



Proposal to the Senate Educational Policy Committee

PROPOSAL TITLE: Reorganization of the Program in Comparative & World Literature to the Department of Comparative & World Literature

SPONSOR: Robert A. Rushing, Director, Program in Comparative and World Literature, 3072 Foreign Language Building, 333-4987, *rrushing@illinois.edu*

COLLEGE CONTACT: Stephen R. Downie, Interim Associate Dean for Curricula and Academic Policy, College of Liberal Arts and Sciences, *sdownie@illinois.edu*, 333-1350

BRIEF DESCRIPTION:

The faculty of the Program in Comparative & World Literature voted unanimously to reorganize into the Department of Comparative & World Literature in 2007 and again on March 8, 2021. The reorganization reflects our operation as a tenure-granting autonomous academic unit.

JUSTIFICATION:

The Program in Comparative & World Literature (CWL) was established at UIUC in 1967, one of the first in the United States, and has since been at the forefront of interdisciplinary teaching and research in the humanities, offering courses that work across different national languages and literary traditions, as well as those that combine the study of literature with other disciplines. In 2006-07, the Senate Committee on Educational Policy recommended to the Provost that all Programs with tenure line faculty and undergraduate and graduate degrees be reorganized as departments, and almost all of them were. As part of that process, CWL also petitioned to be changed, and a proposal in support of the change was sent to the College of LAS in September 2007. It was approved at the College level, but unfortunately the document was either lost or misplaced at that time, and was never forwarded to the Provost's office for approval. The Program in Comparative & World Literature would like therefore to renew its request to be made into the Department of Comparative & World Literature.

According to the University of Illinois *Statutes*, the department is “the primary unit of education and administration within the University” and “is established for the purpose of

carrying on programs of instruction, research, and public service in a particular field of knowledge” (Article IV, Section 1a). Furthermore, according to the *Statutes*, the faculty of a department are composed of those in the tenure stream (Article II, Section 3a), and this is in fact the case with Comparative & World Literature, which consists exclusively of tenure stream faculty. In all respects, the unit has been functioning like a regular department since 1976, with tenure-track and tenured faculty, degree programs both at the undergraduate and graduate levels, and an administrative structure similar to those of comparable departments (the Director functions like a department Head).

Faculty and Staff: The unit has 12 faculty, all of whom are tenured (a total of 8 FTE, since most faculty are shared with other departments); there are 7 full Professors, and 5 Associate Professors (our one Assistant Professor was promoted effective this year). We also have 17 faculty affiliates representing 10 different departments across LAS and in two other colleges (Education and Media). (See Appendix A—CWL Faculty).

Degree Programs, Enrollment and Courses: The Program has offered a graduate program since 1967, an undergraduate major since 1976 and an undergraduate minor since 1991. Since 2000, the unit has also offered an undergraduate major in World Literature. The number of undergraduate majors has been relatively stable, fluctuating between 6 and 11 students over the last five years. There are currently 19 graduate students enrolled in the PhD programs, a number that has been very stable over the last five years; 4 PhDs were granted in AY 2019-20, and the program has historically averaged 1-2 MA degrees and approximately 2 PhDs per year. Although we have a small number of majors (largely because Comparative Literature as a discipline requires that students learn multiple foreign languages to a high level of proficiency), we teach a considerably larger number of students in General Education and other courses, and the Program’s IUs have been steadily increasing for about the last eight academic years (we offered 1,729 IUs in AY 2014-15, which grew to 2,350 IUs in AY 2019-20, the last year for which DMI data is available—this is line 6000 in DMI: IUs on Unit Funds, which represents all the teaching our unit was responsible for). These numbers are comparable to existing departments at Illinois such as Latina/Latino Studies, Gender and Women’s Studies, and Slavic Languages and Literatures.

