

**DEPARTMENT OF  
INDO-PACIFIC LANGUAGES AND LITERATURES**

Organization and Regulations (Draft 2014)

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## I. GENERAL MATTERS

### A. Language Sections

For the purpose of committee representation, the Department shall consist of three sections: Philippine, Pacific, and Asian.

### B. Departmental Meetings

1. Frequency - A minimum of one General Departmental Meeting shall be held each semester. Faculty shall reserve Thursdays from 1:30 to 2:30 for General Departmental and other Committee meetings. Special Departmental meetings may be convened by request of the Chairperson or at least one third of the position count holders in the Department.
2. Eligibility to attend-
  - a. Faculty - All Faculty professionally associated with the Department shall be eligible to attend all General Departmental meetings.
  - b. Staff - The Department secretary(s) and APT(s) shall be eligible to attend all Departmental meetings.
  - c. Other - Anyone professionally associated with the Department, including students, shall be eligible to attend any General Departmental meeting, upon request, for the purpose of expressing opinions during an initial period reserved especially for such activity.
3. Quorum - A quorum shall be 1/3 of those eligible to vote.
4. Secretary - The duties of secretary to the meeting shall be rotated automatically among all position count holders in alphabetical order, each serving as secretary at one meeting. Minutes shall be distributed to all members of the faculty. One copy shall be kept on file in the Department office.
5. Governing Regulations - On all parliamentary and procedural matters not specified herein, Robert's Rules of Order shall apply.

### C. Voting and Committee Membership Eligibility -

1. General Departmental meetings - All bargaining unit Faculty Members are entitled to vote at all General Departmental meetings.
2. Standing Committees
  - a. Faculty holding the rank of I2 and above and employed for one-half time or more shall be eligible to serve as members of the

Program and Academic Affairs Committees. Only tenured faculty shall be eligible to serve on the Personnel Committee. Faculty elected to Departmental Committees shall be obligated to serve unless they can show good reason why they should not. All bargaining unit Faculty Members shall be eligible to vote for members of the Personnel, Program, and Academic Affairs Committees.

- b. Elections for faculty members of the Personnel, Program, and Academic Affairs Committees shall be held by secret ballot during the last three weeks of Spring term, with the newly elected Committees serving from July 1 to June 30.
- c. Personnel Committee - Representatives shall be elected at large by all department faculty members eligible to vote. The highest vote getters shall serve as regular members of the Committee, with the next highest serving as first and second alternate members (see also section III.A). The Personnel Committee shall preside over all cases of new hire, contract renewal, promotion, and tenure. Only tenure-track Faculty Members may participate in the establishment of Personnel Committee policies and procedures and discussions of personnel actions.
- d. Program Committee - Each section shall elect its own representative(s) to the committee. One additional member shall be elected at-large by all faculty members eligible to vote. The highest vote getters in each section shall serve as regular members of the Committee, with the next highest serving as first and second alternate members. In the event a faculty member is unable to serve, following election to the Program Committee, a replacement shall be elected by the section affected from among its remaining members. If there are no eligible faculty members within a section, a representative shall be elected at large from within the department (see also section III.B).
- e. Members of the Academic Affairs Committee shall be elected at large by all eligible Department faculty members. In the event a faculty member is unable to serve, following election to the Academic Affairs Committee, a new election shall be held to fill

the vacancy from among the remaining eligible Department members (see also section III.D).

- f. No person shall serve on more than two elective standing Committees during the same academic year. In the event that a member is elected to all three Committees, that member shall serve on the Personnel and Program Committees and the next highest vote getter who has not been elected to both the Personnel and Program Committees shall serve on the Academic Affairs Committee.
- g. A Department member who is, for any reason, absent from the University shall have the right to appoint another Department member to vote his/her proxy in all matters on which he/she would have the right to vote if personally present. Direct absentee ballots will not be accepted.

