The Department

The Department of Romance Studies comprises Programs in French and Francophone Studies, Italian Studies, and Hispanic Studies. Faculty in the Department also play a significant role in the Programs in European Cultural Studies, and in various interdepartmental programs and concentrations, as well as the general education mission of the University.

The Mission of the Department

The Department of Romance Studies participates fully in Brandeis University's educational mission. We do so by promoting the study of foreign languages, literatures, and cultures in order to make our students aware of cultural differences and similarities. This awareness of foreign cultures permits our students to understand themselves better and to perceive how our own society participates in a rapidly globalizing society.

Our department is committed to offering innovative and thought-provoking courses that foster an understanding of French and Francophone, Italian and Portuguese, and Hispanic and Latino cultures, and comparative literature. As instructors of language, literature, and culture, we use the latest research in our respective fields to ensure the quality of our teaching. Moreover, many of us contribute to our fields of expertise through active participation in research and publication. This symbiosis of teaching and research creates an enriching intellectual environment.

By helping students learn about other cultures and by enabling them to express
themselves better in foreign languages and in their own, we ensure that they will, as Brandeis graduates, more effectively promote their own welfare and that of others.

**Members of the Department**

The Department of Romance Studies includes tenure-line faculty (Professor, Associate Professor, Assistant Professor, Instructor), faculty not on the tenure line (Lecturers, full and part-time). Additionally, the administrative staff (Academic Administrator and staff, full and part-time) is an integral part of the Department.

**Administrative Structure**

Significant administrative functions in the Department are fulfilled by the Department Chair, the Advisory Committee, the Undergraduate Advising Head/s, Director of the Language Programs, Administrative Coordinators Level Coordinators, and the Academic Administrator. Other members of the department may, on occasion, be asked to undertake administrative responsibilities in conjunction with their regular teaching (including advising) and University and professional service.

**Department Chair**

Acting in consultation with members of the Department of Romance Studies, the Chair is responsible for supervising all departmental functions, including:

1) Supervising the budget and staffing;

2) Overseeing the undergraduate curriculum in the Language Programs and in the Programs in Literature and Culture;

3) Coordinating class schedules with the University administration (the Registrar and the Dean);

4) Advising the Provost and Dean on faculty performance;

5) Making annual recommendations regarding faculty salaries;

6) And, in accordance with University guidelines, overseeing departmental action with respect to the appointment, reappointment, promotion, and award of tenure
to faculty.

The Department Chair is a tenured member of the department who is normally appointed for a term of three years. The Department recommends a candidate for Chair to the Dean, who makes the appointment. If the recommendation of the Department is not accepted by the Dean, the appointment of the Department Chair is governed by provisions in the Faculty Handbook.

The process of recommending the reappointment of the current or the appointment of a new chair is undertaken in the Fall semester of the final year of the current Chair's term. Five weeks prior to Thanksgiving, a call for nominations for candidates for the position of Chair is issued to all tenure-line faculty. Nominations by the tenure-line faculty are accepted by the Academic Administrator for a period of one week, at which time the candidate/s is/are announced to the Department. If the faculty of the Department or the candidate/s for the position of Chair wishes/wish for a meeting to discuss the nominations or the candidate/s, a meeting is scheduled three weeks prior to Thanksgiving. Three weeks prior to Thanksgiving, ballots are distributed to all voting members of the Department. The ballot includes the name/s of the candidate/s as well as the possibility of an abstention from the vote. All full-time instructors in the Department turn their ballots into the Academic Administrator over the course of the following week. The vote for the position of Chair is tallied at a full department meeting one week before Thanksgiving. Once the vote has been tallied and a candidate selected, the recommendation is forwarded to the Dean, whose decision is communicated to the entire department.

**Consultative Bodies**

1) **Advisory Committee**

An Advisory Committee comprised of one full professor, one associate professor, one assistant professor, and one lecturer serves as a consultative body. The Advisory Committee consults with the Department Chair as needed on matters of Departmental administration and/or policy.

The Advisory Committee is an elected body. Each group of faculty (the full professors, the associate professors, the assistant professors, and the lecturers)
elects its own representative to the Committee. This election should be held at the first Full Department Meeting of each academic year.

2) Language Program Committee

The Language Program Committee (LPC) will consist of the Department Chair, one tenured or tenure-line faculty member from a language other than that of the Chair, and three lecturers. The Director of the Language Program (see page 4) will serve on the LPC only in the case of conflict resolution, and a member of the administration will serve on the LPC only when the Director is being evaluated for renewal. Each department group (tenured or tenure-line faculty and the lecturers) will elect representatives for a one-year term to the Committee at the first department meeting of the academic year. The Chair of the LPC will be selected by the Committee members at the first LPC meeting.

