

(Amended January 2011)

DEPARTMENT OF SPANISH, ITALIAN & PORTUGUESE

BYLAWS

PREAMBLE

The Department of Spanish, Italian and Portuguese is an academic and administrative unit of the College of Liberal Arts and Sciences, University of Illinois at Urbana-Champaign, dedicated to instruction, research and public service in Hispanic, Italian, Luso-Brazilian, Catalan and Basque Studies. These Bylaws are subject to the Statutes of the University of Illinois and the Bylaws of the College of Liberal Arts and Sciences.

I. MEMBERSHIP

A. The departmental faculty consists of those holding academic appointments of .50 FTE or greater in the Department exclusive of employed UIUC students and semester hires.

B. Voting privileges are extended to the “tenure-track faculty:” those faculty members on tenure track with the rank of Professor, Associate Professor, and Assistant Professor and those holding “pending tenure-track positions” (i.e., those with contractual commitments to tenure-track positions). Voting privileges are also extended to non-tenure-track faculty with the rank of Professor, Associate Professor, and Assistant Professor. “Visiting” faculty do not have individual voting privileges unless theirs is a pending tenure-track position. Faculty who are on unpaid leave and those who are *emeriti* may have voice but no vote in faculty meetings.

C. Faculty other than those enfranchised in B. above may elect one representative from their number to attend all faculty meetings not held in executive sessions—i.e., those whose agenda does not include faculty or student personnel matters or the review of examinations. At the meetings that she or he attends, the elected representative will have voice and vote. Other faculty in the category referred to by this article may attend faculty meetings’ they have voice and participate in the vote through their elected representative.

D. also, as regard faculty meetings, the departmental graduate students may elect one representative from their number to attend all faculty meetings not held in executive session. At such meetings, the graduate student representative will have voice and vote.

Student members on standing and *ad hoc* committees may attend meetings of the faculty held to discuss reports of these committees. At such meetings, the graduate student representative will have voice but no vote.

II. OFFICERS

A. *The Head of the Department*

The Department of Spanish, Italian, and Portuguese is administered by a Head as chief executive officer (appointed by the University Board of Trustees after consultation with the Dean of the College and the tenure-track faculty) whose duties and responsibilities are those defined by the Statutes of the University of Illinois. The Head governs the department in consultation with the Advisory Committee, Standing Committees and the members of the department generally. In the event of leave or incapacity of the Head, an Acting Head is normally appointed by the Dean of the College of LAS after consultation with the tenure-track faculty.

B. *The Associate Head of the Department*

The Head of the Department, after consulting with the Advisory Committee and the tenure-track faculty, may appoint one or two faculty members with the title Associate Head who will assume the responsibilities assigned to them by the Head; such duties should not include matters relating to Faculty salary, sabbatical leave and confidential personnel matters. Such appointments will be for two years only but may be renewed after consultation with the Advisory Committee and the tenure-track faculty. The Associate Head is not eligible for election to the Advisory Committee. At the discretion of the Head and the Advisory Committee, she/he may attend its meetings but has no vote.

C. *Director of Graduate Studies*

After consultation with the Advisory Committee and tenure-track faculty, the Head appoints a Director of Graduate Studies charged with the general administration of matters having to do with students in departmental graduate programs, including admission, review and retention of graduate students. The Director of Graduate Studies chairs the Committee on Graduate Recruitment and Admissions and is an *ex-officio* member of the Curriculum Committee and of the Graduate Progress and Awards Committee.

D. *Advisors to Graduate Students*

After consultation with the Advisory Committee and the tenure-track faculty, the Head appoints Graduate Advisors, in Hispanic, Italian, and Portuguese Literature and Linguistics. Graduate Advisors will advise incoming students on such matters as course selection and planning. They will also aid students in their eventual selection of an advisor who best complements their specialized, academic interests and needs.