A total of 114 undergraduate courses are offered under the CWL rubric. Because comparative literature is a collaborative and interdisciplinary discipline, of those undergraduate courses, 25 are controlled by CWL, and the remainder by other units. CWL offers an additional 20 courses at the graduate level, of which 9 are controlled by the Program (see Appendix B—CWL Courses).

Governance: The Program in Comparative & World Literature is a self-governing unit that administers its own budget, evaluates faculty annually and recommends faculty for tenure and promotion. The unit is governed by existing bylaws and in accordance with the University Statutes, the unit executive officer functions as a department Head (see Appendix C—Current CWL Bylaws). The Program is currently under the leadership of Director Rushing. In the event that this proposal is approved, the faculty of Comparative

& World Literature have approved new bylaws to govern the Department (see Appendix D—Proposed CWL Bylaws).

The Program is housed with the School of Literatures, Cultures and Linguistics, but it is currently the only unit in the School (and one of only a very few at the University) that houses tenure line faculty but has not become a department. Although the distinction between program and department is essentially formal, it puts us in an anomalous position and fosters confusion about our status and function. A formal recognition of Comparative Literature as a department will not only make our central mission clearer to those outside the university, but also formalize our equal footing with our peers in the School — ultimately, this should enhance our ability to work together as a School on research and curricular projects that go beyond a single department's purview, with all of the research-based units on an equal footing.

Lastly, other programs in comparative literature at our peer institutions are organized as departments, not programs (Michigan, Wisconsin, Indiana—Bloomington, Ohio State, as well as Harvard, Berkeley, Yale and Brown). This has a potentially deleterious effect on metrics, since search engines that drive data collection for assessment, as well as scholars in the field, may not recognize us as the same type of entity. It is time for us to formalize our status as an academic department within the University of Illinois.

The current undergraduate majors in Comparative Literature & World Literature already satisfy the IBHE requirement that all degree programs contain at least 40 credit hours in upper division courses, and no changes to those programs are contemplated at this time.

BUDGETARY AND STAFF IMPLICATIONS:

1) Resources

- a. No financial support is necessary for this proposal: Letterhead and other print materials will need to be updated, but the costs for updating these materials will be absorbed by Comparative & World Literature.
- b. No additional capacity or surplus is necessary to resource the program.
- c. The unit will not need to seek campus or other external resources.

2) Resource Implications

- a. There is no anticipated effect on faculty resources, faculty size, class size, teaching loads, or student-faculty ratios.
- b. There will be no effect on course enrollments in courses offered in conjunction with other departments, and there is no anticipated effect on our relationships with other units on campus.
- c. The reorganization will not impact library use.
- d. The reorganization will not impact computer use, laboratory use or other equipment, or space requirements.

DESIRED EFFECTIVE DATE: Upon approval.

STATEMENT FOR ACADEMIC CATALOG: All curricula entries in the Academic Catalog should refer to the Department of Comparative & World Literature.

CLEARANCES:

Signatures:


Unit Representative: _____

4/19/2022
Date: _____


School Representative: _____

4/19/2022
Date: _____


College Representative: _____

4/20/2022
Date: _____


Graduate College Representative: _____

5/2/2022
Date: _____

Council on Teacher Education Representative:

Date:



College of Liberal Arts & Sciences

2090 Lincoln Hall, MC-448
702 S. Wright St.
Urbana, IL 61801

April 20, 2022

Kathy Martensen

Associate Provost for Educational Programs and Success Initiatives

Office of the Provost

207 Swanlund Administration Building, MC-304

Dear Kathy,

The College of Liberal Arts & Sciences has voted upon and approved the following proposal:

Reorganization of the Program in Comparative & World Literature to the Department of Comparative & World Literature

The proposal is now ready for review by the Senate Educational Policy Committee.

Sincerely,

A handwritten signature in black ink that reads 'S. Downie'.

