

DEPARTMENT OF HISPANIC STUDIES BY-LAWS

(Approved and Adopted January 13, 2011; last amended March 28, 2017)

I. Mission Statement

The Department of Hispanic Studies offers students and the community a broad range of courses and programs to develop language competence, a global perspective, and an understanding of the Spanish and Portuguese languages, literatures and cultures of the Hispanic and Lusophone worlds. The Department also houses the Interdisciplinary Linguistics Minor and collaborates with Latin American and Caribbean Studies and the International Studies undergraduate programs, and the M.Ed. Program at the College of Charleston. Specifically, the Department's mission is to:

- Ensure that students at the College of Charleston acquire sufficient knowledge of the language to build proficiency.
- Enhance the education of students who are not Spanish majors by providing them with language skills that complement their chosen major.
- Teach understanding and appreciation of Hispanic and Luso-Brazilian cultures, and provide knowledge about the literary and intellectual achievements of these worlds.
- Provide opportunities for study abroad in areas where Spanish and Portuguese are spoken.
- Play a leading role in the internationalization of the College of Charleston curriculum.
- Provide opportunities for students of Spanish to use their skills in the community in service learning and internship environments.
- Prepare majors and minors for success as professionals in career fields related to Spanish.
- Work with the School of Education to prepare Spanish language teachers both substantively and pedagogically for the South Carolina school system.
- Promote articulation between secondary schools and the College in the teaching of Spanish.
- Provide opportunities for continuing study of Spanish at the graduate level for language teachers and other professionals.
- Provide students with the opportunity to study the effects that language has in all disciplines and everyday situations through the Interdisciplinary Linguistics Minor Program.

- Provide students of LACS and LACS and European Studies concentration (within the International Studies program) an introduction to the region from an interdisciplinary perspective.

II. Personnel

A. Composition of the Faculty

1. Tenured/Tenure-Track Faculty: Faculty members occupying a permanent, state-supported line at the time of their appointment.
2. Senior Instructors: Non-tenurable instructional faculty members occupying a state-supported line who are granted renewable seven-year contracts after successful completion of probationary employment period.
3. Instructors: Non-tenurable instructional faculty members occupying a state-supported line. All appointments at this rank are for five years. In the sixth year, Instructors apply for promotion to Senior Instructor.
4. Visiting Faculty: Non-tenurable faculty members occupying a temporarily vacant state-supported line for a maximum of three consecutive academic years.
5. Adjunct Instructors: Non-tenurable faculty members who teach part- or full-time on a semester-by-semester contract. All appointments at this rank do not occupy a state-supported line.

Note: Roster Faculty includes Tenured/Tenure-Track Faculty, Senior Instructors, Instructors and Visiting Faculty.

B. Requirements and Responsibilities of the Faculty

Tenured/Tenure-Track Faculty should hold a terminal degree in Spanish or Portuguese, or related field of study, while Senior Instructors/Instructors should hold at least a Master's degree in Spanish or Portuguese, or related field of study. Adjunct Faculty should preferably hold a Master's degree with at least 18 hours of graduate work in Spanish or Portuguese. Personnel teaching abroad will meet the same criteria. The Chair, with the Dean's support, may petition for exceptions.

1. Roster Faculty are responsible to:
 - a. Attend workshops offered by the Basic Language Coordinator when there are major changes to the curriculum and when warranted.

- b. Plan and teach well-organized classes with clearly stated objectives to be outlined in course syllabi.
 - c. Implement Departmental policies on course content, grading, textbook usage, and teaching and testing practices in order to provide a consistent learning experience for students.
 - d. Assess student performance regularly with appropriate materials and tools and inform students of the methods employed in determining the final course grade.
 - e. Be accessible to students on a regular basis by maintaining one office hour per class and respond to students in a timely manner.
 - f. Advise students on programs, degree requirements, academic and support services and policies and regulations.¹
2. Adjunct Faculty agree to:
- a. Attend all workshops organized before and during the semester by the Coordinator of Basic Language Instruction.
 - b. Follow the guidelines provided by the Coordinator.
 - c. Plan and teach well-organized classes with clearly stated objectives to be outlined in course syllabi.
 - d. Implement Departmental policies on course content, grading, textbook usage, and teaching and testing practices in order to provide a consistent learning experience for students.
 - e. Assess student performance regularly with appropriate materials and tools and inform students of the methods employed in determining the final course grade.
 - f. Be accessible to students on a regular basis by maintaining one office hour per class and respond to students in a timely manner.
 - g. Inform students of programs, academic and support services, and policies and regulations.

