

University of North Texas
College of Information
Linguistics
BYLAWS

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Preamble

The Linguistics Department affirms its commitment to excellence in teaching, scholarship, research, service, and faculty participation in governance. In order to facilitate the work of its faculty, and to provide for and ensure individual participation in the affairs of the unit, the faculty of Linguistics adopts these bylaws for its governance. Each faculty member's capacity to make unique contributions to the collective efforts of the unit, College of Information, and the University is hereby acknowledged and affirmed. To facilitate the realization of those efforts, the affairs of the unit shall be conducted through the various agents herein described.

Article I Purpose and Mission

Section 1.1 Purpose

It is recognized that the Linguistics Department is a community of scholars from which the Chair, standing committees, and committee chairs receive authority to act in the name of the unit, and to whom the elected Linguistics Department officers and standing committees are responsible. In the discharge of their duties and functions, elected agents and standing committees recognize and affirm their governance responsibilities to the faculty, to the Dean of the College and their administrative staff, to the President of the University and their administrative staff, and to the Board of Regents of the University of North Texas.

Section 1.2 Mission

The Linguistics Department introduces its undergraduate students to the core areas and methodologies of Linguistics, including phonetics and phonology, morphology, syntax, semantics, and pragmatics, as well as specialized areas such as computational linguistics, historical linguistics, language documentation, language variation, language and law, politics of language, and more. The Department's research-based graduate programs delve deeper into the areas above and prepare students for advanced work in Linguistics and connected disciplines. We aim to inspire the next generation of linguists to excel in both academia and diverse professional settings.

Article II Linguistics Unit

Section 2.1 Structure

- 2.1.1 The Linguistics Department is organized into committees by which it establishes and manages its own policies, procedures, standards, and criteria in matters relating to faculty selection and evaluation; curriculum development and processing; student admission, retention, and exit standards; and administration.
- 2.1.2 The affairs and functions of the Linguistics Program shall be conducted by the following agents, as detailed in the sections indicated:
 - a. Chair
 - b. Executive and Academic Affairs Committee / Appeals and Grievances Ad-hoc-Committee
 - c. Personal Affairs Committee / RPTC Sub-Committee
 - d. Election Judge
 - e. Undergraduate curriculum committee
 - f. Graduate curriculum committee
- 2.1.3 The Linguistics Department and the College have business and operations offices. Each has clearly stated purposes and reporting structures that report to the Chair or Dean.
- 2.1.4 Bylaws, missions, policies, procedures, and standards of all organizational units within the College must not contravene those established by the College or the University.

Section 2.2 Chair

- 2.2.1 Responsibilities
 - a. The Chair is the chief executive officer.
 - b. The Chair is responsible for management of resources, including budgets, space, and personnel, in consultation with the Executive Committee.
 - c. The Chair is responsible for overseeing policies and procedures and working with faculty when updates are required.
 - d. The Chair is responsible for specific duties assigned by the College and/or the University Administration.
 - e. The Chair is responsible for identifying a faculty member to act in their absence when necessary.
 - f. The Chair's conduct of the office is consistent with the spirit and letter of the UNT Policy Manual. The Chair enforces the spirit and letter of these Bylaws, assuming leadership in developing policies and offerings that are consistent with the commitment of the faculty to teaching, scholarship, and service.

Section 2.3 Chair Tenure

The Dean appoints the Chair for a period of 3 years. The tenure of the Chair may be renewed by the Dean, based on evaluation, which must include consultation with the permanent and temporary faculty and staff.

Section 2.4 Administrative Evaluations

- 2.4.1 The Linguistics Department Chair receives annual evaluations by the faculty in accordance with the process outlined in UNT Policy 6.007.

Section 2.5 Faculty

- 2.5.1 The faculty includes all full-time tenured and tenure-track faculty members, full-time professional faculty, and modified service faculty members in the Linguistics Department.
- 2.5.2 The faculty includes those members who are fully or partially released from teaching duties as well as those on temporary leave of absence.
- 2.5.3 These Bylaws recognize that research professors, research scientists, teaching adjuncts, post-doctoral fellows and other professional personnel make important contributions to the intellectual life of the unit.

Section 2.6 Faculty Workload

See University of North Texas Policy number: 06.027: [Academic Workload](#).