Stephen R. Downie

Interim Associate Dean for Curricula and Academic Policy, LAS

sdownie@illinois.edu

Appendix A: CWL Tenure-track Faculty 2020-2021 (*=CWL home department)

Name	Date of Hire	Rank	% in CWL	Other Appointment
*John Levi Barnard	2019	Associate	100	
*Eric Calderwood	2014	Associate	100	
George Gasyna	2006	Associate	25	Slavic Languages and Literatures
*Rachel Harris	2009	Associate	100	
*Wail Hassan	2004	Professor	75	English
Stephanie Hilger	2004	Professor	50	Germanic Languages and Literatures
Lilya Kaganovsky	2001	Professor	50	Slavic Languages and Literatures
*Brett Kaplan	2002	Professor	100	
Rini Mehta	2013	Associate	75	Religion
Harriet Murav	2002	Professor	50	Slavic Languages and Literatures
Robert Rushing	2001	Professor	50	French & Italian
Robert Tierney	2005	Assistant	25	East Asian Languages and Cultures
Total FTE			8.00 FTE	

CWL Faculty Affiliates: 2020-2021

Antony Augoustakis	Classics
Zong-qi Cai	East Asian Languages and Cultures
Eleanor Courtemanche	English
Pradeep Dhillon	Education Policy, Organization & Leadership
Dara Goldman	Spanish & Portuguese
Laurie Johnson	Germanic Languages and Literatures
Marcus Keller	French & Italian
Eduardo Ledesma	Spanish & Portuguese
Carl Niekerk	Germanic Languages and Literatures
Anke Pinkert	Germanic Languages and Literatures
Manuel Rota	French & Italian
Sandra Ruiz	Latina/Latino Studies
Valeria Sobol	Slavic
Nora Stoppino	French & Italian
Renee Trilling	English
Julie Turnock	Media & Cinema Studies
Mara Wade	Germanic Languages and Literatures

Appendix B: CWL Courses (* = courses controlled by CWL)

CWL 111	<u>Bible as Literature</u>
CWL 112	<u>Literature of Global Culture</u>
CWL 114	<u>Global Consciousness and Lit</u> *
CWL 117	<u>Russ & E Euro Science Fiction</u>
CWL 119	<u>Literature of Fantasy</u>
CWL 122	<u>Russia and Black America</u>
CWL 151	<u>Cross-Cultural Thematics</u> *
CWL 189	<u>Lit of Asia & Africa I</u> *
CWL 190	<u>Lit of Asia & Africa II</u> *
CWL 191	<u>Freshman Honors Tutorial</u> *
CWL 199	<u>Undergraduate Open Seminar</u> *
CWL 201	<u>Comparative Lit Studies</u> *
CWL 202	<u>Literature and Ideas</u> *
CWL 204	<u>US Border Literatures and Cultures</u> *
CWL 205	<u>Islam & West Through Lit</u> *
CWL 206	<u>Classical Allusions in Cinema</u>
CWL 207	<u>Indian Cinema in Context</u> *
CWL 208	<u>Cultures & Literatures of South Asia</u>
CWL 209	<u>Jewish American and US Minority Literatures in Dialogue</u>
CWL 210	<u>Intro to Mod African Lit</u>
CWL 211	<u>The Arab-Israeli Conflict</u> *
CWL 212	<u>Israeli Cinema and Television</u>
CWL 215	<u>Madness, Myth, and Murder</u>
CWL 216	<u>Legends of King Arthur</u>
CWL 217	<u>Classical Chinese Lit</u>
CWL 218	<u>Survey of Ukrainian Literature</u>
CWL 220	<u>Origins of Western Literature</u>
CWL 221	<u>Jewish Storytelling</u>
CWL 223	<u>Qur'an Structure and Exegesis</u>
CWL 224	<u>German Literature in Trans</u>
CWL 225	<u>Constr Afr and Carib Identity</u>
CWL 226	<u>Humanist Persp of Afro-Am Exp</u>
CWL 227	<u>19thC Russian Lit Survey</u>
CWL 230	<u>Popular Cultures of Contemporary East Asia</u>
CWL 240	<u>Italy Middle Ages & Renaiss</u>
CWL 241	<u>Early Masterpieces of Western Culture</u> *
CWL 242	<u>Modern Masterpieces of Western Culture</u> *
CWL 245	<u>Survey of Polish Literature</u>
CWL 249	<u>Russian Lit Since 1917</u>
CWL 250	<u>Grimms' Fairy Tales in Context</u>
CWL 251	<u>Viking Mythology</u>
CWL 252	<u>Viking Sagas in Translation</u>
CWL 253	<u>Medieval Lit and Culture</u>
CWL 254	<u>The Legend of King Arthur</u>

