

Bylaws of the Department of East Asian Languages and Literatures¹

University of Pittsburgh

Adopted on May 11, 2005

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I. Preamble

In the belief that the work of an academic department can be carried out most responsibly, effectively, and equitably, where its procedures are as clearly defined and as open as possible and provide for a high degree of participation by its members, the Department of East Asian Languages and Literatures (hereinafter referred to as the Department) of the University of Pittsburgh (hereinafter referred to as the University) adopts the following bylaws and regulations.

The bylaws of the Dietrich School of Arts and Sciences are published at <http://www.as.pitt.edu/fac/governance/bylaws-dietrich-school-arts-and-sciences>. Dietrich School Bylaws supercede any bylaw contained in this document.

To ensure that all members of the Department have a voice in the governance and direction of the Department, the Department adopts the following bylaws ratified at the Department faculty meeting on October 8, 2021.

II. Definition of the full Department and voting membership

A. All powers and responsibilities delegated by the University to the Department reside in the body of its voting members. The powers and responsibilities of the officers and committees in the Department are delegated to them by the Department, on whose behalf they act, and their decisions and actions are therefore subject to review by the full Department.

B. The voting membership of the Department, which comprises the full Department, shall be defined as follows:

1. Each tenured or tenure-stream full-time faculty member and Appointment Stream faculty member holding the title of Lecturer or above with a primary appointment in the Department shall have one vote.
2. All Appointment Stream full-time faculty members with the rank of Instructor or higher but below Lecturer shall be allocated four votes as a group. A member in this category may cast a ballot which represents the faculty member's fraction of the allocated votes.

¹ These bylaws were adapted from those in place at the English and Linguistics Departments.

3. Administrative staff, faculty with secondary appointment (also known as adjunct appointment), part-time faculty, persons with visiting appointments, and adjunct faculty members shall not vote, except when such a person has been designated as Language Coordinator.

C. Consultation on major policy issues

Matters of general Departmental policy, and any particular curricular, administrative, procedural, personnel, or substantive questions brought before the Department, shall be discussed by the full Department as defined in Part II.B.

If a Departmental meeting on a particular issue indicates the need for further investigation and clarification of points of view, the Chair may be requested to form an *ad hoc* discussion group or committee, or the Chair may appoint such a group or committee. In forming such a group or committee, the Chair will ensure that the various points of view expressed in the meeting are represented. The group or committee will hold open discussions of the issue and may formulate written recommendations or proposals, which can form the basis for further debate and action by the full Department. The group or committee will be appointed in accordance with the Department's guidelines formulated by the Chair in consultation with the full Department.

D. The full Department shall meet at least once a semester during the regular academic year. Each meeting of the Department shall be announced in advance, with an agenda, and shall be open, unless matters are to be considered which have been determined by the full Department to be confidential and to require restricted attendance and/or participation. Any member of the Department shall be able, upon request to the Chair, to have an item placed on the agenda.

Minutes recording the proceedings of faculty meetings shall be taken by the Departmental administrator or a member of the Department. The minutes shall be presented for discussion at the next faculty meeting. Once approved, the minutes of faculty meetings will be maintained in the Departmental office and made accessible to the members of the Department.

A quorum shall exist when seventy percent of the voting membership is present. Only members of the Department present at a meeting or virtually via audio- or videoconferencing shall vote on issues decided in the meeting, except that under extraordinary circumstances absentee ballots may be granted, upon petition, by the full Department.

Questions that come before the full Department shall be determined by the majority of the votes cast, except in cases where a larger percentage of the vote has been explicitly required by the Department's bylaws.

Voting in the selection of Departmental Chair shall be by secret ballot. In other matters, voting shall be by voice or by show of hands, unless a secret ballot is requested by a voting member, in which case the request shall be honored. When procedural matters are

not covered by any Departmental bylaw, upon request of any voting member, the transactions of the Departmental shall be governed by *Robert's Rules of Order Revised*.

If the Chair decides that a face-to-face meeting is not possible since the quorum will not exist due to an extraordinary circumstance (e.g., during the summer), or that an issue before the Department is minor and need not be discussed in a face-to-face meeting of the Department, the vote on an issue may be decided by electronic voting (e.g., via email). If this option is used the Chair must first distribute the information to make an informed decision along with a statement of motion to be adopted and notice of at least five working days by which voting must take place. The Chair will maintain a record of votes. If any voting member of the Department objects to electronic voting on any issue and states a preference for a face-to-face meeting, the issue must be brought up to the regular faculty meeting.

