

**BY-LAWS LINGUISTICS
DEPARTMENT
COLLEGE OF LIBERAL ARTS AND SCIENCES
University of Florida**

I. COMPOSITION

1. The Linguistics Department includes the disciplinary unit and three service components. The department is administered centrally by a Chair, with each service component headed by a director or coordinator. The heads of the service components are overseen and evaluated by the Chair.
- B. The academic unit offers:
 1. BA, MA, and Ph.D. degrees in Linguistics.
 2. Undergraduate minors in Linguistics and TESL
 3. A graduate Certificate in SLAT
 4. Graduate Minors
- C. The service units listed offer the programs indicated:
 1. Academic Spoken English—Three courses for international graduate teaching assistants;
 2. Scholarly Writing—Two courses for international students;
 3. The English Language Institute—Non-credit intensive instruction at multiple levels for international participants and special programs under contract.

II. FACULTY MEMBERSHIP

- A. The members of the Linguistics Department include full-time faculty members of the University with appointments in Linguistics, affiliate faculty budgeted in related departments, and personnel employed in service units or on grants at a faculty rank.

III. ADMINISTRATION

- A. Following a long-standing practice in the unit, the general responsibility is entrusted to the faculty, except in those instances where the College or University has vested authority in the Chair.
- B. The day-to-day administration of the Department is carried out by the Chair, with the assistance of an Associate Chair and an Administrative Committee appointed by the Chair.

- C. The Chair is the Chief Administrator of the Department. Responsibility of the chair include
- 1) appointing the Department Officers,
 - 2) selecting the members of appointed committees,
 - 3) serving as ex-officio member of all faculty committees,
 - 4) calling, preparing the agenda of, and presiding over faculty meetings,
 - 5) routinely supervising the day-to-day activities of the departmental offices,
 - 6) assessing the constitution of and approving Master's and Doctoral dissertation committees, and
 - 7) serving as scheduler for the unit, i.e., reminding all appointed officers and committee chairs of their scheduled activities and deadlines.
- D. As Chief Financial Officer of the Department, the Chair supervises all receipts of monies and expenditures. Aided by the administrative staff in the office and the heads of relevant service units, the Chair prepares the annual budget for the unit and has the authority to make appointments, to offer financial aid, to sign time cards, leaves, approval of clerical staff vacations, etc.
- E. The Chair represents the Department to University officers and bodies and speaks for the Department.
- F. In conjunction with the Officers and Committees of the Department, the Chair coordinates all aspects of the academic programs (degree requirements, curricular offerings, catalog announcements, class scheduling, faculty and TA assignments, etc.)
- G. The tenure term of the Chair is set by the College Dean, but the Department suggests three to five year terms, renewable. An informal review of the Chair is made every two years and carried out by the Administrative Committee. The results of this review are conveyed in full to the Chair and in summary to the Dean and the faculty.
- H. If the Chair is not able to carry out their duties,
- a. the associate chair shall assume the duties of department chair until an interim chair can be selected,
 - b. an interim chair will be proposed and submitted to the College Dean for approval, and
 - c. once approved, the interim chair will serve until a permanent chair is chosen

IV. SUGGESTED COMMITTEES

1. **The Administrative Committee (AC)** advises the Chair on all matters of policy and procedures that are of concern to the unit. It is composed of three (3) members selected by the chair. The AC meets at the request of the department Chair.
2. **The Tenure and Promotion Committee (T&P)** is responsible for receiving input from mentors of untenured faculty members before evaluating the progress of these colleagues budgeted in Linguistics. The T & P committee reports to the Chair and the tenured faculty. It is composed of three (3) members elected by the voting faculty by mail ballot. Elections take place in the Spring term for the following year. Each year a new member replaces the most senior member on the Committee.

3. **The Curriculum Committee** is responsible for:
 - a. Initiating and/or evaluating all curricular changes. These are then submitted to the Chair, who presents them to the Administrative committee. If, in the judgement of the Chair and the Curriculum Committee, these require the attention of the Faculty at large, then they are placed on the agenda of the next meeting. If not, the Curriculum Committee proceeds to implement the proposed changes.
 - b. Reviewing the catalogs (UG and G) periodically, proofing the galley sheets of forthcoming catalogs, and ensuring that the catalogs reflect accurately the ongoing programs of our unit.The Curriculum Committee is composed of three (3) members appointed by the Chair.

