Committees and Service Responsibilities

COMMITTEES
Annual Review Sub-Committee & Promotion & Tenure Sub-Committee
Ask (Chair, Autumn), Wong (Spring only; Chair, Spring), Marx-Scouras, Hoffmann (Autumn only)

Associated Faculty Committee
Flinn (chair), Bishop, Keller, Weintritt, Wong (Spring only),

Diversity and Inclusion Committee
Combs-Schilling (chair), Mullins, Zammarchi (Graduate Student Representative), Allender (Staff Rep)

Graduate Studies Committee
Heller (chair), Afanasyeva, Combs-Schilling, Renga, Antolini (Graduate Student Representative)

Salary Advisory Committee
Ask, Hoffmann, Marx-Scouras

Undergraduate Studies Committee
Willging (chair), Ask, Afanasyeva, Hoffmann, Mullins
*Teaching Schedule, French: Willging
*Teaching Schedule, Italian: Ask
*Undergraduate Awards and Scholarships: Hoffmann and Mullins

ADVISING/SERVICE ROLES
ASC Senator: Willging (Renga alternate)
Graduate Student Representative: Childress
Graduate Student Professionalization Representative: TBD
Associated Faculty Representative: Campbell
Staff Representative: Keller

Assessment Officer: TBD
Faculty Honors Major Mentors: Marx-Scouras, Willging
Faculty Major Mentors: Flinn, Heller, Hoffmann
Faculty Minor Mentor: Torrini-Roblin
Individual Instruction, Director: Parson (Autumn), Wong (Spring)
Individual Instruction, Assistant Director: Parson
Internship Coordinator: Wong (Spring)
Graduate Reading Exams Advisor: Rotating
Language Program Director: Parson (Aut), Wong (Spring)
Language Program Assistant Director: Parson
Library Liaison: Heller
Online Education/Technology Support, Director: Onorato
Pre-Major Advisor: Torrini-Roblin
Major and Minor Staff Advisor: Spencer
Romance Studies Major Mentor: Willging
Study Abroad Credit Evaluator: Parson
Study Abroad Advisor: Torrini-Roblin
UG Club Advisor: Hoffmann
UG Transfer/EM Credit Evaluators: Parson

French/Francophone: TBD
Italian: TBD

French/Francophone: Ask
Italian: Ask

French/Francophone: Ask
Italian: Ask

French/Francophone: Parson
Italian: Parson

French/Francophone: Torrini-Roblin
Italian: Torrini-Roblin

French/Francophone: Parson
Italian: Parson

French/Francophone: Weintritt
Italian: Weintritt

French/Francophone: Weintritt
Italian: Weintritt

French/Francophone: Spencer
Italian: Spencer
Committee and Advising Charges:
Assessment Officer: Gathers and organizes syllabi and assessment data for all GE courses in French and Italian (language sequence and other GEs). Communicates with all those teaching GE courses to alert them to ensure assessment is done in each GE course. Passes data on twice-annually to Language Director and/or Chair of Undergraduate Studies (in French and in Italian); uploads all assessment reports into Track Dat; updates alumni emails.

Associated Faculty Committee
Membership: At least two tenure-track faculty, at least two associate faculty, one staff member. Only faculty members have voting rights in this committee.
Meetings and Procedures: The Associated Faculty Committee will meet no less than once a semester. The following functions are executed by the Associated Faculty Committee.
1. To hold a meeting at the beginning of the academic year with all associated faculty;
2. To nominate one or two outstanding associated faculty annually for teaching awards;
3. To oversee annual teaching observations;
4. To oversee associated faculty annual reviews (each year associated faculty will submit to a dossier consisting of teaching evaluations, a current CV, and a brief statement reflecting on their service and teaching experiences over the previous year);
5. To solicit availability for the next academic year for all associated faculty not on contracts;
6. To vet applications for new associated faculty positions.

Diversity and Inclusion Committee
Membership: Two faculty members, one of whom will serve as chair, one graduate student, and one staff member.
Meetings: Called by the Chair of the committee as needed, but at least once each semester.
The following functions are executed by the Diversity and Inclusion Committee:
1. Promotes the values of diversity, inclusion, and equal opportunity for all department members (faculty, staff, students).
2. Oversees and assesses departmental initiatives, policies, and culture to ensure an equitable environment for working, learning, and teaching.
3. Makes recommendations to the Chair when appropriate.
4. Affirms diversity in thought and expression for all members of the Department.
5. Graduate Student Representative represents concerns / voices of other graduate students.

