

SLL Guidelines and Operating Procedures

II. Membership, Administration, and Committee Structure of SLL

A. Regular membership in the Department includes:

1. Instructional personnel:
 - a. Tenured and tenure-track faculty (unclassified staff);
 - b. Instructors and lecturers (if such are present);
2. Graduate teaching assistants;
3. Undergraduate, graduate, and other students of the academic program;
4. Classified and student support staff.

B. Affiliated membership in the Department includes:

1. Courtesy faculty appointments (if such are present);
2. Adjunct or Visiting faculty (if such are present).

C. Administration of the Department

1. Department Chair. The Department is administered by a Chair (or under special circumstances, Co-Chairs) who reports to the Dean or to the designated Associate Dean of the College of Liberal Arts and Sciences, as appropriate.

- a. The Search for the Chair is governed by College and University regulations and procedures in place at the time of appointment.
- b. The Chair is appointed by the Dean of the College and serves at the pleasure of the Dean.
- c. The Chair is normally a tenured associate or full professor in the Department.
- d. The term of office of Chair is determined by the Dean of the College, but is usually for a period of three or five years.
- e. The position of Chair is renewable for additional terms upon positive evaluation by the institution; such evaluation is initiated by the College.
- f. Appointment as Chair does not inhibit the right of the Chair to speak as an individual faculty member when appropriate.
- g. As a senior faculty member of the Department, the Chair retains all rights and privileges thereof, including the right to vote.
- h. Responsibilities of the Chair:
 - 1) The Chair serves as the administrative and operating head of SLL.
 - a) The Chair oversees and evaluates the Department's administrative staff.
 - b) The Chair administers and oversees the institutional, income, endowment or other budgets of the Department.
 - c) The Chair acts upon strictly administrative or routine budgetary matters and allocations without consultation.
 - d) In matters of policy, where the Chair acts on behalf of the Department, he or she normally consults the will of the Department and acts accordingly. Such consultation may take any appropriate form (*en face*, e-mail, meeting, etc.).
 - 2) The Chair serves as chair of the SLL Department Committee (Meeting) [see II.D.a.].
 - 3) The Chair serves as chair of the SLL Merit and Evaluation Review Committee [see IV.B.].
 - 4) The Chair serves as chair of Department Search Committees (but reserves the right to designate another faculty member to serve in his/her place).
 - 5) The Chair serves as chair of the Department Review and Promotion and Tenure Committees (but reserves the right to designate another faculty member to serve in

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his/her place) [see IV.C.]

- 6) The Chair serves as standing Department representative to the CREEES Executive Committee.
 - 7) The Chair serves as SLL representative to CREEES's FLAS Selection Committee (but reserves the right to designate the Director of Graduate Studies or another faculty member to serve in his/her place).
 - 8) The Chair names the chairs of Department standing committees, who serve at the pleasure of the Chair. [Standing Committees are listed in II.D.1.a.-h.]
 - 9) The Chair may name *ad hoc* committees to address specific tasks or issues [see II.D.2.];
 - 10) The Chair may sit *ex officio* on any Department *ad hoc* and/or sub-committees.
 - 11) The Chair serves as the official representative of SLL with the Russian and East European Studies Program, other departments, divisions, and administrative units of the University, except in those cases when either a) the Chair, or b) the faculty, acting jointly and with the Chair's consent, specifically designate another member of the Department to represent the Chair.
 - 12) The Chair organizes, oversees, and hosts the annual SLL Honors Reception (held by custom in April; see III.H., below).
 - 13) The Chair oversees course assignments and scheduling for the Department.
- i. The Chair is responsible for regularly reviewing the *Guidelines and Operating Procedures* of the Department, suggesting amendments and changes where and when necessary (a privilege and responsibility accorded to all members of the faculty), and ensuring that copies of the document are available to all regular and affiliated members of the Department (see II.A. and B.).

2. Associate Chair

- a. The Chair, if he/she so wishes, may choose to name an Associate Chair to represent the Chair as necessary and to assist the Chair in the administrative functions of the Department.
- b. The Associate Chair serves at the pleasure of the Chair.
- c. The Dean of the College of Liberal Arts and Sciences approves the appointment of an Associate Chair.
- d. The Associate Chair is normally a tenured faculty member in the Department.
- e. The position of Associate Chair is not remunerated and provides no course reduction unless specifically granted by the College.
- f. The Associate Chair serves as Acting Chair in the absence of the Department Chair.