E. *Directors of Undergraduate Major and Minor Curricula*

The Head appoints three separate Directors of Undergraduate Curricula, for Spanish, Italian and Portuguese, who are charged with the general administration of matters having to do with the majors and minors in the various undergraduate curricula. Undergraduate directors are *ex-officio* members of the undergraduate Financial Awards Committee, the Curriculum Committees, and as well as their respective Study Abroad committees.

F. *Undergraduate Advisor in Spanish*

In consultation with the Advisory Committee and the Director of Undergraduate Majors (& minors) in Spanish, the Head appoints an Undergraduate Advisor in Spanish, who is charged with the advising of Spanish majors and minors in the B. A. and B. A. T. curricula, as well as with the periodic advising of those undergraduates who choose to study abroad in a Spanish-speaking country. The Undergraduate Advisor need not be a voting member of the faculty.

G. *Directors of Basic Language Instruction*

The Head appoints three separate Directors of Basic Language Instruction in Spanish, Italian and Portuguese who are charged to perform assigned duties and the supervision of Teaching Assistants in their respective programs, and who are *ex-officio* members of the Committees on Graduate and Undergraduate Financial Awards.

All incoming teaching assistants are trained by the faculty member assigned to teach SPANISH, ITALIAN & PORTUGUESE Proseminar in Foreign Language Teaching.

H. *Supervisors of Intermediate-level Spanish Courses*

After consultation with the Advisory Committee and the tenure-track faculty, the Head appoints supervisors for Intermediate-level Spanish Courses and charges them to perform assigned duties and to supervise those intermediate-level courses staffed by graduate students.

I. *Undergraduate Honors Advisors*

The Head appoints three separate undergraduate honors advisors for Spanish, Italian and Portuguese. The advisors are charged with performing duties related to undergraduate honors agreements, graduation with departmental distinction, senior honors theses and honors curricula.

J. *Parliamentarian*

The Head appoints a Parliamentarian and provides him/her with the latest edition of *Robert's Rules of Order*. In advance of and during meetings, the

Parliamentarian shall advise and consult with the Head and faculty members as necessary on questions of order.

K. *Study Abroad Officer*

The Head appoints a Study Abroad Officer who, in consultation with faculty from relevant programs, will offer advice and guidance on those study abroad programs in which the Department has a vested interest.

L. *Affirmative Action Officer*

The tenure-track faculty elect annually, from amongst its tenured members, an affirmative action officer and an alternate. The alternate is the runner-up in the balloting and will be required to serve as an affirmative action officer when the department is engaged in multiple searches. For various responsibilities of the Affirmative Action Officers, see the *Search Guidelines and Procedures for Academic Appointments*, Sec. I B, p. 5.

III.1 COMMITTEES: Standing Committees

A. *The Advisory Committee*

The Head presides over the Advisory Committee which consists of four members elected by the tenure-track faculty for staggered terms of two years each. All tenure-track members of the department with voting privileges (see I B & II B above) who do not specifically request to be excluded are candidates. However, no member may serve two consecutive, two-year terms. The election is held in April for the following year's Committee. For the first such election, half of the candidates elected will be given one-year terms by lot. The Advisory Committee provides the Head with advice on matters raised and brings suggestions and recommendations to the Head from the faculty.

B. *Committee on Graduate Progress and Awards*

The Head appoints a committee that will oversee the review of graduate students' progress and decide on financial awards the department makes to its graduate students. The committee will consist of at least three tenure-track faculty members. The DGS serves on the committee but does not act as its chair.

The committee makes recommendations to the Head on all matters related to merit-based awards (e.g. fellowships, scholarships, travel applications, teaching assistantships). In its deliberations on the renewal of teaching assistantships, the committee should take recommendations from appropriate program directors, supervisors, and advisors.

The committee also makes recommendations to the Head on the progress of graduate students. In its deliberations on these matters, the committee will take recommendations from the appointed area review sub-committees.

C. *Committee on Undergraduate Awards*

The Head appoints a committee of three to oversee the awards and scholarships that are designated for undergraduate students (such as Borgeson, Flores, Juggenheimer, Montserrat Llardén). Sub-committees named for each award will make recommendations to the committee. The committee should take recommendations from the appropriate program directors, supervisors, and advisors.

