BYLAWS OF THE DEPARTMENT OF MODERN LANGUAGES

COLLEGE OF LIBERAL STUDIES

UNIVERSITY OF WISCONSIN-LA CROSSE

Adopted October 14, 2009
Revised March 2011
Revised May 2013
Revised May 2015

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I.	**Title with name of department and date of last bylaw adoption**
	Department of Modern Languages (M/S/P – 4/3/13)
	By-laws adopted October 2009
	Note: URLs in these by-laws are provided for convenience and should be reviewed regularly for accuracy.

II.	**Organization and Operation (M/S/P - 4/3/13)**
	Department members are governed by six interdependent sets of regulations:

1. Federal and State laws and regulations;
2. UW System policies and rules;
3. UW-L policies and rules;
4. College policies and rules;
5. Shared governance by-laws and policies for faculty and academic staff; and
6. Departmental by-laws

II.A.	**Preamble (M/S/P - 4/3/13)**
	Mission: The ability to communicate across national and linguistic borders has become essential in our globalized world; therefore, the mission of the Department of Modern Languages is to help students develop the linguistic, literary and cross-cultural competence necessary to live, work and be lifelong learners in our diverse world.

Objectives:

The Department of Modern Languages works as a unit to:

1. provide a curriculum that allows students to communicate appropriately with speakers of the languages we teach;
2. promote intercultural communicative competence to prepare students to function adequately in diverse cultural contexts;
3. prepare students for graduate study and for careers in teaching and other professions that require the use of second language skills and cross-cultural knowledge;
4. contribute to the achievement of the University Core student learning outcomes, in particular by developing critical thinking skills and a sense of global responsibility;
5. develop and promote study abroad programs in coordination with the Office of International Education;
6. reach out beyond the confines of the classroom by providing opportunities for faculty and students to collaborate with and serve the larger community (including, but not limited to, providing professional development for area language teachers, tutoring programs, and expertise in community discussions of cross cultural issues);
7. foster a climate that encourages continuing faculty growth and development through scholarship; and
8. prepare XXI Century language teachers who uphold best practices and standards in and outside the classroom.

II.B.   **Meeting Guidelines (M/S/P - 4/3/13)**
Department meetings will be run according to the most recent edition of Robert's Rules of Order (http://www.robertsrules.com/) and WI state open meeting laws (http://www.doj.state.wi.us/AWP/2010MCG-PRO/2010_OML_Compliance Guide.pdf Summary at http://www.uwlax.edu/HR/employment/PeopleAdmin/Tools/OpenMeetingsRule-Summary.htm)
Minutes will be recorded by a voting member in alphabetical rotation and distributed to department members one week prior to the next department meeting. Copies of the minutes of the department meetings and committee meetings shall be kept in a secure location by the department. Minutes from closed meetings will be taken by the Department Chair and written within one week of the proceedings. They will be available by request.

II.B.1   Department meetings are held at least once a month during the academic year; however, as deemed appropriate by the chair of the chair of the department, additional meetings may be scheduled and unnecessary meetings canceled.
II.B.2   Meetings of department sections are also held once a month; however as deemed appropriate by the coordinator of the section, additional meetings may be scheduled and unnecessary meetings canceled.
II.B.3   Monthly meetings are scheduled by the department chair. Any member of the department may request that the department chair call a meeting to discuss specific issues. In this case the faculty member or academic staff shall communicate his/her reasons for calling the meeting.
II.B.4   Departmental business may be conducted by secure electronic means.

II.C.   **Definitions of Membership & Voting Procedures (M/S/P - 4/17/13)**
II.C.1   Membership of the Department of Modern Languages will consist of all ranked faculty and instructional and non-instructional academic staff.
II.C.2   All ranked faculty, instructional academic staff hired in at Lecturer rank or with faculty status and 4 semesters of consecutive service with a 50% or higher appointment in the department, shall be considered voting members of the department of Modern Languages. Exceptions to this ruling: voting rights on personnel matters are reserved for all tenured and tenure-track faculty except in the cases otherwise indicated in this document relating to hiring, promotion, and retention decisions where voting rights are governed by either a person's rank or tenure status. Department members with split appointments must declare their voting department in consultation with their department chairs.
II.C.3   Department members with voting privileges are to abstain from voting on issues in which they are not adequately informed.
II.C.4   Academic and non-instructional staff may participate in all departmental discussions regardless of voting member status.
II.C.5   The chair shall prepare and distribute the agenda and all necessary documents in advance to all members of the department.

II.C.6	Any member of the department may submit to the chair in advance any issue or concern he/she wishes to have included on the agenda.
II.C.7	Unless specifically indicated otherwise, a simple majority of those voting carries the vote (50% + 1). Voting occurs with a voice vote or a hand vote and any member can call for a roll call vote. Proxy voting is not allowed. Members who join by teleconference and have heard all the deliberation are eligible to vote. "Robert's Rules indicates that abstentions do not affect the voting outcome (they are non-votes)." Paper balloting will be allowed upon request by any voting member of the department. Paper ballots must be signed and kept securely for seven (7) years.

Late or non-received ballots, a non-response to a vote, or improperly marked ballots shall be treated the same as a non-vote and will not be counted in determining the vote. In addition, abstentions and blank votes are treated as non-votes and are ignored. (For example, if 20 ballots were cast with 2 voting yes, 1 voting no, and 17 abstaining, the motion would pass). Abstention votes in retention, promotion, or tenure matters are discouraged except when a conflict of interest exists or the voter has no or little knowledge of the person being considered.

II.D. Definitions of Quorum and Majority (M/S/P - 4/17/13)

II.D.1	A quorum for the purpose of conducting business at any department meeting shall be a simple majority of the persons eligible to vote.
II.D.2	For a personnel meeting, a quorum is achieved with 2/3 of those eligible to vote.
II.D.3	Motions made at departmental meetings will be approved by a simple majority of the members present. (Exception: amendment of Bylaws which requires a 2/3 vote).

II.E. Changing by-laws (M/S/P - 4/17/13)

II.E.1	Amendments or additions to bylaws and policies may be proposed to department members for a first reading five days previous to any department meeting.
II.E.2	A two-thirds majority of the current department membership present and eligible to vote on by-laws is required to amend the by-laws;
II.E.3	Proposed changes to bylaws and policies may be adopted at the next subsequent department meeting unless there is a unanimous agreement to waive the second reading;
II.E.4	Policies pertaining to personnel issues, which are the responsibility of the ranked-Faculty (tenure-track or tenured), may only be changed by those voting.

III. Faculty/Staff Responsibilities (no changes to section IIIA-B)
III.A Faculty

Faculty responsibilities are referenced in section IV of the Faculty Senate by-laws entitled "Responsibilities of Departments, Department Members and Department Chairpersons." A complete set of the by-laws is available on the Senate webpage under "Senate Articles and By-laws http://www.uwlax.edu/facultysenate/FacSenatePolicies.html).
Additional responsibilities include: providing Study Abroad advising, and participating in Advising Fairs.

III.B **Instructional Academic Staff Responsibilities and Expectations**
Requests for IAS hiring will be presented to the college dean. The request will indicate one of the standard titles from the lecturer or clinical professor series and will outline specific duties including teaching and any additional workload. Total workload for IAS is defined as a standard minimum teaching load plus additional workload equivalency activities.
http://www.uwlax.edu/facultysenate/committees/ias/FacSenatePolicies.html

III.B.1 **Determination of individual, departmental, college and university workload**
 And accountability for that determination.
   a. Individual workload is a collaborative decision determined by the department. Accountability for that determination shall rest with the department
   b. Departmental workload is determined by the department and the academic dean. Accountability for that determination shall rest with the academic dean(s).
   c. College workload is determined by the college dean and the provost/vice chancellor, chancellor. Accountability for that determination shall rest with the subject to review by the chancellor.
   d. Institutional workload is determined by the provost/vice chancellor and the chancellor. Accountability for that determination shall rest with the provost/vice chancellor and the chancellor, subject to review by the Office of the Vice President for Academic Affairs of the UW System.

III.B.2 **The expected "normal" workload for instructional academic staff.**
For instructional academic staff, **Total Workload** is defined as a standard minimum teaching load plus additional workload equivalency activities. Full-time instructional academic staff engaged in undergraduate instruction typically have a *teaching load* of 12 contact hours of group instruction per week. Full-time instructional academic staff engaged in graduate instruction typically have a *teaching load* of 9 contact hours of group instruction per week. The *total workload* for a full-time equivalency shall not exceed 15/16* contact hours (e.g., 12 contact hour *teaching load* plus up to 3 contact hours *additional workload equivalency*). A *total workload* that exceeds the 15/16* contact hour maximum will constitute an overload for payroll purposes. (*A *total workload* of 16 contact hours may be used in departments with even-numbered contact hour courses). Half-time instructional academic staff engaged in undergraduate instruction typically have a *teaching load* of 6 contact hours of group instruction per week. The *total workload* for a half-time equivalency shall not exceed 8 contact hours (e.g., 6 contact hour *teaching load* plus up to 2 contact hours *additional workload equivalency*). To fulfill the responsibilities of individual units and the mission of this institution, variations will occur in the composition of individual, departmental and college workloads. Composition of workload varies among individual IAS members and departments, depending upon the number of students in classes, number and nature of course preparations required, the nature of instructional patterns (e.g. lecture, discussion, laboratory, clinical and/or field activity), the nature of the students (lower division, upper division, or graduate), the extent of other assigned responsibilities in non-instructional duties (e.g. program direction, lab preparation and/or coordination), scholarly activities, and/or service activities (such as committee assignments,

academic advisement, or assistance with student activities and organizations, public service, community service and professional service). Scholarly activity and/or service is expected for career promotion and will be supported.

III.B.3   **Individual Development Plan.** The IDP is used to establish workload guidelines for each academic staff member and utilized for performance review and career promotion. The Department shall determine IAS full-time equivalencies. Equivalencies might include:

> teaching, advising, departmental service (departmental committee work, internship director, web master), college service (college committee work, interdisciplinary service), university service (university-wide committee work, student organization work), community service related to the profession (service as a consultant to community organizations, pre K-12 consultation), professional service /development (attending professional conferences, active participation in   professional service organizations), research / scholarship / creative endeavors   (grant writing, SOTL, professional conference presentations, publications, translations), and / or outside classroom activities (undergraduate research, student mentoring, internship supervision).

III.C   Non-instructional Academic Staff Responsibilities and Expectations (M/S/P - 4/17/13)

> NIAS responsibilities are defined by specific job descriptions and contracts.

III.D   Student Evaluation of Instruction (IIID.1 and.2 – need further discussion)

III.D.1   The department will follow the UW-L SEI policy and procedure available on the Faculty Senate webpage http://www.uwlax.edu/facultysenate/. ***

III.D.2   Ranked Faculty & SEIs. Results from the Faculty Senate approved SEI questions are required for retention, tenure, and promotion in the form of (1) the single motivation item and (2) the composite SEI consisting of the 5 common questions. These numbers will be reported using the Teaching Assignment Information (TAI) form. The department will add both the   motivation item and the composite SEI fractional median for each course. In addition, the candidate's overall fractional median for the term on both the single motivation item and the composite SEI are reported. Finally, the department adds the departmental fractional median for both the single motivation item and the composite, the minimum and maximum composite SEI for the department, and the candidate's rank in SEI scores relative to all departmental ranked faculty (tenure-track or tenured) for that term (e.g. 3 of 15).