3. Director of Graduate Studies

- a. The Director of Graduate Studies is named by the Chair and serves at the pleasure of the Chair.
- b. The Director of Graduate Studies:
 - 1) Serves as liaison with the Graduate School, attending meetings of graduate advisors and conveying changes in policy to the Department;
 - 2) Takes the lead in recruiting graduate students for the program;
 - 3) Communicates in a timely manner with applicants to the graduate degree programs of the Department;
 - 4) Advises incoming graduate students and meets with them regularly until such time as they form their MA Examination Committee, the Chair of which serves as their Graduate Advisor;
 - 5) Initiates paperwork in the Graduate School for MA and PhD Examinations, changes in degree requirements, or other graduate-related matters;

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- 6) Oversees the scheduling of MA and PhD Examinations;
 - 7) Communicates opportunities for professional development to the Department's graduate students;
 - 8) Sees that students are informed of current fellowship, support, and employment opportunities;
 - 9) Oversees the keeping of graduate student records, petitions, statistics, and post-graduate tracking;
 - 10) Regularly reviews students' progress toward degree in consultation with other graduate faculty;
 - 11) Convenes the Graduate Committee as necessary [see II.D.1.b.];
 - 12) Reviews and updates text in the *KU Graduate Catalog* and the Department's Graduate Brochure in consultation with the Chair.
- c. The Director of Graduate Studies reports monthly to the Department Committee.
- 4. Director of Undergraduate Studies**
- a. The Director of Undergraduate Studies is named by the Chair and serves at the pleasure of the Chair.
 - b. The Director of Undergraduate Studies:
 - 1) Recruits students and promotes of the study of Slavic languages;
 - 2) Advises undergraduate majors and minors;
 - 3) Oversees and keeps appropriate student records and statistics: this may include graduation checks, major and minor requirement checks, exit interviews and assessment;
 - 4) Tracks graduates after award of degrees to the extent possible;
 - 5) Serves as liaison to appropriate extra-departmental units;
 - 6) Recommends transfer credits;
 - 7) Oversees student petitions;
 - 8) Coordinates Honors Theses in the Department and the matching of appropriate faculty to students writing such theses;
 - 9) Serves as the *Dobro Slovo* representative at KU;
 - 10) Convenes the Undergraduate Committee as necessary (see II.D.1.c.);
 - 11) Revises departmental text in the *KU Undergraduate Catalog* and Undergraduate Brochure in consultation with the Chair.
 - c. The Director of Undergraduate Studies reports monthly to the Department Committee.
- 5. Directors of the Department's Language Programs (Russian, West Slavic, South Slavic)**
- a. The Department's Russian language pedagogy specialist:
 - 1) Oversees and directs the Russian language curriculum in all of its aspects;
 - 2) Trains, observes, supervises, and evaluates the Russian GTAs;
 - 3) Offers formal language pedagogy training to all language GTAs in the Department;
 - 4) Consults with instructors, lecturers, and GTAs of any other LCTL offerings of the Department.
 - b. The Department's West Slavic language pedagogy specialist:
 - 1) Oversees the West Slavic language and culture/literature curriculum in all of its aspects;
 - 2) Trains, observes, supervises, and evaluates West Slavic instructors, lecturers, or GTAs (if such exist).
 - c. The Department's Bosnian-Croatian-Serbian/South Slavic language pedagogy specialist:
 - 1) Oversees the BCS/South Slavic language and culture/literature curriculum in all of its aspects;
 - 2) Trains, observes, supervises, and evaluates the BCS/South Slavic instructors,

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lecturers, or GTAs (if such exist).

6. Scheduling Officer.

- a. The scheduling officer is responsible for developing the Department's timetable of courses. He or she works with the Office of the University Registrar and with Department staff to assign appropriate times and classrooms for the Department's instructional program.
- b. The scheduling officer is named by the Chair and serves at the pleasure of the Chair.

7. Department Webmaster.

- a. The webmaster is traditionally a tenured or tenure-track member of the SLL faculty.
- b. The webmaster is named by the Chair and serves at the pleasure of the Chair.

D. Committee Structures. The Department functions on the basis of the following committees. By Department tradition, the committees work through discussion and consensus.

1. Standing Committees.

a. Department Committee (Department Meeting). The Department Committee serves to disseminate information to the members of the Department and to decide general policy issues for the Department in all areas of operation except those deemed confidential personnel (faculty, student, or staff) issues.