D. *Area Review Committees on Graduate Progress*

The Head appoints separate committees in Spanish and Spanish-American Literatures, Spanish Formal Linguistics, SLATE, Italian and Portuguese. Each committee reviews the progress of doctoral students in its curriculum. The chair of the sub-committee makes his/her recommendations to the Graduate Progress and Awards Committee.

E. *Committee on Policy and Development*

This Committee consists of three tenure-track faculty members, one from each rank. In addition, a graduate student representative is appointed by the Head in consultation with faculty committee members and, when possible, in response to nominations received from the graduate student body. The committee will elect its own chairperson from among its faculty members. It is charged with the responsibility of planning the future direction of the department and considers proposals made to it by the Head, the faculty or the students. It also may initiate proposals. It consults with all faculty in the relevant discipline. It makes its recommendations to the Advisory Committee and the Head, who will then proceed to make recommendations to the faculty.

F. *Curriculum Committee*

This Committee consists of four tenure-track faculty members appointed by the Head. In addition, a graduate student representative is appointed by the Head in consultation with faculty committee members and, when possible, in response to nominations received from the graduate student body. The committee will elect its own chairperson from among its faculty members. It is charged with the responsibility of making revisions and additions to, and deletions from, the undergraduate and graduate curricula. It consults with all faculty in the relevant discipline. It makes its recommendations to the Advisory Committee and the Head, who will then proceed to make recommendations to the faculty.

G. *Committee on Senior Promotions*

The Head presides. It consists of all Full Professors and considers all proposals for promotion to Full Professor. It is charged with evaluating—in

accordance with the Office of the Provost Communications No. 9, "Promotion & Tenure" --a candidate's record of research, teaching and service since the promotion to associate professor. It makes its recommendations to the Head, who then proceeds to make his/her recommendation to the Dean of the College.

H. *Committee on Promotion and Tenure*

The Head presides. It consists of all tenured faculty and considers all proposed promotions involving the granting of tenure. It is charged with evaluating—in accordance with the Office of the Provost Communications No. 9 "Promotion & Tenure" & No. 13, "Probationary Period/Tenure Track"—a candidate's record of research, teaching and service. It makes its recommendations to the Head, who then proceeds to make his/her recommendation to the Dean of the College.

H. 1. *Promotion and Tenure Subcommittee*

By the end of the spring semester before a probational faculty member is evaluated by the Department for promotion and tenure, the Head shall appoint a three-member Promotion and Tenure Subcommittee, in consultation with the probational faculty member to be evaluated. The subcommittee shall have the following duties:

- a. To assist the Head in identifying external reviewers for the case, in accordance with the guidelines specified in *Provost's Communication Number 9*;
- b. To prepare a preliminary summary of the candidate's record in the areas of teaching, research, and service, to be discussed by the full departmental Promotion and Tenure Committee;
- c. To assist the Head in the preparation of the *Provost's Communication Number 9* sections corresponding to "Departmental Evaluation of Teaching and Course Documentation," "Evaluation of Service," "Departmental Evaluation of Research Accomplishments," and "Departmental Evaluation of Future Potential," which shall reflect the assessments of the full Promotion and Tenure Committee.

I. *Committee on Three-Year Review*

In an untenured Assistant Professor's fifth semester, the Head appoints a committee of three tenured departmental faculty to evaluate a candidate's record of research, teaching and service, in accordance with Appendix to these bylaws "Procedures for Third-Year Review," and with the Office of the Provost Communications No. 9 "Promotion & Tenure," & No. 13, "Probationary Period/Tenure Track." It reports to the tenured members of the department and makes recommendations to the Head.

After the meeting of the Committee on Promotion and Tenure, the Head prepares the official third-year review document, which should take into account the recommendations of the aforesaid Committee. That document, addressed to the Candidate and with a copy to the Dean of LAS, will represent the only formal outcome of the third-year review process.

