



Committee Structure

for the Department of International Language and Culture Studies

Procedures: Members of committees are appointed each spring for overlapping two year terms. Each spring, faculty will rank their committee preferences for the coming year. In appointing the committees, the chair will take those preferences into account to the extent possible, given the need to provide a balance of language areas on each committee. The first year, faculty will be arbitrarily appointed for one-year or two-year terms; thereafter, each appointment will be for a two-year term. There is no limit to the number of terms a faculty member can serve on a given committee.

I. REAPPOINTMENT, PROMOTION, AND TENURE COMMITTEE

Membership: three senior faculty and one alternate (need not be senior faculty). A majority of the committee members shall hold the rank of associate professor or higher in the years when a promotion case is being considered. The alternate will serve in the event that some circumstance prevents one of the regular members from fulfilling his/her obligations such as presenting a case or illness. The committee will elect its own chair.

Responsibilities:

1. Reappointment review and recommendations. The RPT committee will review the progress toward tenure and promotion of pre-tenure faculty each year, according to the timetable established by the VCAA, and provide a written recommendation to the chair.
2. Tenure and Promotion review and recommendations. In reviewing cases for tenure and/or promotion, the RPT committee will call at least one meeting of the faculty as a whole to ensure that all have an opportunity to provide input to the committee. (A copy of each candidate's tenure and/or promotion case will be available to all full-time faculty.) The committee will provide a written recommendation to the chair or, if the candidate is the chair, to the Dean of Arts and Sciences.
3. Review of associate faculty. In consultation with the faculty of each language area, the committee will coordinate the evaluation of associate faculty and make appropriate recommendations to the chair. Each newly appointed associate faculty member's teaching should be observed by a full-time faculty member at least once each semester during her/his first year of teaching for the ILCS department, and at least once each year thereafter. (These observations are in addition to observation visits by the department chair.) The RPT will review each associate faculty member's teaching each semester. During the associate faculty member's first year of teaching for the department, there should be a thorough review based on reports of classroom visitations, compilations of student evaluations for each course taught, and other material the associate faculty member wishes to submit, such as teaching materials, a self-evaluation, etc. If the outcome of that review is favorable, the committee will conduct a thorough review only every three years and an expedited review in the other years.
4. Review of sabbatical applications.
5. Review of departmental reappointment, promotion, and tenure policy and procedures. The RPT committee will review periodically the departmental reappointment, promotion, and tenure documents to ensure that they are consistent with relevant school, campus, and Indiana University policies and procedures.

II. CURRICULUM COMMITTEE

Membership: three faculty representing at least two language areas plus two students (a F, G, or Sp major) annually appointed by the departmental chair from names submitted by the faculty of the three language areas.

Responsibilities:

1. The curriculum committee will review all new courses and course changes proposed within the department, as well as proposals to modify degree requirements or create new degree options (minors, concentrations, etc.).
2. The curriculum committee is responsible for reviewing the relevant sections of the IPFW undergraduate and graduate Bulletins and preparing (every two years) corrected copy incorporating all changes in departmental offerings and requirements since publication of the previous Bulletin.
3. The curriculum committee is also charged with coordinating the implementation of the department's assessment plan. This includes reporting the results of assessment activities to the faculty, reviewing the plan itself, and making recommendations to the faculty for the department's ongoing assessment efforts.

III. FACULTY AND STUDENT AFFAIRS COMMITTEE

Membership: three full-time faculty representing at least two language areas.

Responsibilities:

1. Policy. In general, the committee establishes (and reviews periodically) departmental policies concerning the use of resources, and advises the chair when there are conflicting requests for the use of limited resources. The committee also advises the chair on other policy matters that arise occasionally, such as student requests for exceptions to the FL requirement, student grievances or grade appeals, faculty grievances, and so on. (Policy on grade appeals needs to be reviewed prior to deciding exactly what this committee's role would be in those matters, which thankfully don't come up that often.)
2. Professional development. At least once each year, the committee will call a meeting of all full-time and associate faculty in the department for a discussion of pedagogical and/or professional issues. This could involve a presentation by one or more members of the department on teaching techniques, instructional technology, general education, etc., or there could be a guest speaker, or the meeting could be scheduled in conjunction with an Academic Alliance meeting, etc.
3. Student Affairs. This area of responsibility should involve recruitment of more FL majors as well as nurturing of the majors we already have. Recruitment could include scheduling visits by high school classes to IPFW, organizing on- or off-campus events for first- and second-year students (potential majors and minors!), and so on. The committee should also review departmental publicity brochures, info sheets, etc. that are distributed to potential students and to on-campus offices (for advising, etc.). Nurturing of the FL majors and minors we already have should address needs and concerns that students express to us, as well as our own priorities for activities that may enhance their success.