The Language Program Committee will be convened:

a) if a conflict concerning the Director of the Language Program cannot be resolved by consultation, any member of the department can request that a member of the Language Program Committee call a meeting of the LPC (augmented by the Director of the Language Program) to address the conflict.

b) if a conflict concerning the Language Program cannot be resolved by consultation, any member of the department can request that a member of the Language Program Committee call a meeting of the LPC (augmented by the Director of the Language Program) to address the conflict.

c) If a problem concerning language courses cannot be resolved by consultation, the LPC will be convened with adequate time to resolve the problem before the schedule submission deadline.

Undergraduate Advising Heads

Each program in the Department of Romance Studies will have its own Undergraduate Advising Head. The Department's Undergraduate Advising Heads coordinate the advising of majors and minors in the Department, including those students in European Cultural Studies and Comparative Literature when the Chair of those programs is an ROCL faculty member.

The duties of Undergraduate Advising Heads include:
1) Overseeing and preparing the paperwork for the declaration of majors and minors;

2) Notifying and advising students about academic requirements such as the Senior Seminar, the Senior Essay or Thesis;

3) Assisting the Office of Study Abroad and the Registrar in the evaluation of credit(s) from study-abroad programs;

4) Overseeing the seventh-semester and final audits of majors and minors;

5) Organizing events for majors and minors, such as Meet the Majors and Senior Essay and Thesis workshops.

On occasion, faculty members in the Department are called on to serve as the Undergraduate Advising Head for Comparative Literature and European Cultural Studies.

The Undergraduate Advising Heads are appointed by the Department Chair in consultation with the tenure-line faculty. Only in exceptional cases will an untenured faculty member serve as an Undergraduate Advising Head.

**Director of the Language Programs**

The Director of the Language Programs supervises all aspects of the language program in courses numbered 10 through 106.

1) Academic Responsibilities:

a) Curricular development of the language programs in French, Spanish, and Italian;

b) Teaching of two courses per year, according to the needs of the department;

c) Development and review of bridge courses in French, Spanish, and Italian between language and literature programs in collaboration with the faculty in language and literature;

d) Coordination of workshops, speakers and colloquia for the professional development of the language faculty.
2) Administrative Responsibilities:

a) Supervise language curriculum in French, Spanish, and Italian;

b) Staff and schedule language courses, and submit schedule in a timely manner to the Chair;

c) Maintain a working relationship with LTS;

d) Coordinate and review Placement Examinations in French, Spanish, and Italian;

e) Oversee credit for study abroad, language exemptions, and transfer courses;

f) Name search committee for new language faculty in consultation with the Chair, and chair this committee;

g) Chair committee for the renewal of lecturers;

h) Participate in the Language Program Committee (see section IV);

i) Supervise coordinators in French, Spanish, and Italian;

j) Coordinate pre-enrollment bulletins for language courses numbered 10-106;

k) Maintain a file of syllabi, midterm evaluations, and final examinations for language courses numbered 10-106;

l) Represent language programs in ROMS to University committees, such as the UCC and COAS;

m) Cooperate with other University language programs;

n) Advocate for the language faculty and the language programs in discussions with the Chair and tenured and tenure-line faculty as well as University administrators;

o) Keep regular office hours and be available for consultation.

Administrative Coordinators:

The Administrative Coordinators for French, Spanish, and Italian assist the
Director of the Language Program. The responsibilities of the Administrative Coordinators include:

I) Advising:

a) During summer;

b) During pre-enrollment.

II) Coordinating Placement and Exemption Exams for courses 10-106.

III) Vetting transfer credits.

Level Coordinators

The coordination of all courses numbered 10 through 106 is accomplished by designating a Level Coordinator, whose responsibilities include coordinating transition from one semester to the next, placing book orders for following semester, filing a copy of the master syllabus with Academic Administrator, providing the Director of the Language Programs with copies of course syllabi and final examinations for inclusion in the central files, informing the Director of the Language Programs about pedagogical problems in each level, with respect to level issues, and ensuring the orientation of new instructors.

Ideally, the responsibilities of the Level Coordinators should rotate between and among all lecturers, although it is recommended that lecturers who have taught at Brandeis for fewer than 2 years not be given this task.

Level Coordinators are appointed by the Director of the Language Programs at the start of each semester.

Administrative Support Staff

The Academic Administrator is responsible for managing the Department Office and implementing office policy. If changes in policy are required, Administrator will consult with the University administration and the Department Chair in accordance with current University policy. The Academic Administrator participates in the planning of the Department budget, monitors and approves expenditures, coordinates departmental events, and serves as an executive
Meetings

Full-time faculty are expected to attend Full Department Meetings.