J. *Committee on Graduate Recruitment and Admissions*

This committee is appointed by the Head and chaired by the Director of Graduate Studies. It consists of one tenure-track faculty member from each of the relevant disciplines in the department. The Director of Graduate Studies Chairs the committee and may serve as the faculty representative for his/her area. The Committee is charged with assisting the Director of Graduate Studies in the selection, recruitment and admission of candidates to the department's various M.A. and Ph.D. programs.

K. *Capricious Grading Committee*

The tenure-track faculty elect three of their number as members for staggered terms of three years each. The senior faculty member in terms of service on the committee serves as chair. In addition, a graduate student representative is appointed by the Head in consultation with faculty committee members and, when possible, in response to nominations received from the graduate student body. The committee reviews complaints from students alleging capricious grading practices by instructors; it interviews the interested parties and attempts to negotiate amicable settlements. It reports its decision to the Head, the instructor and the student(s) (cf. Code of Policies and Regulations Applying to all Students, [August, 2000], Appendix A, Rule 26 A-H, pg. 12).

L. *Ombudsman Committee*

Three full professors are elected by the tenure-track faculty to this committee for staggered terms of three years each. The member with the longest service with the University of Illinois presides, and when two coincide, the decision is made by lot. The committee receives complaints and queries from members of the faculty concerning actions or policies of the department, its officers, committees or faculty. Insofar as may be practical, the committee strives to protect the anonymity of the complainants, and attempts to reach amicable settlements. Should such a settlement prove impossible, the committee refers the matter to the Head or to the appropriate body within or without the department with its recommendation for action.

M. *Study Abroad Committees*

These committees appointed by the Head include as *ex-officio* members the relevant Directors of Undergraduate Studies. They advise the Head and the Director Designate on matters concerning the Study Abroad programs conducted

under the auspices of the department. In addition, these committees include a graduate student representative, who is appointed by the Head in consultation with faculty committee members and, when possible, in response to nominations received from the graduate student body.

N. *Library Committee*

This committee, appointed by the Head, is responsible for matters related to the ordering of books and materials for the Department's collection in the Modern Language Library, and for establishing liaison between the Department and the Library Administration.

O. *Committee on Lectures and Arrangement*

Appointed by the Head. It also includes one graduate student representative appointed by the Head in consultation with faculty committee members and, when possible, in response to nominations received from the graduate student body. This committee considers suggestions for the lecture program, and makes recommendations to the Head on speakers to be invited. The committee helps to make arrangements for travel, lodging and hospitality.

P. *Academic Integrity Violation Appeals Committee*

The Academic Integrity Violation Appeals Committee considers appeals of departmental decisions regarding alleged violations of academic integrity, as outlined in the "Policy and Procedures on Appeals of Decisions regarding Violations of Academic Integrity" (included in the Addenda to the Bylaws). The faculty annually elect three of their number as members for the following academic year. The Head then appoints one of the three elected members as committee chair. The chair is responsible for assuring that a record of the committee's investigations, deliberations, and recommendations is forwarded to the Head.

Each appeal must be considered by a hearing committee. For each appeal brought before it, the hearing committee will be formed by the entire Academic Integrity Violation Appeals Committee, excepting cases in which one or more members of the standing Appeals Committee have a clear conflict of interest. Any committee member having a clear conflict of interest in a given case will be replaced by another tenure-track faculty member, to be appointed by the head. Further, any student filing an appeal may request that any committee member with a perceived conflict of interest be replaced by a new tenure-track member, to be appointed by the Head.

Q. *Grievance Committee*

The Grievance Committee considers formal grievance filed by graduate students, as outline in the "Policies and Procedures on Grievances by Graduate Students" (included in the Addenda to the Bylaws).

The faculty elect three of their number as members for staggered terms of two years each. In addition, the graduate students shall elect two of their number to serve on the committee for staggered terms of two years each. The senior faculty member in terms of service on the committee serves as chair. The chair is responsible for assuring that a record of the committee's investigations, deliberations, and recommendations is forwarded to the Head.

