

**THE UNIVERSITY OF MARYLAND
SCHOOL OF FOREIGN LANGUAGES AND LITERATURES
PLAN OF ORGANIZATION**

4/17/01

PREAMBLE:

The Faculty of the School of Languages and Literatures, in conjunction with the Dean of the College of Arts and Humanities and the Director of the School, promulgate this Plan of Organization to promote the goals of self-governance and educational excellence.

The Plan affirms the interrelationship of educational excellence, faculty self governance and an organized student and staff presence. It seeks, within the constraints imposed by the administrative structure of the University, to provide faculty members with an active and important role in all decisions that affect their responsibilities and rights as educators and scholars.

Consequently, the Plan asserts the primacy of democratic principles of governance among faculty of the College and affirms the principle of consultative openness in decision-making processes. At the same time, it acknowledges the pre-eminent administrative role of the Director, whose authority is derived from the President through the Dean. It also encourages the opportunity for staff and students to affect the policies of the College through their own democratically organized institutions.

I. SCHOOL GOVERNANCE STRUCTURE

1. Membership in The School consists of its faculty, staff and students. Members of the School participate in School governance through the following bodies:

The School-wide Assembly
School-wide Standing Committees
Ad Hoc Committees as needed
The Advisory Council of the School

In addition, each department shall have a governance structure that meets its needs and embodies the Principles of Governance described in the Senate Plan of Organization, Article 11. It is expected that departmental representation to campus committees will remain the same as it has been.

2. The School-wide Assembly meets at least once a semester and is the forum at which the members of the School meet to discuss issues of importance for the School. The Assembly is chaired by the Director of the School.

3. The Advisory Council of the School is advisory to the Director. The members of the Advisory Council are the Chairs of the four departments of the School and the two Associate Directors. It is expected that all members of the Council will serve both as advocates for their programs and faculties (Chairs) or areas of responsibility (Associate Directors) and as senior advisors whose interests transcend individual units. The Advisory Council advises the Director on all matters of School policies, goals, and priorities. It is the primary venue in which resource questions and allocations are discussed (see page 6 for specific responsibilities).

4. School-wide Committees are limited by their nature and charge to specific business; these committees, unless specifically charged otherwise, report to the Advisory Council of the School.

OFFICERS OF THE SCHOOL

1. The Director

The Director of the School is a 12-month, tenured faculty position appointed by the Dean of the College in accordance with campus policies on the selection of Deans, Directors and Department Chairs. As chief academic officer for the School, the Director will promote superior research, teaching and service, recommend faculty appointments and promotions to the Dean, approve non-tenure appointments, encourage and facilitate programs and interdepartmental activities, and ensure cohesive and accessible advising for all students. As chief administrative officer of the School, the Director will provide leadership both for broad operation and daily administration of the School, and implement shared governance to the fullest extent possible. S/he will plan and administer the School's budget, act as liaison with University Advancement for fund raising initiatives, recommend staff reclassifications to Personnel Services, administer all staff and support functions, and ensure Affirmative Action policies and equity within the School. The Director shall report annually to the School-Wide Assembly on the state of the school, including the School's budget.

2. The Associate Director for Academic Affairs

The Associate Director for Academic Affairs is a 12-month, tenured faculty position, appointed by the Director of the School in consultation with the faculty and the Advisory Council, for a three year, renewable term who will supervise all staff in the Academic Affairs Office of the School. The Associate Director will act for the Director

in the Director's absence, representing the School to its constituencies as appropriate. S/he will work with all undergraduate and graduate programs in the School, and provide leadership for the Business, Culture and Languages Program as well as for Language House and FOLA. The Associate Director will convene and serve as steward for the Undergraduate Committee and the Graduate Committee of the School. The Associate Director will coordinate all undergraduate student recruitment and retention activities, internships, and career planning activities. S/he will coordinate TA training, and undergraduate testing and placement. The Associate Director will coordinate graduate admissions, and the awarding of scholarships, fellowships, and assistantships, as well as provide oversight and coordination for comprehensive exams. With specific responsibility for coordinating Winterterm and Summer School curricula, s/he will have oversight responsibility for all curricula, including approval of all PCC submissions, enrollment management, course availability (ACCESS), scheduling, and advising. In addition to serving as liaison to various campus offices (e.g. Undergraduate Studies, Graduate Studies, Admissions, Career Center, ARHU Student Affairs, Study Abroad), the Associate Director will encourage and coordinate outreach and entrepreneurial activities.

