

**Department of Foreign Languages and Cultures
College of Arts and Sciences**

**MASTERS IN FOREIGN LANGUAGES
(SPANISH PROGRAM)**

GRADUATE PROGRAM BYLAWS

Revised: June 20, 2012
Faculty Senate Approval Date: TBD



Article I. Objective

- A. Degree(s) offered by the program:** The Department of Foreign Languages and Cultures (DFLC) offers a **Masters program in Foreign Languages, with an emphasis in Spanish.**
- B. Discipline:** Within this program, we offer Spanish and Spanish American literature courses, starting in the medieval era and up to contemporary production, as well as seminars on foreign language pedagogy, teaching with technology, and applied linguistics.
- C. Mission of the Program:** The MA program provides, in theory and practice, a deep understanding of Spanish and Spanish American literature taught in context so as to enhance the students' cultural intelligence and appreciation, promote their linguistic, and critical thinking skills to an advanced level, expose them to contemporary schools of thought on literary criticism, and allow them to articulate and apply their knowledge in any academic or professional setting. We aim to empower the student in the search of apprehending how the cultures that comprise the Hispanic world function, how they conceive themselves and others, and how they express that knowledge. This, in turn, leads to the development of strategies for addressing difference, and promoting intercultural communication that students can apply to their professional pursuits. The program also provides theoretical and practical training in teaching Spanish as a Second Language and the use of cutting-edge technology in the classroom. Students come out of the program fully prepared to pursue a career in education in the K-12 systems, or in community colleges, or to pursue doctoral studies at any university of their choice.

Article II. Membership

- A. Criteria for Membership in the Graduate Program:** All tenured/ tenure-track and clinical-track faculty members in the Spanish program engaged in graduate-level teaching, DFCL tenured/ tenure-track and clinical-track faculty members engaged in graduate-level teaching, and the DFCL Spanish Teaching Assistant Coordinator are part of the Graduate Program, although their areas of responsibility vary.
 - 1. All members of the Spanish Section (Tenured/Tenure-Track and clinical-track faculty) are entitled to participate in the selection of candidates to the M.A. Program; in the discussion of any graduate teaching assistant's performance as an instructor; and in the selection of the winners of any awards that may be bestowed on Spanish graduate students. The LLRC Director may only participate in the discussion of the performance of the Technology TA.
 - 2. Faculty engaged in graduate-level teaching in the Spanish Master's program may be members of Master's Degree Examining Committees. The Teaching Assistant Coordinator may be one of the regular members of a Master's Committee. The Teaching Assistant coordinator must hold a Master's Degree in Spanish, Spanish Linguistics or Spanish Pedagogy as a minimal qualification to be a member of a Master's committee.

3. Only tenured/ tenure-track faculty teaching graduate-level courses in the program have the right to discuss, decide and vote on the content areas and graduate courses covered by the Spanish Master's program, and to approve any changes to the Spanish Master's program Bylaws.
4. WSU Campus Participation:
 - a. WSU-Pullman is the only campus approved by the Washington State University HEC Board to offer and advertise this degree program.
 - b. There are no supporting campuses involved in this program.
5. Graduate Faculty Participation:
 - a. Participation is open to all qualified graduate faculty who participate actively in the program in the teaching/ mentoring/ administration of the program, regardless of academic unit affiliations.
 - b. Tenure/tenure track and Clinical track faculty members who are actively engaged in graduate teaching are eligible for participation as thesis advisors or MA committee chairs.
 - c. External individual committee members:
 - **Individual Committee Member Internal to WSU:** Individuals not officially participating as Graduate Faculty within DFCL (for example, a faculty member from another WSU department or program) may serve on graduate committees for DFCL students as long as they are a member of the Graduate Faculty in their own program or discipline and their committee appointment is approved by the Program Director of DFCL.
 - **External Individual Committee Members:** Individuals not officially participating as Graduate Faculty within any graduate program at WSU (for example, a faculty member from another university or research entity) may be approved to serve as a thesis/dissertation committee member for an individual student on a case-by-case basis. The committee chair for that student should forward the name and a curriculum vitae of the desired committee member to the Graduate Program Director. With approval of the Program Director, the nomination (with accompanying CV or other documentation of expertise) is forwarded to the Dean of the Graduate School for final approval.
6. Disciplinary expertise, research area, graduate student mentoring, and accomplishments expected for Graduate Faculty participants:
 - a. All active Graduate Faculty members have specific disciplinary areas of expertise that fall under their direct responsibility within the program. As members in charge of those areas, they are expected to take care of any duties that pertain to them including, but not limited to: teaching courses in the area(s); supervising the MA Reading List components for that area; mentoring students wanting to effect research for their MA thesis or research paper in their area, and serve as chairs of their MA committees; administering MA written exams and directing the oral examination portions that pertain to their area(s); and rating both written exams and the oral examination portions on their area for the End-of-Program Report provided for each student upon completing the degree.
 - b. All active Graduate Faculty members are expected to comply with the Tenure and Promotion guidelines of the DFCL, including maintaining a demonstrable scholarly research activity in their area of expertise, and/ or professional activities such as publications in referred journals or other scholarly-related publications, book reviews, professional conference presentations, invited lectures or other related presentations in their area of expertise, among other activities. Their scholarship is intended to showcase the faculty member's awareness of current developments in his/her field,

