courses.
4. Roster faculty are accessible to students by maintaining one office hour per class per week and are to respond to students in a timely manner. During the first three days of each semester, roster faculty post their office hours on their office doors and apprise, in writing, the office manager of

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their office hours for the current semester.

5. Roster faculty are effective and conscientious teachers whose teaching meets or exceeds departmental standards. They meet their classes on time. They develop syllabi with clearly stated course objectives and teach well-organized classes. The syllabi and assignments are to conform to college and departmental expectations, procedures, and standards, including adherence to program grade scales.
6. Roster faculty will submit midterm and final grades on time and will abide by all college and departmental requirements with respect to the timely giving and recording of grades.
7. Roster faculty will submit their syllabi to the department Chair and/or the department administrative assistant by the assigned due date, one that normally falls into the first semester week.
8. Roster faculty are expected to meet all their classes. In the event of an absence, faculty must inform the Chair and make provisions for covering any missed material. In the event of a prolonged absence, the Chair, in consultation with the voting faculty, is responsible for ensuring continuous instruction and equitable distribution of the remaining class meetings.
9. Roster faculty shall be required to document fully all accomplishments in all performance areas including publications, professional activity, teaching quality, college and community service via the Faculty Activity System. Absence of supporting documentation shall be taken as a deficiency in the performance area under consideration.
10. Roster faculty are required to attend and to participate in department meetings and administrative assignments.

VII. Responsibilities of the Adjunct and Visiting Faculty:

1. Adjunct and visiting faculty are accessible to students by maintaining one office hour per class and are to respond to students in a timely manner. During the first three days of each semester, adjunct and visiting faculty post their office hours on their office doors and apprise, in writing, the office manager of their office hours for the current semester.
2. Adjunct and visiting faculty are effective and conscientious teachers whose teaching meets or exceeds departmental standards. They meet their classes on time. They develop syllabi with clearly stated course objectives and teach well-organized classes. The syllabi and assignments are to conform to college and departmental expectations, procedures, and standards.
3. Adjunct and visiting faculty will submit midterm and final grades on time and will abide by all college and departmental requirements with respect to the timely giving and recording of grades.
4. Adjunct and visiting faculty will submit their syllabi to the department Chair and/or the department secretary by the assigned due date, a date that normally falls into the first semester week.
5. Adjunct and visiting faculty are expected to meet all their classes. In the event of an absence, faculty must inform the Chair and make provisions for covering any missed material. In the event of a prolonged absence, the Chair, in consultation with the voting faculty, is responsible for ensuring continuous instruction and equitable distribution of the remaining class meetings.

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6. Adjunct and visiting faculty shall be required to document fully all accomplishments in all performance areas including publications, professional activity, teaching quality, college and community service via the Faculty Activity System. Absence of supporting documentation shall be taken as a deficiency in the performance area under consideration.

VIII Release Time

Roster faculty may have release time for directing three 3-credit Independent Studies, internships, or Bachelor's Essays during the academic year. Roster faculty teaching a graduate course may receive a course reduction for the additional preparation.

IX. The German Awards Committee

Currently, the German section of the department has at its disposition several student awards that are either endowed or annually funded. The German Awards Committee shall consist of those voting faculty only who occupy a state-supported line allocated to the German language area of the department. The Awards Committee shall have the responsibility to screen and select student award winners and to participate in school-wide departmental events with the support of departmental staff and in cooperation with the department Chair.

X. Personnel Searches: The Search Committees

These by-laws govern searches for all state-supported roster faculty lines.

The German Search Committee shall consist of all voting faculty members of German. Search committees in language programs with fewer than three voting faculty will be supplemented with voting faculty from other language areas within the Department of German and Russian Studies. Thus, at the present time, the Russian Search Committee shall consist of all voting faculty members of Russian and German. In those cases where voting faculty are unable to serve on the Search Committee due to a sabbatical, illness, or a teaching abroad assignment, the number of Search Committee members may be reduced but shall consist of at least three members of the departmental voting faculty.

Normally the Chair or a tenured faculty member will Chair the search committee. Job descriptions and advertisements will be discussed and approved collectively, by majority vote of the voting faculty, before the department Chair submits job descriptions and advertisements.

The Search Committee will review the applicants' dossiers, interview and rank job applicants, and select the top candidates. Search Committee members with voting privileges for new hires must meet, in the case of campus interviews, with each candidate in order to be allowed to vote. Faculty members who did not meet with each candidate are not eligible to vote. The Search Committee will recommend to the Chair and the Dean that a faculty position be offered to a candidate or will recommend to discontinue the search process. The Chair and the Dean make contractual decisions following receipt of administrative approval.

