

**MISCELLANEOUS DEPARTMENT
POLICY MATTERS**

Department of Foreign Languages and Literatures

Southern Illinois University

Carbondale, Illinois

First Version: September, 1974

Latest Revision: July, 1997

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OFFICE OPERATIONS

I. ABSENCES

Instructors who will be out of town for an extended period of time (this includes break periods) should leave a phone number with the Department Secretary where they can be reached in case of an emergency. They should also make arrangement for handling of mail. Section Heads who will be away for even a few days should leave a telephone number with the Department Secretary at which they can be reached in case of need. Each instructor is responsible for the continuation of his/her duties while out of town. Records, files, advisement data, and such must be made available to a faculty member who can take responsibility for these duties; let the office know who will be handling Departmental matters in your absence.

- A. Arrangements for Planned Absences: whenever it becomes necessary for an instructor to be absent in order to attend a meeting or to attend to other business, personal or professional, they should follow these procedures:
 1. Clear the absence with the Section Head.
 2. Make arrangements for a substitute(s) and see that teaching responsibilities are met fully and completely. All classes should be met as scheduled, and, for the entire class period.
 3. Pick up an Absence Request form and an additional Departmental absence request form from the office and fill them out. The Departmental form should be signed by any substitutes and then the Section Head. The Chair's signature on the Absence Request form constitutes Departmental approval for the absence.

- B. Unplanned Absences Due to Illness: in the event that you are ill, contact your Section Head and arrange for a substitute to take over your class. (At a minimum, this means the assignment for the day as well as for the next class meeting.) Notify the main office of the arrangement. After you return to work, file notice of your absence with the Chair's Secretary by completing an Absence Request form as required by University sick leave regulations. This is necessary for insurance purposes.

II. CONFERENCE ROOM

The conference room (2114) is normally used for Department meetings and the Foreign Language Help Center (run by students). A schedule for its use will be maintained by the Department Secretary in Room 2168. It may also be used for special classroom sessions; clearance is needed from the Chair's of Department Secretary.

III. COPYING

Information regarding photocopying (when copies are made, turnaround time, what may be copied, etc.) will be relayed to faculty at the beginning of each semester. Please be sure instructions are clear when completing a request form. If you have questions, please ask the main office staff for assistance.

Instructors are encouraged to use the reserve facilities in Morris Library in order to reduce copying expenses to the Department. Copy services such as Kinkos can also produce student booklets which the student can then purchase at that store, thus reducing expense to the Department.

IV. DISPOSAL OF STATE RECORDS

The Chair's Secretary has detailed information regarding the disposal of State records.

V. EQUIPMENT AND KEYS

- A. Audio-Visual Equipment: equipment should be signed out on the sheet kept on the equipment cabinet in room 2168. Return the equipment to the office as soon as you are finished using it, and sign back in. Equipment which has been reserved will be released only to the person who has reserved it. In the event of conflict, those who need the equipment for classroom use will be given priority over those who wish to use it for other purposes.

The Department Secretary keeps the inventory of all University equipment belonging to the Department. All staff must consult the Department Secretary regarding the removal of any University property from its assigned premises. Appropriate paper work must be completed before any University property is removed. Damaged or missing items should be reported promptly to the Department Secretary.

- B. University Keys: The Department Secretary will issue keys to members of the Department. All keys issued must be returned to the Department Secretary upon expiration or termination of his/her contract or employment, or upon a change of office.

VI. GRADES

- A. Submitting Grades: at the end of each semester each instructor will receive two copies of the list of students in each of his/her classes. Grades are to be submitted on these sheets according to the instructions of the Admissions and Records Office. The original signed copy is to be submitted in person by the instructor to the Office of Admissions and Records, and the signed carbon copy to the Department Secretary. It is important that the original copy be personally delivered to the appropriate office in Woody Hall before the final date for submission of grades which is normally 3:00 p.m., the first Monday after final examinations.
- B. Posting Grades: according to the Family Rights and Privacy Act of 1974, it is considered inappropriate to post grades. Social Security (I.D.) numbers cannot be used for posting grades. According to Admissions and Records, if grades are posted, the posting should be done so individual student with the proper grade would be identifiable only to that student. Students may obtain final grades by visiting the main office (2166) and presenting a photo I.D. The main office staff will not provide any other information regarding grades to students and will not hold exams or homework for your students to pick up.
- C. Grade Change Policy: all grade change cards must go through the Chair's office before being submitted to the Dean's office for processing. This includes those grade change cards which are "routine," e.g., change from INC to a grade. Records are kept of all grade changes as we process them.