as well as his/her constant commitment to advancing scholarly knowledge in that field.

- c. In the case of Clinical track faculty members engaged in graduate teaching, the expectation is that they comply with the DFCLC's Clinical-Track Tenure and Promotion guidelines, including maintaining a demonstrable teaching and continuing-education-related activities in their fields to showcase the faculty member's engagement with advances in their area of expertise.
 - d. The TA coordinator trains the student teachers prior to their being assigned teaching duties, supervises their performance every semester through weekly meeting, classroom visits followed by an evaluation, mid-term meeting to discuss students' evaluations of TA, and a final report on each TA's performance provided to the Graduate Advisor for the students' annual progress of end-of- program reports. This person will not be required to maintain an active research agenda beyond that necessary to maintain professional expertise in the area.
 - e. The LLRC director provides training and support on computer-assisted learning activities and directly supervises the Technology teaching assistant in his/her duties. This person will not be required to maintain an active research agenda beyond that necessary to maintain professional expertise in the area.
7. Active disciplinary research encompassed by the program's participants include all scholarly activities listed under the DFCLC's promotion guidelines, as appropriate for the faculty member's track as tenure/tenure track, or Clinical track.
 8. The TA coordinator and the LLRC director will not be held to a demonstrable scholarly activity requirement. However, if these individuals hold a Tenure or Clinical track, they must comply with the tenure and promotion requirements for their track.

B. Application for Membership

1. Designation of initial Graduate Faculty in the program includes all Tenure and/or Clinical track faculty members in the Spanish program involved in graduate teaching and training.
2. Other tenure-tenure track or Clinical faculty members in the DFCLC, or other eligible faculty members from another WSU department or program, may be considered for membership if nominated by an existing member, or by the student. If nominated by another faculty member, the nomination must be accepted by a majority of the Graduate Faculty members. If nominated by the student, the nomination must be accepted by a majority of the student's MA committee members.
3. Anticipated contributions that Graduate Faculty members will perform as members include, but are not limited to the following:
 - a. An active role in the administration of the graduate program by serving on graduate program administrative committees; as thesis advisors or MA committee members, co-chairs, or chairs; or as administrative officers of the program.
 - b. Providing graduate level instruction/ training in their area of expertise in addition to research instruction, if appropriate.

C. Emeritus Participation

1. Emeritus participation in the program, membership in committees, and/or voting rights, will be strictly on a volunteer basis, and with no voting rights. It will be determined on a case-by-case basis, and will follow the same application rules as those for other tenure-tenure track or Clinical faculty members in the DFCLC, or in programs outside of DFCLC.

D. Continuation of Active Membership

1. The minimum criteria for continued active membership in the graduate program are participation as a major professor for students in the program, and participation as a

committee member for students in the program. Secondary criteria that will be taken into account include continued active research in the field, and active participation in program activities (committees, meetings, etc.)

