



BYLAWS OF THE DEPARTMENT OF LINGUISTICS

UNIVERSITY OF PITTSBURGH

January 2003
Amended April 16 2003

These Departmental Bylaws are adapted in large part from the Bylaws of the Department of English, University of Pittsburgh <<http://www.english.pitt.edu/graduate/index.htm>>, and the Department of Theatre Arts, University of Pittsburgh. Some language in this document is derived either wholly or in part from those documents and this contribution is hereby acknowledged.

1. Preamble

The Bylaws of the Faculty of Arts and Sciences University of Pittsburgh are published on the FCAS Website <<http://www.fcas.pitt.edu/publications.html>>, and updated at the beginning of every fall semester.

FCAS Bylaws supercede any Bylaw contained in this document. In particular, concerning promotion and tenure decisions, the tenured faculty are responsible as outlined in the FCAS Bylaws.

However, FCAS Bylaws also permit departments to develop 'more detailed statements of governance'. Therefore, to ensure that all members of the Department have a voice in the governance and direction of the Department, the Department adopts the following Bylaws ratified at the Department faculty meeting on February 4, 2003.

2. Definition of the Department and voting membership

A. All powers and responsibilities delegated by the University of Pittsburgh to the Department reside in the body of its voting members. The powers and responsibilities of the officers and committees vis-à-vis the Department are delegated to them by the Department, on whose behalf they act and their decisions and actions are therefore subject to review by the full Department.

B. The voting membership of the Department shall be defined as follows:

(i) Each full-time, tenured and tenure-stream faculty member with a primary or joint appointment shall have one vote. (See (v) for secondary faculty.)

(ii) Graduate students with full graduate status and registered for at least nine credits or teaching in the current term shall be allocated ONE vote *as a group*. The full tally of votes within the group should be forwarded to the Department Chair. Graduate student votes shall be communicated to the Department via the elected student representative. Graduate students may not vote on matters relating to specific, individual graduate students.

(iii) Full-time faculty members with the rank of Lecturer shall be allocated ONE vote *as a group*. (This group includes all lecturers regardless of their position in the Department.) Their chosen representative should forward the full tally of votes within the group to the Department Chair.

(iv) Full-time faculty members with the rank of Assistant Instructor (AI) shall be allocated ONE vote *as a group*. (This group includes AIs in the ELI and the LCTL Center.) Their chosen representative should forward the full tally of votes within the group to the Department Chair.

(v) Faculty members with a secondary appointment and professors emeriti will be allocated one *advisory* vote per faculty member. Secondary members who hold tenure in FCAS are eligible to be invited to have a full vote on issues of review, promotion, and tenure as outlined in the FCAS Bylaws.

(vi) Administrative staff shall have an *advisory* vote on non-academic issues such as the appointment of the Chair, in the Planning and Budget Committee, and other appropriate matters.

(vii) Part-time faculty, persons with visiting appointments, and adjunct faculty members shall not vote.

(viii) The total of votes from members outside the tenure-stream shall not exceed 40% of the total Department vote. When T-S votes will not reach 60%, the proportion of the group votes will be reduced accordingly.

(ix) Arrangements for absentee balloting shall be made when necessary.

(x) The Department shall decide whether to vote by secret ballot or by open voting as the need arises. The default shall be open voting.

C. Consultation on major policy issues

Matters of general Departmental policy, and any particular administrative, procedural, or substantive questions brought before the Department, shall be determined by the full Department as defined in B.

If a departmental meeting on a particular issue indicates the need for further investigation and clarification of points of view, the Chair may be requested to form an *ad hoc* discussion group or committee. The Chair will ensure that the various points of view expressed in the meeting are represented. The group or committee will hold open discussions of the issue, and may formulate written recommendations or proposals, which can form the basis for further debate and action by the full Department.

In the areas of curriculum, personnel, and graduate procedures, departmental meetings each September shall be devoted to the states of those concerns and committees shall be appointed in these areas in the same ad hoc manner to serve for as much of the academic year as the particular issue requires, in accordance with published guidelines formulated by the Chair in consultation with the full Department.

D. Officers of the Department

(1) Chair of the Department.

(a) The voting members described in B, subject to approval by the Dean, elect the Chair. Only tenured faculty members shall serve as Chair.

(b) The Chair has overall fiduciary responsibility for the Department. The authority of the Chair derives from the faculty, but the Chair is also the representative of the Board of Trustees as indicated by Dean Rosenberg's Interpretative Note in the FCAS Bylaws. The Chair is thus the chief executive officer of the Department. He or she shall be responsible for the administration of the Department and shall represent the Department to the administration and the university at large in hiring and in other negotiations, and with student complaints. He or she shall exercise jurisdiction over the expenditure of Department funds, subject to advice from the PBC described in section E of this document.