¹ See the Faculty Administration Manual (FAM) for the College policies regarding the responsibilities of the instructional faculty.

h. Notify the Coordinator immediately of any problems or situations that impact the ability to deliver the curriculum.

3. Payment for extra course(s):

A. Tenured/Tenure-Track Faculty members are not paid for a 4th course but receive extra pay for a 5th course.

B. Senior Instructors and Instructors are paid for a 5th course.

4. Release time:

Roster Faculty may have release time for directing three Independent Studies, Internships, or Bachelor's Essays.

C. Chair

The procedures for selection and evaluation of the Chair and the responsibilities of the Chair are explained in the *Faculty Administration Manual* (FAM). While the FAM outlines that the main responsibility of the Chair is the teaching, research and service of his/her faculty, the Chair also has a broad range of responsibilities and functions that include but are not limited to:

- Provide Departmental leadership in the development of goals, objectives, curriculum and staffing.
- Evaluate annually each member of the Department's faculty and staff.
- Maintain personnel files.
- Conduct searches for new faculty.
- Manage the budget.
- Conduct regular Department meetings.
- Schedule courses.
- Monitor history of HISP course offerings, track all special topics courses and related subtitles to include Spanish 333, especially for the curricular needs of interdisciplinary programs.
- Advise faculty and students.
- Assign replacement faculty advisers for students whose academic advisers are on leave for the period in question.
- Recommend applications for professional travel and sabbatical leaves.
- Provide orientation to new faculty members.

- Supervise office administrative assistants.
- Hear informal faculty and student grievances.

The Chair conducts the business of the Department in full consultation with the Department members.

In addition to the responsibilities outlined in the FAM, the Chair also keeps appropriate records of Departmental minutes and Departmental decisions that alter the curriculum and/or the Departmental By-laws. At the end of each academic year, the Chair will compile an Annual Report, which will be made available to all members of the Department and pertinent offices at the College prior to the beginning of the following academic year.

D. Associate Chair

Following consultation with the Roster Faculty and subject to the approval by the Dean, the Associate Chair is appointed by the Chair. The Associate Chair must be a tenured faculty member of the department. The appointee's term is two years, with a 10-month renewable contract, and is accompanied by one course-release per semester and subject to staffing demands.

The primary responsibilities of the Associate Chair are to:

1. Assess all requests for transfer course-credit from institutions within the U.S.
2. Assist Chair with scheduling courses.
3. Assist Chair with advising faculty and students and handling related inquiries and concerns.
4. Stand in for Chair when Chair is absent during regular semester, and during the one-month period when the Chair is absent in the summer (negotiable with the Chair).
5. Coordinate the Major/Minor Fair, Accepted Students Day, and Open House presentations, and confirm schedule coverage of summer orientations.
6. Orient new faculty and assist Chair with assigning mentors for new faculty.
7. Assist Chair with curriculum proposal paperwork.

The Associate Chair may also be called to assist the Chair with other tasks as deemed appropriate.

E. Criteria and Procedures for Hiring

The Department will follow the guidelines and procedures established in the FAM and other pertinent documents when hiring its members.

A hiring committee composed of at least 2/3 Tenured Faculty is responsible for reviewing

applicants' files, including credentials and letters of recommendation, interviewing at the Modern Language Association Convention, and coordinating on-campus interviews. For the positions of tenure-track, the Basic Spanish Language Coordinator and Instructors, all HISP Roster Faculty, except Visiting, will vote to decide the candidate to be offered the position. Departmental faculty with voting privileges for new hires must meet with each candidate for a given position in order to vote. If a faculty member did not meet with each candidate, he or she will not be able to vote. The Chair in consultation with the Dean makes contractual decisions.