Section 2.7 Faculty Evaluations

- 2.7.1 Faculty will receive guidance in understanding their workload and requirements for promotion and tenure from the Department Chair and the RPTC committee.
- 2.7.2 A probationary faculty member meeting or exceeding overall workload expectations should expect to be evaluated as proceeding appropriately toward promotion.
- 2.7.3 A probationary faculty member should have a workload assignment that emphasizes activities that are most important for success in the promotion and tenure process, and typically with reduced emphasis on service responsibility.
- 2.7.4 Each faculty member will be informed, in writing, of the results of yearly performance reviews by the Linguistics Department Chair and the responsible review committee.
- 2.7.5 Faculty should be given a clear indication of how factors used in their performance review are related to recommendations of merit-based salary adjustments.
- 2.7.6 Faculty should have all assigned duties appropriately weighted in their evaluation.

- 2.7.7 Faculty annual merit evaluations should be tailored to the nature of the workload assignment; therefore, merit evaluation procedures should take into account the varying workloads at the time the merit review takes place.
- 2.7.8 The unit will strive for an overall balance of faculty workload that allows the group to successfully maintain or grow productively in the areas of teaching, research, and service.
- 2.7.9 Faculty efforts should be directed toward the areas of greatest need and the greatest overall good; thus, the distribution of workload efforts may change at the individual or Department level.

Section 2.8 Governance

- 2.8.1 These Bylaws recognize that faculty, administrators, and staff all play important roles in the functioning and success of the Linguistics Department.
- 2.8.2 These Bylaws recognize that Faculty are the scholarly foundation of the university.
- 2.8.3 Faculty govern the scholarly activities of the Linguistics Department through:
 - 1. representatives elected to committees specified in these Bylaws,
 - b. designated roles, such as academic and doctoral dissertation chairs,
 - c. contracted instructional duties such as organized courses, and
 - d. participation in collegial dialogues and intellectually inspired contributions on unit issues.
- 2.8.4 Faculty bear the responsibility for the execution of the content and policies established in these Bylaws.

Article III Meetings

Section 3.1 Overview

- 3.1.1 Monthly meetings of the faculty are scheduled by the Chair to occur during the academic year. Additional meetings of the faculty may be held at the Chair's discretion or upon a written petition from at least twenty percent of the faculty.
- 3.1.2 Faculty meetings are open to all faculty and staff unless designated as executive sessions.
- 3.1.3 Notification of faculty meetings is sent to all faculty members at least five business days in advance of the meeting. Notification includes the meeting's agenda with action items for faculty vote indicated and any supporting documents attached.

Section 3.2 Officers

- 3.2.1 The Chair presides over faculty meetings. In the absence of the Chair, the Chair designates someone to chair meetings.

- 3.2.2 The Chair designates a Recorder to compose minutes of all meetings, serve as official custodian of minutes and other official records of faculty meetings, and tally faculty votes.

Section 3.3 Procedures

The following procedures apply to meetings of the faculty as a whole and to meetings of Department committees and subcommittees unless otherwise stated in these Bylaws.

3.3.1 Voting

1. Voting eligibility pertains to full-time tenured and probationary faculty members and full-time professional faculty (senior lecturers), including the Chair and modified service faculty members, except where not permitted by University policy or these Bylaws. (Hereafter, voting faculty members are identified as “faculty”).
2. A quorum consisting of a majority of faculty members must be present in order to conduct a vote on an official action.
3. Votes are decided by the majority of those present for voting, with the exception of votes specifically noted otherwise in these Bylaws. In special circumstances, email voting is permitted.
4. Voting may be conducted by secret ballot if requested by any member.
5. The Recorder tallies votes and may request another unbiased person to assist.

3.3.2 Minutes

The Recorder takes minutes for all meetings and retains approved minutes for the record. Copies of minutes, both unapproved and approved, are distributed or made accessible to all faculty members.

3.3.3 Parliamentary Procedure

The rules in *Roberts’ Rules of Order* (most recent edition) apply for all parliamentary questions.

- 3.3.4 The faculty meetings should be reserved for discussion and not reports from the Chair. Any reports should be made through weekly or monthly memoranda circulated by email.

- 3.3.5 All faculty are strongly encouraged to attend faculty meetings. Provisions will be made for phone-in conference calls to support research days when faculty are off campus.

Article IV Committees

Section 4.1 Overview

4.1.1 Members

The following parameters apply to all Department-level committees unless otherwise specified in University policy or in these Bylaws:

1. Committee membership is described in each committee section below. In addition to full-time tenured and probationary faculty and modified service faculty members, committee members may be administrators and other internal constituents (e.g., full-time center directors, research personnel, non-clerical support staff).
2. Any committee may elect or appoint subcommittees or task forces composed of individuals eligible for regular committees, plus non-voting members such as students and external constituents (e.g., alumni, professionals, consultants).
3. Whenever possible, elected members serve for two years in staggered terms, for a maximum of two consecutive terms.