- 1) The Department meets at 2:30 pm on the first Tuesday of every month during which the University is in session, beginning in September and ending in May.
- 2) Extraordinary meetings of the Department may be called by the Chair or by a simple majority of Committee members, as necessary.
- 3) Membership and voting weight of the Department Committee consists of the following:
 - a) Tenured faculty (one vote each)
 - b) Tenure-track faculty (one vote each)
 - c) Three student representatives (one vote each)
 - (1) One graduate student representative for the PhD students:
 - (a) Is elected by eligible students at the PhD level;
 - (b) Reports to and consults with the PhD student constituency on a regular basis.
 - (2) One graduate student representative for the MA students:
 - (a) Is elected by eligible students at the MA level;
 - (b) Reports to and consults with the MA student constituency on a regular basis.
 - (3) One undergraduate student representative:
 - (a) Is named by the Chair, based on the recommendation of the Director of Undergraduate Studies;
 - (b) Reports to and consults with the undergraduate major constituency on a regular basis.
 - d) Instructors and lecturers (vote equivalent to FTE).
 - 3) Minutes are kept by the Department Secretary or designated faculty member, edited by the Chair, and distributed to all Department Committee members prior to the next meeting.
 - 4) The Department Committee adjourns to Executive Session to discuss personnel issues or other confidential matters.
 - a) Only tenured and tenure-track faculty may be present at executive sessions.

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- b) Minutes of executive sessions are not generally kept.
 - (1) Upon request by any one member of the tenured or tenure-track faculty, minutes will be kept of executive sessions, in which case all present must sign the minutes.
 - 5) The agenda of the Department Committee meeting is assembled and distributed prior to the meeting (together with the minutes of the previous Department meeting).
 - 6) In the absence of agenda items, the meeting may be canceled either at the discretion of the Chair or by simple majority indication of the tenured or tenure-track faculty prior to the meeting time.
 - 7) Voting in Department meetings and Executive Sessions is by show of hands or by voice unless a secret paper ballot is requested by any one member.
 - 8) Any member of the Department Committee may propose changes to these Department *Guidelines and Operating Procedures* or to any other existing Department policies by submitting a written proposal to the Chair, who then places the proposal, if appropriate, on the agenda and brings it to the Department Committee for discussion and action.
 - a) Proposals that affect issues under the purview of any of the Standing Committees should be discussed first in that Standing Committee (see II.D.1.b. through h., below), then brought forward to the Department Committee by the Chair of the Standing Committee.
 - b) Proposals that affect issues under the purview of any designated *ad hoc* Committees should be discussed first in such committees, and then brought forward to the Department Committee by the Chair of the *ad hoc* Committee.
 - b) Proposals will be either voted on by the eligible members of the Department Committee after suitable discussion, deferred until a subsequent meeting, or referred back to one of the standing committees for further development or discussion.
- b. Graduate Committee**
- 1) The Graduate Committee consists of all Graduate Faculty in the Department and one graduate student representative.
 - a) “Graduate Faculty” are so named in accordance with the definitions and regulations of the Graduate School.
 - 2) The Graduate Committee is chaired by the Director of Graduate Studies and convened by him or her as necessary, but no less than once per academic year.
 - 3) The Graduate Committee considers the following issues:
 - a) General issues of graduate education;
 - b) Approval of dissertation proposals and dissertation committees, in accordance with the rules and regulations of the Graduate School [see VII.B.2.c.1)h)(1)]¹;
 - c) Graduate curriculum, its review, its revision, or any curricular changes (see D.1.b.6), below);
 - d) Graduate admissions to the program;
 - e) Graduate reading lists and their regular revision;
 - f) Nominations for graduate fellowships and awards;
 - g) General assignment of GTAs, Lectureships, and Instructorships;
 - h) Any other appropriate issues.

¹Graduate School regulations (see the *KU Graduate Catalog*) stipulate that the “Graduate Division of the appropriate school [now the Graduate School] designates the candidate’s dissertation committee *based on the recommendation of the candidate’s major department.*” Thus, the Dissertator’s topic and proposed committee must be formally approved by a majority vote of the Department’s graduate faculty (i.e., the Graduate Committee).