2. Membership will include periodic review for continuation of membership, with reviews typically occurring on a five-year cycle. The Chair of the DFLLC will conduct a partial review of membership each year, as part of the Department's annual review.

E. Discontinuation of Membership

1. Discontinuation will occur upon the faculty member leaving the program for another position that implies a discontinuation of teaching and service activities in support of the program; per request of faculty member to discontinue participation in the graduate program; or if faculty member's failure to comply with the norms of professional behavior dictated by the Graduate School results in temporary or permanent dismissal of said faculty member from the program.

F. Membership Appeal Process

1. If the faculty member is discontinued from the program per request, he/she may ask to be reinstated by writing a letter to the Chair of DFLLC and the Graduate Program Director stating their desire to rejoin the program, and reasons that support reinstatement. These two members will decide on the case, and advise the faculty member accordingly.
2. If the faculty member is discontinued from the program involuntarily, the process of appeal must be initiated with a similar letter, which the Chair and Graduate Program Director will forward this request with their own recommendations to the appropriate university unit dealing with the specific case. The final decision will rest on the appropriate university unit.
3. Final written appeal should be made to the Dean of the Graduate School within 30 calendar days of any membership decision.

Article III. Administration

A. Administrative structure of the graduate program

1. The Graduate Program Director is the Spanish Graduate Faculty who chairs the Graduate Studies committee.
2. The administration of the program and its activities is vested in a Graduate Studies Committee consisting of all graduate faculty members in Spanish, the Teaching Assistants' Coordinator, the LLRC director, and the Chair of the department.
3. The Graduate Program Director works very closely with the Academic Coordinator staff member in charge of graduate students to maintain application files, generate letters and other communication with students, generate reports on program and students, maintain program's web site, MA reading list, schedule graduate courses, and effect all other program administrative-related activities.
4. The Graduate Program Director works closely with the Teaching Assistant Coordinator to assign instructional workload for TAs, and to makes all decisions regarding TA assignments, in collaboration with the Spanish Section Undergraduate Studies Coordinator and the Chair of the Department.
5. The Graduate Program Director works closely with the Spanish Undergraduate Studies Coordinator to assign instructional workload for faculty members (tenure/ tenure-track/ clinical) in graduate courses, and propose course scheduling to the Chair of the Department

Article IV. Graduate Program Director

A. Director Appointment Process

1. The DFCL Chair appoints the Graduate Program Director from the Spanish Graduate Faculty members, after a process of consultation that may include the current Graduate Program Director, the department's academic coordinator in charge of graduate students, other graduate faculty and/or graduate students. All comments will be treated as confidential information by the DFCL Chair. These individuals may express a preference which the Chair may take into account.
2. The selected faculty member will be contacted by the DFCL Chair regarding their willingness to serve, and advised of duties and responsibilities during a personal interview in which the Chair, the current Graduate Program Director and/or the Academic Coordinator in charge of graduate students may be present, by the Chair's request. After the interview, the Chair will forward the candidate's name to the Dean of the Graduate School for confirmation of appointment.
3. The position does not carry any course release or any additional compensation.
4. The term of service for the Director will be for four years, with the option of being reappointed by the department's chair.

B. Duties of the Graduate Program Director

1. The Director's duties include:
 - a. provide overall academic leadership for the program, including recruitment and promotion activities; retention activities such as advising all in-coming graduate students, assigning peer-mentors, overseeing office assignments, and dealing with any academic issues related to new or ongoing graduate students; and ensuring that program requirements are being completed in a timely manner.
 - b. develop and implement policies for the program
 - c. represent the interests of the program to the campus and University administrators
 - d. call and preside at meetings of the Graduate Studies Committee
 - e. call and preside at meetings of the Graduate program
 - f. be responsible for coordinating all administrative matters with the Graduate School, including requesting additional teaching assistantships if appropriate
 - g. collaborate in the management of budgets related to the program, including teaching assistantships' distribution, and scholarships
 - h. submit course change or approval forms
 - i. be responsible for the accuracy of all publications related to the program including web pages and catalog copy
 - j. coordinate program's graduate course teaching assignments with relevant faculty and staff members
 - k. supervise the activities of the Teaching Assistants Coordinator as they relate to the program
2. The Graduate Program Director also serves as academic advisor to all graduate students before they choose their MA committee chair and submit their Program of Studies to the Graduate School. Once this is done, the Director delegates the day-to-day responsibilities of the student's graduate program to the faculty member serving as Chair of the Committee.

