

UNIVERSITY OF WASHINGTON
Department of Comparative Literature

BY-LAWS

1. Members of the faculty must have formal academic training in the area of comparative literature or the equivalent and demonstrate comparative interests that contribute to the teaching programs of the department.
2. Members of the Comparative Literature faculty who are voting members of the University Faculty shall be voting members of the department whether or not Comparative Literature is their primary department.
3. Actions concerning new appointments, reappointment, promotion, and tenure shall be taken by the eligible voting members of the faculty, at a faculty meeting, upon recommendation by the Executive Committee or by a committee appointed by the Chair. In the absence of a majority vote of the entire faculty at such a meeting, the Executive Committee may recommend conducting a mail (or email, or electronic) ballot on the matter.
4. An Executive Committee shall represent the voting members of the faculty and take action on matters concerning temporary, short-term, and visiting appointments, requirements for degree programs, and curriculum.
5. The Executive Committee shall also represent the voting faculty in providing advice to the Chair as required in the case of competitive offers. The committee may, at its discretion, refer the decision on any such matter to a vote of the faculty, at a department meeting convened for the purpose or by a mail (or email, or electronic) ballot.
6. The Executive Committee shall consist of four members: three voting members of the Comparative Literature faculty who are elected for overlapping three-year terms; and the chair. The members of the Executive Committee are nominated and elected by the voting faculty in a mail ballot and, if no member receives a simple majority, a second vote on the two (or more, if there are ties) receiving the most votes will be conducted. New terms begin on September 16 of each year. If an elected member of the Executive Committee is unable to complete his or her term of office, a special election will be held to select a replacement to complete that term.
7. The Standing Committees of the department are: the Graduate Studies Committee, the Undergraduate Education Committee, the Cinema Studies Committee, the Diversity Committee, and the Grievance Committee. The Chair appoints members of the Standing Committees with the approval of the Executive Committee.
 - a) The Graduate Studies Committee will be responsible for issuing offers of admission and naming recipients of TA and RA appointments; it shall include the Director of Graduate Studies, two additional faculty members and a graduate student representative chosen by the current graduate students.
 - b) The Undergraduate Education Committee shall include the Director of Undergraduate Studies and at least two additional faculty members.
 - c) The Cinema Studies Committee shall include the Director of Cinema Studies and all faculty members who have been regularly teaching core courses in the program.
 - d) The Diversity Committee shall include six or seven appointed, voting members, including one staff member, one graduate student, one undergraduate student, and three or four faculty members. All members are to be appointed with an expectation of service

for two consecutive years, when possible; members are to be drawn from all departmental divisions, when possible. Appointments will be staggered to ensure some continuity on the committee from any given year to another.

The Diversity Committee shall advise the department on the development and implementation of strategic planning pertaining to all areas of departmental diversity, such as creating and sustaining diversity in faculty hiring, promotion, and retention; graduate student recruitment and retention; recruitment and retention of a diverse pool of undergraduate majors and minors; undergraduate and graduate curriculum development; and participation in College and University-wide diversity planning.

- e) The Grievance Committee shall include the Chair, the Director of Graduate Studies, and the Director of Undergraduate Studies; it is responsible for dealing with all formal complaints filed by students with the department.
8. When the Executive Committee deems it necessary, it may appoint an ad hoc committee to advise it on any particular subject. Ad hoc committees may include voting student representatives.
9. The Chair shall call meetings of the Executive Committee or of the faculty when they are needed. Any member of the Executive Committee may call a meeting of the Executive Committee. In addition, the Executive Committee, or any three members of the Comparative Literature faculty, may convene a faculty meeting.
10. At least once a year the Chair shall inform the faculty, at a meeting, of the actions taken in the department and plans for the future.
11. Amendments to these by-laws will take effect when they have been ratified by a simple majority of the eligible voting faculty.

Amended 6/3/2013

