

BARUCH COLLEGE
DEPARTMENT OF MODERN LANGUAGES AND
COMPARATIVE LITERATURE
BYLAWS

ARTICLE I. Validity of the Bylaws

1. As soon as they are adopted these bylaws shall take effect and shall supersede all previous bylaws of the department.
2. Any provisions of these bylaws which are in conflict with the Governance Charter of Baruch College (henceforth referred to as the Governance Charter) shall be inoperative.

ARTICLE II. Officers of the Department

1. All officers shall be guided in their work by such principles, instructions, and regulations as the Department may from time to time adopt, subject to any applicable provisions of the bylaws and regulations of the Board.
2. All officers, the Chair, the Deputy Chair, and the Secretary, in office at the time of adoption of these bylaws, shall continue to hold office until replaced by their successors as hereinafter or elsewhere provided.
3. The executive officer of the Department is the Departmental Chair. The Chair shall carry out departmental policies in accordance with the provisions of the Governance Charter.
4. The Chair of the Department will nominate a Deputy Chair, the nomination to be ratified by a majority of departmental members of faculty rank.
5. The Department shall elect a Secretary. The Secretary shall take, circulate, and keep a record of the minutes of all departmental meetings. The Secretary, at the request of the Chair, shall inform the Department of the date, time, and purpose of all meetings.

ARTICLE III. Meetings

1. Departmental meetings shall be held each year from September to May inclusive on a monthly basis. The Chair

- shall have authority to dispense with one of these meetings in each semester.
2. Special meetings may be called by the Chair, or in petition by one-sixth of the voting members.
 3. At any meeting, a majority of the full-time voting members of the Department shall constitute a quorum. In the absence of the Chair at any meeting, the Deputy Chair or designee of the Department may preside in his or her place.
 4. The order of business at regular meetings, the agenda for which will be distributed one week prior to the meeting, shall be as follows:
 - a. approval of agenda
 - b. approval of minutes
 - c. announcements and communications
 - d. reports of standing committees
 - e. reports of special committees
 - f. unfinished business
 - g. new business
 5. The order of business at a regular meeting may be suspended by a majority vote of the members present, a quorum being then present.
 6. At a regular meeting, the consideration of new business not included in the notice of such meeting shall be postponed to the following meeting upon objection of one-third of the members present.
 7. If the order of business has not been exhausted at the time of adjournment, the meeting may be continued as an adjourned meeting at the next available time, and the business on the floor at the time of adjournment shall be the first business of the adjourned meeting.
 8. A committee report shall be transmitted to the members of the Department at least three teaching days prior to the meeting at which action with respect thereto is proposed.

ARTICLE IV. Voting

All full-time faculty members shall be entitled to vote as per the Board of Trustees bylaws, Article VIII.

ARTICLE V. Elections

1. Elections shall be conducted by the Secretary of the Department and by secretaries of departmental committees.
2. The Departmental Secretary and members of the Standing Committees, other than the Executive Committee, shall be elected at the last Departmental meeting in the spring semester. Members of these committees and the Departmental Secretary shall serve for a term of three-years.
3. Successors of department chairs and Executive Committee members shall be elected during the first full week in May at the expiration of their respective terms of office to take office as of July first of the year in which they are elected and for a period of three years. Vacancies shall be filled by election for the unexpired terms. The election shall be by secret ballot, and no proxy votes shall be permitted.

ARTICLE VI. Standing Committees

There shall be an Executive Committee consisting of five members of faculty rank including the Department Chair who shall serve as committee chair. A majority of the Committee shall consist of tenured persons in the Department. A maximum of three faculty members from the same Departmental Area will be allowed to serve on the Executive Committee; at least three Departmental Areas must be represented.

The Executive Committees shall consider all matters related to appointments to the instructional staff, and reappointments to the instructional staff, and reappointments thereto, including reappointments with a Certificate of Continuous Employment. The Committee shall also consider and make recommendations for Fellowship and other leaves of absence. It shall transmit its recommendations on these matters to the Personnel

and Budget Committee of the School of Liberal Arts and Sciences.