Any grade change card which changes an INC to a grade after the one-year deadline must be accompanied by a written explanation (to be provided by the instructor) as to why an exception to the one-year limit should be allowed.

“Grade-to-grade” changes require separate written justification in addition to the grade change card. If it is a matter of teacher error, a written explanation of this form from the instructor is needed. Grade-to-grade changes involving a situation where the student did extra work in order to being about the grade change should be avoided.

Students requesting a back-dated withdrawal from a course in which they received an INC should be sent to the Dean’s office.

VII. LIBRARY (DEPARTMENT)

Check out procedures are to be supervised by the Department Secretary, and follow these guidelines:

- A. Reference books may be checked out by instructors for 48 hours.
- B. Students may check out books only under a faculty member’s name, with written permission from the faculty member.

VIII. OFFICE HOURS

All full-time faculty should maintain posted office hours of at least three hours per week, distributed over at least two days of the week. Part-time faculty and graduate assistants should be available for about the same fraction of part of three hours that their part-time load bears to a full load.

IX. PERSONNEL FILES

With regard to the accessibility of personnel files within the Department, it is recognized the Chair is the custodian of such records and has complete access to them:

- A. Only the Chair has the authority to release material and/or information from such files.
- B. Section Heads, with the approval of the chair, have access to specific material pertaining to such matters as tenure and promotion which relate to individuals of that section only.
- C. Individuals, with the approval of the Chair, have access only to specifically requested material in their own files.
- D. An authorized committee, at the discretion of the Chair, has access to specifically requested information contained in an individual’s file that may have relevance to the committee’s official duties.
- E. Materials taken from personnel files to be used in major decisions such as tenure, promotion, retention, and termination, should be made available to the candidate by the Chair, barring abnormal or extraordinary circumstances.

X. POSTAL REGULATIONS

- A. Main Office Pick-up/Delivery: campus mail should be mailed in yellow campus envelopes only. A mailcode should be included in the address in order to assure prompt delivery. A mailcode listing is posted in the main office. There is no postal charge for campus mail. Mail to be sent off-campus must have a complete return address for the Department, including the sender’s name. Guidelines: if the material to be mailed is relevant to the Department, the Department will provide

postage (stamps are available at the front desk in the main office); however, if the material is personal, postage should be attached by the mailer. If in doubt, ask the Department Secretary. Mail is picked up and delivered once a day, in the mornings at the main office. Packages are delivered at various times during the day. Individual's mail will be placed in appropriate mail boxes by the main office staff. If a package is too large to fit, a notice will be placed on the individual mail box.

- B. Forwarding of Mail: first class mail can be forwarded, upon request, for faculty away on official leave, or during the summer. All other mail will be kept in the main office until staff members return, or it can be forwarded at his/her own expense.

XI. RECYCLING

Recycle bins that hold newsprint, white, and colored paper are in the main office. Sensitive materials (personal, original University documents, etc.) should not be recycled.

XII. REQUISITIONS

No purchases or commitments may be made on Department funds without prior approval of the Chair (or the Chair's Secretary if the Chair is not available). The Chair's Secretary will process the proper forms and keep you informed of the status of your request. {This means that you cannot send in a coupon for a book or teaching materials and tell the vendor to present SIU with the bill. Instead, give the coupon to the Chair's Secretary to send. She will do so after she has obtained approval and a purchase order number. Then, when the bill comes through, the Department can pay for it.}

XIII. SUPPLIES

Office supplies are available in the storage cabinet labeled "staff supplies" in the back of the main office. Any other office supplies should be requested through the Department Secretary and will be purchase if the budget allows.