III.D.3   IAS renewal and career promotion. The same information as above is reported; however, no TAIs are generated for IAS. **(M/S/P - 4/17/13)**

III.D.4   In addition to the motivational item and the 5 common questions, the Department will ask students to answer a series of multiple choice questions and a series of open-ended questions specific to the discipline. The discipline-specific questions will not be included in the statistics reported for retention and promotion. See Appendix J for an example of the SEI questionnaire.

III.E	**Policy for Online course evaluations (to be written)**

IV.   **Merit Evaluation (Annual Review)**

IV.A.   **Evaluation Processes & Criteria (M/S/P - 4/17/13) (M/S/P - 12/13/13)**

IV.A.1   **Faculty**

IV.A.1.1.   Merit decisions are based on the electronic Annual Faculty Activity Reports generated by Digital Measures each May. In addition, Department members may submit to the departmental Executive Committee a paragraph explaining why they believe they should be considered for high merit.

IV.A.1.2.   The Department Chair will post the Annual Faculty Activity Reports on the department D2L site and provide the Executive Committee with the SEI data for each semester of the previous academic year.

IV.A.1.3.   Each member of the Executive Committee will rate, on a scale of 1-4, each department member in each of the following three categories:
Teaching, Scholarship and Professional Development, and Service.

IV.A.1.4.   The Executive Committee will meet to tally and discuss each member's ratings. Following discussion they will award High Merit to deserving faculty**.**
The remainder of the department members will be awarded Merit unless the committee deems Low Merit appropriate or a member of the department has not submitted a report.

IV.A.2.   **Instructional Academic Staff (if included in merit processes, otherwise see VI). (M/S/P - 4/17/13) (M/S/P - 12/13/13)**
Instructional academic staff who have 100% appointment are reviewed in a manner similar to that of tenured and probationary faculty. High merit may be awarded to deserving instructional academic staff.

IV.A.3.   **Department Chair (if applicable)**

IV.B.   **Distribution of Merit Funds (M/S/P - 4/17/13)**
In normal circumstances, merit dollars will be assigned by a positive or negative first-decimal change of 0.1% in relationship to the mean.
1. High Merit Category: + 0.1% over the mean.
2. Merit Category: - 0.1% under the mean.
3. No Merit Category: 0%

IV.C.   **Appeal Procedures (if applicable)**
(cf. *Faculty Personnel Rules* UWS 3.05-3.11 and UWL 3.08; and *UW-L Employee Handbook*, pp. L-7, L-8)

V.   **Faculty Personnel Review (M/S/P - 5/1/13)**
The department will follow the policies regarding retention and tenure described in the Faculty Personnel Rules (UWS 3.06 - 3.11 and UWL 3.06 – 3.08) http://www.UW-Lax.edu/hr/rules/Ch3.htm.

Tenure/retention decisions will be guided by the criteria established in the by-laws at the time of hire unless a candidate elects to be considered under newer guidelines. The criteria outlined in Section V. A & V. B. "Faculty Personnel Review" in these by-laws should be applied to faculty with a contract start date after May 1, 2013.

The department will follow policies guiding part-time appointments for Faculty and tenure clock stoppage available on the Human Resources website.

V.A. **Retention (procedure, criteria and appeal) (M/S/P – 5/1/13)**
Note: Departmental criteria for retention may differ from university criteria for promotion, although the criteria are complimentary.

V.A.1. Faculty under review provide an electronic portfolio related to their teaching, scholarship, and service activities extracted from their date of hire to date of review. Hyperlinked syllabi are required and the candidate may choose to provide additional evidence. Additional materials may be required for departmental review and will be indicated in these by-laws.

V.A.2. Departments will provide the following materials to the dean:
1. Department letter of recommendation with vote;
2. Teaching assignment information (TAI) datasheet that summarizes the courses taught, workload data, grade distribution and SEIs by individual course and semester (which are only available after completing a full academic year) and departmental comparison SEI data; and
3. Merit evaluation data (if available).

The initial review of probationary faculty shall be conducted by the tenured faculty of the appropriate department in the manner outlined below.

V.A.3. Starting with tenure-track faculty hired effective Fall 2008, all first-year tenure-track faculty will be formally reviewed in the spring of their first year. A departmental letter will be filed with the Dean and HR. Formal reviews resulting in contract decisions will minimally occur for tenure-track faculty in their 2nd, 4th and 6th years.

V.A.4. Retention decisions fall under the purview of the Modern Languages Retention and Tenure Committee.

V.A.5. The Modern Languages Retention and Tenure Committee
V.A.5.1 All tenured members of the Department of Modern Languages shall be members of this committee.
V.A.5.2 The officers shall be: chair and secretary.
V.A.5.3 The officers of the committee shall be elected by the committee at a meeting

called by the Chair of the Department no later than the third week of September.

V.A.5.4 The term of office shall be for one year, from September to the following September. Chairs may be re-elected for more than one year.

V.A.6 Committee Procedure

V.A.6.1 The first meeting of the committee shall be called by the Chair of the Department no later than the third week of September for the purposes of electing a chair and a secretary, and establishing a schedule for meetings, class visitations, and portfolio submission.

V.A.6.2 The meeting for making final recommendations to the department Chair for retention or tenure shall be held in time to comply with the timetable set by the administration and taking into account the possibility of reconsideration hearings.

V.A.6.3 A special meeting may be called at any time by the Chair of the Department or of the committee or by any committee member.

V.A.6.4 Two-thirds of all the members of the committee shall constitute a legal quorum for the purpose of holding a meeting.

V.A.6.5 One over half of the voting members present shall constitute a majority.

V.A.6.6 These procedures may be amended by a 2/3 vote in any scheduled meeting of the Retention and Tenure Committee, the amendment to be submitted in writing one week prior to a meeting.

V.A.6.7 After the procedures have been amended, the Chair of the Department shall submit them to the ADA for inclusion in the bylaws.

V.A.7 Responsibilities of the Chair of the Committee

V.A.7.1 The chair of the committee shall do the following in the order given below:
a) write a letter informing the probationary faculty member of the procedures to be followed, the documentation needed, the methods of evaluation, the time table, and the open meeting law;
b) organize and make arrangements for visitations of classes –non-tenured faculty may ask to visit a tenured faculty member's class; up to two members of the tenured faculty who teach the same language will visit probationary faculty twice a year in first year, once a year thereafter prior to tenure.
c) conduct a meeting with the probationary faculty to discuss portfolios, teaching observations, and to raise questions and concerns;
d) following the meeting with the candidate, the chair of the committee will lead a final discussion of the overall progress of the candidate and call for a vote of the committee. Vote will be taken by a signed and dated ballot, which shall be kept for seven years. (As a reminder, abstentions and blank votes are treated as non-votes and are ignored);
e) write a letter to the Chair of the Department in which s/he summarizes the outcome of the vote.

V.A.7.2 The Chair of the Department will communicate the results of the vote to the probationary faculty within three days.

V.A.7.3	The Chair of the Department shall write a letter to the Dean informing him/her of the results of the voting.
V.A.8	Responsibilities of the Committee
V.A.8.1	Selected Members of the committee shall visit classes of the probationary faculty. Visitation assignments shall be on a rotational basis. The rotation order will be determined by the committee at the first meeting. First year – one visit each semester by a maximum of two members of the committee. In years 2-5 – one visit by a maximum of two committee members will occur during the first month of classes in the fall. In the sixth year, all committee members will visit candidates prior to the candidate's deadline for the submission of materials for review.
V.A.8.2	Any tenured member may request a special visitation subject to approval of the department chair.
V.A.8.3	Probationary faculty members may visit classes of tenured faculty.
V.A.8.4	Members of the committee will complete the observation form "Teaching Observation" (see Appendix A) for each class visited and will present a copy of this form to the probationary faculty member within three days of the classroom observation. Probationary faculty may upload the observation to UW-L's electronic portfolio system.
V.A.8.5	**Senior faculty will provide to probationary faculty a formal letter assessing performance in the classroom. Letters on teaching performance will also be provided for any faculty member planning on applying for promotion. M/S/P 2.18.15**
V.A.8.6	Following class visitations and prior to meeting with the probationary faculty member, committee members shall review the portfolio of the probationary faculty member and complete the evaluation according to the teaching observation guidelines (see Appendix A).
V.A.8.7	The committee shall meet with the probationary faculty member to discuss his/her portfolio.
V.A.8.8	Following the meeting with the probationary faculty member, the committee will go into closed session and a vote shall be taken by paper ballot on retention. A two-thirds majority of voting members present is required for retention. Ballots will be kept for 7 years. Abstentions do not affect the voting outcome (they are non-votes) according to Robert's Rules.
V.A.8.9	A special meeting may be called at any time by the Chair of the Department or Committee or by any committee member.
V.A.9.	Responsibilities of the Probationary Faculty **(M/S/P – 5/1/13)**
V.A.9.1	*First Year Faculty Review*. Starting with tenured-track faculty hired effective Fall 2008, all first-year tenure-track faculty will be reviewed in the spring of their first year. A departmental letter will be filed with the Dean and HR. Formal reviews resulting in contract decisions will minimally occur for tenure-track faculty in their 2nd, 4th and 6th years. 1) The CANDIDATE PROVIDES one electronic report – saved as HTML

report and emailed to the department chair one week prior to the Retention committee meeting. 1) A "retention report" of the candidate's activities (generated from the electronic portfolio system and representing activities since date-of-hire at UW-L as a tenure-track faculty member which should include hyperlinks to associated evidence such as: a. evidence of teaching development activities (e.g., syllabi with learning objectives stated, course assessments, peer evaluations); b. evidence of scholarship (e.g., copies of presentations, publications, creative activities); c. evidence of service (e.g., letters or projects associated with department, college, university, and/or professional service); and d. a retention narrative that describes the faculty member's teaching, scholarship, and service, modeled after the narrative required for promotion. 2) A copy of his/her vita uploaded as an attachment in the electronic portfolio system.

2) Prior to entertaining a motion to close the meeting, the department chai will invite the probationary faculty member to make an oral presentation, if s/he wishes to do so, and for the department members to ask about the faculty member's progress, if they should wish to do so.

3) Within 14 working days after the review meeting, a written report of the results of the review shall be given to the faculty member. Results shall be reported for each of the review areas.

V.A.9.2   ***Contract Reviews (Retention/Tenure). (M/S/P – 5/1/13)***
Subsequent to the call of the Vice Chancellor, the department shall establish a review date and inform all probationary faculty with at least 20 calendar days' notice to prepare a set of materials describing performance in the areas of: Teaching, Scholarly and Research Activity (see Department statement on Scholarly Activity), Department, University, Community, and Professional Service. The date, time and place of the above meeting shall be conducted in compliance with the Wisconsin Open Meeting Rule. For a retention and tenure meeting to take place, attendance by 2/3 of the tenured faculty constitutes a quorum. The probationary faculty persons shall have the opportunity to make a written and/or oral presentation at the meeting.

1) The CANDIDATE PROVIDES two electronic reports – saved as HTML reports and emailed to the department chair one week prior to the Retention committee meeting. 1) A "retention report" of the candidate's activities (generated from the electronic portfolio system and representing activities since date-of-hire at UW-L as a tenure-track faculty member which should include hyperlinks to associated evidence such as: a. evidence of teaching development activities (e.g., syllabi with learning objectives stated, course assessments, peer evaluations); b. evidence of scholarship (e.g., copies of presentations, publications, creative activities); c. evidence of service (e.g., letters or projects associated with department, college, university, and/or professional service); and d. a retention narrative that describes the faculty member's teaching, scholarship, and service, modeled after the narrative required for promotion. 2) An "annual report" of the candidate's activities (generated from the electronic

portfolio system representing activities since date-of-last review). 3) A copy of his/her vita uploaded as an attachment in the electronic portfolio system.