Each grievance must be considered by a hearing committee. For each appeal brought before it, the hearing committee will be formed by the entire Grievance Committee, excepting cases in which one or more member of the standing Grievance Committee have a clear conflict of interest. In case of conflict of interest, the Head will appoint a new hearing committee member of the same category (faculty or graduate student) to replace the member having a conflict of interest. Further, any student filing a grievance may request that any committee member with a conflict of interest be replaced by a new member of the same category, to be appointed by the Head. Graduate students filing grievances may also request that no graduate students serve on their hearing committees.

III.2 COMMITTEES: Ad Hoc Committees

A. *Recruiting and Selection Committee(s)*

When seeking to hire faculty for tenure track positions, the Head appoints a recruiting committee made up of at least three tenure-track faculty members, one of whom the Head designates as chair. The recruiting committee reviews applications and, in accordance with the published position announcement, selects finalists for informal and/or formal campus interviews. The committee proceeds to interview candidates informally and on campus and makes a final recommendation to the tenure-track faculty. The committee will at all times adhere to the campus's affirmative action guidelines. The tenure-track faculty votes to accept or reject the search committee's recommendation. Recommendations for appointments that are approved by a majority of voting tenure-track faculty members are submitted for the Head's approval. The Head subsequently makes his/her recommendation to the Dean of the College.

B. *Other Ad Hoc Committees*

Other *ad hoc* committees may be appointed by the Head as the need arises.

IV. MEETINGS

A. *Rules*

All meetings of the faculty or of committees are governed by the current edition of *Robert's Rules of Order*, a copy of which is in the hands of the departmental Parliamentarian.

B. *Meeting of the Faculty*

B.1 The Head calls and presides over faculty meetings as may be necessary for departmental business, but at least once a semester. Faculty meetings will be scheduled only during the regular work week and during the 9 month academic year (August 16-May 15).

B.2 Except for clear emergencies, the call for a meeting and its agenda are distributed at least two working days in advance of the meeting.

B.3 A quorum for the transaction of business at any meeting of the faculty (except for a meeting called to amend these Bylaws) consists of one half of the members of the faculty as defined in Article IA, plus one other

B.4 A petition to call a faculty meeting may be addressed to the Head. In the Head's absence, the petition may be addressed to the Associate or Acting Head. In the absence of an Associate or Acting Head, a petition may be presented to the most senior member of either the Ombudsman or the Advisory Committee. The petition must be granted if signed by one fourth of the faculty. The announcement of the meeting and its agenda must be circulated to the faculty at least two working days in advance, except in the case of clear emergency.

V. **VOTING PROCEDURES**

A. At faculty or committee meetings, after the debate on any motion, the question will be called and put to a vote. Most motions, questions or resolutions require a simple majority vote. For those requiring a two-thirds majority see *Robert's Rules of Order*, current edition. See also article IXB regarding Revision of the Bylaws.

B. Voting may be conducted by voice vote, a show of hands, or by secret written ballot. A written ballot will be used for all personnel issues or when any faculty member requests one. A request for a written ballot must be honored by the Head or committee chair. When a written ballot is used, the Head or committee chair will appoint two tellers to count the votes and announce the results.

C. All votes taken outside of departmental meetings for the election of committees, senators, or for other matters of business shall be conducted by secret written ballot. All members shall deposit their written ballots in a sealed box to be kept in a secure place. After the election two duly appointed tellers shall open

the box, tally the votes and report the results to the Head or committee chair, or his/her representative, who will immediately make them known to the faculty. The ballots will be kept on file in the department for a period of 12 months.

D. Absentee or proxy voting is not permitted.

VI. ANNUAL REVIEW AND SALARY INCREASE

A. *Annual Review*

In order to assess salary increments, each year in April, the Head will request formally that all tenure-track faculty members present him/her with an updated *curriculum vitae* together with an updated report on professional activities. The deadline for the submission of said papers will be set by the Head.