- 3. Attendance at Committee Meetings - Everyone professionally associated with the Department shall be eligible to attend any Departmental Committee meeting, upon request, for the sole purpose of expressing opinions during an initial period of that meeting reserved especially for such activity.

D. Language Co-ordinators

- 1. Any language offered by the Department shall have a Language Unit Co-ordinator (LUC).
- 2. The LUC shall be chosen from all faculty members who hold a position count in that language (1.00 FTE) by a plurality of all faculty members currently teaching that language (lecturer through full professor ranks). In the event that a Language Unit has only one faculty member, that member shall serve as LUC. In the event that a Language Unit has no FTE 1.00 position count, the extant faculty of that Unit shall elect a LUC from among its members.  
A LUC responsible for administering 10 or more classes shall be eligible for a course load reduction pending the Dean's approval and the availability of funds.
- 4. Duties of the LUC
  - a. To handle Unit correspondence and inquiries.

- b. To coordinate the assignment of teaching loads and courses (including summer session) in consultation with the Department Chairperson and Unit faculty with priority given to Unit 1.00 FTE faculty. The LUC shall survey unit faculty for their timetable and teaching preferences before making course assignments. Such assignments shall be submitted to the Program Committee for final review.
- c. To offer recommendations to the Personnel Committee on candidates for faculty positions, contract renewals, and tenure and promotion. Recommendations may be made in consultation with other Unit faculty. Job advertisements shall be written by the LUC in consultation with the Department Chairperson, and will be subject to final review by the Personnel Committee. (See also III.A.6.)
- d. To be responsible for testing, grading, and evaluation policies for the Language Unit in consultation with all Unit faculty. This includes placement testing and summative and formative program assessment.
- e. To coordinate text and curriculum selection, lab scheduling, native informant scheduling, and the assignment of equipment and office space designated for the language Unit as a whole in consultation with the chair and the Unit faculty.
- f. To be responsible for the scheduling and administration of placement and proficiency exams, and to provide for walk-in academic advising during registration periods and during the semester.
- g. To assist new Unit faculty in receiving pre-service orientation prior to classes and continued in-service training as required during the academic year. LUC are encouraged to work cooperatively with other department LUC and various University resources (such as NFLRC and the Office for Teaching Excellence) to achieve these ends.
- h. To coordinate, in consultation with Unit faculty, the review of existing Unit curricula and academic requirements as well the development of new curricula and academic requirements.
- i. To provide the community with information concerning the language(s) and culture(s) of the Unit as required.
- j. To be responsible for facilitating mediation between and among Unit faculty and students in matters relating to curriculum and classroom instruction.

- k. To coordinate the assignment of Unit faculty to provide advice and assistance to Student Organizations affiliated with the language(s) and culture(s) of the Unit.

E. Faculty on Leave of Absence

1. Members of the faculty who are on leave of absence shall retain all rights of attendance and of voting, if personally present, to which they are entitled when serving actively in the Department, except that they shall not, in the year during which they are on leave, be eligible to serve on the Personnel, Program, or Academic Affairs Committees, nor to hold any administrative position within the Department, such as Chairperson or Language Unit Co-ordinator. Faculty on leave who cannot be personally present at the University shall have the right to appoint a proxy, as set forth in Section I.C.2.g.
2. Those who plan to be on leave during an academic year will not be eligible for election to standing committees or administrative posts functioning during that year. Those on leave of absence, but returning, shall be included among the candidates for the following year's standing committees and/or administrative posts.
3. Summer absence shall not be deemed leave of absence for purposes of this section.

