By-laws for the Department of Near Eastern Languages and Cultures

*Adopted: 1989; Revised Fall 2014*

The chart below shows which faculty are allowed to vote on specified personnel actions. Merit increase reviews for ladder rank faculty and lecturers are delegated to the Standing Personnel Committee (SPC).

<table>
<thead>
<tr>
<th>Faculty qualified to vote:</th>
<th>May vote on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professors</td>
<td>all personnel actions</td>
</tr>
<tr>
<td>Associate Professors</td>
<td>all personnel actions</td>
</tr>
<tr>
<td>Assistant Professors</td>
<td>all personnel actions</td>
</tr>
<tr>
<td>Lecturers</td>
<td>No personnel actions</td>
</tr>
</tbody>
</table>

Or- Regardless of step are eligible to vote on all personnel actions of whatever kind. “Acting” faculty shall vote on actions of equal or lower rank. This includes appointments, merits, etc.

Assistant Professors can vote on all hurdle cases (Tenure, Promotions to Full Professor, and Merits to Professor, Step VI), accelerations of two years or more in all ranks, and in cases reviewed by the SPC in which eligible faculty request full faculty consideration and vote. Voting rights for Assistant Professors will be revisited every three years.

**Visiting Faculty**

Visiting faculty shall have no vote on any personnel matter. Eligible faculty members, by majority vote, decide to co-opt further faculty (including visiting ranks) for discussion or voting on an individual basis.

**Voting in absentia:**

Faculty not in residence have the right to vote in absentia, and it shall be the Chairman’s responsibility to obtain the votes as far in advance of the official departmental action as possible.

**Emeriti faculty:**

The faculty of the department of Near Eastern Languages and Cultures has voted NOT to extend voting privileges to emeriti professors.

**Terminations:**

Terminations of Assistant Professors and Lecturers shall be voted upon by those faculty eligible to vote on promotions to the ranks of Associate Professor or appointments to the titles of Lecturer & Lecturer (SOE).

“Tenured faculty” includes Lecturers with SOE

“Acting” does not include non-continuing faculty.
**Standing Personnel Committee:**

The Standing Personnel Committee (SPC) in the Department of Near Eastern Languages and Cultures shall consist of 3 faculty members (in the Associate and Full Professor Ranks) nominated by the Chair of the Department, and elected by the faculty. Assistant Professors shall not be appointed to serve on the SPC. The Chair of the Department will ensure that nominated candidates cover a broad representation of fields of expertise. The nomination and election of the committee shall take place during the first faculty meeting of the Fall Quarter.

The SPC members shall serve for a period of two years, staggered so that at least one of the members is appointed each year. The Chair of the SPC shall serve for the duration of one year. No elected member of the SPC shall be absent from committee service for more than one quarter. In the event that a member of the committee is to be absent for a period longer than one quarter, a substitute member (from the Associate and Full faculty ranks) shall be appointed by the Chair of the Department.

The SPC shall be charged with: (1) coordinating, reviewing, and voting on merit reviews for all ladder rank faculty members and Lecturers (including Continuing Lecturers); (2) developing procedures for evaluation for these reviews; and (3) preparing reports of such evaluations for presentation and review by the department faculty. The Chair of the SPC shall be charged with reviewing each report or designate a committee member of appropriate rank to do so in accordance with Senate Bylaw 188. The SPC shall vote and make a recommendation regarding each action and include it as part of the SPC’s report.

All department faculty shall have a right to review all personnel cases related to merit review actions at any point of the process. Additionally, faculty members under review shall have a right to request that any recommendations that result in a negative vote from the SPC be brought to the faculty as a whole for further discussion, reconsideration and vote of the eligible faculty.

All hurdle personnel reviews (Tenure, Promotions to Full Professor, and Merits to Professor, Step VI), and accelerations of two years or more in all ranks, will require review and assessment by a confidential ad-hoc faculty committee appointed by department Chair. All ladder faculty ranks (Assistant, Associate, and Full) are eligible to discuss and vote on these cases.