F. Mentorship Program

To assist a mentee with adjusting to his/her new position in the department, a mentor will provide guidance with departmental and college-wide policies and procedures; guidelines for tenure, promotion and/or continued employment; and any issues related to the department, college, etc.

When new faculty hires are confirmed, the Chair will call for HISP faculty volunteers to serve as mentors. For newly-hired tenure-track faculty, only tenured HISP faculty are eligible to serve as mentors: one mentor for each new faculty member. For visiting roster faculty: tenured and tenure-track faculty may serve as mentors. For instructors: tenured, tenure-track and senior instructors may serve as mentors. For adjunct faculty, any roster faculty member or another adjunct faculty member with at least two years of employment at the College of Charleston may serve as a mentor.

It is also understood that outside of the formal mentorship program, any faculty member in the department is welcome to advise a new hire as is necessary and appropriate. Also, and in addition to the aforementioned mentorship program, the chair's role in advising ALL new hires is considered indispensable.

G. Coordinator for Basic Spanish Language Instruction

The Coordinator for Basic Language Instruction oversees the lower level Spanish courses (SPAN 101-201, SPAN 190-200, and SPAN 202) and reports directly to the Chair. The Coordinator carries out the Chair's instructions and acts on his/her behalf in the activities that impact the quality of the program.

The responsibilities of the Basic Spanish Language Coordinator are to:

1. Oversee inventory of faculty's texts and supplemental materials, and act as a liaison with the College of Charleston Bookstore and University Books for placing student textbook orders and supplemental materials.
2. Serve as liaison between the Roster Faculty and the Adjunct Faculty.
3. Provide all Departmental Faculty with current policies and other appropriate documents regarding basic language instruction prior to the beginning of each semester or as

appropriate.

4. Advise Adjunct Faculty on absence procedures and class coverage in case of an emergency situation.
5. Provide to new faculty necessary orientation on teaching approaches, course requirements and responsibilities.
6. Coordinate syllabi and testing materials of basic language program, suggest changes when needed and keep files of sample syllabi and exams.
7. Carry out classroom observations on a regular basis (especially those of new Adjunct Faculty) and provide feedback in a follow-up conference.
8. Meet with Adjunct Faculty at least once per semester to discuss issues, problems and/or concerns related to the teaching of basic Spanish language courses. The Department Chair participates in this meeting.
9. Advise Adjunct Faculty on any problematic situations and consult with the Department Chair.

The Coordinator of Basic Language Instruction is selected by the Chair in consultation with the Roster Faculty with the exception of outside searches, which follow the rules for hiring. The Basic Language Coordinator will be released of one course in the fall semester and one in the spring subject to staffing demands.

H. Conversation Coordinators

The Spanish Conversation Coordinator is responsible for the one-credit Spanish conversation courses (SPAN101-C, SPAN 102-C, SPAN 190-C, SPAN 200-C, SPAN 201-C, SPAN 202-C and SPAN 275-C) and the Portuguese Conversation Coordinator is responsible for the one-credit Portuguese conversation courses (PORT 101-C, PORT 102-C, PORT 201-C, PORT 202-C, and PORT 291-C).

The responsibilities of the Conversation Coordinators are to:

1. Arrange for registration and advertise the courses in the regular three-credit SPAN 101, SPAN 102, SPAN 190, SPAN 200, SPAN 201, SPAN 202 and SPAN 275; or PORT 101, PORT 102, PORT 201, PORT 202 and PORT 291.
2. Prepare schedule of classes, determine meeting times, and obtain room assignments.
3. Hire qualified peer-teachers to lead the courses, except for 275-C which will be assigned to HISP faculty by the Department Chair.