## II. DEPARTMENT CHAIRPERSON

### A. Responsibilities

1. To represent the Department in all contacts with the University administration and outside agencies. The Chairperson shall, after proper consultation with standing Committees and/or Department members with a particular interest in a specific matter, represent the Department before University committees (including the college or division) and the Manoa and system offices, prepare such reports as are required by the University administration, answer outside correspondence requiring an official Department response, appear before State and Federal government legislative committees, and take responsibility for any other outside contacts affecting the welfare of the Department as a whole.
2. To serve as academic leader of the department and set goals and priorities in line with the departments long and short term strategy in consultation with the Program Committee.
3. To implement Department and Committee recommendations. It shall be the Chairperson's responsibility to take appropriate action where necessary to implement recommendations made by the standing committees or by the Department as a whole.
4. To ensure that program reviews are completed in a timely manner.
5. To prepare the Department budget request, in whatever form, and determine the allocation thereof, in consultation with the Program Committee.
6. To provide effective supervision of support staff, as appropriate.
7. To assist students, faculty, and staff with course registration, tracking of course enrollment, and determination of appropriate number of sections offered.
8. To supervise Department faculty workload and productivity and manage and allocate departmental resources.
9. To implement University rules on overloads, additional, and outside compensation.
10. To complete an independent assessment on tenure and promotion applications, contract renewal decisions, and evaluations of lecturers. The chair shall transmit copies of assignments for contract renewal to the faculty member in person before they are forwarded to the Dean.
11. To ensure that continuing evaluation of all faculty is conducted effectively.

12. To provide for new faculty orientation.
13. To mentor faculty regarding their roles and responsibilities in teaching, scholarship, and service.
14. To advise faculty regarding professional development.
15. To foster improvement of instruction and encouragement of scholarly activities.
16. To chair Department meetings.
17. To appoint ad hoc committees, except when decided otherwise by a majority of the Department faculty.
18. To resolve all questions which arise for which either no specific Department instrumentality has responsibility, or for which such an instrumentality is temporarily non-functional, after consultation with those Department members most closely involved in the matter. In the event that no Department instrumentality exists to resolve a specific problem, the Chairperson shall be specifically empowered to do so for the Department. If a committee assigned the responsibility for a particular matter cannot form a quorum in time to resolve it, the Chairperson shall make the necessary decision after consultation with all available committee members.

B. Workload Reduction

In recognition of the fact that the duties and responsibilities of the Chairperson require extensive time and effort, and in order to allow the Chairperson sufficient freedom to devote himself to these duties, he/she shall automatically be granted a reduction of teaching workload.

C. Acting Chairperson

In the event the Department Chairperson is to be absent he/she shall appoint an Acting Chairperson to perform his/her duties during the period of his/her absence. The position of Acting Chairperson shall carry all the authority and responsibilities associated with that of Department Chairperson.

D. Recommendation for Chairperson

The determination of the Department's recommendation for Chairperson to the Dean shall be based on a secret vote of all bargaining unit Faculty Members in the Department. The Department Secretary shall provide a ranked vote tally to the Dean.

### III. STANDING COMMITTEES

#### A. Personnel Committee (see also sec. I.C.2.)

1. Membership - The Personnel Committee shall consist of five members elected at large from all eligible tenured department faculty.  
The Chairperson of the Department shall be an *ex officio* member, but without the right of participation in the deliberation and preparation of the Committee's recommendations over individual Tenure and Promotions applications. The Committee Chairperson shall be elected from among the five regular members. A quorum shall be three of the five full voting members.
2. Voting - Full voting rights shall be reserved to the five regular members, including the Committee Chairperson. The Department Chairperson serves without vote. Only Committee members of equal or higher rank to the applicant shall vote on applications for promotion. Members of the Committee whose cases, or whose spouses' cases, are under general discussion, shall absent themselves from the discussion and voting. For replacement of the absent member, see 3 below.
3. Absences - In the event of the absence of a regular Committee member from a meeting an alternate will serve in his/her place (See section I.C.2.c.). In the event that personnel action is required during the summer and a full committee is not able to convene, the department chair shall constitute a *pro temp* committee from all eligible faculty.
4. Responsibilities
  - a. Discussing and recommending (to the chair) contract renewal in consultation with relevant LUCs.
  - b. Recommending (to the chair) decisions on tenure and promotion in consultation with relevant LUCs.
  - c. Recommending (to the chair) recruitment of personnel in consultation with the Department as a whole and relevant LUCs.
  - d. Recommending (to the chair) the hiring of personnel and rank of Department personnel. (See also III.A.6)
  - e. Recommending (to the chair) leaves of absence.
5. Criteria for decision-making - It is expected that members will exercise judgment on professional objective grounds such as academic qualifications, scholarship, teaching ability, professional standing,