E. Election of the Chair

Voting on the selection of the Chair shall be by secret ballot and the outcome reported to members of the Department. The votes of tenured or tenure-stream faculty and Appointment Stream faculty shall be reported separately to the Dean. Any Department meeting with the Dean to discuss the choice of the Chair shall be separate from the above designated procedures for internal selection deliberation. Other than the above designed procedure, there shall be no procedure for appointment.

F. The Department may, from time to time, establish committees as it deems appropriate.

III. Officers of the Department

Officers of the Department shall be the Chair, Director of Graduate Studies, Director of Undergraduate Studies, Undergraduate Advisors, and Language Coordinator.

A. Chair of the Department.

1. The voting members described in Part II.B elect the Chair. The choice is subject to approval by the Dean and the Provost. Only tenured faculty members shall serve as the Chair.
2. The Chair has overall fiduciary responsibility for the Department. The authority of the Chair derives from the faculty, but the Chair is also the representative of the Board of Trustees as indicated by Dean Rosenberg's Interpretative Note in the University Bylaws. The Chair is thus the chief executive officer of the Department and is responsible for implementing the Dean's directives. He or she shall be responsible for the administration of the Department and shall represent the Department to the administration and the University at large in hiring and in other negotiations, and with student complaints. He or she shall exercise jurisdiction over the expenditure of Department funds, subject to advice from the PBC described in the Addendum to this document.
3. The other Department officers are to be approved by the full Department and then appointed by the Chair.
4. The Chair shall supervise the administrative staff on day-to-day matters.

5. The Chair shall serve a term of five years, renewable by mutual agreement of the Department, the Dean, and the Chair.
6. Other officers of the Department shall be appointed by the Chair, with the advice and consent of the full Department, and each shall serve as long as is agreeable to the Department, the Chair, and the officer.

B. Director of Graduate Studies

The Director of Graduate Studies has overall responsibility for the Interdisciplinary Master's program in the Department, including admission, and shall discharge the duties described below with assistance from the Asian Studies Center. The duties of the Director of Graduate Studies may be performed by the Chair of the Department.

The Director of Graduate Studies is minimally responsible for:

1. Certifying to the graduate school that students have met all requirements.
2. Knowing the University regulations on graduate study and graduation procedures.
3. Orientation of new and prospective graduate students to the Department.
4. Chairing the annual admissions meeting and other meetings.
5. Promoting the Department graduate programs and recruit graduate students.

C. Director of Undergraduate Studies (DUGS)

The Director of Undergraduate Studies has overall responsibility for the undergraduate major and minor programs in the Department and shall discharge the duties described below:

The Director of Undergraduate Studies (DUGS) is minimally responsible for:

1. Planning and coordinating undergraduate courses in the academic year in consultation with the Department faculty
2. Promoting the Department undergraduate programs to recruit and retain students.

D. Undergraduate Advisor

An Undergraduate Advisor is appointed for the major programs. The Undergraduate advisor is minimally responsible for:

1. Orientation of prospective undergraduate students to the Department.
2. Ensuring that student records are up to date.
3. Consulting with the Associate Dean for Undergraduate Studies and the Advising Center.
4. Certifying to the University that students have met all requirements for a major or minor degree
5. Knowing the University regulations on undergraduate study and graduation procedures

E. Language Coordinator

A Language Coordinator is appointed for each of the language programs. Each Language Coordinator is minimally responsible for:

1. Recruiting prospective Appointment Stream language teachers and making a hiring recommendation to the Department in coordination with the Chair.
2. Planning and implementing appropriate training for teachers following the best

practice in the field. This may include classroom visits and other monitoring and training activity.

3. Planning and deciding on the offering of language courses for each term in consultation with the DUGS.
4. Knowing and implementing the best pedagogical practices.
5. Placing students in the appropriate levels of the language program.
6. Recruiting and retaining students

IV. Waiver

Any provision of these bylaws may be waived at any meeting of the Department for the duration of that meeting or part thereof by a quorum of the Department, as defined in section II.D. Voting shall be by secret ballot, in a signed envelope, in response to a written proposal to waive the provision indicating the duration of the proposed waiver.

V. Amendments

Amendments may be proposed by any voting member or group. Copies indicating the proposed change shall be distributed to all Department members, and the meeting where the changes are to be discussed will be announced at least two weeks in advance. To pass, an amendment must be approved by a quorum of the Department, as defined in section II.D.

Addendum

Committees

The Department shall have four standing committees.