XIV. SCHEDULING OF CLASSES

The scheduling of classes is done by the Section Heads in consultation with the Chair. The Chair has the responsibility to coordinate the overall teaching, curriculum development, and research and service programs of the unit so as to accommodate students, staff and interests of the school or college to efficiently utilize all available resources.

- A. Form 90's and 90A's: form 90's and 90A's are used to add, modify, or delete a course for the graduate or undergraduate catalog. These forms are available from the main office, and are processed through the Chair's Secretary. They must be approved by the Section Head, and needs the additional approval of the Chair and the Curriculum Committee.
- B. Form 75's: all changes to the printed Schedule of Classes are made via a Form 75. An instructor wishing to make a change in time or day must effect the change through the Chair's Secretary. Requests to add or cancel a class must come from the Section Head.

XV. TELEPHONE CALLS

Faculty will be informed each semester as to the availability of telephone funds. Long distance telephone calls at Departmental expense may be made only with prior permission from the Chair of the Chair's Secretary. A Telephone Call Record form must be filled out and given to the Chair's Secretary so the call can be identified when the Department receives its monthly billing.

FACULTY

I. EVALUATING QUESTIONNAIRES

The approved Departmental questionnaire, an approved subject questionnaire, or the Testing Center's evaluation questionnaire may be used to evaluate Department course. Changes in questionnaires and new questionnaires must be approved by the Policy Committee.

All faculty members will have at least one-half of their courses evaluated by their students each year. Faculty should take care that a sufficient number of evaluations per class is collected and that the different types of classes taught during a given year are represented. Evaluations are numerically summarized by the main office. Summaries are required for all courses submitted for Departmental merit increase meetings (normally during the spring semester). Evaluations are to be brought to the main office by one of the students in the class. Once summaries are completed by the main office staff and all final grades have been turned in, evaluations are returned to the instructor.

II. LEAVES OF ABSENCE

The sabbatical leave of absence policy for the Department as decided by the Policy Committee is as follows:

- A. Only one faculty member per section may take a sabbatical at any one time.
- B. One-semester sabbatical leaves will not be granted for fall semester since this is detrimental to the Department.

III. MADELEINE SMITH SERIES

The various language sections will take turns sponsoring the series in accordance with the following rotational cycle: Classics, Eastern Languages, French, German, Russian, Spanish, etc.

IV. RESEARCH REPORTING

As soon as a research work is published, a Publication Report Form (available in the main office) should be filled out and submitted to the Chair's Secretary with a reprint of the published work.

V. PRELIMINARY TENURE EVALUATION

In the spring of each academic year, the Chair will conduct an annual preliminary tenure review for untenured faculty.

- A. Each candidate for a preliminary tenure review will be asked by the Chair to collect and submit materials for consideration, including a summary of qualifications and a table of contents with notations as to the source of each document.
- B. A committee will be formed to review each candidate made up of the Chair, the candidate's Section Head, and a third senior faculty member chosen by the Section Head.
- C. The committee will examine materials on the candidate which have been submitted, along with materials that come from the Department personnel files and the sectional files.
- D. After discussion, the committee will put its opinions into writing in the form of a letter to the Dean with a copy to the candidate.
- E. The candidate will be informed in the letter that he or she may make a written response to the committee's evaluation and/or request a meeting with the Chair to discuss the evaluation.
- F. The committee's evaluation, the table of contents, and the candidate's response to the evaluation (if candidate chooses to make one) will become a matter of record in the candidate's permanent personnel file.

VI. SELECTION OF ACTING CHAIR AND CHAIR

Preceding a Chair's leave of absence of one semester or more, he/she shall nominate an Acting Chair, such nomination being subject to ratification by the Electorate.

Whenever the Chair announces his/her intention to resign, the process of selecting a new chair as outlined in the Operating Paper, IV.A. and in Paragraph C (below) will begin immediately, but with new dates for each of the steps being set in advance to assure an orderly and deliberate procedure.