2) The Department Chair will provide merit and SEI summary information.

3) Prior to the beginning of the review of the candidate(s) the meeting will go into closed session according to Section 19.85 in the Wisconsin Statutes. During the review meeting, the Chair shall entertain a motion regarding the retention of the candidate(s). Passage of a motion to retain a candidate(s) (and, if appropriate, to recommend tenure) shall require a 2/3 majority of those present and voting.

4) The Department recommendation and decision (actual vote) shall be reported in writing with supporting documentation to the Dean. The candidate must be notified of the results of the review within 14 days; according to UWS 3.07, a person denied renewal may request written reasons for the non-renewal.

V.A.9.3 **Criteria (M/S/P – 5/1/13)**
Teaching: For retention, candidates will need to demonstrate strong evidence of quality teaching, professional development as a teacher, and professional competence as a teacher. (See Appendix B for the department's Statement on Teaching.)

1. The department will review the following required materials:
   a. A report from the candidate that addresses teaching assignment, teaching development, teaching evaluation, and professional goals for teaching.
   b. Teaching assignment encompasses a listing of courses taught, unique expertise, approach to grading and evaluation, and duties that are different from classroom teaching.
   c. Teaching development encompasses the development of new courses and units, innovations and improvements in teaching techniques, participation in workshops on teaching, and preparation of curriculum materials
   d. Teaching evaluation encompasses a narrative outlining the methods used to evaluate teaching, in addition to written evaluation by peers, and SEI scores.
   e. Peer evaluation and feedback; SEI results, and syllabi. The department is required to perform one peer review per year.
      i. The reviewee shall schedule a meeting with the reviewer(s) prior to the class so that the goals of the class within the curriculum can be explained.
      ii. The reviewee should schedule the review to take place at a time when teaching effectiveness can be most appropriately observed and evaluated. The reviewer should observe a class for the entire class period. The reviewer prepares a written evaluation (see Appendix A for an example of the teaching review format).
      iii. The reviewer and reviewee meet to share and discuss the evaluation.
      iv. The reviewer submits the written evaluation in electronic format to the department chair and to the reviewee.

Scholarship: Persons recommended for retention will show progress in their agenda for Research/Scholarship as defined in Appendix C. (See Appendix B for the department's Statement on Scholarship and Creative Endeavor.)

Candidates for retention shall provide a report on research/scholarship that should detail the candidate's progress in developing and carrying out a research agenda and state the candidate's professional goals in this arena.

Service: Candidates for retention shall provide a report on service that should detail the candidate's accomplishments and professional goals in this arena.

For retention, the Department of Modern Languages expects service to the department, including regular attendance at departmental/section/relevant committee meetings, assessment, attendance at least one UW-L graduation ceremony per year, and developing contributions to the university and/or community. (See Appendix D for the department's Statement on Service.)

V.A.9.4 **Appeal**
Anyone wishing to appeal a Department retention or tenure decision is required to submit a written petition to the chairperson of the Department carefully detailing the basis on which this appeal is being made. This appeal must be filed with the chairperson within two weeks of the notification of the contested retention/tenure decision. The Department will then hold a special closed session hearing to review all evidence pertinent to this petition in the presence of the appellant. Subsequent to hearing the facts, the Department will dismiss the appellant from the hearing room chambers and will render its final decision on the appeal. (cf. Faculty Personnel Rules UWS 3.06-3.11 and UW-L 3.06-3.08; and UW-L Employee Handbook)

V.B. **Post-tenure Review   (M/S/P - 5/1/13)**
V.B.1 The requirements for post-tenure review are described in the UW-L Employee Handbook. Once every five years, each tenured faculty member's activities and performance will be reviewed in accordance with the mission of the department, college, and University. The Post-tenure Review and Development Policy of the Department of Modern Languages follows UW-System and UW-La Crosse policy guidelines and builds upon the mission of the university and goals of the department. UW-La Crosse policy is detailed in the employee handbook under the section entitled "UW-L Tenured Faculty Review and Development"
V.B.2 Every year, the work of every member of the Department of Modern Languages is reviewed via the merit review process. One purpose of this review is to determine how merit pay is to be distributed. By providing more detailed feedback, however, the same data gathering and peer review process can be used

as a continuous quality improvement tool for tenured faculty. This process is already used as part of the evaluation of probationary faculty and for determining whether academic staff should be retained.

V.B.3   **Procedure (M/S/P – 5/1/13)**

a. The Dean's office, in consultation with the department, keeps a list of faculty to be reviewed under the post-tenure review policy. When the chair has been notified by the Dean's office that faculty member(s) is/are up for post-tenure review, a departmental Post-tenure Review Committee will be constituted and charged with implementing the university's policy aimed at contributing to the continuation of faculty members' growth and development. This committee will be made up of three tenured faculty members in the department. Only tenured department members are eligible to serve on the Post-tenure Review Committees. Assignments will be made for one year by random selection, with committee membership determined for the up-coming five academic years.

b. The Post-Tenure Review committee will review the past 5 years of merit review data via the UW-L electronic portfolio system for the person under review. The committee will write a letter providing general trends in the areas of teaching/scholarship and service, identifying any areas of concern as addressed below, and provide a copy to the faculty member, the department chair, and the dean's office.

c. *Identification of Areas of Concern.*
   One part of the post-tenure process is aimed at detecting areas of concern that may develop after tenure has been granted. The following statements represent minimum expectations of every member of the Department. A mechanism for determining when an area of concern might be identified is included.

d. *Scholarship.* The Department expects each faculty member to engage in scholarly activities that: (in decreasing order of importance)

- maintain the quality of the faculty member's teaching activities
- enable the faculty member to keep up with the fields of study represented by his/her teaching assignments
- keep up with knowledge of what constitutes effective teaching in the discipline
- develop new areas of knowledge germane to his/her discipline and that may be reflected in new teaching assignments
- lead to professional presentations and publications.

e. Performance in this area may be deemed an area of concern if none of the above (or similar) activities occur at a satisfactory level for a period of two successive years, unless circumstances have led to an agreement between the Department and the faculty member that scholarly activities be reduced (e.g., a faculty member having significant service responsibilities or an unusual teaching load).

f. *Service.* The Department expects faculty to volunteer for and serve on committees that contribute to the success of the Department and University in fulfilling their missions. The Department expects faculty to:

- regularly attend and participate as an active member in department, section and committee meetings
- attend at least one UW-L graduation ceremony per year
- keep up with current curriculum requirements and participate in advising students
- maintain professional affiliations outside the University.

g. Performance in this area may be deemed an area of concern if none of the above (or similar) activities occur at a satisfactory level for a period of two successive years, unless circumstances have led to an agreement between the Department and the faculty member that service activities be reduced (e.g., a faculty member holding a significant research grant or an unusual teaching load).

h. *Teaching.* The Department expects each faculty member to teach courses in his/her areas of expertise (or to engage in activities deemed teaching); the expected teaching load is the equivalent of 12 semester-hours. Under special circumstances faculty may be granted a reduced load (e.g., a faculty member holding a significant research grant or unusual service responsibilities). Faculty shall:

- develop an acceptable (in the judgment of their peers) syllabus including appropriate readings and other activities for each course.
- develop acceptable (in the judgment of their peers) and fair (in the judgment of both their peers and students) methods of evaluation for each course.
- meet with their students as scheduled for classes or make provisions for acceptable alternative activities.

i. Performance may be deemed an area of concern if, for more than three consecutive semesters, peers and/or students report that any of the above activities are not carried out at a satisfactory level.

V.**C.** **Faculty Promotion Procedures (procedure, criteria and appeal) (M/S/P – 5/1/13)**

The department will follow the guidelines and schedules regarding faculty promotion. These are available at
http://www.uwlax.edu/hr/current/Unclassified/openmeetings.pdf and
http://www.uwlax.edu/hr/promo-resources.htm.
The department promotion procedures are designated to facilitate the implementation of the guidelines outlined in the UW-La Crosse Employee Handbook.

V.C.1 *Review Process.*

a. Subsequent to the Chair receiving notification from the Vice Chancellor/Human Resources of a candidate's eligibility for promotion in rank, candidates will be informed in writing by the Chair of eligibility at least 20 days prior to the scheduled and publicized promotion review meeting. The date and time for the promotion review meeting is set by the department with enough time allocated to go through the review process and any potential appeals prior to the deadline for submitting materials to the Dean.

b. Faculty who are eligible and wish to be considered for promotion must submit a completed Faculty Promotion Evaluation Report as outlined by the Joint Promotion Committee using the electronic portfolio process. The report is submitted to the Department Chair at least seven days prior to the scheduled date of the departmental promotion consideration meeting. The Department Promotion Committee will consist of all faculty of the same or higher academic rank as the promotion rank which the candidate is seeking. The department chair will make the promotion materials and the candidate's student evaluation information available for review by all faculty eligible to vote on the promotion question at least seven days in advance of the departmental promotion consideration meeting. The promotion candidate may submit additional written materials or make an oral presentation at the departmental promotion consideration meeting prior to the start of the promotion deliberations. The requirements of the Wisconsin Open Meeting law shall apply to this meeting.

c. After having a discussion of a candidate's performance with respect to the criteria specified in section V.C.3 below, votes will be cast by signed paper ballots on a separate motion to promote each candidate. Voting eligibility in all promotion considerations shall be restricted to faculty of the same or higher academic rank as the promotion rank which the candidate is seeking. Specifically, this means that all associate and full professors are eligible to vote for faculty seeking promotion to Associate Professor and only full professors are eligible to vote on promotion recommendations to Full Professor. At least a two-thirds majority of eligible voting members present is necessary for a positive promotion recommendation. The results of the vote will be recorded and entered in the appropriate portion of the Faculty Promotion Evaluation Report form.

d. Within two days of the promotion consideration meeting, the department chair will orally notify each candidate of the Department's recommendation. For positive recommendations, the members of the Promotion Committee who have volunteered to write the Faculty Promotion Evaluation Report will do so within seven days as required. A draft of the letter will be sent to all voting members of the promotion committee for review. The Department Chair may also include a separate letter to provide further clarification of candidate materials if they wish to do so. A copy of the promotion letter(s) will be provided to the candidate at least one day prior to the submission of the promotion file to the dean.

e. If approved by the Promotion Committee, the Department Chair will transmit the vote and the letter from the promotion committee to the Dean following the most current JPC guidelines.

f. JPC requires that a faculty member who has had reassigned time to fulfill a position outside the expectations of a standard faculty member (e.g. department chair, director of a center or program, etc.) must provide two related documents in their promotion report:
   i. One or more letters from their supervisor(s) (e.g. department chair, Dean etc.) that outlines their job description with respect to each reassigned time appointment.
   ii. Documentation that illustrates their level of success in the role fulfilled

by the appointment, such as performance reviews or other data that show how the aims of the appointment are being met. The candidate is responsible for uploading these documents in their promotion report.

