

Bylaws for the Department of East Asian Languages, Literatures, and Cultures

The Department of East Asian Languages, Literatures, and Cultures (EALLC) is dedicated to the study and teaching of Chinese, Japanese, and Korean languages and cultures.

I. Membership

The faculty of EALLC consists of individuals who are either appointed as tenure-track faculty (TT) or as academic general faculty members (AGFM), in accordance with [PROV-029: Faculty Appointment Types and Titles](#). TT faculty include both tenured and tenure-eligible faculty members, while AGFM are tenure-ineligible, in accordance with [PROV-004: Employment of Academic General Faculty Members](#). In addition, the department may appoint visiting faculty members, postdoctoral fellows, and courtesy faculty.

II. Administrative Roles and Appointments

A. The Department Chair is appointed by the Dean's Office for a term of three years. The Chair is responsible for overseeing the day-to-day activities of the department, all communications and annual reporting to the Dean's Office, and financial matters relating to the department budget. The Chair is assisted by the Department Finance and Administration Manager and advised by the Director of Undergraduate Programs, the Director of Diversity, Equity, and Inclusion, and the Language Program Directors. The Chair is expected to meet regularly with faculty and staff throughout the year and to be available for consultation when requested.

B. The Director of Undergraduate Programs (DUP) is appointed by the Chair from among the TT faculty for a term of two years. The DUP manages semesterly course scheduling with the assistance of the Administrative Coordinator, new course submissions and existing course revisions, major and minor declarations, and transfer credits. When needed, the DUP is the point person for communications to the Committee on Educational Policy and the Curriculum (CEPC) and the creation of any new majors or minors in the department.

C. The Director of Diversity, Equity, and Inclusion (DDEI) is appointed by the Chair from among either the TT faculty or the senior ranks of the AGFM for a term of two years. The DDEI works with the Division for DEI and the A&S Associate Dean for DEI to help maintain a culture of belonging and inclusivity within the department and to provide resources that pertain to diversity, equity, and inclusion. The DDEI will serve as a non-voting member *ex officio* on the peer review committee, ad hoc hiring and promotion committees, and any other committees as deemed necessary by the Chair.

D. Language Program Directors (LPDs) for each of the three language programs (Chinese, Japanese, Korean) are elected by all eligible voting members of the department and serve for a term of three years. LPDs may serve multiple terms. For more information, see the document "Election Procedures for LPDs." The primary responsibilities of each LPD include managing teaching assignments, curriculum development, and service needs for their program, overseeing student placement and exemptions, chairing search committees for new hires, assessing and mentoring newly hired AGFMs, and communicating with relevant professional societies. LPDs

assist the DUP in course scheduling, serve as general advisors to students enrolled in language courses, and help promote their programs through cultural events and major/minor fairs.

E. Other administrative roles include the Peer Review Committee Chair, Department Faculty Senator, Shea House Coordinator, Shea House Language Representatives, and chairs of ad-hoc committees for hiring, promotion, endowed chair review, and other occasional functions.

1. The Peer Review Committee Chair (PRC Chair) is elected by TT faculty and oversees department peer review in accordance with the department process (see “Peer Review Committee Procedures”). The PRC Chair serves for a term of two years and is responsible for communicating annual report deadlines to the faculty, scheduling meetings for the PRC, and composing the final report that is submitted to the Chair. The PRC Chair is also responsible for the Chair review that is submitted directly to the Dean’s Office.

2. Major/Minor Advisors are appointed by the Chair from among the TT faculty and oversee the three majors (Chinese, Japanese, East Asian Studies) and four minors (Chinese, Japanese, Korean, East Asian Studies). They should ensure that required courses are offered each year and guiding students in course selection and planning. The Chinese, Japanese, and East Asian Studies major advisors also serve as advisors for the corresponding minors.

3. The Department Faculty Senator is appointed by the Chair, attends Faculty Senate meetings, and reports on decisions and discussions in the Senate. The Department Senator is responsible for communicating the interests and concerns of the Department to the Faculty Senate.

4. The Shea House Coordinator is appointed by the Chair, and works with the Director of Shea House, Department Language Representatives, and the MESALC Shea House Coordinator to assist EALLC students who live in Shea House. A primary responsibility of this Coordinator is the assignment of student applicants to living spaces in the house each year.

5. Shea House Language Representatives are appointed within each language program and work with the Shea House Coordinator. The faculty representatives will coordinate with the other faculty members of the program on both Language Assistant (LA) selection and resident selection, administer the 3000-level Shea House language courses, mentor LAs, and assist with residents.

6. Committee chairs for ad-hoc committees (hiring, promotion, endowed chair reviews, etc.) are appointed by the Chair from among senior faculty as the need arises.

III. Faculty Roles and Responsibilities

A. Teaching

The departmental teaching load is four courses per year (two courses per semester) for TT tenure-track and tenured faculty and is six courses per year (3 courses per semester) for AGFM, ideally involving no more than two different class preparations per semester. Independent study courses are not counted as part of the regular teaching load, and requests from students to direct

such courses may be either accepted or refused at the instructor's discretion. Teaching assignments are confirmed by the Chair, in consultation with the LPDs and DUP.

B. Faculty Meetings

The Department holds monthly faculty meetings, with days/times to be determined by the start of each semester. Faculty are expected to attend all faculty meetings and should contact the Chair beforehand if circumstances prevent attendance. The Chair will circulate a draft agenda at least three days before the scheduled meeting and solicit additional items for discussion from the faculty. A faculty or staff member designated by the Chair will take minutes, and the Chair will circulate the draft minutes prior to the following meeting for comments and corrections.