research, writing, publications and presentation of papers, and community service in order that their recommendations not be regarded as based on subjective or extra-academic criteria such as hearsay or rumor.

6. Procedures

- a. For new hires, the DPC shall insure that the search process is in compliance with federal, state, university, and departmental regulations, procedures, and guidelines. For each new hire at the I-2 rank and above an Ad Hoc Selection Committee will be appointed by the Department Chair and the Language Unit Coordinator (LUC) for the language of that hire. If there is no LUC for the language of that hire, the Chairperson of the DPC shall act in his/her place. At least one of the Committee's members shall be at a rank equal to or higher than the new or temporary appointment being considered. The Selection Committee will make its recommendations directly to the DPC. For new or temporary appointments at the rank of lecturer the LUC may make recommendations directly to the DPC.
- b. At the opening of the Fall term the Committee shall be informed (by the chair) which members of the Department will be submitting applications for tenure, promotion, contract renewal, or sabbatical leave. If a member is eligible for tenure, the Personnel Committee shall consider the case, following appropriate university guidelines and the Department's Guidelines for Tenure and Promotion and Contract Renewal Application.
- c. The Committee Chairperson shall advise all candidates who are applying for promotion and/or tenure to:
  - 1) complete the necessary forms
  - 2) consult with the Department Chairperson to secure external confidential letters of support in accordance with University and Departmental procedures and guidelines
  - 3) ascertain that class evaluations are in his/her file
  - 4) submit published materials, copies of prepared class materials, etc., for assessment
  - 5) provide the Committee with the names of Faculty Members that the Candidate may exclude from participation, where the Candidate believes that a conflict exists that would

prevent the Faculty Member's fair evaluation of a Tenure or Promotion application.

- d. The Committee Chairperson (in accordance with existing University and Departmental guidelines) may circulate a list of tenure and promotion actions before the Committee to all members of the Department including the appropriate LUC, who may then submit their own unsolicited opinions on these actions. The Committee may solicit additional letters of opinion to assist in the assessment of the application. Solicited or unsolicited non-confidential letters shall be shown to the applicant.
- e. The Committee Chairperson shall collect and submit the complete dossiers to the Personnel Committee for their detailed consideration at least two weeks before action is to be taken.
- f. All persons whose cases are under consideration shall be advised of their right to appear before the Committee on their own behalf. If a person is requested by the Committee to appear for testimony, he/she shall be advised of the questions which the Committee needs answered.
- g. Following discussion of a case, the Personnel Committee shall record its recommendation by secret ballot of the members.
- h. Following the final recommendation of the Committee on a contract renewal, tenure, or promotion case, the Committee shall prepare a letter of recommendation to higher review authorities, reporting both the substance of the Committee's deliberations and its vote on the case. This letter shall be shown to the candidate.
- i. Minutes shall be kept of all Personnel Committee meetings containing the substance of all discussions and motions, and recording all votes, but no attribution shall be made therein of particular comments to individual Committee members.
- j. A file of all Personnel Committee actions shall be kept. This file will be kept in the possession of the Personnel Committee Chairperson (except that actions concerning the Chairperson will be held by the Department Chairperson) and will be available to all Committee members during the period of the Committee's tenure. At the end of that period, the Committee and Department

Chairperson will collate their materials to form two files of the Committee's actions:

- i) A file containing all Committee minutes dealing with any individual personnel case as well as all other materials, including dossiers and letters of recommendation, relevant to such cases. This file will be sealed and kept in the Department office. It shall be reopened in the event of a formal challenge to the actions of the Personnel Committee, and, in the event of a formal challenge, the opening shall take place in the presence of the currently acting Department and Personnel Committee chairpersons.
- ii) A file of all other Personnel Committee actions. This file will be kept in the Department office and will be available to all Department members.