V.C.2.   Department Promotion Committee **(M/S/P – 5/1/13)**
The committee shall consist of all tenured-faculty members above the rank of the candidate for promotion. The committee will consist of a minimum of three members. If necessary, because of eligibility requirements, one or more committee members may be appointed from other UW-L departments. The Department Chair will appoint the non-departmental members.

V.C.3.   Promotion Criteria **(M/S/P – 5/1/13)**
a) To be considered for promotion to a higher rank, faculty must meet the minimum University criteria as stated in the UW-L Staff Handbook. For the rank of Associate Professor a candidate must provide evidence of teaching excellence, progress, and growth; the establishment of a program of scholarship; and be engaged in service. Evidence of teaching excellence, scholarship, and service will be consistent with the Department's definitions of teaching (see Appendix A), scholarship (see Appendix B), and service (see Appendix C).
b) To be promoted to the rank of Professor, a faculty member must show evidence continued excellence, progress, and growth in teaching; significant scholarly productivity; and substantial service activity. Evidence of teaching excellence, scholarship, and service will be consistent with the Department's definitions of teaching (see Appendix A), scholarship (see Appendix B), and service (see Appendix C).

V.D.   *Reconsideration.* **(M/S/P - 5/1/13)**
a) The promotion candidate can appeal the decision of the Promotion Committee and will have 14 days to request reconsideration. The Promotion Committee Chair will then convene the committee to hear all relevant evidence to support promotion. The candidate will have an opportunity to provide additional written or oral support relevant to promotion. The Promotion Committee will then dismiss the appellant from the hearing room chambers and move into a closed session hearing to review all evidence pertinent to this petition. The Promotion Committee will then render its final decision on the appeal.

b) Each promotion candidate will have the right to appeal the Department's reconsideration decision to the Grievance, Appeals and Academic Freedom Committee. Written notice of the reconsideration decision will be transmitted to the candidate and the Dean within seven (7) days.

VI.   **Instructional Academic Staff Review   (M/S/P - 5/18/13)**
VI.A   Annual Review:
In Accordance with Faculty Personnel Rules UWS 3.05 – 3.11 and UWL 3.08, academic staff will be evaluated annually. The Individual Development Plan (IDP) form will accompany the department's evaluation. The IDP form is found at: http://www.uwlax.edu/hr/current/IDP/IDP.htm.
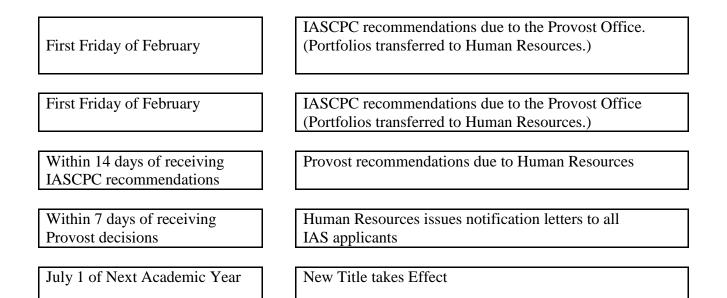
VI.A.1   **IAS Departmental Review Procedures. (M/S/P – 5/18/13)**
a. All instructional academic staff are required to have an observational classroom teaching visit performed by at least one member of the faculty every year with a written evaluation of this classroom observation to be filed with the chair. A copy of this evaluation will be given to the instructor being evaluated.
b. Annually, during the Spring Semester for those with an annual contract, the Chair will communicate with each IAS member. Prior to this communication the IAS member will make available his/her Activity Report as generated by the university electronic portfolio system and provide a brief narrative statement relative to progress on the goals identified in the Individual Development Plan (IDP) for that Academic Year (AY) and goals for the upcoming AY (assuming reappointment is intended). Members of the Executive Committee will have an opportunity to review these materials and express any concerns or recommendations to the Chair. The annual review will consist of a review of the position description; department/unit goals; employee career goals; supervisor position expectations; the Activity Report generated through the UW-L electronic portfolio system; summary of student comments and SEI information; and a brief narrative statement relative to progress on the goals as found on the current year's Individual Development Plan. A new individual development plan will be developed which will be used to   review the outcomes of established employee career goals and position expectations. The IDP will be the guide throughout the year to ensure that employee career goals and supervisor position expectations are met.
c. For IAS with a one-semester contract, a classroom observation form will be completed and an IDP will be completed in December.

VI.B.   **Career Promotion Procedures (M/S/P – 5/18/13)**
Policies and procedure guiding career promotion for IAS are available at: http://www.uwlax.edu/facultysenate/committees/as/pages/CareerPromotion.html.

VI.B.1   Instructional Academic Staff at the ranks of Associate Lecturer, Lecturer, and Senior Lecturer may elect in any year to be reviewed for Career Promotion and will follow the guidelines and timetable as found on the following websites: http://www.uwlax.edu/facultysenate/committees/IAS documents/IAS Career Promotion & Portfolio Dev.htm

VI.B.2   **IAS Career Promotion Deadlines** (not MLG-specific). See table below.

First Friday of December	Career Promotion Portfolio with Departmental Materials due to Deans from Department Chairs
First Friday of January	Career Promotion Portfolio due to the Faculty Senate Office. (Portfolios held in Senate Office for review by committee members.)

First Friday of February	IASCPC recommendations due to the Provost Office. (Portfolios transferred to Human Resources.)
First Friday of February	IASCPC recommendations due to the Provost Office (Portfolios transferred to Human Resources.)
Within 14 days of receiving IASCPC recommendations	Provost recommendations due to Human Resources
Within 7 days of receiving Provost decisions	Human Resources issues notification letters to all IAS applicants
July 1 of Next Academic Year	New Title takes Effect

Additionally, since career promotion materials are due in the Dean's office by the first Friday in December, IAS applying for career promotion shall submit their materials to the Chair by *the first Friday in November* so that he or she may have sufficient time to run reports and distribute them to the MLG IAS Career Promotion Committee.

VI.B.3 **IAS Career Promotion Guidelines.   (M/S/P – 5/18/13)**
The Department of Modern Languages will adhere to and rely heavily on the career promotion guidelines detailed on the IAS web site (see VI.B.1).   The Department acknowledges and reiterates that the teaching mission of IAS is of utmost   I importance. In addition to the criteria, expectations and evaluation procedures contained on the IAS web site, for career promotion from and to any rank, excellence in teaching will be strongly considered. In a more holistic sense, IAS contributions in the categories of service and / or professional development / creative activity / scholarship should be "satisfactory or highly satisfactory" for promotion from Associate Lecturer to Lecturer, "excellent" for promotion from Lecturer to Senior Lecturer. (Distinguished Lecturer no longer awarded – Faculty Senate - M/S/P - 5/9/13.)

VI.B.4 The Executive Committee will serve as the IAS promotion committee and will review and vote on the career promotion request. The IAS member will be notified no less than 20 days in advance of the Career Promotion review meeting and asked to prepare the portfolio for review using the UW-L electronic portfolio system. At least one week prior to the review the IAS member will provide the portfolio to the Department Chair. All members of the Executive Committee will review the portfolio prior to the meeting. The IAS member will be given an opportunity to provide additional oral or written support for the career promotion prior to the meeting going into closed session. The IAS member will be notified within seven days of the results of the hearing. The

Chair will be responsible for writing the letter of support and completing the departmental report that will accompany the candidate's portfolio that is sent to the Dean.

VI.B.5   *Career Promotion Reconsideration.*   **(M/S/P – 5/18/13)**

a. The candidate can appeal the decision of the IAS promotion committee by following a process similar to the policy established for <u>Reconsideration of Promotion</u> for ranked faculty. Specifically:

b. After receiving the Chair's notification, the career promotion candidate will have 14 days to request reconsideration by the Executive Committee. The Chair will then convene the Executive Committee to hear all relevant evidence to support promotion. The candidate will have an opportunity to provide additional written or oral support relevant to promotion. The Executive Committee will then dismiss the appellant from the hearing room chambers and move into a closed session hearing to review all evidence pertinent to this petition. The Executive Committee will then render its final decision on the appeal.

VI.C.   **Appeal Procedures**

Each career promotion candidate will have the right to appeal the Department's reconsideration decision to the Grievance, Appeals and Academic Freedom Committee. Written notice of the reconsideration decision will be transmitted to the candidate and the Dean within seven (7) days.

VII.   **Non-Instructional Academic Staff Review (if applicable)(M/S/P - 5/18/13)**

In Accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, academic staff will be evaluated annually. The Individual Development Plan (IDP) form will accompany the department's evaluation. IDP Form: http://www.uwlax.edu/hr/current/idp/idp.htm

VIII.   **Classified Staff Annual Review   (M/S/P - 5/18/13)**

The Wisconsin Statutes call for "a uniform classified employee performance evaluation program to provide a continuing record of employee development and, when applicable, to serve as a basis for decision-making on employee pay increases and decreases, potential for promotion, order of layoff and for other pertinent personnel actions." Annually, classified employees and their supervisor will meet to set performance goals and objectives for the upcoming year. At the end of the year, employees and supervisors will meet again to review work performance. A copy of the completed performance evaluation will be placed in personnel files.

IX.   **Governance** *and Modern Language Reassignment Positions*

IX.A   **Department Chair (M/S/P – 5/18/13)**

The Department will adhere to the selection and duties of the Chair that are delineated in the Faculty Senate Bylaws (revised 2008) *http://www.uwlax.edu/facultysenate/FacSenatePolicies.html* under the

heading "IV. Responsibilities of Departments, Department Members and Department Chairpersons'" and "V. The Selection of Department Chairpersons" and "VI. Remuneration of Department Chairpersons." In addition references to chair-related duties are stated throughout the Employee Handbook
http://www.uwlax.edu/hr/current/docs/2008 UW-L Handbook.pdf.

IX.A.1. **Election of the Department Chair (M/S/P - 5/18/13)**
a**.** The Chair is elected by the Department in February for a three-year term. All voting members of the department members (as determined by Department bylaws) are eligible to vote. Individuals in 100% administrative positions whose academic affiliation is with the department of Modern Languages are not eligible. The Dean shall send out nominating ballots to all eligible to vote. Any candidate who consents to serve and receives 60% of the ballots will be elected chair. If this does not occur, there will be a runoff between the two persons with the most nominations who have consented to run.

IX.A.2. **Responsibilities and Rights of the Department Chair**
a. The duties of the Chair are stated in the Faculty Handbook (Bylaws revised in May 2006; refer to Faculty Senate minutes Vol. 40, No. 17.
b. The Chair is responsible:
   1) for the selection, supervision, merit rating and promotion of faculty for regular and summer sessions and support staff;
   2) for developing and implementing the curriculum, advising students and informing the administration of progress and problems;
   3) for drawing up and supervising a budget, reporting textbook selections, assigning offices and space and maintenance of facilities and equipment;
   4) for scheduling classes and registering students in regular and summer sessions;
   5) for convening and presiding at regular and special meetings of the Department;
   6) for other matters outlined in the Faculty Handbook including hearing and responding to student concerns.
   7) Additionally, the handbook specifies that the Chair will assume a prominent role in creating a professional environment conducive to high morale and productivity in the Department. The Chair may delegate performance of the duties to committees or members of the department.
   8) In compensation, the Chair receives a .50 reduction in load during the academic year and a fractional administrative summer appointment determined by the Dean of the College of Liberal Studies.
c. *Formative Evaluation of Chair.*
   In February of the Chair's second year, the CLS Dean's Office should administer a chair evaluation form to all departmental personnel employed at 75% annual FTE or above. The quantitative and qualitative results are tabulated by the Dean and a summary is sent to the Chair and all the potential respondents. The purpose of this evaluation is formative. The evaluation form is included as Appendix XX.

d. *Summer Administrative Duties.*
In the summer the Department Chair receives a fractional appointment and is responsible for seeing to department business as it comes up. The Chair should use the Executive Committee for consultation regarding business that impacts the department as a whole. The Chair should appoint an interim chair if he/she is going to be away for more than three days and notify the Department and the Dean's office.

