

**DEPARTMENT OF FOREIGN LANGUAGES**  
**Governance Structure**

**Approved by the DFL Faculty, December 5, 2006**  
**Approved by the Dean of the College of Humanities & Social Sciences,**  
**January 24, 2007**

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## **1. Voting Body Defined**

- a. For the purposes of conducting all Department of Foreign Languages (DFL) departmental business, including selecting and/or removing the DFL Department Chair, the "voting body" shall consist only of faculty members in the DFL who hold a tenure-track position.
- b. A quorum for the purposes of conducting departmental business, including selecting and/or removing of the DFL Department Chair, shall consist of 50% +1 of the full-time, tenure-track faculty members assigned duties on campus during the semester in which voting is conducted.

## **2. Chair of the Department of Foreign Languages**

- a. The DFL Department Chair provides leadership within the Department and represents the Department to the larger University community by fulfilling the following broadly defined responsibilities:
  - coordinating the visioning and strategic planning for the department
  - budgeting and overseeing the fiscal management of department resources
  - managing day-to-day administrative responsibilities
  - providing for scheduling and student advisement
  - providing for mentorship of new faculty members
  - supervising staff assigned to the department
  - assigning faculty and staff work loads
  - advocacy and representation of the department
  - providing service and support to varied constituencies (college, university, communities, etc.)
  - conducting faculty performance reviews.
- b. Eligibility and Tenure of the Chair
  - i. Internal Candidates for Chair must be tenured professors or tenured associate professors in the DFL.
  - ii. The term of office of a Chair is 5 years, and begins on July 1st of the first year of appointment. The term ends on June 30th of the 5th year of appointment.
  - iii. The tenure of the Chair is limited to no more than 2 consecutive terms.
- c. The Chair holds a twelve-month administrative appointment and negotiates his/her teaching load with the Dean of Humanities and Social Sciences.

- d. Upon completion of a term as Chair, the faculty member assumes a nine-month contract, unless s/he is offered a different administrative post or is reappointed for a second 5-year term as Chair. Upon completion of a second 5-year term as Chair, the faculty member assumes a nine-month contract, unless s/he is offered a different administrative post.
- e. The processes for the selection, review, and/or removal of the Department Chair are as follows:
  - i. The DFL follows the Guidelines for the appointment of a Chair which are outlined in the “Guidelines for filling faculty vacancies” linked on the Office of Academic Affairs website at <http://www.kennesaw.edu/academicaffairs/doc/GuidelinesPartI.doc>. KSU guidelines indicate that “Search committees for high ranking administrative positions (e.g., department chair, dean) are usually appointed by the Vice President for Academic Affairs and have representation from various constituencies.” (5) KSU policy further states that “The final decision concerning the appointment of a department chair or dean will be made by the Vice President for Academic Affairs, in consultation with the dean or the President, respectively.” (6)
  - ii. Selection of the Chair
    - 1) Voting procedures and policies:
      - a. Voting will be by secret ballot.
      - b. There will be no voting by proxy.
      - c. There will be no voting by e-mail.
      - d. Mailed ballots, sent via postal mail or inter-campus mail in a sealed envelope addressed to the Dean of the College of Humanities and Social Sciences will be accepted.
    - 2) A Ballot Committee of three tenured DFL faculty members will be selected through secret ballot by the voting body as defined in Section 1.a. above. The elected Ballot Committee members will then select a Chair of the Committee.
    - 3) The Ballot Committee Chair shall receive all ballots, and then the ballots shall be counted and tallied by the Committee as a whole. The ballots will be immediately forwarded to the Dean of the College of Humanities and Social Sciences.
    - 4) After considering the vote of the faculty and following any additional consultation deemed appropriate by the Dean, the Dean will appoint a Chair.
    - 5) In the case that none of the eligible faculty in the DFL wishes to be considered for the position of Chair, the Dean of the College of Humanities and Social Sciences will appoint an ad hoc advisory committee of tenure-track

faculty in the DFL to determine options for selection of a new chair.