Promotion Committee

The Promotion Committee shall consist of all members of faculty rank who are of higher rank than the candidate for promotion. The Promotion Committee shall transmit its recommendations to the Personnel and Budget Committee of the School of Liberal Arts and Sciences. Candidates for the rank of Professor may submit their application to the departmental chairperson who shall present their candidacy to the Liberal Arts Personnel and Budget Committee of the Weissman School of Liberal Arts and Sciences.

Tenure Committee

The Tenure Committee shall consist of all tenured members of the Department, plus the Department Chair who shall serve as committee chair. This Committee shall consider and make recommendations for reappointments with tenure to the Personnel and Budget Committee of the Weissman School of Arts and Sciences (WSAS).

ARTICLE VII. Areas of Study

The department shall be comprised of six (6) areas of study:

- a) Asian Languages and Literatures (Chinese and Japanese)
 - b) French
 - c) Italian
 - d) Literature in Translation and Other European Languages and Literatures (German and Russian)
 - e) Semitic Languages and Literatures (Hebrew and Arabic)
 - f) Spanish and Portuguese
1. Each area of study shall be in charge of curricular matters and shall establish appropriate curriculum sub-committees.
 2. Each area of study shall be headed by a Supervisory Committee of three (3) to five (5) faculty members elected

from the Department at large. The Supervisory Committee of each area of study will form curricular sub-committees as deemed necessary for the respective disciplines.

3. The Supervisory Committee will be concerned, through recommendations from the respective curriculum sub-committees, with the following:
 - a) course syllabi
 - b) final examinations
 - c) adoptions of carefully graded texts and supplementary materials
 - d) recommendation of course offerings
 - e) new course proposals
 - f) new majors, minors, and programs
 - g) teaching methodology in preparation for classroom observation and evaluations
 - h) assessment of the needs for educational equipment

The Supervisory Committees of the respective area of study will present new proposals to all full-time faculty members teaching the respective languages and disciplines for approval before presenting them to the Department for approval.

4. The Chairs of the Supervisory Committees or a Designee will serve as the department Honors Committee and shall coordinate with the college Honors Committee.

ARTICLE VIII. Other Committees

1. Honors and Awards Committee

The Honors and Awards Committee shall have the following functions:

- a) to coordinate with the College-wide Committee on Prizes and Awards

- b) to determine the manner of selecting recipients of departmental awards
- c) to set up liaison with other departmental honors societies or committees
- d) to arrange for invitations to Awards Ceremonies
- e) to solicit donations and thank the donors
- f) where unspecified, to determine the way in which donations shall be spent

There shall be four (4) faculty members on the Honors and Awards Committee, one from each of the four divisions.

2. Library Committee

There shall be five full-time faculty members on the Library Committee, representing the various disciplines.

3. Social Activities Committee

The Social Activities Committee shall have charge of departmental amenities and advise on and control expenditures out of dues collected from the staff. There shall be three members on the Social Activities Committee.

4. Language Lab Committee

The Language Lab Committee shall consist of three members of the Department. The Committee will coordinate activities, recommend policies and will oversee the general functioning of the Lab.

5. Spanish Curriculum Committee

The Spanish Curriculum Committee shall consist of members of the Department, representing the Spanish discipline.

6. Duties of all Committees

They shall meet at least once per semester and shall report at a regular departmental meeting on business transacted.

ARTICLE IX. Amendments

1. These bylaws may be amended at any meeting by a two-thirds vote of the voting members of the Department, the text of the proposed amendments with the name of the proposer thereof having been posted on the Department's bulletin boards at least one week before the meeting. Amendments so proposed shall be included on the agenda of the meeting. As soon as practicable after adoption, copies of all amendments shall be distributed by the secretary to all members of the Department.
2. Any provision of these bylaws may be suspended at any meeting for the duration or a part thereof by unanimous consent of the voting members present.