Graduate Reading Exam Advisors: Oversees the graduate reading exams in French and Italian. The student’s advisor or the GREA provides a passage the student will translate, and the GREA evaluates them. Exams are held at specific times during the year and are proctored by our Program Coordinator.

Graduate Studies Committee
Membership: The director of graduate studies, at least two members of the department faculty, the academic program coordinator, and a graduate student. Only faculty members have voting rights in this committee.
Meetings and Procedures: The GSC will meet no less than once a semester.
The following functions are executed by the Graduate Studies Committee.
1. To oversee doctoral programs, making adjustments accordingly.
2. To consider faculty for associated graduate faculty status.
3. To prepare recommendations on all matters pertaining to the Department's graduate programs for presentation to the faculty and/or the Department Chair, including the initiation of changes in graduate programs, curriculum, and examination structures.
4. To coordinate the recruitment, admission, and retention of graduate students with proper attention to increasing diversity in the department and to preparing and distributing effective advertising of graduate programs.

5. To examine the dossiers of applicants for admission and to recommend candidates for admission and fellowships; to conduct Skype interviews with all prospective admits; also to recommend, in consultation with the appropriate Director of the Undergraduate Language Program, initial appointments of GTAs.

6. To nominate qualified graduate students for appropriate awards and fellowships.

7. To maintain standards in graduate work through an annual review of the Department's Guide to Graduate Studies in FRIT and an academic review of graduate students conducted with French and Italian Graduate Faculty during Spring semester.

8. To act on student petitions concerning transfer credit, special program or examination arrangements, and other issues affecting graduate students.

9. To establish rules and procedures for the keeping of records of graduate students.

10. To foster and facilitate the professional development and placement of graduate students of the Department of French and Italian.

11. To decide on annual basis the distribution of specially endowed funds for graduate students (e.g., Bulatkin-Pardo endowed fund, and special funds from the graduate school) and the awarding of an additional year of funding.

**Internships Coordinator: French:** act as contact person for students pursuing French for the Professions major track or who have arranged an internship using French and who wish to register for FR 4690, French for the Professions Internship. Internship students will register for the appropriate hours of 4690 with the liaison, who will be in contact with the students’ internship supervisors and will request evaluation forms from these supervisors twice during the semester. The liaison should remind interested students that only 3 hours of 4690 may count toward the French minor or major; **Italian:** Coordinates the Sant’Anna internship and the Aifs internship.

**Promotion and Tenure Committee**
The Chair of the Department will appoint a sub-committee consisting of three or four faculty members, preferably at least two full Professors and one Associate Professor. The Promotion and Tenure Committee assists the Committee of the Eligible Faculty in managing the personnel and promotion and tenure issues. The chair of the sub-committee will be appointed by the Chair of the Department. When the number of eligible faculty members permits, two of the sub-committee members will be replaced each year and members will not serve for more than two consecutive years.

**Salary Advisory Committee:** Membership: The Chair will appoint three tenured faculty members, at least one of whom will be in Italian. When the number of eligible faculty members in each section permits, membership on the Committee will change every year, and no member who has served one year will be reappointed the following year. The Committee will be chaired by the Chair of the Department. The primary function of the Salary Advisory Committee is to advise the Chair on the distribution of Annual Merit Raises.

**Undergraduate Studies Committee**
Membership: The Director of Undergraduate Studies, at least two members of the department faculty, the academic program coordinator, one associated faculty, and one undergraduate student. Only faculty members have voting rights in this committee.
Meetings: Called by the Director of Undergraduate Studies as needed, but at least once each semester. The following functions are executed by the Undergraduate Studies Committee:
1. To handle all matters, curricular or otherwise, involving undergraduates and undergraduate majors and minors, including the Honors program and the recruitment and retention of undergraduate
students. To prepare recommendations on all matters pertaining to the Department's undergraduate programs for presentation to the faculty and/or the Department Chair, including the initiation of changes in undergraduate majors or minors, curricula and program and GE assessment.

2. To present the results of the assessment reports to the faculty.
3. To advertise and select recipients of departmental undergraduate prizes and scholarships.
4. To review and revise, in consultation with the Chair, the Department's Undergraduate Studies pages on the FRIT website at the end of Spring semester.
5. To organize recruitment initiatives, including soliciting undergraduate alumni profiles and updates.
6. To nominate qualified undergraduate students for appropriate awards and fellowships.
7. To organize a welcome event for prospective majors and minors in Autumn semester.
8. To assist the language clubs in organizing a speaker for Spring semester.
9. To create the teaching schedule and all course assignments in courses above the 1000-level.

Rev. August 2020