IX.B   **The Coordinator of the Spanish Section (M/S/P - 4/13/11)**
The coordinator has .25 release from teaching classes per semester, contingent upon the approval of the Dean's office. The coordinator is a faculty member responsible for organizing and conducting Spanish sectional meetings, assisting in scheduling upper-division courses, overseeing assessment of the program, and writing reports concerning the business of the Spanish section of the Department of Modern Languages. The responsibilities as detailed in a job description on file in the department and the duties associated with the section work are considered "service" for personnel review at the departmental level.

IX.C   **The Coordinator of Assessment   (M/S/P - 5/18/13)**
The coordinator has .25 release from teaching classes per semester, contingent upon the approval of the Dean's office. The coordinator is responsible for coordinating all departmental assessment activities, including: assessment of departmental majors/minors SLO's; General Education, CLS- Program Review, Academic Program Review. This individual reports to the department chair and is reviewed annually for reappointment. This appointment is considered a significant service contribution with regard to personnel review.   Review report will become a permanent part of the faculty member's electronic portfolio.

IX.D   **The Director of the Language Resource Center (LRC) (to be revised)**

IX.E.   **Standing Departmental Committees** *(e.g., for any matters not covered above - equipment, travel, space, budget, curriculum, assessment, etc.).*
IX.E.1   **The Executive Committee   (M/S/P - 5/18/13) (M/S/P - 12/13/13)**
a. The principal function and duty of the Executive Committee is to deal with urgent Departmental matters that cannot wait until the next scheduled Department meeting. In addition, the Executive Committee is responsible for reviewing and updating the Department Bylaws and Policies on an annual basis and is responsible for making decisions regarding part-time instructional academic staff hiring. In addition, the Executive Committee will select the recipients of department scholarships.
b. The Executive Committee will oversee Merit, Travel, and IAS considerations.
c. The Executive Committee is composed of the Department chair and, if possible, one member from each of the languages with a major that is not represented by the department chair.

IX.E.2.   **Program Planning and Development.   (M/S/P - 5/18/13)**

Consists of three members, preferably one from each language, each of whom serves a three-year term. Terms are staggered so that each year one new member joins two from the previous year. This committee is charged with curriculum decisions, academic issues, student grievances and complaints, student policies, advising initiatives, placement and retroactive credit needs, programmatic changes and revisions, assessment, writing in the major program, strategic planning and policy development.

IX.E.2.1   Responsibilities related to curriculum include:
- To receive, develop, and recommend curricular changes to the Department.
- To receive, develop, and recommend proposals for changes and additions to the University catalog.

IX.E.2.2   Responsibilities related to requests for a change of grade (For details regarding grade appeal process, see Section X.A.)

IX.E.2.2.1   Upon receipt of a formal request for a grade change, the chair of the department shall refer the issue to the Program Planning and Development Committee for its recommendations. If a member of this committee is the teacher involved, another person from that language will be chosen by the chair of the department and will serve temporarily in the appeal for a grade change.

IX.E.2.3   Responsibilities of the committee chair and the secretary with regard to grade change appeals.
- The chair of the committee shall call the meeting for the hearing, direct the meeting, and oversee the voting.
- The chair shall collect and keep all documents of the student and of the faculty member involved.
- The chair of the committee shall transmit the decision of the committee to 1) the Chair of the Department, 2) the student, 3) the instructor, and 4) the appropriate administrator.
- The chair of the committee shall also give all the documents to the Chair of the Department after a decision has been reached.
- The secretary will prepare the minutes, keep the records, give copies of documentation to all interested persons and assist the chair of the committee.

IX.E.3.   **Departmental Activities Committee**.   **(M/S/P - 5/18/13)**
This committee will consist of 3 members, each of whom serves a two-year term. Terms are staggered so that each year one new member joins two from the previous year. This committee is charged with overseeing Advising Days, coordinating department social gatherings, and promoting and developing events/activities relating to the Department of Modern Languages.

IX.E.4.   **Technology and Language Resources Committee.** **(M/S/P - 5/18/13)**
This committee consists of the LRC Director and at least two other department members with an interest in this area. Responsibilities of this committee include serving as a liaison between the department and the LRC, discussing LRC uses and

needs, proposing technology needs, encouraging technology in modern language curriculum, coordinating media resources and overseeing requests for media materials.

IX.E.5 **Assessment Committee. (M/S/P- 9/19/12)**
This committee will consist of one representative from each language/program in the department – Chinese, Hmong, French, German, Spanish, and TESOL. This committee is charged with planning and organizing assessment plans and instruments for General Education courses and programmatic assessment; and with the writing and reporting of departmental assessment outcomes.

IX.E.6. **Special Committees (M/S/P – 5/18/13)**
IX.E.6.1 **Retention and Tenure Committee**. All tenured members of the Department of Modern Languages shall be members of this committee. Members will elect a Chair and a Secretary at a meeting called by the department chair to be held no later than the third week of September. Term of office is one year, September to September. (For further details, see Sections V.A and V.B.)
IX.E.6.2 **Pool Search Hiring Committee**. (See Section IX.C.).
IX.E.6.3 **Hiring Committee**. (See Section IX.B.)
IX.E.6.4 **Promotion Committee** (See Section V.C.2)
IX.E.6.5 **MLG IAS Career Promotion Committee** (See Section VI.B.4)
IX.E.6.6 **Ad-Hoc Committees –** The chair of the department may convene an ad-hoc committee as needed (e.g., Grade Change Committee) (**Revised)**

IX.F. **Departmental Programmatic Assessment Plan (To be reviewed)**
Assessment in the Department of Modern Languages includes the following elements:
  a. Annual assessment of Writing in the Major/Minor portfolios.
  b. Senior exit survey conducted each semester.
  c. General education assessment SLO's, etc.
  d. CLS – Program Review

IX.G. **Policy for Assigning Courses (To be written)**

IX.H. **Additional Departmental Policies (revised)**
IX.H.1. *Sick leave Policy*.
Department members will account for sick leave in adherence to the most current UW System guidelines: http://www.uwsa.edu/hr/benefits/leave/sick.htm .
  a. Absence Sheets. Employees access absence sheets via the "My UW System" portal available at the top of the UW-L HR website http://www.uwlax.edu/hr/

IX.H.2 *Vacation Policy*. (revised)
For unclassified staff, 12-month employees garner vacation time, 9-month employees do not.

IX.H.3 *Leave of Absence Policy* **(new proposal)**
a. A formal leave of absence without pay is a leave that exceeds 30 calendar days. Formal leaves require written approval of Human Resources and the employing department. Leave without pay for a complete pay period or up to 30 days requires written approval from the supervisor and notification to Human Resources. Leaves without pay are granted for illness, care of a child, spouse, or parent with a serious health condition, education, military and exceptional personal reasons. Maternity/paternity leaves will be granted for birth or adoption of a child for up to, but not exceeding, six months. Upon request of the employer, maternity leave of absence may be extended for another period of time, not to exceed six months. For more information on leaves, contact Human Resources. The Department may approve a leave of absence request that extends beyond a twelve-month period only under extraordinary circumstances and then only when the Department determines that such an extension of the leave of absence is in the Department's best interests.
b. Administrative leaves involving service to UW-L do not have to be approved by the Department. However, leaves involving a change in faculty residence or any other type of leave (e.g., sabbaticals and/or international teaching) need to be approved by the Department.

IX.H.4 *Workload Policy* **(new proposal)**
The standard full-time teaching workload for tenured, and tenure-track faculty members in the Department of Modern Languages is twelve credits in both the Spring and Fall semesters. Summer and interim session teaching is optional. This workload should involve not more than three different course preparations per semester, unless the faculty member agrees to exceed this number of course preparations. Variations in this workload formula are permitted under special circumstances, subject to review by the Department, and the approval of the Department chairperson. The standard full-time teaching workload for instructional academic staff members in the Department of Modern Languages is sixteen credits in both the Spring and Fall semesters.

IX.H.5 *Office Assignment Policy* **(M/S/P - 10/01/14)**
Order of preference for all vacated faculty offices is determined by seniority. For the purposes of office assignment only, seniority is determined by the date that the faculty contract is signed when the faculty enters the tenure-track. If two individuals have identical contract dates, then priority will be determined by random selection. Should an extenuating circumstance arise, the chair may request a suspension of this policy.

IX.H.6 *Travel Allocation Policy* **(M/S/P - 12/13/13)**
The Department strongly encourages and supports faculty travel to conferences, seminars, and/or other venues for professional enrichment. Faculty are required to submit their requests for travel funds for the academic year by the Friday of the third week in September to the Department chairperson who will review these requests with the Executive Committee. The committee will then allocate whatever

sum of money is deemed appropriate in support of the travel request(s), covering the cost of the conference or up to the current departmental allocation of travel funds per faculty. Additional funds will be allocated if they are available. At some later point in the academic year, the Department chairperson assesses how much travel money remains unallocated and awards such money to any pending travel requests as deemed appropriate. The criteria employed for allocating residual travel funds give paper presentations of original research the highest priority.

For travel outside of the United States and Canada, faculty must request travel support through the International Development Fund Grant. Department travel funds may also be used for foreign travel if an IDF grant request is not funded or if the faculty member has already received three IDF Grants in five years.

IX.H.7   *Syllabus Availability and Format Policy* **(new proposal)**

The Department expects all faculty to provide students with a printable course syllabus within the first week of classes. At a minimum, the syllabus should outline the class requirements, course objectives or learning outcomes, due dates, instructor contact information, office hours, and writing-in-the-major information. General education classes should include information regarding the general education category and specific general education learning outcomes. Instructors are also encouraged to include the following: grading scales, teaching philosophies, detailed content and exam schedules, cheating policies, return of papers policy, students with disability statement, absence policy, etc. Syllabi are legally seen as a form of a contract with the students. Instructors shall submit an electronic copy of each syllabus to the departmental administrative assistant by the end of the first week of classes.

IX.H.8   *Final Examination Policy* **(M/S/P - 10/01/14)**

a. A final examination (e.g., projects, papers, oral exams, written exams, etc.) will be given in each course within a special examination period except for one-credit courses. The examination periods, dates, and times are included in each semester's Timetable. Final exams for online courses will be administered by the published end   date of the course. The relative importance assigned to the final examination is determined by the instructor in charge of each course.

b. Any exceptions to the policy must be requested in writing to the Provost in advance of the final examination period.