CWL 255	<u>Renaissance Lit and Culture</u>
CWL 257	<u>Enlightenment Lit and Culture</u>
CWL 259	<u>Afro-American Literature I</u>
CWL 260	<u>Afro-American Literature II</u>
CWL 262	<u>Sex & Gender in Antiquity</u>
CWL 263	<u>The Heroic Tradition</u>
CWL 264	<u>The Tragic Spirit</u>
CWL 267	<u>The Short Story</u>
CWL 269	<u>Brit, Amer & Contin Fiction</u>
CWL 271	<u>The Holocaust in Context - ACP</u>
CWL 272	<u>Sexuality and Literature</u>
CWL 273	<u>The Holocaust in Context</u>
CWL 275	<u>Masterpieces of East Asian Lit</u>
CWL 276	<u>Asian Film Genres</u>
CWL 277	<u>Slavic Literature Survey</u>
CWL 283	<u>Jewish Sacred Literature</u>
CWL 284	<u>Modern Jewish Literature</u>
CWL 307	<u>Classical Chinese Lit</u>
CWL 308	<u>Chinese Popular Lit</u>
CWL 311	<u>Japan Lit in Translation I</u>
CWL 312	<u>Japan Lit in Translation II</u>
CWL 317	<u>Francophone Worlds</u>
CWL 320	<u>Lit Responses to the Holocaust *</u>
CWL 321	<u>Russian Writers</u>
CWL 322	<u>The Comic Imagination</u>
CWL 323	<u>Tolstoy</u>
CWL 324	<u>Dostoevsky</u>
CWL 325	<u>Chekhov</u>
CWL 328	<u>Special Topics German Studies</u>
CWL 335	<u>Nabokov</u>
CWL 341	<u>Love & Sex in Hebrew Lit *</u>
CWL 350	<u>South Asian Goddesses</u>
CWL 376	<u>Children and Youth Literature</u>
CWL 387	<u>French & Comparative Cinema I</u>
CWL 389	<u>French & Comparative Cinema II</u>
CWL 395	<u>Special Topics Comp Lit I *</u>
CWL 400	<u>African Diasporic Lit Americas</u>
CWL 410	<u>Modern African Fiction</u>
CWL 411	<u>The Chinese Novel</u>
CWL 412	<u>Mod Chinese Lit in Translation</u>
CWL 413	<u>Dante</u>
CWL 414	<u>Petrarch & Boccaccio</u>
CWL 415	<u>Mod Japan Lit in Translation</u>
CWL 417	<u>Topics in Medieval British and Irish Literature</u>
CWL 420	<u>Masterpieces Renaiss Lit</u>
CWL 421	<u>Jewish Life-Writing</u>