1. Planning and Budget Committee

The Department shall have a Planning and Budget Committee (PBC). The PBC shall consist of all the voting members of the Department and two student representatives.

Every fall, the Chair shall present financial reports to the PBC. One will be a report from the previous fiscal year. Another report will be a financial plan for the current fiscal year. If necessary, the Chair shall request a second PBC meeting in the spring to update this plan.

2. Keiko I. McDonald Memorial Fund Committee

The committee shall consist of all the voting members of the Japan faculty in the Department.

The committee determines the disposition of the income generated by the endowment established in honor of Professor Keiko I. McDonald that is earmarked for students of Japanese. The committee makes a recommendation to the Department regarding the policies of administering this fund, the amount, and the frequency of award. The committee is also responsible for soliciting applications and selecting awardees.

3. Curriculum Committee

The Curriculum Committee oversees the curricula of the undergraduate and graduate programs, teaching assignments, changes in the course offering, and changes to the departmental major requirements and to other academic aspects of the curricula. The committee shall consist of all the voting members of the Department.

4. Diversity, Equity, and Inclusion Committee

The Diversity, Equity, and Inclusion Committee coordinates, enacts, and oversees Departmental DEI initiatives in all aspects of departmental life, including, but not limited to, matters relating to faculty hiring, graduate student admission, faculty mentoring and development, the curricula of the undergraduate and undergraduate programs. The committee shall consist of members from the TTS rank, appointment ranks, as well as undergraduate and graduate students.

Approval Procedure for New Courses

Purpose

This policy describes the process by which a Department faculty member may have a new course approved.

This policy does not apply to changes or proposals to meet the A&S's General Education Requirements, changes to minors and majors, proposing new minors and majors, and other substantive changes to the existing program. These proposals are still decided by the A&S Undergraduate Council, so any proposal pertaining to these areas must follow the existing procedure.

Resources

Having new courses approved does not mean that new resources will be allocated by the School of Arts and Sciences for offering these courses.

Proposal eligibility

Any faculty in the permanent faculty line can propose a new course.

Deadlines

New course proposals must be approved by the Department in time for the Department to list the course in appropriate places within the University system, thus the following submission deadlines should be observed.

October 1 for offerings in the following fall term
March 1 for offerings in the following spring term

Review and approval procedure

The proposing faculty member must furnish the Department the following items in electronic form, and present and defend the case orally in a Curriculum Committee meeting. The Curriculum Committee will then vote on the proposal.

I. Cover Sheet containing the following information:

- A. Proposed course name, proposed course number.
- B. Instructor's name.
- C. Rationale for new course, including the intended audience for the course (primarily freshmen and sophomores or juniors and seniors); how the course fits into departmental and A&S-UG curriculum and complements present departmental offerings; whether it is a required or elective course for majors or is for non-majors in a related area; General Education Requirement(s); service course for other programs; etc.
- D. General Education Requirement: If this proposal is being submitted for General

Education Requirement review, the proposing faculty must:

- identify the learning objectives directed towards the fulfilling of the GER for which approval is sought.
- Explain how these objectives are to be realized.

The proposing faculty must also provide any additional information about the content, goals, or methods of the course that may be relevant.

II. Course Description: The proposing faculty must attach a document containing the following information:

- A. Description of the general content, purposes, and methods of this course.
- B. Specific course prerequisites as well as other general expectations about students' preparation. For an upper-division course, provide an explanation if no prerequisites are required.
- C. If the course has recitation sections, include who will lead the recitation sections, maximum size of the sections, and method of evaluation.
- D. Indicate the expected enrollment of the course.
- E. List the term(s) in which this course will be regularly offered.
- F. Grade Option—Letter Grade (LG), Satisfactory/No Credit (S/NC), or Both LG and S/NC.
- G. Mode of delivery—face to face, online, or hybrid.

III. Sample Course Syllabus:

- A. Course number, course name, course objective, instructor's name, contact information, office hours.
- B. Organization of Course Content.
- C. Course Requirements:
 - 1. Required texts and other readings.
 - 2. Weekly assignments.
 - 3. Papers/projects (number, type, length, and deadlines).
 - 4. Exams (number, type, and dates).
 - 5. Approximate time spent outside of class.
- D. Grading Policy:
 - Relative weight of each requirement.
 - Policy on late work and make-ups.
 - Other.
- E. The most current statement from Disability Resources and Services.
- F. The most current statement regarding the University's Academic Integrity Policy on cheating/plagiarism.
- G. A statement regarding the email policy and a statement regarding Turnitin or other anti-plagiarism devices.