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- 4) The Graduate Committee conducts the annual evaluation of the progress of graduate students toward degree in the Spring Semester.
- 5) The Director of Graduate Studies may name *ad hoc* or sub-committees to consider specific issues regarding graduate education before the Department and to report back on those issues to the Graduate Committee as a whole.
- 6) Faculty must present proposed curricular additions, modifications, or deletions to the Graduate Committee; the Graduate Committee considers and votes on all proposed changes prior to the submission of such changes to the Graduate School.
- 7) The Director of Graduate Studies reports regularly to the Department Committee.

c. Undergraduate Committee

- 1) The Undergraduate Committee consists of all faculty, instructors, lecturers, and the undergraduate student representative.
- 2) The Undergraduate Committee considers issues of undergraduate education, recruitment, undergraduate curriculum, and fellowships and awards.
- 3) The Undergraduate Committee is chaired by the Director of Undergraduate Studies and convened by the Director as necessary, but no less than once per academic year.
- 4) The Director of Undergraduate Studies may name *ad hoc* or sub-committees to consider specific issues before the Department and to report to the Undergraduate Committee as a whole.
- 5) Faculty must present proposed curricular additions, modifications, or deletions to the Undergraduate Committee; the Undergraduate Committee considers and votes on all proposed changes prior to the submission of such changes to the College Committee on Undergraduate Studies and Advising (CUSA).
- 6) The Director of Undergraduate Studies reports regularly to the Department Committee.

d. Evaluation and Merit Committee [see IV.B., below]

e. Review, Promotion, and Tenure Committee [see V.C.2., below]

f. Study Abroad Program Committees

- 1) The Department maintains the following Study Abroad Program Committees:
 - a) Russian Study Abroad Program Committee;
 - b) West Slavic Study Abroad Program Committee;
 - c) South Slavic Study Abroad Program Committee.
- 2) The Department Chair appoints the Chairs of the Study Abroad Program Committees, who serve at the pleasure of the Chair.
- 3) Additional members of the Study Abroad Program Committees may be appointed by the Committee Chair or be assigned by the Department Chair.
- 4) The Study Abroad Program Committees:
 - a) Promote all of KU's Slavic study abroad programs;
 - b) Recruit students for all such programs;
 - c) Submit appropriate data to AAASS, US/ED, and other relevant agencies;
 - d) Recommend FLAS Fellowship support as appropriate;
 - e) Bring other fellowship opportunities to the attention of students;
 - f) Review student evaluations and select program participants;
 - g) Orient students in preparation for the program and answer student questions;
 - h) Make appropriate site visits, if necessary;
 - i) Ensure appropriate award of course credits to participants;

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- j) Keep all necessary records and submit paperwork in a timely manner.
- 5) The Study Abroad Program Committee has the discretion to either name the group leader for the study abroad program or to hold a formal search for the group leader's position by advertisement.
- 6) The duties of the Chairs of the Study Abroad Program Committees are:
 - a) To serve as liaison to the Office of Study Abroad on, overseeing issues of:
 - (1) Program negotiation with the foreign host institution;
 - (2) Advertisement and recruitment;
 - (3) Budgeting;
 - (4) Application, selection, and processing of students;
 - (5) Program implementation.
 - b) To convene meetings of the regional Committees, as appropriate.
- 7) The Department collaborates with other units on Study Abroad initiatives as appropriate, such as:
 - a) The Center for Russian and East European Studies' KU-L'viv Ukrainian Program;
 - b) The SLL/Theatre and Film “Winter Institute in Prague.”
- 8) Faculty and staff may propose new study abroad initiatives and programs to the Department Committee by submitting a written prospectus for consideration at the next Departmental meeting.
- 9) The Chairs of the Study Abroad Committees report regularly to the Department Committee.

g. Library Liaison Committee

- 1) The Chair of the Library Committee is named by the Department Chair and serves at the pleasure of the Chair.
- 2) The Chair of the Library Committee serves as liaison to the administration of the KU Libraries and to the Slavic Department of the University Libraries.
- 3) The Chair of the Library Committee works with the Head of the Library Slavic Department to promote appropriate collections development for the field and to stay abreast of Library issues that may have an impact on the academic and teaching mission of the Department.
- 4) The Chair of the Library Committee may convene an *ad hoc* Library Committee as necessary, or *ad hoc* members may be named by the Department Chair.
- 5) The Chair of the Library Committee reports regularly to the Department Committee.

h. Technology Committee. The Chair of the Technology Committee oversees the media and technology needs of the Department.

- 1) The Chair of the Technology Committee is named by the Department Chair and serves at the pleasure of the Chair.
- 2) The Chair of the Technology Committee may convene an *ad hoc* Technology Committee as necessary and appropriate, or *ad hoc* members may be named by the Department Chair.
- 3) The Chair of the Technology Committee reports regularly to the Department Committee.