CWL 430	<u>History of Translation</u>
CWL 434	<u>Studies in Francophonie</u>
CWL 436	<u>Problems of Polish Literature</u>
CWL 440	<u>Russian Culture Studies</u>
CWL 441	<u>Themes in Narrative</u> *
CWL 444	<u>Problems in Romanticism</u>
CWL 445	<u>Problems in Realism</u>
CWL 450	<u>Topics in Bodies and Genders</u>
CWL 451	<u>International Film Genres and Auteurs</u> *
CWL 453	<u>Slavic Cultural Studies</u>
CWL 454	<u>Topics in Israeli Lit & Culture</u> *
CWL 457	<u>Russian Modernism</u>
CWL 461	<u>Lit Genres and Forms</u> *
CWL 462	<u>Modern Japanese Drama</u>
CWL 463	<u>Ibsen in Translation</u>
CWL 466	<u>Approaches to Oral Tradition</u>
CWL 467	<u>Japanese Cinema</u>
CWL 470	<u>Imagining the Welfare State</u>
CWL 471	<u>International Lit Relations</u> *
CWL 472	<u>Kierkegaard and the Self</u>
CWL 477	<u>Post-Communist Fiction</u>
CWL 478	<u>Classical Chinese Thought</u>
CWL 481	<u>Topics in Arabic Literature & Culture</u> *
CWL 490	<u>Topics in Classical Literature</u>
CWL 493	<u>Senior Thesis and Honors</u>
CWL 496	<u>Special Topics in Comp Lit II</u> *
CWL 501	<u>Theory of Literature</u> *
CWL 502	<u>Cross-Culture Comparison</u> *
CWL 503	<u>Historiography of Cinema</u>
CWL 504	<u>Theories of Cinema</u>
CWL 511	<u>Applied Literary Translation I</u>
CWL 512	<u>Applied Literary Translation II</u>
CWL 535	<u>Nabokov</u>
CWL 551	<u>Seminar Lit Movements</u> *
CWL 552	<u>Studies French & Comp Cinema</u>
CWL 561	<u>Seminar Genres - Forms</u> *
CWL 562	<u>Sem Spanish-American Lit</u>
CWL 570	<u>Studies in Critical Theory</u>
CWL 571	<u>Seminar in Literary Relations</u> *
CWL 576	<u>Methods in Slavic Grad Study</u>
CWL 578	<u>Seminar 20thC French Lit</u>
CWL 581	<u>Seminar Lit Themes</u> *
CWL 582	<u>Proseminar</u> *
CWL 586	Children and Youth Literature
CWL 593	<u>Special Studies</u> *
CWL 599	<u>Thesis Research</u> *

Appendix C

CURRENT BYLAWS

Program in Comparative and World Literature University of Illinois at Urbana-Champaign

Adopted by the Comparative and World Literature Faculty, April 1987
Amended, April 2007; Revised, April 2018

Article I: Name

The name of this program is “The Program in Comparative and World Literature”

Article II: Mission Statement

The Program in Comparative and World Literature offers both undergraduate and graduate programs leading to the degrees of Bachelor of Arts, Master of Arts, and Doctor of Philosophy, and is designed to provide a systematic study of subjects and problems common to several literatures and cultures. Its purpose is to enable students with the appropriate linguistic competence and preparation to explore individual national literatures as well as world literature; the theory of literature and criticism; the theory and practice of cross- cultural comparison; the interrelations of several literatures; the main currents, periods, and movements in literary history; the development of literary themes and types; and the relations between literature and the other arts.

Article III: Membership

There are three kinds of members in the Program: core faculty, specialized faculty, and affiliate faculty:

- A. The core faculty of this program shall be all those persons at the rank of assistant professor and above (whether tenure-track or tenured) who hold either a fractional or a full-time appointment in the Program. These faculty members are voting members of the Program and shall be called upon to serve on its committees. There shall be one vote per faculty member, whether the appointment is fractional or full-time. Visiting appointments (full, associate or assistant professors, lecturers, post-doctoral appointees) shall not have a vote but, at the invitation of the Director, may serve on program committees and teach in the Program’s curriculum.
- B. The specialized faculty of this program shall consist of those members who are not on the tenure stream but who contribute to curricular instruction as instructors, lecturers, and teaching professors. Full-time specialized faculty members are voting members of the Program and may be called upon to serve on its committees. There shall be one vote per full-time specialized faculty member. Fractional specialized faculty shall not have a vote but, at the invitation of the Director, may serve on program committees and teach in the Program’s curriculum.