4. Prepare peer-teachers' payroll and budget including entering and approving peer-teacher hours on the payroll system.
5. Train peer-teachers in an orientation workshop about effective teaching techniques and other workshops throughout the semester as needed.
6. Supervise peer-teachers including class observations and follow-up feedback.
7. Grade student performance and prepare grade reports.
8. Propose updates to the curricula as needed.
9. Submit an annual report including budgetary and enrollment data.

The Spanish Conversation Coordinator is selected by the Chair in consultation with the Roster Faculty. The term of this appointment is two years, renewable. The Spanish Conversation Coordinator will be released of one course per semester subject to staffing demands.

III. General Considerations

A. Meetings

1. Roster Faculty will meet at least twice per semester and at a day and time announced prior to the start of the semester in question. The time and place of these meetings, as well as the tentative agenda, will be determined and announced by the Chair of the Department at least one week prior to the meeting. Roster Faculty may submit additional items for the agenda. Arrangements will be made as are logistically feasible for those faculty wishing to participate but who are physically removed from the designated meeting place.
2. The Chair of the Department will preside over the meeting.
3. A simple majority of the Roster Faculty will constitute a quorum at all meetings.
4. Tenured/Tenure-Track Faculty, Senior Instructors and Instructors present at the meetings have voting privileges. However, only Tenured/Tenure-Track Faculty has the right to vote on curriculum at the 300-level and above. Senior Instructors and Instructors may vote on issues related to courses they have taught. The Chair is a voting member. No votes are accepted in absentia.
5. Minutes of the Departmental meetings will be kept by a secretary *pro-tempore* to be assigned in alphabetical order. The minutes will be written in English and circulated via email for review no later than two weeks after said meeting. The minutes will be submitted electronically as a part of the permanent records of the Department of Hispanic Studies.

6. Non-Roster (Adjunct) Faculty will meet periodically with the Chair of the Department and/or the Basic Language Coordinator throughout the academic year as needed, including pre-service workshops.

B. Departmental Duties

1. The Department of Hispanic Studies has the following standing duties: Basic Spanish Language Program Steering Committee, Study Abroad, Student Awards, Spanish Club, Latino Club, Portuguese Club, Linguistics Club, *Casa Hispana*, Sigma Delta Pi Honor Society, Library, Conversation Tables (Tertulia, Bate-Papo), *HispaNews*, *Hispanic Studies Review* and Departmental Representative to the Faculty Senate.
2. Prior to the final meeting of the spring semester, nominations for standing committees will be arranged via email. At the final meeting of the spring semester, the faculty with voting privileges will vote on these committee appointments. The term of service will be one academic year for such appointments. For those duties that do not require specific discipline expertise, all Roster Faculty are expected to serve on a rotation.
3. Departmental duties are as follows:
 - a. Basic Spanish Language Program Steering Committee: Responsible for reviewing assessment and minor curriculum changes related to course content and policies of the Basic Spanish Language Program. Comprised of the Department Chair, the Basic Spanish Language Program Coordinator, one adjunct faculty, one instructor and one tenured/tenure-track faculty member in Hispanic Studies.
 - b. Portuguese Program Steering Committee: Responsible for assisting the Portuguese program with curricular development, event programming and developing strategic plans. Comprised of the Department Chair, the Associate Chair, one roster faculty member of Portuguese and one other faculty member in Hispanic Studies.
 - c. Study Abroad: Responsible for advising students regarding study abroad programs and analyzing course syllabi to evaluate transfer credit from the study abroad program to the College of Charleston.
 - d. Student Awards: Responsible for the process of nominating student candidates for Department, School and/or College awards.
 - e. Clubs: Responsible for advising and supervising students in the various clubs and organizing activities to promote the corresponding missions.
 - f. *Casa Hispana*: Responsible for recruitment and selection of student residents for 8

Bull Street and for supervision and organization of cultural events hosted on-site.

