

**Department of Modern & Classical Languages**  
Standing Committee on Rank and Tenure By-Laws

The departmental Standing Committee on Rank and Tenure committee is patterned after the Rank and Tenure Committee of the College of Arts and Sciences. The policies stated below should be followed as closely as possible given the composition of the Department.

**A. Responsibilities of the Committee:**

The principal responsibility of the Committee is to review and analyze the record of professional performance of members of the department applying for tenure and/or promotion and prepare a summary for the department members who will vote on the applications. The Committee is also available to assist the Departmental Chair in matters dealing with promotion and tenure.

**B. Principles guiding the composition of the Committee:**

1. The Committee should be representative of the divisions of the Department.
2. The members of the Committee should be elected by all full-time faculty members of the Department.

**C. Membership of the Committee:**

The Committee will consist of four tenured members of the Department, of which two must be Full Professors; the third and fourth members can be either a Full Professor or an Associate Professor. No more than two members can be from any single language division.

**D. Length of Service:**

1. For the first year following adoption of the new By-Laws, two members will be elected for two years and two members elected for one year.
2. Vacancies will be filled by members elected for two years as terms expire.

**E. Chair of the Committee:**

1. Eligibility: Only Full Professors may serve as Chair of the Committee.
2. Duties of the Chair:
  - a. to schedule committee meetings according to Department deadlines;
  - b. to secure and present candidates' dossiers to the Committee;
  - c. to communicate between the Committee and Department Chair in the event that other information or clarification is needed;
  - d. to preside over Committee meetings, ensuring that procedures are followed and that deadlines are met;
  - e. to report to the Committee any failure of candidates to meet deadlines.

3. Election of the Chair: one of the members of the Committee being rotated off will be elected by the committee at the last meeting of the academic year; in the event that agreement cannot be reached regarding the choice of Committee Chair, the matter will be resolved by the Chair of the Department.

**F. Voting privileges:**

1. When decisions are taken, each of the four members will cast one vote.
2. The Committee Chair will have no vote except in the event of an evenly divided vote of the voting members.

**G. Time of election of committee members:**

Elections will be held by the last day of classes each Spring.

Should circumstances make it impossible to follow a given provision, the Chair of the Department will make a ruling resolving the difficulty.