B. Program Committee (see also sec I.C.2.)

1. Membership - The Program Committee shall consist of five members as follows:

- a. one representative of the Asia section
- b. one representative of the Pacific section
- c. two representatives of the Philippine section (one each from the Tagalog and Ilokano Programs), and
- d. one at large member

The Chairperson of the Department shall be an *ex officio* member, but without the right of participation in the preparation of the Committee's recommendations. The Committee Chairperson shall be elected from among the five regular members. A quorum shall be three of the five members.

The Committee Chairperson shall be elected from among the members at the first meeting of the Committee; the Department Chairperson shall not be eligible to be Committee Chairperson.

2. Voting - Full voting rights shall be reserved to the five regular members, including the Committee Chairperson. The Department Chairperson serves without vote. For replacement of an absent member, see 3 below.
3. Absences - In the event of the absence of a regular Committee member from a meeting an alternate will serve in his/her place (See section I.C.2.).

In the event that program action is required during the summer and a full committee is not able to convene, the department chair shall constitute a *pro temp* committee from all eligible faculty.

4. Duties and responsibilities - The Program Committee shall, in consultation with all interested members of the Department:
  - a. formulate, in consultation with the appropriate LUCs and the Department Chairperson, long term plans for the academic development of the Department and submit these to the Department as a whole for approval.
  - b. coordinate the development of undergraduate programs in consultation with the appropriate LUCs and the Department Chairperson, and work with the members of the graduate faculty in developing graduate programs. Any programs formulated shall be submitted to the Department as a whole for approval.
  - c. in consultation with the relevant faculty, recommend to the Department Chairperson proposals from members of the Department for the introduction of new courses in the languages already taught in the Department.
  - d. in consultation with the relevant LUCs, recommend to the Department Chairperson proposals from members of the Department for the introduction of courses in additional languages.
  - e. consider and recommend to the Department Chairperson the allocation of position counts among the various languages taught in the Department.
  - f. to advise the department chair on matters concerning faculty workload and productivity and departmental resources.

D. Academic Affairs Committee (see also sec. I.C.2.)

1. Membership - The Academic Affairs Committee shall be comprised of two faculty members. A quorum for the Committee shall be two members.
2. Duties and responsibilities
  - a. To represent the Department in matters pertaining to the University library.
  - b. To establish and maintain a Department library.
  - c. To develop and implement an orientation program for new faculty in co-ordination with the appropriate LUCs.
  - d. To develop publicity for the Department.
  - e. To establish and supervise a Departmental faculty/student seminar.
  - f. To facilitate social and academic interaction among Department faculty, staff, and students.

IV. AD HOC COMMITTEES

- A. Ad hoc committees shall be created, as the need arises, to handle specific matters lying outside the responsibility of existing Department instrumentalities.
- B. Faculty holding the rank of I2 and above and lecturers with at least five years of continuous employment in the department and teaching a minimum of 7 credits shall be entitled to serve, with full voting privileges, on all ad hoc committees.
- C. Members of ad hoc committees shall be appointed by the Department Chairperson, except when decided otherwise by a majority of the Department.

V. AMENDMENTS

Amendments to the Departmental Organization and Regulations may be proposed by any member of the Department for consideration at any departmental meeting. All amendments shall be circulated in writing prior to said meeting, and passage of such amendments shall be by a majority vote of those Department members entitled to vote for standing committees.

(Not yet Approved by Department)