- C. The affiliate faculty of this program shall consist of those members who have zero-time appointments in the Program. Such faculty may serve on program committees and teach in the Program's curriculum at the invitation of the Director. Affiliate faculty are non-voting members of the Program.

Article IV: Administration

- A. The Program shall be administered by a Director as Chief Executive Officer whose duties and responsibilities are those defined in the Statutes of the University of Illinois, in the LAS rules/guidelines, and in these bylaws.
- B. The Director shall be appointed by the Dean of the College, after consultation with core and specialized faculty. The term of the appointment is for five years. This appointment is renewable upon the recommendation of the faculty and the Dean. No later than February 1st of the fifth year of the Director's tenure, the faculty shall meet in the absence of the Director to evaluate the Director's performance and to make a recommendation to the Dean regarding his or her appointment. Should the Director not seek reappointment, or should the Director resign before the end of the appointed term, the faculty shall meet in order to formulate a recommendation to the Dean concerning a new Director. Should the Director request a leave of absence or a sabbatical, the faculty must be notified of that eventuality and shall meet to formulate a recommendation to the Dean concerning an Acting Director.
- C. In consultation with the core and specialized faculty, the Director shall appoint to a three-year renewable term both a Director of Graduate Studies (DGS) and a Director of Undergraduate Studies (UGS). Normally these positions are filled by two different faculty members.
- D. The Director has principal oversight over the progress of the graduate students in their program of study. The Director shall meet once a year with each graduate student and shall monitor the student's progress, in consultation with the DGS and – when the student is in the Ph.D. program – with the student's Major Advisor. While the DGS is the principal liaison between the Program and the Graduate College, the Director has direct responsibility for deciding on the appropriate level of financial support (fellowships, teaching assistantships, research assistantships, and tuition and fee waivers) for each student. The Program Director and the DGS work together to obtain teaching assistantships from other departments. In addition, the Director makes recommendations of graduate student support to the Graduate College.
- E. Each spring, there shall be an annual review of the current graduate students by the core and specialized faculty to evaluate progress and determine the level of support for those students continuing in the program.
- F. The Director shall ensure that the policies of the Program concerning the graduate students are carried out as stipulated in the Program's Graduate Student Handbook.
- G. The Director shall make salary recommendations concerning each core faculty member to the Dean of the College.

Article V: Committees

- A. Service on the Program's committees is reserved for core-faculty members and specialized faculty except in unusual circumstances as determined by the Program Director.
- B. The standing committees of the Program are: the Advisory Committee, the Committee on Admissions and Financial Aid, the Grievance Committee, the Capricious Grading Committee, and the Committee on Curriculum and Program Development.
- C. The principal committee of the Program shall be the **Advisory Committee**. This committee shall consist of the DGS and UGS plus two faculty members elected by the faculty for a period of two years. The Director serves as the chair of the committee and shall meet with the committee at least once per semester. Meetings may also be called by the Advisory Committee. The Advisory Committee shall advise the Director on all matters except those relating to Promotion and Tenure.
- D. The **Committee on Admissions and Financial Aid** shall consist of three faculty members appointed by the Director. Committee members are appointed to staggered two-year terms and may be reappointed. The Graduate Advisor shall be an ex-officio member of this committee. The committee shall make recommendations on admissions and financial aid concerning applicants to the Director.
- E. The **Grievance Committee** shall be composed of the members of the Advisory Committee except in those instances where a conflict of interest is present. In such instances, an election is held to fill the vacancy or vacancies. The Chair of the Grievance Committee shall be elected by the Advisory Committee on a case-by-case basis.

The Program strongly encourages potential grievants to use all appropriate avenues for informal resolution before initiating a formal grievance.

The deliberations of the Grievance Committee shall remain confidential.