4. **The Admissions Committee**
 - a) evaluates applicants to the graduate program.
 - b) Reviews and revises materials sent to prospective graduate students
 - c) reviews admissions applications and submits a vote (admit, admit conditionally, deny admission) to the Graduate Coordinator
 - d) identifies likely fellowship candidates, collecting the needed materials, and submits the dossiers to the Graduate Coordinator.The Admissions Committee is composed of the Graduate Coordinator plus three members.

5. **The Comprehensive Examination Committee** is responsible for
 - a) ensuring a comprehensive understanding of the field by all Master's degree candidates and incoming Ph.D. students. The assessment is carried out according to the majority opinion of the faculty, traditionally by examination.
 - b) reporting the results of the assessment to the students assessed and to the faculty.

The Comprehensive Assessment Committee is composed of three faculty members.

6. **The Student Employment Committee** oversees the utilization of financial aid and sees to the professional development of Teaching Assistants. It is responsible for: a) assigning the faculty visitation of TA classes and providing the instrument for the evaluation

- b) selecting the TA of the year nominee
- c) providing a ranking for TA employment for the next academic term or year,
- d) ensuring that the evaluation is based on the all-faculty assessment of academic progress and the TA evaluations provided by academic coordinators.

The Student Employment Committee is composed of representatives of of the services and teaching units that support graduate students.

7. **The TESL Committee** coordinates Teaching English as a Second/Foreign Language activities within the Linguistics Department.

It consists of TESL Coordinator and two appointed faculty members.

8. **Ad hoc Committees**

In consultation with the Executive Committee, the Chair appoints such particular committees of specified duration as are needed to deal with matters of importance to the Program. The members of the Program are informed of the existence of such committees.

- 9 The **Merit Committee** is composed of three faculty with lines in Linguistics who are elected and serve staggered three-year terms. The chair of the Merit Committee is the member who is serving their third year on the committee. The committee a) evaluates all faculty with lines budgeted in Linguistics who are eligible for merit-based pay increases, and b) makes the results of its evaluations in the areas of teaching, research, and service available to the department chair. Evaluations are based solely on the departmental Merit Criteria, submitted Annual Activities Reports (AAR), and submitted Merit Checklists. The process takes place annually in the Spring after AARs are submitted

V. **DEPARTMENTAL OFFICERS**

The Chair appoints officers as needed to assist in the administration of the programs and activities. These include

- 1) An Associate Chair
- 2) A Graduate Coordinator, who is an ex-officio member of the Graduate Admissions Committee;
- 3) An Undergraduate Coordinator
- 4) Other program officers are appointed according to needs, e.g., Coordinators for programs, Newsletter editor, Working Papers Editor, Elections Officer, etc.

VI. MEETINGS

- A. At least one plenary meeting of the faculty is to be held per semester, presided over by the Chair.
 - 1. A call for agenda items will be made at least one week before a faculty meeting, and an agenda and supporting documents will be distributed at least two business days before the meeting.
 - 2. If a vote is needed, two-fifths of the voting members will constitute a quorum
 - 3. Actions require 2/3 of the members present
 - 4. Votes may be by written ballot at the request of any present voting member's and are tallied by the Election Officer
 - 5. Amendments to the by-laws require a 2/3 majority of the voting members
- 2. The department's faculty also meets in the Spring to review all graduate students' progress. The Graduate Coordinator calls and chairs this meeting.
- 3. A faculty meeting shall be called and scheduled if four faculty request it.

VII. VOTING

- A. Faculty who are budgeted in the Linguistics department or the English Language Institute are granted the right to vote on all matters.
- B. Affiliate faculty members may vote on all matters, except i) those affecting only faculty with lines in Linguistics and ii) tenure and promotion.
- C. Voting on tenure and promotion cases is the exclusive right of those faculty who are budgeted in the Linguistics department or the English Language Institute and who are at a rank above the candidate being considered for tenure and/or promotion.

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