3. Associate Director for Administrative Affairs

The Associate Director for Administrative Affairs is a 12-month, professional staff position, appointed by the Director of the School in consultation with the Advisory Council, who will supervise all staff in the Administrative Affairs Office of the School and be responsible for overall staff management in the School. S/he will supervise and coordinate all budget, payroll, personnel, procurement, travel, mail, fax and copying services, and grant management activities. The Associate Director will be responsible for facilities management, including space assignment, renovation, equipment, and maintenance. S/he will manage technology services, LMC and the AT&T Laboratory, and will be the liaison to University College and the Office of Continuing Education. In addition to taking leadership in conference planning, special events, and public relations activities, the Associate Director will oversee School publications and website. S/he will work closely with the Associate Director for Academic Affairs to support outreach and entrepreneurial activities, and with the Director to support all fund raising initiatives.

4. The Department Chairs

The department chairs of Asian and East European Languages and Cultures, French and Italian Languages and Literatures, Germanic Studies, and Spanish and Portuguese Languages and Literatures are committed to their major programs, to providing advising for each of those programs, to servicing the College's CORE requirements where possible, to providing supportive instruction for non-majors, and to developing appropriate programs of public service and training.

Department chairs are academic year, tenured faculty appointments, elected by the faculty of the local unit, for 3 year, renewable terms. Duties include:

To represent his/her constituency on the School's Advisory Council and serve as the principal advocate for his/her faculties.

To promote superior teaching, research and service in the Department.

To facilitate open communication among the faculty and between faculty and the Director, and to redress grievances and complaints in an expeditious and fair manner.

To provide leadership in long-term and short-term planning and program development; to prepare and forward funding requests and/or spending proposals to the Director.

To monitor, promote and further develop the departmental degree programs; to appoint faculty to serve as the departmental liaison on graduate matters and undergraduate affairs to the School-wide Graduate Committee and Undergraduate Committee respectively.

To schedule academic offerings, coordinate recruitment, orientation and advising of undergraduate and graduate students together with the Associate Director for Academic Affairs and the School's Undergraduate and Graduate Committees.

To recommend to the Director new faculty searches and part-time and non-tenured appointments.

To recommend to the Associate Director for Academic Affairs financial awards, prizes, fellowships, and graduate assistantships.

5. EEO Officer of the School

The EEO Officer, appointed by the Director, shall promote nondiscrimination and affirmative action in the School in accordance with University policies and procedures.

STANDING COMMITTEES OF THE SCHOOL

1. The Undergraduate Committee

Membership: One member from each language prefix (CHIN, FREN, GERM, HEBR, ITAL, JAPN, KORA, PORT, RUSS, SPAN,). Three additional members representing BCL, Language House, and FOLA. In addition the Associate Director for Academic

Affairs and the Associate Director for Administrative Affairs. The Associate Director for Academic Affairs shall convene the committee, which shall elect its own chair.

The Undergraduate Committee deals with concerns of the undergraduate curriculum, recruitment and retention of undergraduate students, and general matters related to undergraduate studies. Its functions include:

- a. To consider new courses and programs, changes in existing programs, and substantive changes in existing courses;
- b. To assess and evaluate the undergraduate curricula and degree requirements;
- c. To coordinate recruitment, placement, retention and advising of undergraduate students.

2. The Graduate Committee

Membership: One member from each existing graduate degree program: French, German, Russian, Spanish, SLAA. The Associate Director for Academic Affairs and the Associate Director for Administrative Affairs shall sit ex officio. The Associate Director for Academic Affairs shall convene the committee, which shall elect its own chair.