B. *Salary Increase*

The updated report—in conjunction with any supplemental material—will be used by the Head as a basis for determining recommendations to the Dean of the College for annual salary increases.

C. The Head periodically meets with each faculty member to discuss recent progress and goals for the future. The initiative for such a meeting may also come from the faculty member.

VII. PROMOTION AND TENURE

A. *Policy*

The policy statements of the University and of the College of Liberal Arts and Sciences concerning promotion and tenure are hereby incorporated into these Bylaws by reference.

B. *Criteria*

The basic criteria are demonstrated quality of research and of teaching. Significant fulfillment of academic, administrative and/or public service is also considered as an enhancing or compensatory factor.

C. *Promotion to Associate Professor with Tenure*

In the year prior to an assistant professor's consideration for promotion, and following the criteria set out in the Office of the Provost Communication number 9, the Head will appoint a review committee (see III.1, I above) to assist in the evaluation of the candidate's credentials, to report to the Tenure and Promotion Review Committee and advise him/her on their findings.

For promotion to Associate Professor with tenure, the Department--following III.1 H of its By-laws—has a committee of all tenured faculty examine the credentials of possible candidates for tenure and associate professorship. In examining such credentials, attention is directed to three main areas: research, teaching, and service. The published material of the candidate is read and evaluated by members of the tenure committee, and these evaluations are supplemented by those solicited from the outside. Publications are examined for promise of distinction in a particular field with a sufficiently sustained production that demonstrates that the candidate has made his or her mark in advancing knowledge in a particular area of research. Attention is given to performance in the classroom in evaluating such candidates. Teaching is examined by peer evaluation of instructional materials, by consulting testimonials from faculty and/or former students, and by referring to ICES forms.

After due and informed consideration of each individual case, the Committee on Promotion and Tenure renders a judgment (by secret written ballot), as to whether the contributions of the Assistant Professor have been such as to justify promotion to the rank of Associate Professor. The Head will then communicate to the Assistant Professor, in writing, the judgment of the Committee with as much of the rationale for the judgment as may be communicated without violating the confidentiality of the proceedings. The Head then proceeds to make his/her report or recommendation to the Dean of the College.

D. *Promotion to Professor*

In order to determine whether a recommendation might be considered by the Committee on Senior Promotions, (III.1 G above), the Head periodically interviews each Associate Professor and they review together the latter's work and contributions (see VI C above). After these interviews have been concluded, the Head reports the findings to a meeting of the Committee on Senior Promotions; the Head then informs the faculty member of the committee's decision.

For promotion to Full Professor, the Committee on Senior Promotions examines the credentials of candidates in the areas of teaching, research, and service. Research is evaluated using the standard of attained distinction, and recognized national and international reputation. Committee members read materials and their assessments are compared with those of outside evaluators who are specialists in the candidate's field. Attention is given to performance in the classroom in evaluating such candidates. Teaching is examined by peer evaluation of instructional materials, by consulting testimonials from faculty and/or former students, and by referring to ICES forms.

After due and informed consideration of each individual case, the committee on senior promotion renders a judgment (by secret written ballot), as to whether the contributions of the Associate Professor have been such as to justify promotion to the rank of Full Professor. The Head will then communicate

to the Associate Professor, in writing, the judgment of the Committee on Senior Promotions with as much of the rationale for the judgment as may be communicated without violating the confidentiality of the proceedings. In case of an affirmative vote, the Head then proceeds to make his/her recommendation to the Dean of the College.

VIII. RECORDS

All records involving personnel issues are confidential; they are not to be duplicated even for the members of the relevant committee. They may be consulted, when appropriate, by the Head, by a member of the relevant committees, by a higher reviewing body, or if need be, by the courts, as evidence of an orderly and responsible procedure used in arriving at personnel decisions.

IX. REVISION OF THE BYLAWS

A. The call for a meeting to amend these Bylaws is to be distributed at least five working days in advance of the meeting, accompanied by the agenda and the text of any proposed amendment.