- iii. Process for the Review of the Chair at the end of the first 5 year term
  - 1) In September of the fifth year of a Chair's tenure, the Dean of the College of Humanities and Social Sciences will call a meeting of the voting body as defined in Section 1.a. above to vote to determine whether the current Chair should be recommended by the Department for renewal.
  - 2) The Dean of the College will chair this meeting and has no vote at this time. Voting will proceed as follows:
    - a. Voting procedures and policies
      - i. Voting will be by secret ballot.
      - ii. There will be no voting by proxy.
      - iii. There will be no voting by e-mail.
      - iv. Mailed ballots, sent via postal mail or inter-campus mail in a sealed envelope addressed to the Dean of the College of Humanities and Social Sciences will be accepted.
    - b. A Ballot Committee of three tenured DFL faculty members will be selected through secret ballot by the voting body as defined in Section 1.a. above. The elected Ballot Committee members will then select a Chair of the Committee.
    - c. The Ballot Committee Chair shall receive all ballots, and then the ballots shall be counted and tallied by the Committee as a whole. The ballots will be immediately forwarded to the Dean of the College of Humanities and Social Sciences.
    - d. After considering the vote of the faculty and following any additional consultation deemed appropriate by the Dean, the Dean will either reappoint the Chair for a second 5-year term or open the process for selection of a new Chair.
  - 3) In the case where the Chair will not be reappointed to a second 5-year term, the Dean of the College of Humanities and Social Sciences will convene the voting body as defined in Section 1.a. above to begin the process of selecting a new Chair. This process will follow the guidelines set forth in sections 2.d.i. above.
  - 4) In the case that none of the eligible faculty in the DFL wishes to be considered for the position of Chair, the Dean of the College of Humanities and Social Sciences will appoint an ad hoc advisory committee of tenure-track faculty in the DFL to determine options for selection of a new chair.

- iv. Removal of a DFL Department Chair
  - 1) A Faculty member or members may register dissatisfaction on leadership issues as follows:
    - a. First, address the issues involved directly with the Chair.
    - b. Second, if issues remain unresolved, the faculty member or members involved may seek the intervention of the Dean.
  - 2) If the issues still remain unresolved, a resolution of "no-confidence" in the Chair may be presented at any time during the 5-year term of the Chair for a vote before the voting body as defined in Section 1.a. above.
  - 3) A resolution of "no-confidence" will require a two-thirds majority of the voting body to pass. The result of the vote will be immediately communicated to the Dean of the College.
  - 4) After considering the vote of the faculty and following any additional consultations deemed appropriate by the Dean, the Dean will either reaffirm the appointment of the Chair or open the process for selection of a new Chair.
  - 5) In the case where the Chair will not be reappointed to a second 5-year term, the Dean of the College of Humanities and Social Sciences will convene the voting body as defined in Section 1.a. above to begin the process of selecting a new Chair. This process will follow the guidelines set forth in sections 2.d.i. above.
  
- f. Interim Chair
  - i. If a Chair's position unexpectedly becomes vacant, the appointment of an Interim Chair shall be made by the Dean of the College of Humanities and Social Sciences in consultation with the department faculty members.
  - ii. The term of office of an interim chair shall be no more than one year.

### **3. Language Section Coordinators**

- a. Language Section Coordinators shall be appointed by the Chair, in consultation with the DFL faculty members, for two year terms. The Chair will survey the faculty at least every two years at the October faculty meeting to determine which faculty members wish to be considered for these appointments for the subsequent academic year.
  
- b. Language Section Coordinators represent the language sections within the department as follows:

- i. Section Coordinator for Spanish
  - ii. Section Coordinator for French, German, Italian, and Chinese
  - iii. Section Coordinator for Critical Languages, Japanese, Russian, and Latin The Section Coordinator for this Section shall be the Director of the Foreign Languages Resource Center.
- c. Language Section Coordinators shall have responsibilities as assigned by the Chair, which may include but are not limited to the following: Organizing discussion among faculty in the Section to develop recommendations to assist the Chair with scheduling, curricular issues, assessment of student learning outcomes, and advising of majors and minors.
- d. Language Section Coordinators will not normally receive a course reassignment.
- e. Language Section Coordinators are appointed for two-year terms by the Chair and may be reappointed for consecutive terms.
- f. Language Section Coordinators must hold an academic appointment in one of the languages in the section to which they are appointed, except in the case of Critical Languages where the Director of the FLRC serves as coordinator for all critical languages.
- g. Initial appointments of Language Section Coordinators shall be made beginning fall 2007.