2. Ad hoc Committees. The Department Chair may name or the faculty may request that the Chair name *ad hoc* committees.

- a. Such committees address special needs of the Department (which may include but are not limited to: external reviews; grievances; special outreach initiatives; revision of “The

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Department Rules and Regulations”; revisions of Department materials; events planning; celebrations; conferences).

b. Such committees serve at the pleasure of the Chair.

3. Other Assignments.

a. **SLL Representative to the REES Executive Committee:** Every other year at the September meeting of the Department Committee, the members will elect a second representative from the Department to the REES Executive Committee, to serve with the Chair. This second representative serves for two years.

b. **Ambassador to the Center for Teaching Excellence (CTE):** At the start of each academic year, the Chair will name a tenured or tenure-track faculty member to represent the Department with the CTE and to report back to the Department Committee on the CTE's activities.

c. The Chair may make other appointments and delegate representations as they arise.

III. Programmatic and Standing Department Activities

A. Visiting Speakers Fund. In most years, the Department is allotted funds annually by the College of Liberal Arts and Sciences to support visiting speakers.

1. Speakers may be proposed to the Department Committee by any member of the Department.
2. Speakers should suit the curricular and programmatic profile of the Department; i.e., visiting speakers should, if possible, participate in the classroom as well as give a public lecture.
3. Proposers should circulate a CV of the intended speaker to the Department Committee, which makes the decision on whether to invite the speaker or not.
4. Proposers should make every effort to generate additional funds by collaborating with other departments and units on campus to bring speakers of more general interest (i.e., REES, Hall Center, other Departments, Dole Institute, etc.).

B. Department Graduate and Faculty Colloquium. The Department Colloquium provides a forum for faculty and advanced graduate students to share their research initiatives with other members of the Department.

1. The Convener of the Colloquium is either the Chair of the Department or is named by the Chair.
- 2) The Convener:
 - a) Identifies appropriate presenters and make arrangements for the Colloquium;
 - b) Traditionally organizes no less than two colloquia each semester, usually with one faculty member and one advanced graduate student.
3. Colloquia are normally held in the Department's Seminar Room in the 4:00 - 5:30 pm time slot.
4. Faculty and graduate student attendance at the colloquium is mandatory.

C. Fund for Travel to Conferences. The Department has no funds for travel to conferences or research sites.

1. Faculty are encouraged to apply to the GRF Travel fund of the Graduate School, to CREEES's domestic Travel to Conferences award, to the Hall Center, to IREX, or to other appropriate units.
2. Graduate students are encouraged to apply to the College Travel fund for Graduate Student Travel to Conferences or to the Slavic Graduate Student Organization (if such is active).

D. Language Clubs

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1. Students in the Department have the discretion to organize clubs: Slavic, Russian, West Slavic, Bosnian-Croatian-Serbian/South Slavic, other relevant language clubs.
2. In order to receive SUA funding, such clubs must elect officers, name a faculty sponsor, and present a charter.
3. Language clubs receiving SUA funding must abide by all SUA regulations and rules.
4. Language clubs must submit a copy of their charter and a slate of officers to the Department Committee each year.
6. One of the student representatives to the Department Committee or its faculty sponsor shall report on the activities of the language clubs to the Department Committee.

E. Language Tables

1. Language instructors are encouraged to organize weekly or bi-weekly language tables to promote active use of the respective language.

F. Fundraising and Development

1. The Chair of the Fundraising and Development Committee (“Friends of Slavic”) is appointed by the Department Chair and serves at his or her pleasure.
2. The Chair encourages and coordinates gifts to the Department from SLL alumni.
3. The Chair maintains regular contact with alumni through the Department's newsletter, *The Lawrencian Chronicle*, and other appropriate venues (such as an annual holiday letter).
4. The Chair serves with the Department Chair as liaison with Kansas University Endowment Association.

G. Newsletter (*Lawrencian Chronicle*)

1. The Department publishes 1-2 issues of the Newsletter, titled *Lawrencian Chronicle*, each year.
2. The Chair names the editor of the Newsletter, who serves at the pleasure of the Chair.
3. The Newsletter is distributed by mail, but is also posted on the Department's web site.

H. Honors Reception

1. By tradition, the Department hosts an Honors Reception in mid-April to honor its outstanding students, undergraduate and graduate.
2. Reception organization is traditionally the duty of the Chair and Department Secretary.
3. The Chair traditionally serves as the host/hostess and master/mistress of ceremonies.
4. All Department faculty respond to the request to nominate students for the designated categories, as appropriate.
5. Faculty attendance at the Honors Reception is mandatory.