B. Any meeting to amend these Bylaws requires a quorum of two-thirds of the members of the faculty as defined in Article I, plus one other. These Bylaws may be amended by a two-thirds vote of the faculty members present and voting. Absentee or proxy voting is not permitted.

**PROCEDURES FOR THIRD-YEAR REVIEW OF TENURE-TRACK FACULTY
DURING THE PROBATION PERIOD
IN THE DEPARTMENT OF SPANISH, ITALIAN AND PORTUGUESE**

(Amended October 2010)

Every tenure-line faculty member in the probation period (herein "Candidate") must undergo a third-year review, as specified in the LAS Policy Manual ("Guidelines for Mentoring and Reviews of Probationary Period Faculty in the College of Liberal Arts) and in the Provost's Communication No. 13 ("Review of Faculty in Year Three of the Probationary Period"). Within the Department of Spanish, Italian and Portuguese, the Head appoints a subcommittee of the Committee on Promotion and Tenure to conduct this review and to report its assessment to the entire Committee on Promotion and Tenure. Following are guidelines for the makeup of that subcommittee and the procedures to be employed in the review.

1. The Head shall appoint a subcommittee consisting of three tenured faculty members at the rank of Associate Professor or above. These shall be appointed by the Head. If possible, at least one person on that subcommittee should have a solid understanding of the discipline and/or area(s) of expertise of the candidate. The subcommittee should be appointed no later than the tenth week of the fifth semester of the candidate's appointment. The makeup of the subcommittee shall be made known to the Committee on Promotion and Tenure and to the candidate at the same time as its appointment.
2. The official departmentally designated mentor of the candidate is not excluded from serving on the subcommittee, although the mentor may not serve as chair. In the event the mentor is not a member of the subcommittee, the subcommittee should consult with the mentor during its course of review.
3. The candidate shall prepare a Review Portfolio containing but not necessarily limited to the following materials:
 - **A current curriculum vita, prepared following the guidelines of the Provost's Communiqués 9 & 13.**
 - A Research Portfolio that should contain all papers, books, and book chapters published, in press, or accepted for publication since the initial appointment at UIUC. At the discretion of the candidate, the Research Portfolio may also contain any papers or manuscripts in progress but not yet reviewed. The Research Portfolio must include a written narrative serving as a cover page in which the candidate describes his/her scholarly work since the initial appointment and outlines the direction in which the scholarly work is headed. (See Provost Communication 9 & 13 for guidelines and requirements of research statements).

- A Teaching Portfolio that includes ICES summary forms and written comments from peer observations, and, at the discretion of the candidate, syllabi, course packets, reading lists, grant applications for course development, and other pertinent material. The Teaching Portfolio should also contain a written statement serving as a cover page in which the candidate describes his/her teaching philosophy, impact on courses and course development, and other matters pertinent to instructional efforts. (See Provost Communication 9 & 13 for guidelines and requirements of teaching philosophy statements.)
- Any documentation related to service within and outside the unit.

The candidate should deliver the Review Portfolio to the Head, who will make it available to the members of the subcommittee.

4. As part of its review, the subcommittee should meet with the candidate for the purpose of clarifying any aspect of the candidate's profile as well as to seek potentially relevant information not contained in the documents provided to it. This meeting will also serve as a time for the candidate to ask questions regarding the review and to add information regarding his/her profile.

5. Based on a thorough examination of the candidate's Review Portfolio, the subcommittee will critically assess the candidate's research (including a thoughtful evaluation of the major scholarly contributions); teaching; and the faculty member's service contributions and development as a campus citizen. In its assessment of each area, the subcommittee will consider the candidate's contributions as well as any aspects that might be improved.

The subcommittee's assessment will be presented orally to the Committee on Promotion and Tenure and to the Head at the official third-year review meeting.

In preparation for this meeting, the final Review Portfolio will be made available to the entire Committee on Promotion and Tenure.