#### **4. Lower-Division Language Program Coordinators**

- a. Lower-Division Language Program Coordinators shall be appointed by the Chair, in consultation with the DFL faculty members, for four (4) year terms.
- b. The Chair will call for applications from the faculty when these positions become available.
- c. The Lower-Division Language Program Coordinators represent the language sections within the department where there is at least one full-time, tenure-track faculty member, as follows.
- d. One course reassignment per semester, depending on workload associated with this assignment, may be negotiated with the Chair annually through the Faculty Performance Agreement. Reassigned time is subject to approval by the Dean of the College of Humanities and Social Sciences.
- e. The Coordinators are as follows:

- i. Lower-Division Language Program Coordinator for Spanish
  - ii. Lower-Division Language Program Coordinator for French
  - iii. Lower-Division Language Program Coordinator for German
  - iv. Lower-Division Language Program Coordinator for Italian
  - v. Lower-Division Language Program Coordinator for Chinese
  - vi. Lower-Division Language Program Coordinator for Critical Languages, Japanese, Russian, and Latin. The Lower-Division Language Program Coordinator for this Section shall be the Director of the Foreign Languages Resource Center.
- f. Lower-Division Language Program Coordinators shall have responsibilities assigned by the Chair.
- g. Lower-Division Language Program Coordinators must hold an academic appointment in one of the languages in the section to which they are appointed.

## **5. Foreign Language Education**

- a. Administrative responsibilities for Foreign Language Education faculty shall be assigned by the Chair in consultation with the FLED faculty.
- b. The Chair will meet with the FLED faculty yearly at the last FLED program meeting in the spring to determine which full-time faculty members wish to be considered for the following positions for the subsequent academic year:
  - i. Undergraduate FLED coordinator (ML&C: concentration II)
  - ii. Graduate FLED coordinator (MAT in Foreign Languages)
  - iii. Program Director, Alternative Teacher Preparation in Foreign Languages
  - iv. Field Experiences Coordinator
- c. The coordinators normally negotiate with the Chair for one course reassignment per semester, depending on workload.

## **6. Committee Structure and Membership**

- a. Committee members and Chairs will initially be appointed by the Department Chair; however, each committee may determine procedures for the selection of a chair. Appointments are for two (2) years unless otherwise stated.

- b. Faculty members may serve at their own request and with the approval of the Chair on other interest-specific committees at the departmental or university levels.
- c. All tenure-track faculty will serve on a minimum of two departmental committees.
- d. All tenure-track faculty members are expected to attend all meetings of the Committee/s to which they have been appointed and to engage actively in the work of the committee as partial fulfillment of their professional service responsibilities within the DFL.
- e. The Department Chair shall, in consultation with the faculty members concerned, appoint faculty members to each of the following University, College of Humanities & Social Sciences, and DFL committees as follows. (DFL membership expectations are indicated in parentheses.)
  - i. University Committees
    - 1) University Faculty Senate (1 member)
    - 2) UPCC (as needed)
    - 3) Other university committees as may be necessary
  - ii. College of Humanities & Social Sciences Committees
    - 1) College Curriculum Committee (1 member – this person will be the Chair of the Department Curriculum Committee – see below)
    - 2) College Tenure & Promotion Committee (1 member, tenured faculty member only)
    - 3) College Awards Committee (1 member, see 6.c.iii.3 below)
    - 4) Other college committees as necessary (e.g., Assessment, RPG, QEP, TEC, etc.)
  - iii. Department of Foreign Languages Committees
    - 1) Curriculum Committee (A minimum of five DFL faculty members. See 6.b.i.1 above.)
    - 2) Tenure & Promotion Committee (three tenured DFL faculty members) (See #9 below.)
    - 3) Awards Committee (A minimum of three DFL faculty members). One member will represent the DFL on the College of HSS Awards Committee
    - 4) Assessment Committee: This is a Committee of the Whole. All tenure-track DFL faculty members are appointed to this Committee.
    - 5) Technology Committee (A minimum of three DFL faculty members)

- 6) Advisement, Recruitment, and Retention Committee (A minimum of five DFL faculty members)
- 7) FLED Program Committee (Appointed from the FLED faculty)

iv. Establishing new standing DFL committees

- 1) New committees may be established by a vote of 50% + 1 of a quorum at a regularly scheduled faculty meeting.
- 2) Tasks Forces may be created by the Chair to respond to immediate, short-term needs of the Department.

## 7. Departmental Faculty Council (DFC)

a) Duties:

- i) The DFC is advisory to the Chair, who holds decision-making authority at the department level.
- ii) The DFC should promote collegiality and effective shared governance of the department by increasing the transparency and two-way communication between the faculty and the Chair with regard to the development and implementation of policy including but not limited to strategic planning, annual budgeting, hiring, space and resource allocation, reassign-time, salaries and raises, appointment and reports of *ad hoc* committees, workload, teaching load, overall goals, ideas about new programs, *etc.*
- iii) The DFC shall have the right to prompt access to department information relating to the planning and implementation of departmental policies.
- iv) The DFC should work with the Dean and/or the Ombuds office to address problems arising in its work that may require external assistance, and should notify the Faculty Senate Executive Committee for information purposes.

b) Membership:

- i) All tenure-track faculty members and lecturers in the Department of Foreign Languages are eligible members of the DFC, except the Department Chair (See iii below.)
- ii) The Chair of the DFC will be a tenured faculty member, who is not the Assistant/Associate Chair, selected by vote of the elected members of the DFC from among their number.
- iii) The Department Chair is an *ex officio* non-voting member of the DFC, and is not eligible to vote for or to serve as a DFC representative.

c) Meetings:

- i) The Chair of the DFC will call meetings as needed.
- ii) The Department Chair will respect the DFC's desire, on occasion, to meet without his/her presence .

