

Bylaws of the Spanish Section  
Hispanic Studies Program

Department of Foreign  
Languages & Literatures

Louisiana State University

## **I. Principal administrative positions of the Spanish section and the Hispanic Studies program**

- The Spanish Section Head and Director of the Hispanic Studies Program
- The Graduate Studies Advisor
- The Undergraduate Studies Advisor
- The Language Program Advisor

### **A. The Spanish Section Head/Director of Hispanic Studies**

(Note: The professor who holds the position is also the Associate Chair of the Department of Foreign Languages & Literatures. These **Bylaws** describe only Spanish Section activity.)

#### *Procedures for appointment*

- The Director must be a tenured member of the Spanish graduate faculty. The Chair of the Department of Foreign Languages and Literatures shall announce the position to all eligible Spanish faculty.  
All professorial faculty and full-time instructors are eligible to vote. However, the votes, by secret ballot, of the two groups are tallied separately, in order to provide the dean with a comprehensive view of voting results. Although the ballots of the two groups are tallied separately, each faculty member's vote counts equally, regardless of rank. A quorum for this election shall consist of three-fourths of the faculty not away on leave, but those away on leave have the option to vote. The faculty recommendation shall be made by an absolute majority (more than 50% of the votes of those voting) and shall be communicated to the dean of Humanities and Social Sciences by the Chair.
- The Section Head/Director serves for two years. No Head/Director may serve more than two consecutive terms. The Head/Director receives a one-course reduction per semester. If the Head/Director is away for an extended period of time (e.g., a sabbatical leave), the Spanish faculty will vote for a new Head/Director. An Interim Head/Director may be appointed in special circumstances by the Dean of the College. The option of an Interim Head/Director may not be considered if the leave period of the Head/Director is longer than one semester or the leave takes place at the beginning or end of his/her term.

#### *Responsibilities*

- The Head/Director shall be responsible for the day-to-day administration of instructional and related activities of the Spanish program during the academic year.

- The Head/Director shall designate an acting Head/Director to carry out the day- to-day duties of the office during brief absences and shall notify the Chair of this designee
- The Head/Director shall represent, promote and mediate the interests of the Hispanic Studies program within the department, college, university and the profession as a whole.
- The Head/Director, with the advice of the Coordinating Committee, shall arrange a master schedule of classes designed to meet all needs and avoid as many conflicts as possible.
- The Head/Director shall convene regular meetings of the Spanish faculty, the faculty of the Hispanic Studies Program, the Executive Committee of the Hispanic Studies program, and the Coordinating Committee of the Spanish Section. A two-thirds quorum will be required to approve any motion of the faculty.
- The Head/Director, advised by the professorial ranked faculty, shall evaluate and determine the staffing needs of the Spanish Section and Hispanic Studies Program.
- The Head/Director shall participate actively in the recruitment of new tenured and tenure-track faculty. The Chair of the department, in consultation with the Head/Director and other faculty, will appoint search committees for new faculty positions.
- The Head/Director shall coordinate the recruitment, nomination, initiation and activities of the Spanish honor society Sigma Delta Pi.
- The Head/Director shall coordinate the awarding of prizes given by the Spanish Section.
- The Head/Director shall be in charge of the creation of the Spanish House and shall coordinate the proper functioning of the Spanish House.
- The Head/Director shall hold office hours for the performance of his/her administrative duties throughout the academic year.

#### **B. Graduate Studies Advisor (GSA)**

##### *Procedures for Appointment*

- The Graduate Studies Advisor must be a tenured member of the Spanish graduate faculty, who is sensitive to the program needs of students interested in pursuing the cultural studies concentration. The Chair must announce the position to all eligible Spanish faculty. These same faculty are eligible to cast a secret ballot to elect the graduate advisor.
- The GSA shall have a course release per year and have priority to teach one course during the summer session.

- The GSA serves for two years and for no more than two consecutive terms.

### *Responsibilities*

- The GSA shall chair the admissions sub-committee of the Executive Committee of the Hispanic Studies Program.
- The GSA shall help oversee the rotation and availability of graduate-level courses, assemble relevant data for assessing progress of graduate students, and coordinate the recruitment of new graduate students.
- The GSA shall serve as major faculty advisor to all graduate students during the first semester; be available at registration to advise each student; and keep office hours throughout the academic year for this purpose.
- The GSA shall administer the budget available to support graduate teaching assistants.
- The GSA shall coordinate the administration of the M.A. exams with the committee chairs and notify the candidates of the time, place, and the results of the examination.
- The GSA shall respond to inquiries about the graduate program from prospective students and other institutions and devise effective means for recruiting the best possible students; shall coordinate and circulate all of the graduate students' applications and keep track of the selection process; and maintain contact with the candidates during the application period.
- The GSA shall maintain a detailed and current file on each graduate student.
- The GSA shall conduct exit oral interviews with graduating students.
- The GSA shall maintain relevant data for assessing the progress of the program, including statistics on number of applications, percentage of students admitted and enrolled, and scores on the GRE and TOEFL

### **C. Undergraduate Studies Advisor (USA)**

#### *Procedures for Appointment*

- The Head/Director shall call for nominations for USA. Nominations may also be made from the floor. All Spanish Section faculty may vote, and the election is by secret ballot. The USA shall be elected by a simple majority.
- The USA should be a tenured faculty member or an advanced assistant professor.
- The USA shall have a course release per year.

- The USA serves for two years and for no more than two consecutive terms.

