Department of Spanish and Portuguese Bylaws
Passed by Senate faculty (2/3 majority of those voting), 02/22/2016

Approved by Faculty by secret ballot, 13 yes, 0 no, 0 abstain, 2 absent, on 02/22/2016. All Senate faculty including recalled Emeriti are eligible to vote on the whole bylaws.

I. Department Faculty members
A. Senate Faculty of Department Spanish and Portuguese include:
   i. Regular Line Faculty [Ladder Faculty – Assistant, Associate, and Full Professors]
B. All Senate department members, including Recalled Emeriti, have the right to vote on non-personnel substantial department questions.

II. Academic Personnel Actions
A. Appointments: All Senate department members vote on all appointments that confer membership in the Academic Senate.
   i. Full and Associate Professors have extended the right to vote on appointments to Assistant Professors, by a 2/3 majority secret ballot [01/15/2016, Faculty Meeting. 8 yes; 1 no; 0 abstain; 1 absent]
B. 4th Year Appraisals: Full and Associate Professors vote on all 4th Year Appraisals of Assistant Professors members.

C. Promotions:
   i. To Full Professor: Full Professors vote on all promotions to Full Professor
   ii. To Associate Professor: Full and Associate Professors vote on all Promotions to Associate Professor.

D. Merit Actions
   i. Full Professors vote on all Full Professor merits.
   ii. Full and Associate Professors vote on all Associate Professor merits.
   iii. Full and Associate Professors vote on all Assistant Professor merits.

E. Joint and Split Appointments
Joint Appointments without a waiver for personnel actions and all Split Appointments follow the review and voting procedures as any other department member of the same rank.

F. Five Year Reviews
Five year reviews are handled by tenured faculty (Full and Associate Professors) using the guidelines set forth in section D.

G. Non-Senate Faculty/Adjuncts
Non-Senate personnel actions are handled by all Senate Faculty.