Meetings of the Language Programs and of the Programs in Literature and Culture are open only to the relevant faculty.

Only full-time faculty of the Department may vote in matters relating to curriculum, appointment, and reappointment, except as provided by the Faculty Handbook.

Meetings of the Full Department are held as needed, or at least twice a semester. They are called by the Department Chair, although any Department faculty member may request a meeting to discuss a matter of particular importance. Full department meetings are led by the Department Chair or by her/his designate.

Meetings of the Language Programs are also held as needed, or at least twice a semester. They are called by the Director of the Language Programs, although any lecturer may request a meeting to discuss a matter of particular importance. Meetings of the Language Program are led by the Director of the Language Programs or by her/his designate.

Meetings of the Programs in Literature and Culture are also held as needed, or at least twice a semester. They are called by the Chair or the Undergraduate Advising Head/s, although any tenure-line faculty member may request a meeting to discuss a matter of particular importance. Meetings of the Programs in Literature and Culture are led by the Department Chair or by her/his designate.

Meetings are generally run and matters decided in accordance with *Robert's Rules of Order*.

An annual schedule of all meetings to be held in the Department, with the exception of meetings of a confidential nature and those that are called on an emergency ad hoc basis, is distributed to Department faculty no later than one week prior to the beginning of the academic year. Department faculty may be requested to furnish the Academic Administrator and/or Department Chair with
schedules that include information regarding attendance at conferences and the like.

A tentative agenda will be distributed to the Department faculty one week prior to the scheduled meeting. Additional items for the agenda will be accepted up to two days prior to the meeting and a final agenda will then be distributed to all the Department faculty.

Minutes of all meetings will be taken and, with the exception of those taken at confidential meetings, distributed to all Department faculty.

**Academic Programs**

The Department comprises Programs in French and Francophone Studies, Italian Studies, Hispanic Studies. The Programs in French and Francophone Studies and in Spanish include concentrations and minors. The Program in Italian may also include a concentration or a minor, upon petition to the Committee on Academic Standing. On occasion, the Department serves as the administrative home for various other programs, among them European Cultural Studies.

The mission, or purpose, of each program is described more fully in the *Brandeis University Bulletin.* [Any changes in the mission of a program must be addressed in the statements found in the Bulletin.] What does this last sentence mean?

**French and Francophone Studies**

Learning to speak, read, write and think a new language teaches us, as Montaigne wrote, to "knock off our corners by rubbing our brains against other people's." French, in its historical development in Europe and its subsequent spread to many areas of the earth, is inextricably tied to the intellectual, artistic, historical, and cultural development of a large portion of the world's populations. The French curriculum is designed to teach students to express themselves clearly and effectively in written and oral French, as well as to acquaint them with the historical depth and geographical breadth of literary and cultural expression in French.

**Italian Studies**
Italian is a field of study within the Department of Romance Studies. The concentration combines courses in Italian literature, culture, fine arts, and history, and generally requires study abroad during the junior year.

**Hispanic Studies**

With the large number of Hispanics in the world and in the United States, a Hispanic Studies concentration or minor is now of greater value than ever. The study of Hispanic Studies not only broadens students' cultural horizons; it proves extremely useful in preparation for careers, whether in legal, medical, business, or other professions.

**Program Structure**

Programs in the Department are divided by language (French, Italian, and Spanish) and by level. The Language Programs (courses numbered 10 through 106) fall under the purview of the Director of the Language Programs. The Chair, working in conjunction with the Undergraduate Advising Head/s, oversees the Programs in Literature and Culture (courses numbered 107 and above).

As is the case with full Department meetings, minutes of all Program meetings must be distributed to all Department faculty.

**The Language Programs**

The Director of the Language Programs makes decisions regarding the Language Program in consultation with the lecturers. Matters that are decided in this way include but are not limited to: the methodology and/or approach used in language courses, the language curriculum; the goals for individual courses and for sequences of courses, the selection of common textbooks, and the assessment of student achievement and program goals.

**The Programs in Literature and Culture**

Tenured and tenure-line faculty make decisions regarding the programs in literature and culture. They oversee the curricula, design and approval of all new program courses, and requirements for the concentration and the minor.

**Appointment and Reappointment of Faculty**
All hiring, appointments, and reappointments are conducted in accordance with University policy as set forth in the Faculty Handbook and in conformity with guidelines established by the Office of Affirmative Action.

