Department of Modern and Classical Languages and Literatures
Policies and Procedures
(approved unanimously by MCLL faculty on 7 May 2004,
pending the addition of the italicized sections)

B. Personnel Committee: The Personnel Committee is a standing committee of all
members of the Department with a minimum of one year of full-time service to
the Department.

1. Selection and Procedures

   a. Before the end of the academic year, the Personnel Committee
      will select a Secretary for the following year, who may not be the
      Chair of the Department. The Secretary of the Personnel
      Committee will chair the meetings of the Committee, call
      subsequent meetings, record any notes taken at the meetings, and
      be responsible for assembling the necessary written reports to
      accompany the Committee's personnel recommendations. Drafts
      of such reports must be circulated to the Committee, and any
      changes or amendments to those drafts must be approved by a
      vote of the Committee. Secretary of the Personnel Committee is
      responsible for following the guidelines set forth by the College
      and University for personnel actions and the calendar of "Dates
      for Personnel Actions" for the relevant academic year. See
      Appendix X for the sample document.

   b. The Chair of the Department will have a vote equal to that of any
      other member of the Committee. S/he will be responsible for
      forwarding to the appropriate administrative officer the personnel
      recommendations made by the Committee, which include 1) a
      record of the vote, 2) the written reports of the Committee
      (majority and minority reports, if necessary), and 3) his/her own
      personal recommendations, if desired.

   c. Voting shall be conducted by secret ballot. Neither proxy nor
      absentee ballots shall be considered. Recommendations shall be
      made by a simple majority vote of those present and voting.
      Both the majority and minority of the Committee shall have the
      right to present in writing the reasons for their decisions, as shall
      any individual member of the Committee. Such reports are to be
      assembled by the Secretary and transmitted by the Chair to the
      Department and do the appropriate administrative officer.

2. Criteria for Personnel Recommendations

   a. New Appointments: The Department will set the criteria for the
      job description. After the appropriate advertising activities, the
      Department, usually acting through a subcommittee, will select
      the candidates to be interviewed and recommend the order of
these interviews. Interviews are to be conducted by the Department.

b. Re-appointments, Tenure, Promotion, and Post-Tenure Review
   i. General Statement: It is the view of the Department that teaching and scholarship are intimately linked and therefore equally necessary for the health of the Department and the University. Therefore teaching and scholarship are considered equally in the evaluation of faculty. While the Department expects excellence in both categories, faculty must demonstrate to the Personnel Committee excellence in at least one category and high quality performance in the other.

   ii. Teaching: In accordance with the CAS Guidelines for Development of Personnel Policies and Procedures, “teaching competence is understood as a sustained pattern of effective teaching which may be demonstrated through course preparation as experienced through syllabi and course materials, class management as determined through one or more class visits, and student reception as evidenced by student evaluations.” Effective teaching is defined as conveying the importance and skills of the teacher’s discipline to students, organizing and presenting the materials of the courses, and conducting the courses in ways that achieve the teacher’s objectives and stimulate students to intellectual development. In addition, faculty teaching language courses must insure that their classes meet the expectations of the program and the standards of competency and that they cover the course content at each level as established by the relevant language program. “High quality teaching is understood as a sustained pattern of effective teaching which shows excellence in some areas.” These areas may include, but are not limited to, the following: engaging students in intellectual pursuits appropriate to the level, objectives, and content of the course, keeping abreast of one’s discipline, encouraging and/or inspiring students to participate in language and cultural study outside the classroom, making oneself available to students for advising, fostering a positive learning environment, and maintaining intellectual rigor in the classroom. An excellent teacher is one who demonstrates exceptional effort and success in nearly all the preceding areas. “Teaching excellence is understood as going beyond the sustained pattern of effective

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1 See Appendix X for a list of guidelines appropriate to each rank of instructor at the University.

2 Language here taken largely from the University of Southern Maine’s Criteria for Tenure and Ranks, 1.

teaching...It involves evidence of exceptional care in preparation, exceptional student evaluations, and/or exceptional development of courses, curricula, and pedagogy."

iii. Peer Evaluation of Teaching: Classes of faculty members on probationary status must be visited at least twice before the first personnel review, at least once more before the second personnel review, and at least two additional times before the tenure decision. These visits must be arranged by the Personnel Committee and should consist of at least two different members of that committee, at least one of whom is fluent in the target language. Class visitors should follow the attached form in Appendix X when completing peer evaluations.

iv. Scholarship: "Scholarship is valued because it constitutes a particular form of relationship to and engagement with the University, with society, and with state, national, and international academic and professional communities...Publication, presentation, or performance in peer-reviewed venues should be required for promotion and tenure and valued above non-peer-reviewed and unpublished scholarship." In accordance with the CAS document, scholarship usually includes the following: scholarly publications, presentation of scholarly papers, publication, presentation or performance of creative work (including translations), and pedagogical research. As with teaching, high quality scholarship is characterized by a sustained pattern of effective scholarship, while excellent scholarship is characterized by exceptional success in one's field. Faculty must demonstrate a pattern of scholarly development including evidence of consistent scholarly activity and a plan and direction for their scholarly work.

v. Service: In its evaluation of faculty for re-appointment, promotion, tenure, and post-tenure review, the Department will also consider service to the University, School, Department, appropriate language program, and community at large. Service may include, but is not limited to the following: committee work, regular participation in departmental business, program development, community outreach, and community service.

vi. Collegiality: Collegiality within each language program and the Department as a whole is essential for the viability and vitality of the Department and the majors. Generally accepted rules of etiquette will govern all interactions among

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5 Ibid.
6 Ibid.
members of the Department. Faculty must also demonstrate
general good will and a willingness to work with students
and colleagues on Departmental business in a professional
manner. For the protection of students, faculty must not
involve students in Departmental disputes in any way. For
guidelines on appropriate interactions with students, see
Document XXXXXX.

vii. Part-Time Faculty: Part-time faculty members are hired by
the Department Chair upon the recommendation of faculty
members in the appropriate language area. The Department
prefers to hire candidates with at least an MA in the target
language, teaching experience, and native or near-native
fluency. All Department members must be notified of the
candidates and be given the opportunity to examine the
candidates’ credentials. The Department Chair is responsible
for re-appointment or termination of part-time faculty
members, in consultation with faculty members in the
appropriate language area. Classes of part-time faculty
members must be visited at least once each year (and always
in their first semester of teaching at USM), preferably by a
faculty member fluent in the target language. These visits
must be arranged by the Personnel Committee and must
follow the same format as visitation of faculty members up
for promotion, tenure, and post-tenure review, as in B.2.b.iii
above.