(c) The other Department officers are to be appointed by the Chair and approved by the full Department.

(d) The Chair supervises the administrative staff on day-to-day matters.

(e) The Chair shall serve a maximum of TWO consecutive terms. Each term shall be three years. An individual may serve as Chair again after a hiatus of one three-year term.

(2) Director of Graduate Studies.

The Director of Graduate Studies has overall responsibility for all graduate programs in the Department, including admissions. These include the American Indian, Applied, and Hispanic Linguistics Programs at both the M.A. and the Ph.D. levels. The Hispanic Linguistics program coordinator will report to and work closely with the Director of Graduate Studies.

The Director of Graduate Studies is minimally responsible for:

(a) Administration of preliminary examinations;

(b) Certifying to the graduate school that students have met all requirements;

(c) Organization of the annual Mellon competition at the Dept. level – the DGS shall write the cover letter to be sent to the Mellon committee on behalf of the Chair;

(d) Knowing the University regulations on graduate study and graduation procedures;

(e) Orientation of new and prospective students to the Department, including coordinating with the ELI regarding ELI instructor schedules;

(f) Chairing the annual admissions meeting;

(g) Promoting the Department graduate programs to recruit graduate students;

(h) Scheduling and chairing all Ph.D Comprehensive presentations.

(3) Graduate Concentration Advisors

All tenure-stream faculty and lecturers will be eligible to be Graduate Concentration advisors. Normally, no faculty member shall be concentration advisor to more than 20% of the total graduate student enrollment. Students normally request a faculty member to be the concentration advisor during their first semester, and must do so by the end of their second semester. Students may change advisors later as appropriate.

The concentration advisor's role is to be an advocate for the student, making sure the student takes courses that are relevant and worthwhile to the student's academic program. The concentration adviser will also advise students on career and other academic and practical matters, and in the case of PhD students, will coordinate the writing of comprehensive papers. The concentration adviser will be the first point of faculty contact for each student.

(a) Registering graduate students, including providing advice on which courses are most appropriate for the students interests and career goals;

(b) Administering language exams for individual students;

(c) Supervising PhD Comprehensive papers and coordinating with the DGS to schedule Comprehensive presentations – the Concentration Advisor should verify that the student notifies the DGS of the student's intention to present a paper by the end of the fall or spring semester preceding the semester in which the paper will be presented;

(d) Knowing the University and Department regulations on graduate study and graduation procedures;

(e) With the graduate secretary, ensuring that individual student records are up-to-date and maintained in an orderly way.

(4) Undergraduate Advisor

The Undergraduate advisor is minimally responsible for:

(a) Orientation of prospective undergraduates students to the Department.

(b) Chairing the undergraduate recruitment committee; holding at least one open house for undergraduates per semester.

(c) With the graduate secretary, ensuring that student records are up-to-date.

(d) Liaising with the Associate Dean for undergraduate studies and the Advising Center.

(e) Coordinating with the committee on undergraduate general education courses.

(5) The Directors of the English Language Institute, the Less-Commonly-Taught Languages (LCTL) Center, and the Robert Henderson Media Center serve at the discretion of the Dean and the Chair of the Department. Their appointments are subject to renewal by the Chair and the Dean of FAS, and approval by the voting members of the Department.

(6). There is no separate, or parallel, administrative structure for the Hispanic Linguistics program. The Hispanic Linguistics Program Coordinator reports to and collaborates closely with the DGS, the Director of Admissions, and the Chair of Linguistics as appropriate.

E. Planning and Budget Committee

(i) The Department shall have a Planning and Budget Committee (PBC). The PBC shall consist of all tenured and tenure-stream faculty, the Directors of the ELI, the LCTL Center and the Robert Henderson

Media Center (RHMLC). In addition, there will be an administrative representative, a graduate student representative, and an additional ELI representative. The voting members of this committee shall be the tenure stream faculty, and the Directors of the ELI, LCTL Center, and the RHLMC. The student representative, the administrative representative, and the additional ELI representative shall have advisory votes,

(ii) Every September, in consultation with the Directors of the ELI, the LCTL Center and the Robert Henderson Language Media Center, the Chair shall present financial reports to the PBC. One will be a report from the previous fiscal year. Another report will be a financial plan for the current fiscal year. If necessary, the Chair shall request a second PBC meeting in the spring to update this plan.

(iii) When the Chair and the Director of the ELI are the same person, he or she may not serve as PBC Chair.

F. Amendments. Amendments may be proposed by at least four voting members or groups. Copies shall be distributed to all Department members, and the meeting where the changes are to occur will be announced at least two weeks in advance. To pass, an amendment must receive 66% of the votes that are cast.