- iii) The term of the Chair of the DFC is one (1) year, renewable and must be voted on at the first fall faculty meeting of the DFL.
- d) Membership on the DFC must be elected annually at the first fall faculty meeting.

## **8. Faculty Grievance Procedures**

- a. If a faculty member has a grievance with a decision or decisions of the Chair, the faculty member is encouraged initially to discuss the grievance with his/her mentor and to seek resolution within the Department of Foreign Languages.
- b. If the grievance is not resolved within the Department of Foreign Languages, a faculty member may pursue the grievance following the procedures outlined in the Faculty Handbook, Section 2.15, "Grievance Oversight Committee."

## **9. Secretary for faculty meetings**

- a. The Chair shall appoint one of the departmental secretaries to attend each faculty meeting to prepare minutes of the meeting for distribution to the faculty.
- b. Minutes of each faculty meeting will be distributed within 5 work days to faculty members and will be posted on the appropriate electronic data management system.

## **10. Tenure and Promotion**

- a. Personnel decisions (i.e., hiring, reviewing of faculty for promotion and tenure) within the DFL follow policies and procedures established in the *Faculty Handbook* and in the DFL Tenure & Promotion Guidelines.
- b. Members of the DFL Tenure & Promotion Committee are selected by vote of the tenure-track faculty for two year terms.

## **11. Department Meetings**

- a. The Chair shall schedule a minimum of one departmental meeting each month of the academic year (August through May). All tenure-track faculty members are expected to attend these meetings as partial fulfillment of their professional service responsibilities within the DFL.

- b. Other DFL meetings may be called under special circumstances. Such meetings may be called by the Chair or by at least 50% + 1 of the voting body as defined in 1.a. above.

## **12. Amending the DFL Governance document**

- a. This document is subject to change upon vote of the full-time, tenure-track faculty members of the Department of Foreign Languages.
- b. To amend this document, a vote of two -thirds (2/3) of the voting body as defined in section 1 above is required.

### 13. ADDENDUM

#### Department Heads and Fixed Term Appointments

Three of our Department Heads are already on fixed term appointments. Other current Department Heads serve on annual appointments, with reviews being conducted on an annual basis. When departmental governance plans are approved those Chairs holding annual appointments will have the option of remaining on one year renewable contracts or transitioning to the new fixed term format of their departmental governance plan. The procedure for those opting to move to fixed term appointments is as follows:

1. The chair must formally request the change in status in writing;
2. A formal vote (by secret ballot) will then be held in the department (by all tenure track faculty members) on whether to retain the Chair for the specified fixed term or to begin a new search for a chair to begin service for the following academic year;
3. If an absolute majority of those voting vote to retain the Chair, she/he will be offered a formal appointment for the fixed term and under the related conditions specified in the department's governance plan.
4. An individual holding a fixed term, four or five year appointment as department Chair will be evaluated annually (usually in the Fall semester) by the Dean's Office, faculty, and staff. In addition the annual review may include input from students and external constituencies.
5. When the position of chair comes open, the Department governance plan for the selection of chair candidates will come into play. The department search committee will, after consultation with the Dean be charged with conducting an internal search or a search which includes both internal and external candidates drawn from a national search. Departmental procedures will be followed for the screening and selection of a short list of semi-finalists. The Dean will, after consultation with the Associate and Assistant Deans, screen the committee's list before invitations for interviews are sent and return the list to the committee. The committee will then recommend two to four candidates for on campus interviews. These interviews will be with the search committee, the Deans in CHSS, other Department Chairs, and will include a public presentation for faculty and staff and possibly individual office visits with faculty. The search committee will at a minimum seek input from the faculty and staff and include these in its report and recommendations. The committee will send a list of at least two but no more than four acceptable candidates (either ranked or unranked) to the Dean for final selection and negotiations. No candidate will be chosen or made an offer by the Dean's office who has not been recommended by the search committee and a vote of the department.