XI.H.9   *Faculty teaching Reassigned Time Policy* **(M/S/P – 9/22/10)**

The Department of Modern Languages supports and promotes professional development. The following policies reflect our commitment to providing opportunities for growth and success for faculty. The Department of Modern Languages will, with the approval of the Dean of CLS and contingent upon staffing needs, provide (1-3 people) a .25 time release opportunity to faculty members for work on a specific project. These release time grants fall into two categories:

A. Tenure-track faculty in their 1st and 2nd year

Release time <u>will be granted</u> in the second semester of the first year, or either semester of the second year. The purpose of the release time should be to:
1. pursue additional research in their line of inquiry;
2. complete manuscripts (e.g., dissertations turned into monographs or articles for journal publication)

B. Tenure-track or tenured faculty in their 3rd or subsequent years; Full-time Instructional Academic Staff (who hold the title of Lecturer or higher)
Release time <u>may be granted</u> to pursue:
1. research/scholarship/creative endeavors
2. teaching projects
3. service projects (e.g., chairing a search and screen committee)
4. grant-writing opportunities (e.g., NEH, NEA, Fulbright)
5. faculty development opportunities

C. The release time shall not be granted to anyone for:
1. writing/updating portfolios on Digital Measures for the purpose of promotion or tenure
2. preparing syllabi or course materials unless this represents a significant faculty development opportunity (not just tweaking).

D. Process for applying:
1. In the second week of the semester prior to that of the release time, the individual will submit a 1-3 page proposal in which the individual provides the following:
   a. a brief description of the project
   b. an explanation of the desired outcomes
   c. a time-line or indication of reasonable expectations
   d. any other information that will give added depth to the project (publishers' names, etc.)
   e. a specific plan for assessment and dissemination of the results of the release time.
   f. a statement of feasibility from a representative of the language section

E. Decision
Tenure-track faculty in their first or second year, having completed the application, will consult with the chair of the department, the Spanish section coordinator, or someone representing the language spoken by the applicant to decide how the release time will be accommodated (staffing).

The Executive Committee will review the proposals of all other faculty using a rubric to assess the strength of the proposal. (see Appendix

XI.H.10   *Emeritus Policy for Faculty* **(M/S/P - 10/01/14)**
   a. The Department of Modern Languages calls a Department meeting to determine whether or not a retiring faculty member shall be designated as Emeriti. A majority vote of those present is required to allow for the designation. In making this determination the Department follows the University policy as outlined below.

b. Members of the faculty may be nominated and designated as emeriti only at the time of retirement and must be recognized by their distinguished records of service at institutions of higher education. The department will vote on Emeritus status for the nominated faculty member. Nomination for and official designation as emeritus is dependent on the following measures of distinguished service:
  i. Those members of the faculty having a record of 25 or more years of service at accredited institutions of higher education, including ten or more years of service at the University of Wisconsin-La Crosse may be designated by their rank and the title of emeritus. Thus, a faculty member may be designated as Faculty Emeritus with the appropriate rank held at the time of retirement.
  ii. Those members of the faculty not meeting the criteria under (a) above, having a record of 15 or more years of service at the University of Wisconsin-La Crosse, regardless of rank, and having attained the age of 55 or more, may be designated as Faculty Emeritus.
  iii. Departments and their functional equivalents may nominate qualified members of the faculty to the Chancellor for designation as emeriti. These nominations shall be forwarded to the appropriate Dean for endorsement prior to their submission to the Chancellor.

IX.H.11   *Online and Hybrid Course Teaching Policy* **(M/S/P 11/19/14)**
  a. As the delivery of courses online and in hybrid format becomes more prevalent, the Department encourages, but does not require, the development and delivery of our courses online when it meets departmental, pedagogical and student needs.
  b. A Departmental Online Course Development Oversight Committee (OCDOC) is to assist with decisions regarding creation of online or hybrid courses. It consists of three faculty members who have either completed the CATL online course training or have been approved by CATL to develop online courses and have successfully delivered at least one course in each modality.
  c. To determine if a faculty member is eligible to deliver courses online, the faculty member must present evidence to the Departmental OCDOC that they have the skills to teach online or in a hybrid format. For example, evidence such as successful completion of an online preparation and development course (at UWL or another university) may be presented.
  d. No more than 50% of a faculty member's teaching load may be delivered online or in a hybrid format each fall or spring semester unless a complete online program is developed for the department.
  e. To determine if a course is eligible for online or hybrid delivery, faculty must present a proposal first to their section and then to the Department for final approval. Eligibility decisions will be based on course enrollments, appropriateness of online delivery to the topic, and the potential for hindrances to the existing course offering.
  f. Final determination for course assignments and delivery method is held by the Department Chair.

g. Once the course is developed in its online or hybrid format, it must be officially reviewed and approved before being offered. It may either be reviewed and approved by CATL as part of their online course development grant program or by the Departmental OCDOC. Approved courses then move to the Program and Planning committee for final approval.

h. Approval to teach a course online must be made prior to entry of the semester schedule into Wings by the departmental ADA.

i. Online or hybrid courses are subject to the same student evaluation process (SEI) as face-to-face courses. Faculty who teach online are encouraged to include assessments of course effectiveness, such as a pre- and post-test.

j. Faculty teaching online who are physically present at UW-L must maintain some face-to-face office hours in addition to any online office hours they may hold except during Intersessions.

k. The Departmental Online Course Development Oversight Committee will review all policies regarding online and hybrid teaching annually.

IX.F.12   *Salary Equity Policy* (M/S/P - 10/01/14)
Salary equity adjustments are to be made in accordance with the policy of the College of Liberal Studies. Faculty who believe they are entitled to an equity adjustment are advised to consult with the Chair of the Department.

a. The salary equity policy of the Department of Modern Languages is intended to be consistent with and implement the salary equity policy of the university. The three criteria specified in university policy to be taken into account in making salary equity adjustments are 1) recent acquisition of Ph.D.; 2) gender or racial inequity; and 3) "inversion" and "compression". In addition, salary comparisons (within academic disciplines) with other universities are informative. The procedures for recommending faculty members of the Department of Modern Languages for salary equity adjustments depend on the criterion being utilized. Equity adjustment should not be made which negate past merit adjustments.

b. *Gender or Racial Inequity.* The Department Chair will make the appropriate salary comparisons, and if gender or racial inequalities exist that are not accounted for by records of merit evaluations, years of service or rank, the Department Chair in consultation with the departmental Executive Committee will make a recommendation to the Dean for appropriate salary adjustments. Members of the department may request that the Chair determine if their salary qualifies them for a recommendation for a salary equity adjustment based on the criterion of gender or racial inequity.

c. *Inversion*. Inversion exists when a faculty member in the department receives a significantly lower salary than a departmental colleague with fewer years of credited service, and that difference is not accounted for by a record of merit evaluation or rank. Inversion is not automatically or necessarily indicated when a person newly promoted to a higher rank has a somewhat lower salary than someone with numerous years of experience at the next lower rank. The Department Chair will annually scrutinize salaries for inversion, and if any are identified, in consultation with the departmental Executive Committee, make a

recommendation to the Dean for an appropriate salary adjustment to equalize that person's salary. Members of the department may request that the Chair determine if their salary qualifies them for a recommendation for a salary equity adjustment based on criterion on inversion.

d. *Compression*. A faculty member is eligible to be considered for a salary equity adjustment if his or her salary is lower than comparable salaries at other institutions as ascertained by comparison with appropriate data sources. For faculty eligible by this criterion, salary compression will be measured by transforming the departmental distribution of salaries and years of service into z-scores (rounded to the nearest first decimal), and subtracting each faculty member's z-score on years of experience from their z-score on salary. The greater the negative number, the greater the salary compression. Years of service within rank will be used as a "tie breaker" for those who are indicated to be equally compressed. Faculty members will be ranked from most compressed to least compressed and recommended to the Dean for salary equity adjustments in that order. The Chair will provide each department member with a matrix showing the data and calculations on salary compression for the entire department (without names), on which will be indicated his or her position with regard to salary compression.

X.　　　　**Search and Screen Procedures (revised)**
The department will follow hiring procedures prescribed by the University's Office of Human Resources (HR) in conjunction with AAOD and UW System and WI state regulations.

X.A.　　　**Tenure-track Faculty (new)**
X.A.1　　　The approved UW-L tenure track faculty recruitment and hiring policy and procedures are found at:
http://www.uwlax.edu/hr/employment/PeopleAdmin/Forms/S&S-Planning&Procedures-Faculty.doc

X.A.2　　　Additionally, UW-L's spousal/partner hiring policy can be found at
http://www.uwlax.edu/hr/current/Policy/Spouse-HirePOL.pdf

X.A.3　　　Searches are conducted electronically via the current UW-L search program/software. All search and screen (SS) committees will need to meet with the Affirmative Action Officer prior to obtaining access and/or creating a posting for the search. During this charging meeting, committees will be provided with resources and tips to:
　　a. Assist you with your search.
　　b. Maximize the success of the search.
　　c. Attract a large and diverse pool of highly qualified candidates.
　　d. Hire the very best person in the pool.

X.A.4　　　Appendix G contains the search and screen procedures for the university modified to reflect Modern Language processes.

X.B.　　　**Instructional Academic Staff (revised)**
X.B.1　　　Hiring policy and procedures are found at

X.B.2   Appendix H contains the search and screen procedures for the university modified to reflect Modern Language IAS hiring processes.

X.B.3   As with all searches, the Department Chair makes the recommendation to the Dean who is ultimately the hiring authority.

X.C.   **Contingency Workforce** (**Pool Search) Procedures (revised)**
X.C.1   Hiring policy and procedures are found at
http://www.uwlax.edu/hr/employment/PeopleAdmin/PA_forms_templates.htm

X.C.2   Appendix I contains the search and screen procedures for the university modified to reflect Modern Language Pool Search hiring processes.

X.C.3   As with all searches, the Department Chair makes the recommendation to the Dean who is ultimately the hiring authority.

X.D.   **Non-Instructional Academic Staff (if applicable) (revised)**
X.D.1   Hiring policy and procedures are found at:
http://www.uwlax.edu/hr/employment/PeopleAdmin/Forms/S&S-Planning&Procedures-IAS-NIAS-Admin.doc (same for IAS & NIAS)

XI.   **Student Rights and Obligations (unchanged)**
XI.A.   **Complaint, Grievance, and Appeal Procedures (can reference an appen**
X.A.1.   Procedures for grade change appeals.
Period of Appeal: The student must file a written complaint by the end of the fourth week of classes in the fall or spring semester following the semester in which the grade was received.

Step 1: A student who thinks he has been unfairly graded should go directly to the teacher involved. If the student should go to any other faculty member, the latter should direct the student to the teacher involved in the matter. If the student and the teacher cannot resolve the matter, the teacher shall inform the student of the right to appeal to the Committee on Grade Change. The student shall then be referred to the Chair of the Department. The Chair of the Department will give the student a copy of the Procedure for Grade Change.
Step 2: The student must present the appeal in written form, with reasons and documentation for the complaint, to the Chair of the Department within 10 days after meeting with the teacher involved. The Chair of the Department shall then activate the Committee on Grade Change. If the student or the teacher wishes an open meeting, the committee must accede to this request. Any kind of proof, which will assure both parties due process shall be accepted by the committee.
Step 3: As soon as the formal hearing has taken place, the committee shall vote. The results of the vote shall be transmitted in writing within ten days after the hearing to 1) the Chair of the Department, 2) the student, 3) the teacher, and 4) the appropriate administrators. This vote does not force an instructor to change a grade, but rather is offered as a recommendation.

XI.A.2. Voting for grade change appeals
1. A majority vote of the committee is necessary for a decision; in case of a tie, or in case there is no majority, the Chair of the Department shall resolve the matter. If the Chair of the Department is the teacher involved, then the chair of the committee shall resolve the matter.
2. The non-binding recommendation to change a grade shall be determined by a signed ballot vote by each committee member. If the Chair of the Department (or the Chair of the Committee) has to break the tie, or decide the question, this vote shall be by written ballot also.

