

University of Washington
French & Italian Studies

BY-LAWS

[revised October 2, 2015]

1. The duties, responsibilities and powers vested by the Committee of Regents, University of Washington, and by the College of Arts and Sciences in French & Italian Studies will be exercised by the faculty of the department as a whole, by an Executive Committee, by the Chair appointed by the Committee of Regents, and by standing and ad-hoc committees and committees appointed by the Chair.
2. Actions concerning new appointments, reappointments, promotion, and tenure shall be taken by the eligible voting members of the faculty, at a faculty meeting, upon recommendation by the Executive Committee or by a committee appointed by the Chair.
3. Ordinary meetings of the departmental faculty shall be called by the Chair at least once every quarter during the regular academic year. The Chair shall call extraordinary meetings whenever requested a) by a simple majority of the Executive Committee, and b) in a written petition signed by one-third of the voting members of the faculty.
4. The Executive Committee will consist of four members: two in Italian and two in French approved by the Chair in consultation with the department as a whole. New terms start on September 16th of each academic year, and last for two years.
5. The Executive Committee shall represent the voting members of the faculty and make recommendations to the Chair concerning a) temporary, short-term, and visiting appointments, b) student grievances, and c) any other situation the Chair deems appropriate.
6. The Executive Committee shall also represent the voting members of the faculty in providing advice to the Chair as required in the case of competitive offers. The Executive Committee may, at its discretion, refer the decision on any such matter to a vote of the faculty, at a department meeting convened for the purpose or by anonymous ballot.
7. When the Executive Committee deems it necessary, it may appoint an ad hoc committee to advise on any particular subject.

8. The Standing Committees of the department are: The Graduate Program Committee, the Curriculum Committee, and the Diversity Committee. The Graduate Program Committee will be responsible for issuing offers of admission and naming recipients of TA and RA appointments; it shall include the Graduate Program Coordinator, two additional faculty members, and a language coordinator from each program. The Curriculum Committee shall include the Undergraduate Program Coordinators and at least two additional faculty members. The Chair of the department appoints members of the Standing Committees at the beginning of each academic year.
9. At least once a year the Chair shall inform the faculty, at a meeting, of the actions taken in the department and plans for the future.
10. Amendments of these by-laws will take effect when they have been ratified by a simple majority of the eligible voting faculty.