4.1.2 Elections

1. Elections for committee members are conducted by the faculty and supervised by the Election Judge.
2. The Chair appoints the Election Judge.
3. A list of eligible nominees, together with a nominating ballot, is distributed to the faculty. Eligible nominees are full-time faculty members who meet the following conditions:
 - a. May not serve more than two consecutive terms, partial or full, on the same committee unless approved by a majority vote of the faculty
 - b. May not serve concurrently on more than one elected committee unless concurrent membership is approved by a majority vote of the faculty
 - c. When possible, should not serve on parallel committees at both College and Program levels
 - d. The election ballot includes up to three nominees (or more in case of a tie) who received the highest number of nominations for each committee.
 - e. Ties are broken by runoff elections.

- f. Additional elections are conducted as necessary during the academic year to fill midterm vacancies or add newly hired faculty members.

4.1.3 Officers for Standing Committees

1. A Chair, Vice Chair, and Recorder are elected annually by each committee unless officers are otherwise designated in these Bylaws.
2. The Chair sets the agenda, convenes, and presides over the meetings.
3. The Vice Chair presides over meetings in the temporary absence of the Chair or in the event that the position of Chair is vacant.
4. The Recorder composes and distributes minutes of all meetings to the faculty and retains approved minutes for the Program record.

4.1.4 Meetings

1. Committees must meet at least once at the beginning of the academic year to elect officers. Subsequent meetings are conducted as business requires.
2. The previous year's chair calls the first meeting of the year. The first order of business is to hold committee elections.
3. Where a committee's chair has left the committee, the Chair will appoint a member of the committee to call the first meeting.
4. Any recommendations or official actions by committees are forwarded to the Chair, faculty, and other appropriate committees. Each committee summarizes its academic year activities in a year-end report.
5. Meeting procedures for committees and subcommittees are the same as for general faculty meetings (Section 3.3) unless otherwise stated in these Bylaws.

Section 4.2 Executive and Academic Affairs Ad Hoc Committee

4.2.1 Responsibilities

1. The Committee advises the Chair on all matters pertaining to faculty participation as set forth in the Guidelines for Faculty Participation in Instructional Units (*UNT Policy Manual 3/13.2*).
2. The Committee provides coordination in all matters not provided for by other committees.
3. The Committee is responsible for unit-level policies, procedures, and curriculum.

4.2.2 Members

1. The committee consists of one-third (or at least 4 members) of the tenured and probationary faculty members and the Chair,
2. The Chair serves as Committee Chair and appoints a member to serve as Vice Chair. The Vice Chair presides over meetings in the temporary absence of the Chair or in the event that the position of Chair is vacant.

4.2.3 Actions

The Committee acts on behalf of the faculty as follows:

1. The Committee establishes policies and procedures for the distribution of resources within the Linguistics Department.
2. The Committee monitors student enrollments in the academic programs and develops policies/procedures related to student enrollment and retention.
3. The Committee is empowered to act on urgent matters in between faculty meetings.
4. The Committee recommends solutions for questions and issues referred by committees or initiated by individuals.
5. The Committee reviews and revises policies, procedures, and standards to ensure consistency and adherence.
6. The Committee composes and recommends new policies, procedures, and standards as requested or needed.
7. The Committee approves proposed course and program changes for submission to UNT curriculum committees.
8. The Committee handles student issues related to discipline, appeals, and grievances.

4.2.4 Appeals and Grievances Ad-hoc Committee

4.2.4.1 Responsibilities

The Appeals and Grievances Ad-Hoc Committee will be formed when necessary and is responsible for reviewing student appeals and grievances

4.2.4.2. Members

1. The Committee will be comprised of three committee members from the Executive Committee or outside members from COI, as determined by the Dean.
2. The Chair is not eligible for membership.

4.2.4.3. Actions

1. The committee will follow UNT policies and procedures.
2. Will recommend actions to the Linguistics Department Chair as a result of reviews.

Section 4.3 Personal Affairs Committee (PAC)

4.3.1 Responsibilities

The duty of the Personnel Affairs Committee is to review and evaluate, on an annual basis, the contributions of each full-time faculty member in the areas of teaching, research, and service as outlined in UNT Policy 6.007. The Personnel Affairs Committee may also be called on to advise the Chair with respect to personnel matters.

4.3.2 Members

1. The Personnel Affairs Committee (PAC) is comprised of five full-time faculty members, elected from the faculty.
2. If an elected member must be absent from the PAC for a prolonged period, the Chair will appoint a full-time faculty member to serve on the committee until the elected member returns.
3. The Department Chair may appoint outside members to serve on the PAC.