- g. Sigma Delta Pi Honor Society: Responsible for screening candidates eligible to be initiated, organizing the induction ceremony and supervising the activities that reflect the organization's mission.
 - h. Library: Responsible for administering the Department's library budget and coordinating faculty members' requests for library acquisitions.
 - i. Conversation Tables: Responsible for organizing the activities for the Department, College and community.
 - j. *HispaNews*: Responsible for compiling information pertaining to activities performed by Departmental Faculty and students over the year as well as drafting, editing and publishing the newsletter.
 - k. *Hispanic Studies Review (HSR)*: Responsible for managing and executing activities related to the publication of this refereed academic journal. See "*HSR Constitution*."
4. The Department of Hispanic Studies may also elect faculty to organize extracurricular activities as needed.

C. Statement on Curriculum

No individual member of the Department, including the Chair, can amend, alter, delete, or add to the curriculum without the support and/or vote of the Department. Subtitles and descriptions for varying topics courses (333, 366, 367, 390, 490, 491, 492, 493, 494) will be approved by the HISP Tenured/Tenure-Track Faculty.

D. Course Descriptions

A current list of all requirements for the major and minor in Spanish as well as other related Departmental offerings will be published each academic year on the Departmental webpage and in the catalog.

E. Policies for Basic Language Courses (SPAN 101, SPAN 102, SPAN 190, SPAN 200, SPAN 201, and SPAN 202; and PORT 101, 102, 201, 202, and 291):

1. All courses will be taught in the target language (i.e. Spanish or Portuguese).
2. For the adoption of a new text, the Chair in consultation with the Basic Spanish Language Coordinator will appoint a committee comprising two Adjuncts, two Instructors (if willing and available) and two Tenured/Tenure-Track Faculty members who have taught basic language courses in the past two years. The Basic Spanish Language Coordinator

serves as committee chair. The committee votes anonymously on the text adoption. The committee will decide how many pilot classes to offer with the adopted text in question. Following the conclusion of the pilot class/es, all of those involved in selecting and piloting of the materials will assess the outcome.

If in the final stage of the selection, two textbooks stand out for possible adoption without a clear winner, the Committee reserves the option to involve more stakeholders in the process by:

- a) making the two selections available to all roster faculty for a period of at least two weeks, and holding a vote to determine the finalist at a departmental meeting; and
- b) seeking input from adjuncts who have taught the course(s) in the last two years by requesting their perceptions of the strengths and weaknesses of the textbooks. A report on the adjuncts' input will be presented at that same departmental meeting.

Copies of the two textbooks and their online components will be made available at a location or locations that facilitate(s) their consultation by these additional stakeholders.

F. Policies on Placement

Course placement in the Department of Hispanic Studies is designed to ensure that all students begin at an appropriate level.

1. Placement guidelines for Spanish are found at the following webpage:
<http://spanish.cofc.edu/undergrad-progs/placement-guidelines.php>
2. Portuguese students are placed according to an oral interview and a written exam.
3. Students who do not wish to continue with the study of the language must demonstrate the equivalent of post 202-level competency via a departmental exam.
4. In the first two weeks of the semester, instructional staff will closely monitor placed students and consult with the Chair when adjustments are necessary.

G. Outcomes Assessment

In consultation with the Dean's Office of LCWA, the Chair will coordinate the College of Charleston's prescribed plan for assessment with all the department's language programs as necessary.

H. Study Abroad Programs

1. Chair will call for volunteers to direct study abroad programs and ensure fair opportunities for everyone. College of Charleston study abroad programs organized by other Departments awarding Spanish (SPAN) credits without any Departmental member directing or co-directing should be monitored and approved by the Chair in consultation with the Roster Faculty.
2. Any Roster Faculty interested in directing a new study abroad program will present a proposal to the Chair of the Department.
3. Students applying to participate in a study abroad program sponsored by the Department of Hispanic Studies will submit two letters of recommendation to the director/s of the program from Instructors of Spanish and must have a minimum grade of "C" in all Spanish courses taken in order to be accepted in the program.