6. After the meeting of the Committee on Tenure, the Head prepares a draft letter to the Candidate, with copy to the Director of the School of Literatures, Cultures, and Linguistics, as well as to Dean of Liberal Arts and Sciences, communicating the results of the review. This letter will be considered the official third-year review document, and will represent the only formal written outcome of the third-year review process.

7. After approval by the Office of the Dean of Liberal Arts and Sciences, the final version of the third-year review document will be forwarded to the Candidate, with copies to the members of the Committee on Promotion and Tenure. The confidentiality of this document will be protected.

8. The Candidate may respond in writing to any document produced within the Department. A response to the official third-year review evaluation letter should be directed to the Head, with copies to the Dean and to the members of the Committee on Promotion and Tenure. All written responses will be included in the Candidate's personnel file.

APPENDIX

PROCEDURES FOR THIRD-YEAR REVIEW OF TENURE-TRACK FACULTY IN THE DEPARTMENT OF SPANISH, ITALIAN AND PORTUGUESE

PROCEDURES CHECKLIST

- ❑ The Third-Year Review Subcommittee is appointed by the Head of the Spanish, Italian, and Portuguese Department no later than the 10th week of the fifth semester of the candidate's appointment as Assistant Professor.
- ❑ The Head notifies the Candidate and the Committee on Tenure and Promotion of the composition of the Subcommittee and ascertains that the Candidate has and understands fully the checklist of items to be included in the Third-Year Review File. The Candidate should have all materials prepared and delivered to the Head by the end of the first week of classes during the review semester (sixth semester). The file shall include but is not limited to the following items:
 - ❑ **Curriculum Vitae** (Follow Provost's Guidelines, Communications 9 & 13)
 - ❑ **Research and Service Portfolio**
 - ❑ Research Statement (Follow Provost's Guidelines, Communications 9 & 13)
 - ❑ Published Papers/Manuscripts
 - ❑ Papers/Manuscripts in Press

Optional Materials

- ❑ Manuscripts submitted for publication, not yet accepted
 - ❑ Letters of Evaluation
 - ❑ Peer Reviews
 - ❑ Other
- ❑ **Teaching Portfolio**
 - ❑ Teaching Statement (Follow Provost's Guidelines, Communications 9 & 13)
 - ❑ Teaching Evaluations (ICES Summary Forms and Peer Evaluations)

Optional Materials

- Course Syllabi
 - Course Packets
 - Reading Lists/Bibliographies
 - Web Page Materials
 - Teaching Awards
 - Commented-upon Student Work
 - Other

- **Service Portfolio**
 - Any documentation related to service within and outside the unit.

- The Third-Year Subcommittee reviews the Candidate's materials and sets a date for a meeting with the Candidate to discuss the contents of the file and any additional or new information relevant to the Review. This meeting should take place by the end of the third week during the review semester.

- Based on an examination of the completed file and on discussion with the Candidate during the meeting called for that purpose, the Subcommittee communicates an evaluation of the Candidate's performance in the areas of research, teaching, and service to the Committee on Tenure and Promotion by the end of the fourth week during the review semester. At this time the Candidate's file will also be made available to the Committee on Tenure and Promotion.

- The official Third-Year Review meeting should take place between the sixth and the seventh week of the review semester.

- Subsequent to the meeting of the Committee on Tenure and Promotion, the Head prepares the draft of Official Third-Year Review document to the Candidate for approval by the Executive Committee of the School of Literatures, Cultures, and Languages, and by the Office of the Dean of Liberal Arts and Sciences.

- Once the Office of the Dean of Liberal Arts and Sciences has approved the final Official Third-Year Review document, it is forwarded to the Candidate, with confidential copy to the members of the departmental Committee on Promotion and Tenure.

- A response in writing to this Official Third-Year Review document is made in due time (before the end of the review semester) if the Candidate feels it is appropriate and/or necessary for a fair review of her/his case. This response should be addressed to the Head with copies to the Committee on Tenure and Promotion and the Dean of LAS.