XI.B. **Expectations, Responsibilities, and Academic Misconduct (revised)**

XI.B.1 Academic and nonacademic misconduct policy referenced:
http://www.uwlax.edu/StudentLife/uws14.html;
http://www.uwlax.edu/StudentLife/uws17.html.

XI.B.2 Academic dishonesty, sometimes known as "cheating", is subject to appropriate punishment as a matter of UW System policy. This is not something to be taken lightly or ignored as such action works to demean the integrity of the hard-earned grades of all students, the vast majority of whom never cheat. To ignore "cheating" is to foster it and thereby constitutes a dereliction of professional obligation. The Department follows the UW System policy on "academic misconduct" as it applies specifically to this campus.

XI.C. **Incomplete Grades (new)**
As a matter of University policy, grades of "Incomplete" are issued to students strictly on the basis of illness or other unusual causes beyond the student's control, which have rendered the student unable to take the course final exam or to complete some limited amount of coursework. Incompletes are not to be granted to students who have failed to complete at least some substantial portion of the required coursework regardless of the reasons. Furthermore, conflicting student work obligations outside the University do not constitute acceptable grounds for granting grades of incomplete.

XI.D. **Advising Policy (new)**
Each student majoring in a Modern Languages will be assigned a faculty advisor appropriate to that student's major language. Student requests for a particular faculty member advisor will generally be honored whenever it is feasible to do so. Students are expected to meet with their faculty advisor at least once each semester to discuss their academic progress, career interests, and course schedule. Faculty are expected to keep their posted office hours throughout the academic semester and are recommended to expand these hours during the times that students are scheduled for course registration.

XI.E. **Modern Language Honors Program (new)**
Alvida Ahlstrom Honors Program
I. Admission
   A. Junior standing

   B. 3.60 in French, German or Spanish course work at the 300 or 400 level
  II. Program
   A. Completion of the regular major or minor requirements
   B. FRE/SPA/GER 495
   C. Three additional credits of literature or civilization at the 300 or 400 level
   D. Department approval of seminar paper or project; submission of completed paper to the department
  III. Evaluation
   A. A cumulative 3.60 grade point average in the major or minor at graduation
   B. Distinguished performance on a paper or project developed in the French, Spanish, or German seminar course.
   C. Approval by the departmental staff.

XI.F **Retroactive Credit (unchanged)**

The student with previous course work and/or other language experience, who wishes to receive retroactive credit for it, is encouraged to enroll in a course appropriate to the student's current level. In order to receive retroactive credits, according to the table below, the student must earn a grade of B or better in his/her first university course above the 101 level in a particular language. However, if a student received college credit for a course taken while still in high school (through Advanced Placement, Youth Options, or other cooperative agreements between secondary schools and colleges/universities), received a grade of B or better (if a grade was given), and did not receive retroactive credits at that time, retroactive credits may be awarded upon completion of the next level course at UW-La Crosse with a grade of B or better.

	Retroactive Credits	Current Course Credits
Elementary Language II* (102)	4	4
*French (102)	3	3
Intermediate Language I* (201)	8	4
*French	6	3
Intermediate Language II (202)	12	4
*French	9	3
Any Advanced Course EXCEPT Phonetics, Current Events or any other one credit course*	16	3 or 4
*French	12	3

XI.F.1 Retroactive credit may be given in one or more languages. No retroactive credit is given for MLG 203 (Spanish for United States Hispanics) or for any phonetics course, Current Events 326 or any other one credit course.

XI.F.2 Retroactive credit may be given to students with elementary or high school foreign language training or life experience in a language

XI.F.3 Students enrolled in more than one course during their first semester of university course work must receive a grade of B or better in at least one of the courses in order to receive retroactive credit.

XI.F.4   Students participating in the CAPS program must take the placement exam and confer with a member of the department. Department members will advise students as to reasonable expectations for success in upper level course work.

XI.G   Advanced Placement Policy (unchanged)
A student who takes an Advanced Placement examination will receive credit for this work according to the following guidelines:

Language Test   (German, Spanish)*
                      *all courses in French are 3 credits
Score of 3   4 AP credits for 202
                     Placement in upper-level course (300+)
                     Retroactive credits for 101, 102, and 201 will be granted upon completion of an upper-level course with a grade of B or higher.
                     Total possible benefits: 4 AP + 12 retroactive credits = 16 credits
Score of 4/5   4 AP credits for 303 and 4 AP credits for 202
                     Placement level in upper-level course (300+)
                     Retroactive credits for 101, 102, and 201 will be granted upon completion of an upper-level course with a grade of B or higher.
                     Total possible benefits: 8 AP + 12 retroactive credits = 20 credits

Literature Test   (Spanish)

Score of 3   4 AP credits for 202
                     Placement in Spanish 305
                     Retroactive credits for 101, 102, and 201 will be granted upon completion of 305 with a grade of B or higher.
                     Total possible benefits: 4 AP + 12 retroactive credits = 16 credits
Score of 4/5   3 AP credits for 305 and 4 AP credits for 202
                     Placement in upper-level literature course
                     Retroactive credits for 101, 102, and 201 will be granted upon completion of an upper-level literature course with a grade of B or higher
                     Total possible benefit: 7 AP +12 retroactive credits = 19 credits.

XI.H   Baccaulareate Policy (need to write)

XI.I   General Education Policy for Native Speakers (see Catalog 2013-14).

Non-native speakers should NOT enroll in a 101, 102, 201 or 202 level course taught in their native language. Native English speakers are not eligible to enroll in ESL 250, 251, 252, or 253.

XI.J   **Placement Policy for Near-Native and Heritage Speakers (M/S/P - 12/13/13)**
Near-native and heritage speakers of a language other than English taught in the Department of Modern Languages at UW-L need departmental permission to enroll in 100/200 level language courses or GER300, FRE300/301, and SPA300, which are taught in the same language as their heritage tongue. Near-native and heritage speakers should undergo diagnostic measures of language ability [such as a writing sample or an oral interview] prior to enrolling in a modern language course. See the department chair for further instructions and details about this policy.

XI.K   **Placement Policy for Native speakers (M/S/P - 12/13/13)**
Any native speaker of a foreign language must have departmental and instructor approval to enroll in any course in their native language.

XI.L   **Student Travel Fund (unchanged)**
The Department of Modern Languages will fund up to 3 travel awards per year in the amount of $60.00 each. These awards are intended to support student travel to professional conferences and to other academic activities that contribute to student learning in languages and cultures. Funding for these awards will come from the department UW-L Foundation account. Priority will be given first to students presenting and second to attendees. Students are required to submit a written request to the chair of the department of Modern Languages with the following documents: a) conference title, place, dates; b) presentation proposal; c) proof of acceptance to the conference. The Department Program and Planning Committee will determine the merit of the request. (Students are encouraged to seek matching funds from the dean of CLS.)

XI.M   **Study Abroad   M/S/P (3/5/2014)**
XI.M.1   Each language section shall approve equivalencies for university study in other universities.
XI.M.2   The French, German and Spanish programs have specific requirements regarding the applicability of study abroad credits. Check the major requirements for each language**.**

XI.N   **American Sign Language Policy M/S/P (9/18/13)**
ASL as a Modern Language for transfer credit; however, we will review each case and determine credits by description and courses.

XII.   **Other**

XIII.   **Appendices**

Appendix A
Peer Observation Form
(M/S/P - 9/18/13)
To be completed by the instructor and given to the observer prior to the classroom visit.

Instructor: Date of visit:

Course: Hour: Classroom:

1. Please provide an outline of your lesson plan and materials to observing colleague.

2. What do you see as the strengths of your class?

3. Are there any weaknesses that you have noted? What are they?

4. Would you like specific feedback on any particular aspect of the class?

5. Is there anything else that you would like me to know before my visit?

Organization and Sequencing of Activities
(to be filled in by observer during class)

Section 1:

Teacher Observation Report
To be completed by observing colleague(s) following visit

Name of Instructor: Date of visit:

Name of Observer: Course Title:

Section 2: Skills Courses/ Content Courses

Student-centered activities

_____Approximately 85% or more of class time was devoted to student-centered activities.
_____Approximately 66-84% of class time was devoted to student-centered activities.
_____Approximately 45-65% of class time was devoted to student-centered activities.
_____Less than 45% of class time was devoted to student-centered activities.

Comments:

Contextualization of activities

_____The class was contextualized around a theme. There were smooth transitions between each activity.
_____There was a theme to the class, but some of the activities were unrelated to it.
_____There was a theme, but little transition between activities.
_____There was no theme; the class was based on grammar and/or vocabulary topics.

Comments:

Clear pedagogical rationale for each activity

_____There was a clear pedagogical rationale for each activity.
_____There was a clear pedagogical rationale for most activities.
_____The pedagogical rationale for some activities was not clear.
_____The pedagogical rationale for most activities was not clear.

Comments:

Variety of Activities

_____All 4 modalities (listening, reading, speaking, and writing) were practiced in this lesson.
_____Because of its nature, 3 modalities were practiced in this lesson. They were: (list)
_____1 modality was practiced in this lesson.

Comments:
Pacing of Activities

_____Five to six activities or different steps to activities were practiced during a 55 minutes class.
_____Less than five activities and/or steps to activities were practiced during a 55 minutes class.
_____Too many activities were squeezed into a 55 minutes class.
_____The length of one or more of the activities was either too long or too short.

Comments:

Use of Language in the classroom (especially functional use)

The instructor used the language _____% of class time.
The student used the language _____% of class time.

Comments:

Classroom atmosphere (affective filter)
_____ Students appear comfortable and seem to have a good rapport with the instructor.
_____ Students seem somewhat reticent to interact with the instructor and other students.
_____ Students appear tense and belligerent.

Comments:

Content Presentations

_____Explanation of material was at the appropriate speed and language level
_____Explanation/presentations seemed a little rushed; students had some difficulty keeping up.
_____Presentation of material seemed more important than student comprehension of material.

Comments:

Suggestions for improvement:

Additional comments:

Teaching:
Establishing a successful record of teaching is the most important priority for probationary faculty members. The description below reflects the department's commitment to teaching. The electronic portfolio of probationary faculty should demonstrate growth and progress in this area.

The Department of Modern Languages encourages faculty members to contribute to the existing curriculum as well as to develop new courses as appropriate. Innovative assignments, teaching strategies, and improvements will be recognized for retention and tenure. At a minimum, probationary faculty members are expected to meet the following standards of performance in their teaching-related activities:

- Provide for all courses syllabi that:
    - a) reflect course content objectives from LX forms
    - b) reflect course content that mirrors a common course syllabus or curriculum that derives from teamwork (for multi-sectioned courses)
- Teaches course content that is current and relevant
- Keeps current with language pedagogy
- Meets class regularly
- Holds regularly scheduled office hours
- Cooperates with departmental assessment efforts
- Advises majors and minors
- pattern of effective teaching as documented in yearly evaluation (SEI and Peer Evaluations)
- peer teaching observations/letters
- self-evaluation of teaching strengths and opportunities for improvement in their narrative

In addition to the minimum standards of teaching in Modern Languages, probationary faculty members should provide additional materials as evidence of teaching effectiveness.

The tiers reflect the weight of importance given to each item during the evaluation process.