- A. Absent Faculty: those members of the Electorate not on-campus during any given phase of the selection process must be given an opportunity to participate in the process.
- B. Selection Process: the selection process for the nomination will normally begin during the fall semester of the then-current Chair's last year in office. The various steps and the time frame for the selection process are as follows:
 1. Identifying Candidates: by the tenth week of the fall semester a ballot with the names of all eligible candidates for Department Chair will be distributed to the Electorate. Each voting member of the Department may indicate up to three choices for Chair. By the fifteenth week of the fall semester names of those receiving mention as well as the number of nominating votes received will be released to the Department faculty and to the Dean.
 2. Balloting for Department Nominee for Chair: those individuals receiving Department support in the identifying process described above are to notify the ad hoc committee by the second week of the spring semester whether or not they are willing to be considered further as candidates. During the following weeks, interviewing and screening of these candidates will take place. The Department nominee will be selected by secret ballot by a simple majority of the

Electorate. The selection will take place during the fourth week of the spring semester and the results announced by the ninth week. The name of the person so chosen will then be forwarded to the Dean for approval.

VII. TENURE DECISIONS

(Refer to Department Tenure and Promotion Guidelines in Operating Papers.)

VIII. TRANSLATION AND INTERPRETATION WORK

With the increasing internationalization of the world, knowledge of a second language and access to those who are bilingual are increasingly necessary. The Department is award of its specialized knowledge and is glad to be able to facilitate international and intercultural communication. It is not surprising that requests for members of the Department to act as translators and interpreters are becoming more and more frequent. However, the Department is an academic unit whose first priorities, like those of all academic units, are teaching and research. The Department wishes, therefore, to clarify its position on such activities:

- A. Any translation or interpretation of non-technical or technical materials can be done by faculty and graduate students in areas of their expertise (language and subject area) only when this employment will not infringe on their own professional responsibilities. Terms will be negotiated between the member of the Department and the unit or individual requesting the service, and are subject to approval by the Department Chair.
- B. Interpretation, even of non-technical materials, is a special skill for which most members of the Department are not trained. It must be understood that interpretation will be done to the extent of the abilities of the Department member, but that it is not the professional specialty of any member.
- C. Technical translation and interpretation are activities which take a great deal of time and need preparation. Members of the Department will undertake written technical translation, as above, but may refuse the job if the time period in which it must be done is too short for an adequate translation or if the technical material is beyond the expertise of the translator. For technical interpretation, a written text must be submitted sufficiently in advance for the interpreter to prepare him/herself. Again, terms will be negotiated between the Department member and the individual or unit requesting the service, and are subject to the approval by the Department Chair.

CURRICULAR MATTERS

I. CLOSED CLASSES

Students should request to be placed on the auto-roll wait list of the closed course by their college (Liberal Arts, Science, Business Administration, etc.) advisor or advisement unit. As openings occur students will be automatically registered for the course. Wait lists will be supplied to each instructor on the first day of class, if at all possible. Students desiring a closed class card are to attend the class on the first day it meets and speak to the instructor. The instructor is the only person who can issue these cards for his/her course once classes begin. The card must be signed by the instructor first, and then an authorized Department signature (Chair's Secretary or Chair only).

Closed class cards for other than independent study cannot be issued by the instructor before classes begin.

II. COMMITTEES AND APPOINTMENTS

- A. Standing Committees
 - 1. Curriculum
 - 2. Foreign Language Day
 - 3. Policy
 - 4. Selections, Elections, and Publications
- B. Ad-hoc Committees
 - 1. Grievance Appeals
 - 2. Nominating the Chair
 - 3. Promotion
 - 4. Tenure
- C. Special Appointments: Parliamentarian

III. CURRICULUM COMMITTEE

The Curriculum Committee, composed of the heads of the six language sections, is a subcommittee of the Policy Committee of the Department and advises the Policy Committee on matters concerning the Department's curriculum. Chairing of this committee shall rotate annually at the beginning of the fall semester of each academic year in the following order: Classics, Eastern Languages, French, German, Russian, and Spanish.

IV. FINAL EXAMINATIONS

Final examinations are to be given on the day and at the time they are scheduled by the Office of Admissions and Records. Final exams may not be given prior to exam week, or at times other than those scheduled.