I. Maymester/ Summer School

Each fall, the Chair will poll all HISP Faculty to determine which members are interested in teaching during the following summer. Maymester/Summer School teaching assignments will be made according to rank and seniority of interested faculty. No more than two courses will be assigned to a single faculty member under normal circumstances. No faculty member is required to teach during Maymester/Summer School. Assigned faculty are responsible for their course syllabi, including basic language courses. The Basic Language Coordinator will order course materials for the basic language courses offered.

J. Directed Reading, Independent Studies, Internships and Bachelor's Essays

1. Directed Readings, Independent Studies, Internships and Bachelor's Essays will be taught by a Roster Faculty member only if he/she is willing and available to do so. Junior faculty will not be expected to assume these duties.
2. Directed Readings and Independent Studies may be offered provided the student lacks the appropriate number of credits for graduation through no fault of his/her own.
3. The student must submit a written proposal describing the project, signed by the faculty member, to the Chair of the Department. Once the project is approved, a proposal outlining the course requirements will be submitted by the faculty member to the Department Chair, and the student will sign a permission form.
4. No independent studies will be granted during the summer. Case-by-case exceptions might be granted for study abroad programs.
5. Given the size of the Portuguese program, additional exceptions may be made.

K. SNAP Courses

SNAP courses (SPAN 101, SPAN 102, SPAN 201, and SPAN 202) will be opened only to students approved for language alternatives and will have a maximum of twelve students per section.

L. Assignment of Advisors and Update on Spanish Majors and Minors

Only Roster Faculty will be assigned advisees majoring or minoring in Spanish. Students should be assigned to faculty on a rotational basis. A Departmental Administrative Assistant, in consultation with the Chair, shall keep an accurate record of all Spanish majors and minors, promptly assign an advisor to newly declared majors and minors and inform the advisor of the addition of new advisees.

M. Office Assignments and Reassignments

Office assignments and reassignments among permanent roster faculty are based upon years of service, academic rank, and years in academic rank as assessed by the Department Chair following a call of interest issued to all departmental Roster Faculty. The only exception regarding academic rank applies to Senior Instructors, who will have priority over Assistant Professors. Because Senior Instructors are permanent roster faculty who have been promoted to their rank from Instructor through a successful review, they will have priority over Assistant Professors. Faculty within the same academic rank are given priority based upon years of service in that rank; e.g., of two Associate Professors vying for a desired office space, the one with more years of service in that rank will be given priority.

If additional office space is allocated to the department, the same policy applies following an official call of interest issued by the Department Chair to all HISP Roster Faculty. If all criteria are equal among candidates, lots will be drawn to break the tie. The Department Chair will conduct these departmental office assignment processes, with the exception of his/her own office assignment/reassignment:

The office assignment of the Department Chair should be determined in consultation with the school's Dean, who is responsible for conducting the Department Chair appointment process. If a candidate within the department is appointed Chair, the appointee and outgoing Chair will simply trade office spaces, assuming the outgoing Chair's office space is deemed appropriate as confirmed via the aforementioned consultation with the school's Dean.

In the case of an external Chair appointment, and in consultation with the school's Dean as mentioned previously, the assignment of an appropriate office will be made for the incoming Chair. An office space assignment for the outgoing Chair will be done in consultation with the Dean of the school while ensuring that existing assignments of Roster Faculty are respected and

considering the aforementioned criteria for assigning and reassigning office space to HISP Roster Faculty.

For Adjunct and Visiting faculty, and in light of office space limitations at the College of Charleston, office assignments will be done at the discretion of the Department Chair while considering carefully the need for comfortable and adequate working spaces and occupant compatibility.

IV. Procedure for Adoption and Change of Departmental By-laws

At any time during the academic year, any Roster Faculty, may place a written motion on the agenda of any regular meeting to amend the By-laws of the Department of Hispanic Studies. All proposed changes must be in compliance with the FAM. The motion for amendment will be distributed to the Roster Faculty at least two weeks prior to the meeting at which the motion will be discussed. A vote on the amendments will be taken at the meeting. Adoption of the proposed changes will require two-thirds majority of votes, provided a quorum is present.