

University of Washington  
French & Italian Studies

BY-LAWS

[Revised April 9<sup>th</sup>, 2019]

1. The duties, responsibilities and powers vested by the Committee of Regents, the 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. Voting members of the department are those members of the departmental faculty who hold a position of Professor, Associate Professor, Assistant Professor, full-time Lecturer, and retired Assistant Professor, Associate Professor, and Professor during the quarter he/she is serving on a part-time basis.
3. 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.
4. Ordinary meetings of the departmental faculty shall be called by the Chair at least once every quarter during 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.
5. Faculty in FIS are reviewed annually in order to evaluate merit. The procedure is based on that outlined in the Faculty Code, Section 24-55: The merit and salary of each faculty member below the rank and title of full professor shall be considered by the voting members of FIS who are his or her superiors in academic rank and title. The chair will consider the merit of each full professor in FIS, in consultation with the other full professors in the unit. Voting faculty will, in their evaluations, consider “the faculty member’s cumulative record, including contributions to research/scholarship, teaching, and service, as well as their impact on the department, school/college, university, and appropriate regional, national, and international communities” (Faculty Code, 24-55). These will be detailed in an updated CV and a Yearly Activity Report, highlighting the most recent contributions, as well as in student and collegial evaluations of teaching.

6. 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 16<sup>th</sup> of each academic year, and last for two years.
7. 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) students grievances, and c) any other situation the Chair deems appropriate.
8. The Executive Committee shall also represent the voting members of the faculty in providing advice to the Chair as required in 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.
9. The Standing Committees of the department are: the Graduate Program Committee, the Curriculum Committee, Diversity Committee, and the Language Program 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 Diversity Committee shall include at least 3 faculty members. The Language Program Committee shall include 4 faculty members, representing both language programs and including both tenure-line faculty and lecturers. The Chair of the department appoints members of the Standing Committees at the beginning of each academic year.
10. When the Executive Committee deems it necessary, it may appoint an ad hoc committee to advise it on any particular subject.
11. 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.
12. Amendments to these by-laws will take effect when they have been ratified by a simple majority of the eligible voting faculty.