V. GRADE POLICY

No course completed with a grade below "C" will be counted toward fulfillment of the requirements for a major or minor. See Undergraduate and Graduate Catalogs for University regulations.

VI. GRIEVANCE POLICY (DEPARTMENT)

An initial appeal must be made within four months of the assignment of the final grade and the following steps must be taken care of within a month after a decision has been reached at each level (a month between each step).

- A. The student initiating the grievance procedure should first meet with the instructor.
- B. The Section Head should be the next person consulted.
- C. The Chairman of the Department should follow.
- D. The Department Grievance Committee plus two students-one graduate student and one undergraduate student who are either majors or minors in any foreign language-should be next.
- E. If the student is still not satisfied, he shall then approach the College Grievance Committee.

VIII. HUMAN SUBJECTS RESEARCH POLICY

SIUC's Human Subject Committee, working within the guidelines of the U.S. Department of Health and Human Service, reviews **ALL** research activities that involve human subjects. This policy applies to all faculty, staff, and student research, including research to satisfy the requirements of master's and doctoral degrees.

To enforce the review of graduate students' research that involves human subjects, the Graduate School has established the following policy: "Before the start of any research involving human subjects, the research project must be approved by the Southern Illinois University at Carbondale Human Subjects Committee (SIUC HSC). If a student's master's or doctoral project involves human subjects, they must submit an application to the SIUC HSC prior to the start of the research. When they submit their master's thesis/research paper or doctoral dissertation to the Graduate School, they must include SIUC HSC Form A indicating that the project has been reviewed and approved by the SIUC HSC. If this form is not included, the master's research paper/thesis or doctoral dissertation will not be accepted by the Graduate School."

According to the guidelines of the SIUC Human Subjects Committee, a human subject is any individual whom a researcher contacts by mail, phone, computer, or in person (anonymously or non-anonymously), and requests information from or about. Basically, if your research plan involves asking an individual to complete a survey or answer questions, your research plan must be reviewed prior to conducting the study. This includes anonymous surveys to individuals at large corporations. It also includes accessing non-public data bases such as medical records, school records, or employment records.

To start the review process, you need to fill out an application describing your research. These applications are available in the Office of Research Development and Administration, Woody Hall C206, or you may call 453-4533. If you have any questions concerning the human subjects approval process you should contact the SIUC HSC Secretary, Sharon Walters (453-4533) or Dr. Robert Radtke, the Committee Chairperson (536-2301).

VIII. PLACEMENT/PROFICIENCY EXAMINATIONS

Through the DFLL, unit credit (without grade) on the basis of proficiency acquired elsewhere may be obtained in Spanish, French, German, Russian, Chinese, Japanese, Latin, and Greek. There are two ways by which proficiency credit may be obtained: by examination and/or by a validating course.

- A. By Examination: credit through examination may be given for first-year basic skills courses only. Credit is given by the semester in Latin, all other only by the year. CLEP examinations in Spanish, French, and German, and non-CLEP examinations in Latin are offered by Testing Services at Woody Hall. Examinations in Chinese, Greek, Japanese, and Russian are offered by the respective language sections (Classis, Russian, or Eastern Languages and Civilization), and arrangements for these examinations should be made with the Section Head of the appropriate language.
- B. By Validating Course: upon receiving a grade of A or B in a validating course, a student may, upon petitioning, be granted credit for one or two of the preceding basic skills course. All basic language skills courses, up to and including the first skills course at the three-hundred

level, may serve as validating courses. The validating course must be taken in this Department.

IX. PRELIMINARY ADVISEMENT

Every undergraduate foreign language major must have a Departmental preliminary advisement form signed by the appropriate advisor in the Department before proceeding to college advisement and registration each semester.

FLIT and Pr-FLIT majors must be advised by the appropriate language advisor and also by the Director of FLIT.

X. RESIDENCY REQUIREMENT

Transfer students planning to major in a foreign language must complete a minimum of 12 semester hours of courses in that language at SIUC.

XI. SEXUAL HARASSMENT POLICY

Refer to the University's Sexual Harassment Policy Handbook.