Article V. Committees

A. Committees Within the Graduate Program

Graduate Studies Committee: Coordinates with the Graduate Program Director and the DFCL Chair in administering the program and student mentoring within the program.

1. Information Related to the Graduate Studies Committee

- a. The committee is constituted by the Spanish graduate faculty members and the Teaching Assistants' Coordinator. The director of the LLRC is not a voting member of the committee but may be called to specific meetings, as needed. There is not student participation in this committee.
- b. Membership is considered part of the Spanish graduate faculty duties.
- c. The Committee Chair is the Graduate Program Director.
- d. Term of membership is unlimited, and determined by the faculty member's active status in the program. Renewal of membership is granted based on the bylaws established in Article II.
- e. Voting rights on all matters except those specified in Article II, Section A, are extended to all graduate faculty members in the committee, and to the Teaching Assistants' Coordinator.
- f. The role and function of the committee is:
 - i. To review and maintain a current list of members.
 - ii. To oversee admission into the program.
 - iii. To oversee continuation in the program by students.
 - iv. To oversee distribution of additional student financial support through scholarships, internships, or summer teaching positions.
 - v. To determine any curricular changes and/or changes in the program policy, as specified in Article II.

Article VI. Graduate Student Committees

- A. The initial selection, or subsequent changes, of a graduate student's committee shall be determined jointly by the student and the Graduate Program Director.
- B. The committee will be chaired by the faculty member in charge of the area where student wishes to pursue thesis or research paper.
- C. The graduate committee of each student shall include a minimum of three members, derived from eligible tenured/tenure-track and Clinical Spanish faculty members. At least one member of a master's committee must be a permanent, WSU tenure-track faculty member and a member of the graduate faculty of the student's program.
- D. It may include one outside (non-Spanish) member from eligible graduate faculty in other language programs, or in other departments, after consultation with the MA committee chair and the Graduate Program Director. This outside member is expected to support/ complement the student's research area of specialization.
- E. In the case when a Spanish graduate faculty member is on sabbatical leave or unavailable at the time of the oral examination, the committee may exclude this member from participating and/or replace him/her with another eligible faculty member. A member change in committee form must be submitted in advance to the Graduate School.
- F. As specified in the Graduate School's Policies and Procedures, the performance of each graduate student shall be reviewed annually at the end of the spring semester by the student's committee chair, and submitted to the Graduate Program Director for the program assessment report. A copy of the review will be included in the student's file.

Article VII. Student Representatives

- A. If interested, students can be appointed to committees or associations, such as the GPSA, through a vote of all active graduate students, and are expected to serve the full year of their appointment. Students may nominate themselves or be nominated by others; in all cases, they must accept before the appointment can be made official. Reappointment will be possible, based on vote of all active graduate students.
- B. If the student is interested in active participation in a DFCLC committee, the student may request membership after consultation with the Graduate Program Director and his/her MA committee chair (if selected). Students will be nominated by the Graduate Program Director to the DFCLC Chair, who will decide on final appointment.

- C. Departmental committees or activities students may serve on include recruitment, peer mentoring, and STAMP Proctoring. These are all on a volunteer basis except for the last (STAMP proctoring) which falls under the specific duties of the Technology TA, as stipulated by their contract.
- D. Term of service is for one year or the pre-determined length of the activity.
- E. Students on official committee appointments will have the same voting rights as all other committee members.
- F. Attendance at official meetings of the program called by the Graduate Program Director is compulsory for all active graduate students.
- G. The Chair of any committee with student members must excuse the student representatives from meetings during discussion about other students, personnel actions or disciplinary issues relating to faculty, during rankings of existing students for funding, and for disciplinary issues related to students.