C. Office Hours

All faculty teaching courses are required to hold scheduled office hours each week, with a minimum of two hours per week, and ensuring flexibility for students who are unable to make the scheduled hours. Hours must be posted on the faculty member's office door and communicated to the department office by the beginning of classes each semester. When it is necessary to cancel office hours, the faculty member should notify their students, post notice on their door, and inform the department office.

D. Committee Service

Faculty members are expected to provide conscientious committee service to the department. Faculty committees are a primary means for departmental governance and for maintaining departmental excellence. Departmental committees are appointed by the Chair, who will make every effort to create equitable and fair service assignments across the faculty and to avoid burdening junior faculty with excessive service requests.

IV. Voting

A. The department faculty is comprised of voting and non-voting members. Voting members are all TT faculty and any AGFM who have renewable three-year or longer-term contracts. Non-voting members are faculty with emeritus status, courtesy faculty appointments, teaching faculty on one-year or visiting contracts, and pre- and postdoctoral fellows.

B. Voting may be held in person via anonymous ballot or online poll. All motions are adopted by simple majority of eligible voting members with the exception of motions to approve a hire. Eligible voting members unable to attend the meeting at which the vote is held may submit their votes to the Chair or to the designate of the Chair prior to the meeting.

C. All motions to approve a hire must pass by a 2/3 majority of eligible faculty members present (both TT and AGFM) for the discussion and be conducted by anonymous ballot or poll.

D. Motions to promote a faculty member may only be voted on by eligible faculty members at a rank is above the candidate's present rank and must be conducted by anonymous ballot or poll. For the purposes of voting, rank-based voting eligibility is understood as follows:

1. Full professors (TT) vote on all promotion cases.
2. Associate professors (TT) may vote on assistant professor (TT) promotion cases, but assistant professors (TT) may not vote on promotion cases for associate professors (TT).
3. All TT faculty, Full Professors (AGFM), and Distinguished Lecturers vote on all AGFM promotion cases.
4. Associate professors (AGFM) and senior lecturers may vote on promotion cases for assistant professors (AGFM) and lecturers, but assistant professors (AGFM) and lecturers may not vote on cases related to associate professors (AGFM) and senior lecturers.

E. Faculty members will recuse themselves from any vote or discussion in preparation for a vote in which there is a conflict of interest or appearance of a conflict of interest.

V. Promotion and Renewal

For general procedures regarding TT renewal, promotion, and tenure, faculty should refer to A&S College policies as posted [here](#). For general procedures regarding governance, appointments, renewal, and promotion for AGFM, faculty should refer to College policies as posted [here](#).

A. Procedures for Renewal (Third-Year Review) for Tenure-Track Faculty

TT assistant professors are initially appointed to a term of 4 years. The Department will normally consider candidates for renewal of term (an additional 3 years) in the third year of their service and convene a committee comprised of three tenured faculty members with relevant expertise to review the candidate for promotion readiness early in the fall of that year. The committee may include an outside faculty member if needed. For more information, see the document “TT Third-Year Review Process.”

B. Procedures for Promotion to the Rank of Associate Professor without Term (Tenure)

The process of consideration for promotion to Associate Professor without Term, or tenure, is automatically initiated by the Chair at the end of the candidate’s fifth year. It can be initiated earlier by a request from the candidate in consultation with the Chair and with the agreement of the Associate Dean. By the beginning of March in the fifth year of the candidate’s probation period, a copy of the document “Promotion to Associate Professor without Term” will be presented to the candidate and before the end of March, the Chair will meet with the candidate to clarify the process. For timeline, guidelines, and detailed information on TT dossiers, see the document “P&T Guidelines & Dossier.”

C. Procedures for Promotion to the Rank of Full Professor without Term

The process for promotion from Associate Professor to Full Professor without Term may be initiated either by the candidate or by the Chair in consultation with the candidate. The Department is responsible for regularly reviewing all potential candidates for promotion to Full Professor. By the fifth year of the candidate's term at Associate Professor rank, the Chair should conduct a review and make recommendations for professional development should the candidate not be deemed ready for promotion. The process for promotion should be initiated no later than mid-March prior to the academic year in which the promotion will be formally considered. See the document "P&T Guidelines & Dossier."

D. Procedure for Renewal Review of Assistant Professors (AGFM) and Lecturers

For Assistant Professors (AGFM) and Lecturers initially appointed to three-year terms, the process for renewal is initiated in the third year of their initial contract. The Chair, in consultation with the appropriate LPD, will form a committee for the evaluation of the candidate. After the second renewal (six years in rank), the candidate is eligible to be considered for promotion to either Associate Professor (AGFM) or Senior Lecturer, depending on title at time of hiring. For timeline, guidelines, and detailed information on AGFM dossiers, see the document "AGFM Renewal Guidelines & Dossier."

E. Procedure for Promotion to Associate Professor (AGFM) or Senior Lecturer

In the sixth (last) year of the second three-year contract, an AGFM that the Department intends to renew will automatically be considered for promotion to either Associate Professor (AGFM) or Senior Lecturer, depending on title at time of hiring unless the faculty member informs the Chair in writing that they wish to waive promotion review. For timeline, guidelines, and detailed information on AGFM dossiers, see the document "AGFM Promotion Guidelines & Dossier."

F. Procedure for Promotion to Full Professor (AGFM) or Distinguished Lecturer

In the sixth year at rank, an Associate Professor (AGFM) or Senior Lecturer is eligible to be considered for promotion to Full Professor (AGFM) or Distinguished Lecturer. The process for consideration of promotion is not automatic. The faculty member should communicate to the Chair that they wish to be considered for promotion. The Chair will consult with other senior faculty in the department, and if there is consensus in favor of review of promotion, the Chair will initiate the promotion procedure. See the document "AGFM Promotion Guidelines & Dossier."