Tier 1:
- Uses assessment data for teaching improvement
- Incorporates into the syllabi clearly written SLO's
- Uses the target language in the classroom appropriately
- Participates in state/regional/national professional development activities in pedagogy
- Supervision of organized instructional activities
    a. Independent Studies
    b. Internships
- Supervision of student research or creative projects
    a. Convention presentations by students

b. Student publications

c. Other projects related to teaching, such as service learning

- Course development—including new special topics courses or when necessary development of new LX forms as documentation of developing new courses, as well as revising, diversifying, and including current research in courses (e.g., online courses, use of new technologies, new materials)
- Teaching Awards
- Faculty-led study abroad

Tier 2:

- Participates in local/departmental professional development activities in pedagogy
- Documentation from former students or community members that demonstrates effective teaching

Appendix C
Statement on Scholarship/Creativity
(M/S/P – 5/18/13)

Scholarship/Creative Endeavors:
The Department of Modern Languages supports a broad definition of scholarship that emphasizes keeping current in the discipline while incorporating new knowledge into effective teaching. It is assumed that faculty members of Modern Languages engage in scholarship and creative endeavors and that members share the products of their scholarship at the departmental, university, regional, national, and international level. We recognize that different individuals have different talents and encourage faculty to make the most of these within the department, university, and discipline.

Tier 1:
- Peer-reviewed articles in scholarly journals
- Chapters in a peer-reviewed, edited book
- Peer reviewed papers presented in international, national or regional conferences
- Peer-reviewed proceedings
- Publication of original work reviewed by peers, critics, panel of judges, or other juries
- International or national public performance reviewed by peers, critics, panel of judges, or other juries
- External Grants
- Research/Top Paper Awards
- Peer-reviewed edited collections
- Peer-reviewed monographs
- Invited lectures, papers or speeches related to research/creative endeavors

Tier 2:
- Non-peer reviewed articles
- Non-peer reviewed chapters in a book
- Non-peer reviewed papers presented at international, national or regional conferences
- Panel organizer/discussant
- Internal Grants
- Regional or local public performance
- Non-peer reviewed edited collections
- Non-peer reviewed monographs
- Book Reviews

Tier 3:
- Publication of original work
- Attendance at international, national or regional conferences

Service:
The Department of Modern Languages recognizes service to the department, college and university, as well as professional and community service. We recognize that the level of service, particularly at the university level, depends on the probationary faculty member's current rank and his/her focus on scholarship appropriate to that rank. Rather than simply providing a list of service, the probationary faculty member should explain the specific work accomplished in the service area and the relative importance of that service.

At a minimum, probationary faculty members are expected to meet the following standards of performance in their service activities:

- Serves on a least one departmental committee each year
- Serves on college/university committees
- Participates actively in department meetings/activities on a regular basis
- Participates actively in departmental, college, and university service
- Advises Study Abroad
- Provides service to the profession
- Participates in professionally related community service

Position Description for MLG Assessment Coordinator (.25 reassigned time)

The Assessment Coordinator is the department's liaison between the college and university assessment and works with the university assessment coordinator as needed. The coordinator also serves as the chair of the MLG Assessment Committee.

Responsibilities include:

1. Overseeing the timely completion and submission of all required assessment reports, such as:
    - A. College of Liberal Studies – assessment plan and report (Fall and Spring);
    - B. University Biennial Assessment Report
    - C. All GEN ED reports
    - D. Department – Academic Program Review Assessment section
2. Providing opportunities for faculty development regarding assessment (ideally one per semester);
3. Assisting faculty with the development of course learning objectives and assessment measures as requested;
4. Developing a timeline for assessment planning, data gathering and reporting;
5. Working closely with new faculty and instructional academic staff to ensure compliance with GEN ED assessment requirements;
6. Working with faculty to determine appropriate placement of students;
7. Assisting faculty in the on-going use of portfolios (perhaps suggesting alternative options)
8. Participating in dissemination and analysis of the Senior Exit Survey;
9. Staying abreast of current assessment practices
10. Submitting to the chair a brief summary of semester assessment activities (due the last day of each semester)

Evaluation will include:

1. The chair of the department will write an assessment based on the adequate completion of responsibilities listed above. (See rubrics below)

	Excellent	Fair	Poor	Comments
1. Overseeing the timely completion and submission of all required assessment reports, such as:				
A. College of Liberal Studies – assessment plan and report (Fall and Spring);				
B. University Biennial Assessment Report				
C. All GEN ED reports				
D. Department – Academic Program Review Assessment section				
2. Providing opportunities for faculty development regarding assessment (ideally one per semester);				
3. Assisting faculty with the development of course learning objectives and assessment measures as requested;				
4. Developing a timeline for assessment planning, data gathering and reporting;				
5. Working closely with new faculty and instructional academic staff to ensure compliance with GEN ED assessment requirements;				
6. Working with faculty to determine appropriate placement of students;				
7. Assisting faculty in the on-going use of portfolios (perhaps suggesting alternative options)				
8. Participating in dissemination and analysis of the Senior Exit Survey;				
9. Staying abreast of current assessment practices				
10. Submitting to the chair a brief summary of semester assessment activities (due the last day of each semester)				

Appendix G
Search & Screen Procedure-Tenure Track Positions

The CLS Dean's Office reimburses departments for the following expenses. State Rates apply for all meal, lodging and transportation expenses.

1. Candidate travel expenses: three candidates per search unless more or less are approved.
2. Ads, up to a limit of $800 per search unless pre-approved for more.
3. Meals for one faculty member to serve as "host" for each meal with the candidates. (Departments may use their departmental funds to reimburse additional faculty).
4. Two $500 allotments for faculty to interview candidates at national conferences.

The Department of Modern Languages will follow the current UW-L Search and Screen Planning and Procedures document (Faculty) available at:
http://www.uwlax.edu/hr/employment/PeopleAdmin/PA_forms_templates.htm **with the following exceptions:**

1. The department chair will name the chair of the S&S Committee;
2. The department will follow Department of Modern Language guidelines at STEP 4: SCREENING APPLICANTS AND INTERVIEWING APPLICANTS.

Department of Modern Languages guidelines call for the following:
The SS committee will present its tiers of applicants with its recommendations for interviews to the department. At this stage in the recruitment process, the Department as a whole (not the search and screen committee) becomes the search and screen committee and proceeds to identify the specific applicants from the pool of "potential interview candidates" that it wishes to interview and forwards this list to the Dean of the College. A two-thirds majority vote is required to recommend a campus interview with a job applicant. If paper ballots are used, each ballot must be signed and stored for 7 years.

After the interviews, the College of Liberal Studies Dean's Office outlines the process under THE HIRING PROCESS section of the UW-L Search and Screen Procedures.

1. At the S&S Committee meeting (the Department of the Whole) to discuss the candidates after the final on-campus interview, the S&S Committee will compile a list of strengths and weaknesses of each candidate to present to the CLS Dean. The S&S Committee will determine which candidates are "acceptable for hire" and which candidates are "not acceptable for hire." The Search and Screen committee is not to take a formal vote for ranking the candidates.
2. The S&S Committee Chair and Department Chair will schedule a meeting with the CLS Dean to discuss the strengths and weaknesses of each candidate.
3. The CLS Dean will determine at this meeting, after consultation with the S&S Committee Chair and Department Chair, the order of candidates to offer the position to and any candidates who will be removed from further consideration. If a decision regarding the order for a hiring offer cannot be made at this meeting, then the CLS Dean will make the decision at a later time after further consultation with the department.
4. When the hiring offer order has been determined, the S&S Committee Chair or the Department Chair goes to PeopleAdmin and sends the candidates forward for electronic approval by the administration, taking care to ensure that this step has been fully completed.

5. The CLS Dean will consult with the Department Chair on the appropriate probationary period for tenure, years of experience to be granted for promotion, and release time allocation for the first year for each candidate deemed "acceptable for hire."
6. The CLS Dean will seek permission from the Provost and the Affirmative Action Officer to make a hiring offer.
7. The CLS Dean will make the hiring offer to the candidates in the order determined. The hiring offer will include information on salary, years of prior experience granted for promotion, probationary period for tenure, moving allocation, and start-up package. The CLS Dean will request that the Department Chair contact the candidate to discuss teaching –related items. Each candidate will be given a week to respond to the hiring offer. If negotiated with the CLS Dean, the candidate may extend this to a second week.
8. After an offer has been accepted, the department follows the current university guidelines under: THE CLOSING OF A SEARCH.

Appendix H
Search & Screen Procedure-IAS and Pool Positions

Academic staff teaching appointments may be either part-time or full-time in nature. The need for such appointments is generally the result of faculty sabbaticals, leaves of absence, or special workload releases. On occasion, at the request of the Dean of CLS the Department may agree to appoint an academic staff instructor to provide some additional sections of General Education courses as well.

    The Department of Modern Language will follow the current UW-L Search and Screen Planning and Procedures document for (IAS-NIAS-ADMIN) available at:
http://www.uwlax.edu/hr/employment/PeopleAdmin/PA_forms_templates.htm
The Executive Committee of the Department is the Search and Screen Committee for IAS and as such, they review candidates and make final recommendations to the Dean.

Appendix I
Rubrics for Teaching Reassignment
(to be written)

Appendix J
Sample SEI Questionnaire

Appendix K
Department of Modern Languages
Code of Conduct
M/S/P 5/7/2014

Departmental Values

Integrity:
Fairness / Consistency / Transparency / Evenness / Trust / Accountability
Respect:
Professionalism / Collaboration / Compromise / Collegiality / Support / Safety / Authenticity

Departmental Code of Conduct

We want to help each other be fully contributing members of the department. Therefore, the Department of Modern Languages recognizes the value of a code of conduct and expects all members of the department to adhere to the following policies:

A. Professional conduct is expected of everyone in the department wherein all members of the department advocate for the interests of students, fellow faculty and staff, and the common good of the department.

B. Department members will set and maintain a standard of professionalism in department meetings and in all work related to their jobs. A significant part of professionalism involves behavior in sectional and departmental meetings.

   The following behaviors are encouraged:
   1. allowing others to speak without interrupting or talking over them
   2. giving everyone the chance to speak without monopolizing the discussion
   3. coming prepared to meetings, having read documents ahead of time
   4. listening and participating in the discussion
   5. using technology, e.g., cell phones, i-Pads, laptops in a manner that is pertinent to the meeting
   6. arriving to meetings on time
   7. making answers and/or comments informed
   8. making answers and/or comments focused and/or succinct
   9. avoiding repetition
   10. acknowledging and respecting diverse perspectives, professional experience, and areas of study

C.   Members of the department are expected to treat colleagues with respect and to refrain from behavior or speech that is belittling, criticizing, or that uses rude language.

D. Members of the department are expected to be fair in dealing with others in the

department and to refrain from gossiping about colleagues.

E. Members of the department will not discriminate or retaliate against another member of the university community. This includes harassment on political grounds or for reasons of race, color, religion, sex, sexual orientation, gender identity, ethnic origin, national origin, ancestry, marital status, physical or mental disability, medical condition, age or citizenship or any other characteristic or identity protected under federal or state law or under UW System or UW-L policies.

F. Members will accept personal responsibility and take corrective action when their words and actions negatively impact others, even unintentionally.

G. E-mail within the department will focus on department business and will not include hostile or abusive comments of a personal nature.

H. All communication will seek to contribute to the improvement of the department's programs and/or enhance an individual's professional development. Comments that are aimed at pointing out or correcting behavior pursuant to this policy will be done in a respectful fashion.

I. Members of the Department of Modern Languages will hold themselves and each other accountable to this code.