4.3.3 Actions

1. The unit should have clearly formulated, written, and publicly-accessible performance criteria upon which the annual review will be based.
2. The performance criteria should be made known to faculty to ensure that all faculty are well aware of the criteria by which their annual performance will be evaluated.
3. The duty of the Personnel Affairs Committee is to review and evaluate, on an annual basis, the contributions of each full-time faculty member in the areas of teaching, research, and service.
4. The Personnel Affairs Committee may also be called on to advise the Chair with respect to personnel matters.
5. The Committee addresses two facets of personnel matters:
 - i. Policies and Procedures
 - a. Develops and evaluates Linguistics Department policies and procedures for evaluations, reappointment, promotion, tenure, grievances, and other personnel matters
 - b. Provides recommendations to the Chair and faculty
 - ii. Personnel Cases

- a. Reviews Linguistics Department RPTC and Chair's recommendations for reappointment, promotion, and tenure and then makes its own recommendations to the Chair based on whether it concurs with Department recommendations in terms of the Department's adherence to its own policies, procedures, and criteria and the extent to which the candidate meets the Linguistics Department's criteria
- b. Reviews grievance appeals referred by the Department and recommends resolutions
- c. Reviews other types of personnel cases at the request of the Chair

4.3.4 Reappointment, Promotion and Tenure Ad Hoc Committee (RPTC)

4.3.4.1 Responsibilities

The Reappointment, Promotion and Tenure ad hoc Committee is responsible for considering all tenure and promotion cases within the Linguistics Department in compliance with UNT Policy 6.004.

4.3.4.2. Members

1. The Reappointment, Promotion and Tenure ad hoc Committee (RPTC) is comprised of five full-time, tenured faculty members who are from the associate and/or professor ranks.
2. Faculty serving on the College RPTC are not eligible for membership.
3. In the event that fewer than five members of the Linguistics Department faculty meet the guidelines for serving on the RPTC, the Department Chair can invite/appoint an outside member(s).

4.3.4.3. Actions

1. The RPTC will evaluate faculty members for promotion, tenure, and other honorary academic designations (e.g., Regents Professor, teaching excellence, etc.).
2. The RPTC will follow UNT policies and procedures outlined in UNT Policy 6.004.

Section 4.4 Other Ad Hoc Committees

Other committees may be appointed by the Chair as needs arise. Members may be administrators, faculty, staff, students, or external constituents who are appropriate to the committee's charge.

ARTICLE V GRIEVANCE

Faculty have access to grievance and appeal procedures as outlined in UNT Policy 6.051.

ARTICLE VI BYLAWS ADOPTION AND AMENDMENT

Section 6.1 Bylaws Adoption

1. The adoption of the Bylaws requires that they be distributed to the faculty by the Chair for study and deliberation for a period of at least twenty-one (21) calendar days.
2. Following the review period, a Linguistics Department election will be conducted for the purpose of adopting the Bylaws.
3. Adoption of the Bylaws requires an affirmative vote of two-thirds of the voting, full-time faculty.
4. The Bylaws become effective immediately upon their adoption, and supersede any earlier Linguistics Department charter(s) or policies.

Section 6.2 Bylaws Revision

1. The Chair or two or more full-time, tenured or tenure-track faculty members may request a revision to the Bylaws at the next scheduled faculty meeting.
 - a. Proposed revisions to be presented will be provided to the faculty at least two days before the faculty meeting.
 - b. At the beginning of the faculty meeting, faculty members calling for the revision will present the proposed changes.
 - c. Faculty members can then suggest amendments to the proposed revisions that the proposing faculty may at their discretion incorporate into the proposal.
 - d. The revised Bylaws will then be distributed to the Faculty as defined in Article VI, Section 6.1 regarding Bylaws Adoption.
 - e. Proposed amendments to these Bylaws can also be presented in a written petition signed by at least three full-time, tenured or tenure-track faculty members.
 - f. Within five working days of receiving any such petition, the Chair shall present the proposed amendments in written form to the faculty. See Article VI, Section 1 for Charter Adoption Rules.

Section 6.3 Review of the Bylaws

1. The Bylaws require formal review by the Linguistics Department Executive Committee every three (3) years.
2. if changes are required, the Executive Committee may request Bylaws revisions as defined in Article VI, Section 6.1

William Salmon, Chair _____

Kinshuk, Dean _____

History

The first bylaws document for the Linguistics Department was created in Spring, 2019.

Bylaws were updated on October 4, 2023 to reflect terminology change from "Non-tenure track faculty" to "Professional faculty".

Bylaws were updated on December 14, 2023 to reflect updated Mission Statement.