**Hiring of Tenure-line Faculty**

The hiring of tenure-line faculty at any rank begins with the identification and clear articulation of a departmental need. The Administration must authorize the request of the department before any search may begin. Once a search for a tenure-line faculty member has been authorized, a Search Committee is constituted and a national search initiated in accordance with guidelines established by the Administration and the Office of Affirmative Action.

A Search Committee is comprised of all tenure-line faculty in the relevant program, any outside faculty whose participation is deemed useful to the search, and the Department Chair. The Search Committee should be chaired by a tenured faculty member other than the Department Chair. Each Search Committee can set up its own procedures, which must be communicated to the Administration and to the Department.

In the process of the search, the Search Committee should endeavor to invite and to include the Department in all public lectures and public social events.

Once the Search Committee has completed its work, it makes a recommendation to the tenure-line faculty of the Department, which then ranks the final candidates and makes a recommendation to the Administration.

**Reappointment of Assistant Professors**

The reappointment of assistant professors is handled in accordance with the Faculty Handbook.

**Tenure and/or Promotion**

Tenure and/or promotion are handled in accordance with the Faculty Handbook.

**Hiring of Lecturers**
The hiring process for all lecturers begins in the same way as hiring for a tenure-line position, with the identification and clear articulation of a departmental or programmatic need and with authorization from the Administration.

Lecturers may be hired either as a full-time faculty member or as part-time faculty for one semester, with the possibility of a new part-time appointment according to Department and University needs.

Hiring of a full-time lecturer is similar to hiring for a tenure-line position and begins with the identification and clear articulation of a departmental or programmatic need. If a search for a full-time lecturer is authorized, a Search Committee is constituted and a national search initiated in accordance with guidelines established by the Administration and the Office of Affirmative Action.

A Search Committee comprises the Director of the Language Programs, three lecturers in the relevant program(s), any outside faculty deemed useful to the search, and the Department Chair. The Search Committee should be chaired by the Director of the Language Programs. Each Search Committee can set up its own procedures, which must be communicated to the Administration and to the Department.

In the process of the search, the Search Committee should endeavor to invite and to include the Department in all public lectures and public social events.

Once the Search Committee has completed its work, it makes a recommendation to the Administration.

The hiring of a part-time lecturer involves the Director of the Language Programs, who works in consultation with the Department Chair.

In no case will a part-time lecturer be made full time without a search as outlined here.

**Reappointment of Lecturers**

Recommendations regarding the reappointment of lecturers are made by the Director of the Language Programs and the Chair to the Dean of Arts and
Sciences. They are based on consideration of materials provided by the lecturer up for reappointment as well as student evaluations, peer observations, class observations by the Director of the Language Programs.

Decisions regarding the recommendation take into account:

a) The quality of teaching;

b) The innovation and quality of teaching materials and pedagogical contributions to Department programs;

c) Service to the Department and University;

d) Professional development.

Lecturers are normally recommended for reappointment for periods of one to five years, depending on the number of years they have served as a full time member of the Brandeis faculty and the quality of their work;

Appointments or reappointments are not a guarantee of automatic renewal.

**Hiring of the Director of the Language Program**

The Director of the Language Program will be hired as a full-time lecturer. The Department Chair will name one tenure or tenure-line faculty. This faculty member will choose another tenure or tenure-line faculty member from a language section other than his own. Three lecturers will be selected by the lecturers to serve on the committee. Once this Search Committee of five faculty members has completed its work, it makes a recommendation to the voting members of the department who vote whether to accept its recommendation.

**Reappointment of the Director of the Language Program**

The Director of the Language Program will be evaluated for the purpose of renewal at the end of each contract period by the Language Program Committee, augmented by one member of the administration. The Committee's recommendation concerning the renewal of the Director will go directly to the Dean of Arts and Sciences.

**Miscellaneous**
Departmental Lectures, Colloquia, and Workshops

A tenure-line faculty member, designated by the Chair and the Director of the Language Programs, constitute the Lecture Committee and oversee the scheduling and funding of departmental lectures, colloquia, and workshops. Working in consultation with the Undergraduate Advising Head/s, the Lecture Committee ensures a balance between pedagogical and scholarly lectures, colloquia, and workshops as well as the participation of interested departmental faculty.

Observations and Evaluations

The observation and evaluation of classroom instruction is an integral part of the professional and pedagogical development of all faculty. Therefore, all department faculty are encouraged to invite colleagues and peers into their classrooms every semester for the purpose of informal observations.

In the case of formal observations and evaluations, it is suggested that the faculty members involved meet to discuss the goals of the particular class session, the range of activities, and any suggestions for improvement.

Changes to this Document

Any changes to this document require a two-thirds majority vote of the full-time faculty (per Robert's Rules of Order).