The Graduate Committee coordinates multi-departmental recruitment and graduate admissions, coordinates the awarding of scholarships, fellowships, and assistantships, and deals with academic advising and general matters related to graduate studies in the School. Considerations may include:

- a. Standards and procedures for admission of graduate students;
- b. Standards and procedures for awarding of assistantships to graduate students;
- c. Standards and procedures for teaching assistant training;
- d. New graduate courses and programs, changes in existing programs, and substantial changes in existing courses;
- e. Departmental requirements for graduate degrees;
- f. Standards and procedures for academic advising of graduate students.

3. The Salary Committee

The Salary Committee of the School shall consist of eight elected representatives, two from each of the departmental faculties (Asian and east European, French and Italian, Germanic Studies, and Spanish and Portuguese). Each of these faculties shall elect one representative each year to serve a two-year term (in the first year of the Committee's existence, each department shall elect two representatives, one designated as a one-year representative, the other as a two-year representative). Insofar as possible, the composition of the Salary Committee should reflect the gender and racial diversity of the School as well as the breadth of interests within the School. At the first meeting of the year, the Salary Committee shall elect its chair from the returning members of the Committee. The Committee will follow the School's merit pay plan in making its decisions.

The Salary Committee shall be responsible for recommending to the Director specific salary figures relating to merit, retention, and parity for all faculty members on permanent budget lines. The Committee, chaired by the Director, shall meet annually in the Spring and at other times as needed.

4. The Appointment, Promotion, and Tenure Committee

Membership: (1) Search Committees shall be appointed by the Director, as appropriate for each search, in accordance with the University's affirmative action guidelines. (2) The full professors and tenured associate professors of the School shall constitute the Promotion and Tenure Committee for all members of the School's faculty, with the proviso that actions concerning the rank of full professor are reserved to the body of full professors.

The Director shall convene all full professors and tenured associate professors for consideration of recommendations (a) for appointments to the rank of associate or full professor, (b) for promotions to associate professor, and (c) for the second three-year contract of untenured faculty. In (b) and (c) ad hoc review committees shall be set up to evaluate the candidates and report their findings to the meeting of tenured faculty. In each case, the ad hoc review committee shall consist of three tenured faculty members and the Chair of the ad hoc review committee shall be from the same department as the candidate. Any probationary, tenure-track faculty member with an effective appointment date prior to the creation of the school shall be reviewed under the departmental APT procedures in place at the time s/he was appointed. Any probationary, tenure-track faculty member whose appointment takes place after the date on which the School is created shall be reviewed under the process described here.

5. The Advisory Council

Membership: This committee includes the Director, the Department Chairs and the two Associate Directors and will elect its chair.

Serves as an academic advisory council in regard to overall School business and development of future goals and priorities.

Reviews and recommends short- and long-term School spending priorities through development of an annual budget.

Reviews and recommends disbursement of School discretionary funds in regard to prioritized spending proposals received from the departments.

Reviews and considers allocations of funds/instructional resources for new and modified undergraduate and graduate course proposals and programs/curricula.

Reviews enrollment statistics and other relevant data to recommend faculty searches and other personnel needs of the School.

AMENDMENTS TO THE PLAN OF ORGANIZATION

Once approved, amendments or revisions of this Plan of Organization may be proposed by the School's Advisory Council, as well as by petition signed by 25% of the School's full-time faculty and staff and submitted to the Advisory Council. Amendments shall become part of the Plan of Organization if, in a School-wide referendum, they receive two-thirds majority vote of those voting. The Council shall ensure that School-wide referenda are conducted in a timely, just, and appropriate manner.

APPROVAL OF THE PLAN OF ORGANIZATION

This Plan of Organization shall be put to a vote of the full-time faculty and staff of all appropriate units, including the Department of Asian and East European Languages and Cultures, French and Italian Languages and Literatures, Germanic Studies, Spanish and Portuguese Languages and Literatures, Business, Culture and Languages Program and The Language Center: Language House, FOLA and Language Media Services. If approved by a simple majority of those casting votes, the Plan will then be submitted to the Dean of the College of Arts and Humanities.

TIMETABLE FOR THE IMPLEMENTATION OF THE PLAN OF ORGANIZATION

The Plan of Organization will go into effect the semester following the approval by all appropriate administrative units and shall be reviewed every five years in accordance with campus policy.