

# **SLL Guidelines and Operating Procedures**

## **I. Statement of Departmental Purpose and Objectives**

## **II. Membership, Administration, and Committee Structure of the Department**

### **A. Membership in the Department**

### **B. Administration of the Department**

- 1. Departmental Chair**
- 2. Associate Chair**
- 3. Director of Graduate Studies**
- 4. Director of Undergraduate Studies**
- 5. Directors, Language Programs**
- 6. Directors, Summer Study Abroad Programs**
- 7. Other Administrative Roles**

### **C. Committee Structure**

- 1. Standing Committees**
  - a. Department Committee**
  - b. Graduate Committee**
  - c. Undergraduate Committee**
  - d. Evaluation and Merit Committee**
  - e. Promotion and Tenure Committee**
  - f. Study Abroad Committees**
  - g. Library Committee**
  - h. Technology Committee**
- 2. *Ad Hoc* Committees**
- 3. Other Committees and Assignments**

## **III. Programmatic and Standing Department Activities**

### **A. Visiting Speakers Fund**

### **B. Graduate and Faculty Colloquium**

### **C. Fund for Travel to Conferences [i.e., we don't have one]**

### **D. Language Clubs**

### **E. Language Tables**

### **F. Fundraising and Development**

### **G. Newsletter (*Lawrencian Chronicle*)**

**H. Honors Reception**

**IV. Tenured and Tenure-Track Faculty: Recruitment, Evaluation, Promotion and Tenure, Obligations, Rights and Privileges**

**A. Recruitment of Tenured and Tenure-Track Faculty**

**B. Merit and Performance Evaluation of Tenured and Tenure-Track Faculty**

**C. Third Year Reviews**

**D. Departmental Tenure and Promotion Procedures**

**E. Faculty Obligations, Responsibilities, and Privileges**

**V. Lecturers and Instructors: Recruitment, Evaluation, Obligations, Responsibilities, and Privileges.**

**A. Recruitment**

**B. Performance Evaluation**

**C. Obligations, Responsibilities, and Privileges**

**VI. Graduate Teaching Assistants**

**A. Eligibility**

**B. Recruitment of GTAs**

**C. Evaluation of GTAs**

**D. GTA Responsibilities to Students**

**E. GTA Responsibilities to Directing Faculty**

**F. GTA Responsibilities to Selves and Peers**

**G. GTA Responsibilities to Department**

**H. Faculty Responsibilities to GTAs**

**I. Departmental Responsibilities to GTAS**

**VII. Academic Programs of the Department of Slavic Languages and Literatures**

**A. Undergraduate Program**

**B. Graduate Programs**

**1. Degree Requirements for the MA Degree in Slavic Languages and Literatures.**

**a. Concentration in Slavic Languages and Literatures**

**1) Non-thesis Option: 30 hours**

**2) Thesis Option: 30 hours**

**b. Concentration in Russian Language and Civilization**

**c. Second Slavic Language Study**

**d. MA Examinations**

**1) Categories of Examinations**

**2) Selection of Examination Committees**

**3) Prerequisites to Examination**

**4) Composition of the Examination Committees**

**5) Responsibility of the Examination Committees**

**6) Examination Schedules**

**7) Format of Examinations**

**8) Repeating the Examination**

**2. Degree Requirements for the PhD Degree in Slavic Languages and Literatures**

**a. General Requirements**

**b. PhD Examinations**

**1) Scheduling of the PhD Examinations**

**2) Composition of the Examination Committee**

**3) Responsibilities of the Chair of the PhD Comprehensive Examination Committee**

**4) Responsibilities of the Chair of the PhD Comprehensive Examination Committee**

**5) Oral Examination**

**6) Repeating the Examination**

**c. Dissertation**

**1) Responsibilities of the Dissertator**

**2) Composition and Convention of the Dissertation Committee**

**3) Responsibilities of the Dissertation Committee**

**VIII. Students**

**A. Faculty Expectations of Students**

**B. Advising Policies**

**C. Representation in Departmental Governance**

**D. Participation in Student Governance**

**E. Grievance Procedures**

**IX. Matters of Integrity, Academic Misconduct, and Academic Freedom**

**A. Academic Freedom.**

- 1. Definitions**
- 2. Applications**
  - a. Students**
  - b. Faculty**

**B. Cheating and Academic Misconduct. (See Section 2.6, following, of the University Senate Rules and Regulations)**

**X. EQUAL OPPORTUNITY, DISCRIMINATION, AND DISABILITIES**

**A. Sexual Harrassment**

**B. Discrimination**

**C. Learning Disabilities and Disabled Students**