#### *Responsibilities*

- The USA shall chair the Undergraduate Studies Committee.
- The USA shall help oversee the rotation and availability of undergraduate-level courses, transfer credit requirements, independent studies, honors theses, and other matters relevant to requirements for the major.
- The USA shall be available at registration to advise each major on his/her program and keep office hours throughout the semester for this purpose.
- The USA shall coordinate the recruitment of new undergraduate students. The USA shall respond to inquiries about the undergraduate program from prospective students of other institutions and devise effective means for recruiting the best possible students.
- The USA shall maintain records of all undergraduate Spanish majors, minors, and double majors.

#### **D. Language Program Coordinator**

##### *Procedures for Appointment*

- The Language Program Coordinator shall have professorial rank, with teaching, coordinating and research responsibilities.
- The Language Program Coordinator shall have a course release per semester.

##### *Responsibilities*

- The Language Program Coordinator shall conduct lower-level placement, supervise placement examinations, and supervise the proper placement of students in the language program.
- The Coordinator shall assist the Head/Director and the Chair with the staffing of the language courses.
- The Coordinator shall coordinate all of the activities of the language program, courses Spanish 1101-2102, including preparing syllabi, scheduling orientation meetings, scheduling regular staff meetings, appointing exam committees, and resolving any problems arising in the language program.
- The Coordinator shall oversee teaching assistants in their teaching duties.

- The Coordinator shall maintain files to document the performance of teaching assistants and instructors. He/she will report the results to the professorial ranked faculty every spring semester and prepare an annual report for the peer evaluation committee.
- The Coordinator shall be responsible for the biennial Symposium for Spanish Teachers of Louisiana and the State Rally.
- The Coordinator shall maintain contact with the K-12 teaching community in the city and the state.

## **II. Standing Committees**

The standing committees of the Spanish Section shall be:

- The Executive Committee for Hispanic Studies
- The Spanish Section Coordinating Committee
- The Undergraduate Studies Committee

The standing committees shall be constituted and have such functions as set forth in this section of the **Bylaws**.

*General guidelines applicable to all standing committees:*

- All professorial ranked faculty shall serve on at least one standing committee.
- No faculty member except the Head/Director may serve on more than two standing committees.

### ***The Executive Committee for Hispanic Studies (undergraduate program)***

- The Executive Committee shall be chaired by the Head/Director.
- The Executive Committee shall serve in an advisory capacity and determine the direction of the M.A. in Hispanic Studies program.
- The Executive Committee shall consist of the Head/Director, the Graduate Studies Advisor, two Spanish Section faculty members from the two fields not represented by the GSA (Peninsular literature, Latin American literature, Linguistics), and a member of the Hispanic Studies faculty from another department. The committee members serve two-year terms. Election of the Head/Director and the GSA is described above. The other members of the committee are elected by the faculty of the Hispanic Studies program. The Head/Director shall call for nominations and distribute ballots for the selection of the members from among those who are nominated and willing to serve. Election is by a simple majority of those voting.

- The Executive Committee shall maintain liaison with other departments/programs and universities.
- An admissions sub-committee of the Executive Committee, consisting of the GSA and the two other members from the Spanish Section (excluding the Head/Director) shall review applications to the M.A. in Hispanic Studies and recommend admission to the Head/Director and the Chair of the department.
- The Executive Committee shall recommend to the Graduate School the probation or the termination of those graduate students who are performing unsatisfactorily, either in their teaching and/or academic work.
- The Executive Committee shall create a protocol for administering the program budget.

#### ***The Spanish Section Coordinating Committee***

- The committee shall consist of the Head/Director, the GSA, the USA, and the Language Coordinator.
- The Coordinating Committee shall meet each semester to prepare the schedule of courses for the following semester and to project the schedule for future semesters based upon enrollment trends and the needs of the students.

#### ***The Undergraduate Studies Committee***

- The Undergraduate Studies Committee shall consist of the Undergraduate Studies Advisor, who shall chair its meetings, the Language Program Coordinator, and professorial ranked faculty members who are not serving on other committees. At the beginning of the fall semester, the Head/Director shall appoint for one year an instructor representative, who will attend the Undergraduate Committee meetings.
- The Undergraduate Studies Committee shall be concerned with, and serve as a review body for, all aspects of the undergraduate curriculum. It shall consider other such specific issues and problems as may be referred to it at regularly called meetings of the Spanish Section faculty.
- The Undergraduate Studies Committee shall send representatives to meetings organized by the various organizations of the University, where recruiting of majors and minors may take place. It should hold an Open House early in the fall and spring semesters for those students currently enrolled in Spanish Section courses in order to encourage students to major or minor in Spanish.
- The Undergraduate Studies Committee shall assist the Undergraduate Studies Advisor in ALL of his/her responsibilities by forming various subcommittees as appropriate.

### ***The Amending Process***

An amendment to these **Bylaws** may be offered by any member of the Spanish Section faculty (professors and instructors) at any meeting of the Spanish Section during the academic year. The proposed amendment will be voted upon at a second meeting to be held not sooner than one week afterwards nor postponed more than one month following the meeting at which it was proposed.

To be approved, an amendment shall require a 2/3 vote of those present and voting, which must constitute a majority of the Spanish faculty, professorial ranked members and instructors.

### ***Effective Date***

These **Bylaws** shall go into effect upon final approval by the Spanish faculty (professors and instructors) and the Chair of the Department of Foreign Languages and Literatures. Current committee memberships shall remain in effect until the end of the present academic year. Election of new representatives will be held during the first week of May.