Article VIII. Graduate Faculty Meetings

- A. Time and frequency of meetings: The Graduate Faculty in the program will meet at least twice every semester.
 - 1. Activities that mandate required meetings in the fall are new students' preliminary status reports, and scholarship funds assignments for conference travel in the spring.
 - 2. Activities that mandate required meetings in the spring are evaluation of program applicants for fall acceptance; scholarship funds' assignments; summer teaching assignments.
 - 3. Meetings are called by the Graduate Program Director or by the DFCL Chair.
 - 4. Additional meetings may be requested by any Spanish Faculty member based on need, and once approved, will be arranged by the Graduate Program Director after prior consultation of committee members' schedules.
 - 5. Emergency meetings may be called by the Chair of the Department, or the Spanish Section Coordinator, without previous schedule consultation.
 - 6. Notification of meetings and time period for notification: Non-emergency requests should be placed a week in advance by e-mail to allow for scheduling. Once the meeting time and place are decided, e-mail notification will be sent out to all members by e-mail.
 - 7. Faculty members who are away from campus are exempt from attendance. However, depending on the importance and content of the meeting, the Graduate Program Director, the DFCL Chair, or the faculty member may request that access be provided for the faculty member's participation through a conference call.

Article IX. Quorum

- A. The quorum for meetings of the faculty and the graduate faculty shall be all qualified persons in attendance at regularly scheduled and announced meetings. Each of these bodies shall be free to make its own rules of procedure, but unless rules to the contrary are adopted, motions shall pass by majority vote.
- B. Given the small size of the program and Graduate Studies Committee, all members are expected to participate at regularly scheduled and announced meetings. In the case of emergency meetings, a summary of motions and decisions may be provided to the absent faculty member to allow him/her to vote on these decisions by e-mail if time constraints allow; if not, the motions passed during the emergency meeting shall pass by majority vote.
- C. All issues that require a vote must be voted on by 50% of the eligible members; passage requires a 50% supporting vote of the members voting.

Article X. Order of Business for Meetings

- A. Regularly scheduled and announced meetings will follow an agenda provided by the Graduate Program Director.

Article XI. Amendments

- A. Amendments to the bylaws must be approved by a quorum vote of the qualifying tenured and tenure-track and clinical faculty members of the Graduate Studies Committee, and submitted to the Graduate School for review and approval.
- B. Amendments to the bylaws may be proposed by any member of the Spanish graduate faculty, by the Teaching Assistants' coordinator, by the DFCLC Chair. Amendments will be circulated to the Graduate Studies Committee, and/or the other individuals listed before if appropriate. Depending on initial response to amendment, the Graduate Program Director will determine if a special meeting should be called for discussion, or if the amendment can be voted on by e-mail by the tenured and tenure-track and clinical faculty members of the Graduate Studies Committee, after a shared electronic discussion is conducted.
- C. Amendment should be distributed and discussed for a minimum of two days if by e-mail, or during a one-hour meeting (as a minimum), unless discussion points to a consensus opinion over the amendment (be it pro or con), and a vote can be taken.
- D. All amendments and revisions must be submitted by the Graduate Program Director to the Graduate School and Faculty Senate for review and approval.

Article XII. Initial Graduate Faculty Members

List of active tenure/tenure track Graduate Faculty participants (by seniority):

Dr. Eloy González
Dr. Ana M. Rodríguez-Vivaldi
Dr. Francisco Manzo-Robledo
Dr. Vilma Navarro-Daniels (current Graduate Program Director)
Dr. Michael Hubert

Other Graduate Studies Committee members:

Prof. Íñigo Serna, Teaching Assistant's Coordinator

Other program participants:

Prof. Maria Previto
Dr. Joshua Bonzo, Clinical Assistant Professor in German

Annual updates of this list will be sent to the Dean of the Graduate School for approval.

MEMORANDUM

TO: Dorene Branson, Principal Assistant
Faculty Senate

FROM: Graduate Studies Committee

DATE: October 16, 2012

SUBJECT: Masters in Foreign Languages Bylaws

On Tuesday, October 16, the Graduate Studies Committee approved requested amendments to the Bylaws for the Masters in Foreign Languages graduate program. Please forward this to the Faculty Senate as an informational item for their next meeting.