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XI. Policy for Roster Faculty Office Allocation

Similar to the College's parking space allocation policy, office assignments and reassignments are based upon seniority, which includes all years of state employment plus any temporary service time at the College of Charleston. In addition to the number of years served at the College, the academic rank of a permanent roster faculty member is taken into consideration. Thus, within the Department, offices are allocated according to the office allocation levels outlined below and the years served as permanent roster faculty at each allocation level:

A=Professor; B=Associate Professor; C=Assistant Professor; D=Senior Instructor; E=Instructor

After the completion of eight years at any allocation level, roster faculty move to the next higher allocation level, for purposes of office allocation only. Thus, after the completion of the eighth year in allocation level B (Associate Professor), roster faculty begin their first year in allocation level A (Professor).

Should new office space be allocated to the Department, or should existing office space be vacated due to retirement or faculty departure, the same policy applies. If all else is equal, lots will be drawn to break the tie.

XII. Procedure for the Adoption and the Amendment of Departmental By-Laws

Any member of the voting faculty may propose an amendment of the by-laws. This can be done during the academic year only. A motion to amend the by-laws must be made in writing and must be submitted to the Chair and to the entire voting faculty at least two weeks prior to the meeting at which the motion will be discussed. A majority of the total number of eligible voting faculty shall constitute a quorum. A quorum is required for a valid vote. Both the adoption of the entire by-laws and any amendment thereof must be approved by a majority of the total number of eligible voting faculty. Voting faculty who are unable to attend a meeting regarding amendments to the by-laws due to a sabbatical, illness, a teaching abroad assignment, or scholarly-related travel commitments may file a written proxy vote with the department Chair. This vote shall be incorporated as a part of the final vote tally. Amendments to the by-laws shall take immediate effect and shall be incorporated in these by-laws. Should these by-laws be inconsistent with any current or future version of the *Faculty/Administration Manual*, the latter shall prevail.

XIII. Faculty Classroom Observations (Added 12/5/2017)

"Teaching is the primary responsibility of faculty at the College of Charleston." ("Evaluation of Faculty: Teaching Effectiveness—Standard," Section IV.A.1.a of the *Faculty/Administration Manual* (2017-18) 91.)

The Department believes that its members are the best qualified to assess the teaching effectiveness of their colleagues.

The Department is also of the opinion that peer observation of classroom performance should be considered an integral part of faculty professional development and thus be *formative* in nature. Peer observers, as well as the Chair, use the approved departmental observation form[for each classroom observation. Both written commentary and discussion should promote reflective, collegial dialogue among faculty members about teaching effectiveness and student success.

- **FREQUENCY:** As part of the Annual Evaluation process, the Department Chair observes each faculty member's teaching once per calendar year. For roster faculty in their first five years and adjunct faculty in their first 10 semesters of employment, a second annual evaluation by a peer is required. The term "peer" refers to a full time faculty member of a similar rank or higher (for adjuncts it would be full time adjuncts or an instructor or assistant, associate, or full professor; for junior instructors fellow junior instructors or a senior instructor, assistant, associate, or full professor; for the chair – another department chair or a full professor in another modern languages department). Emeritus adjunct faculty are exempted from being called on to observe colleagues. Peer visitations from extra-departmental faculty are also encouraged, particularly in the case of a major review (Third-Year, Tenure, Promotion, Post-Tenure Review, and Senior Instructor Retention). These observations do not, however, replace the intra-departmental peer observation for faculty in their first five years of employment.

PROCEDURE:

- While the Chair is required to observe each faculty member in the classroom once a year, in the case of peer observations of teaching, the faculty member to be observed has the right to select the peer who will conduct the observation with the understanding that no single faculty member be required to conduct more than two (2) observations per semester/per academic year and that no faculty member be observed by the same colleague for two consecutive years.

If the peer observer is an adjunct faculty member, they will receive an adpay from the department budget for the extra work involved in visiting the class, writing the observation, and meeting with the faculty member.

- If at all possible, the faculty member being observed provides the peer observer with a lesson plan for that day. At the very least, the class to be visited should be contextualized (material to be covered, skills to be introduced or practiced, etc.) prior to the observation.

- The observing colleague will use the peer observation form and provide a copy to the observed colleague within a few days. This is necessary because:

- Within one (1) week, both observing peer and observed colleague will meet in order to discuss the class and the commentary of the observer. In the case of peer-to-peer observation, both observer and observed have the right to request the chair's attendance at this meeting. In the case of a dispute, the observed has the opportunity to provide both the chair and the observer with a rebuttal in the comments section of the observation form.

Policies pertaining to faculty classroom observations apply equally to roster, adjunct, and temporary faculty in the Department.

DUTIES OF THE OBSERVING PEER:

- Agree in advance on a date and the class to be visited with the colleague to be observed.
- Use the official departmental peer observation form when assessing teaching effectiveness.
- Provide feedback and commentary that is formative and grounded in sound pedagogical theories and techniques.

DUTIES OF THE OBSERVED COLLEAGUE:

- Provide the peer observer, as well as the Chair, with a reasonable selection of classes and dates when a classroom observation would not be disruptive or pointless (i.e., a test or quiz day).
- Identify any planned activities or techniques that might be unusual or innovative before the observation.
- Meet with the observing peer and engage in a frank and open discussion of the class and the feedback.