Procedures for faculty: a faculty member may choose to present a formal grievance to the Grievance Committee. The grievance shall be in writing, explicit, and supported by evidence. The respondent(s) shall be given the opportunity to reply in writing to the written grievance. The Grievance Committee shall then decide whether or not to accept the case for further investigation. Once a case is accepted, the Grievance Committee's decision on it shall be transmitted in writing to the Director or, if the Director is the object of the grievance, to the appropriate official. The Director or the official shall respond in writing within ten working days and give reasons for the decision and the course of action to be taken. That document shall be transmitted to both the grievant and the respondent. If a majority of the Grievance Committee remains dissatisfied with the decision of the Director or the official and the recommended course of action, the Committee shall inform

the Dean or another appropriate official of that dissatisfaction and request further consideration of the matter.

Both the grievant and the respondent have the right to appeal to the next level the decision and recommended course of action. Such an appeal shall be made within twenty-one working days of the decision.

Both the grievant and the respondent have the right to review relevant documentation provided that the anonymity of the sources is preserved.

Procedures for graduate students: a graduate student with a grievance should present it through the DGS who shall then function as that student's advocate in the procedure and shall recuse himself or herself from the Grievance Committee. If the DGS is the object of the grievance, or should the DGS not be able to serve as the student's advocate, the student may ask another core faculty member to serve in that capacity. In other respects, the procedures for graduate student grievances are the same as those for the core faculty.

Procedures for undergraduate students: an undergraduate student with a grievance should present it through the UGS who shall then function as that student's advocate in the procedure and shall recuse himself or herself from the Grievance Committee. If the UGS is the object of the grievance, or should the UGS not be able to serve as the student's advocate, the student may ask another faculty member (not necessarily affiliated with CWL) to serve in that capacity. In other respects, the procedures for undergraduate student grievances are the same as those for faculty and graduate students.

- F. The **Capricious Grading Committee** shall be appointed by the Director. It shall consist of three faculty members (core or specialized). A graduate student should lodge a complaint first with the DGS, who shall advise the Director in writing of the nature of the complaint. An undergraduate student should lodge a complaint first with the UGS, who shall advise the Director in writing of the nature of the complaint. The procedure to be followed by the Capricious Grading Committee, whether the student is a graduate or an undergraduate, is specified by LAS (regulation § 3-107):
http://studentcode.illinois.edu/article3_part1_3-107.html
- G. The **Committee on Curriculum and Program Development**. This committee of three faculty members is appointed by the Director. The committee shall review the curricula on both the graduate and undergraduate level and shall make recommendations as needed to the Director and to the faculty at large. This committee shall also keep abreast of the national and international developments in the field of Comparative and World Literature and shall make such recommendations as will maintain the Program's strengths and will enhance its standing both nationally and internationally.
- H. Ad hoc committees. The Director shall appoint committees as needed to decide on such matters as special awards on the graduate or undergraduate level, library materials, graduate student life, and other issues that may arise.

Article VI: Meetings

The Director shall call two general faculty meetings per semester. Other meetings may also be called as needed. The agenda for the meetings shall be distributed three full working days beforehand.

A copy of these bylaws shall be distributed before the first general faculty meeting of the fall semester.

The Director shall meet regularly with the Advisory Committee as stipulated under Article V, Section C, concerning the business of the Program. The Advisory Committee, upon the recommendation of the majority of its members, may request additional meetings with the Director.

Any three faculty members may, in extraordinary circumstances, call a special meeting of the core faculty. Such a call shall be made in writing and reasons shall be given.

Article VII: Promotion and Tenure

- A. The Director shall annually review the progress of all core and specialized faculty in the department. Each faculty member shall keep his or her documentation in order and up-to-date. Such documentation includes a curriculum vitae, offprints or other publications, teaching evaluations, course syllabi, professional recognitions, and the annual review of activities (May letters).
- B. Each tenure-track assistant professor shall receive a formal third-year review no later than the spring semester of the third year at UIUC. The procedure to be followed is specified in Office of the Provost Communication no. 13 (Probationary Period Tenure Track).
- C. No later than the spring semester of each tenure-track assistant professor's fifth year, the Director shall begin to gather materials for the promotion and tenure decision in the fall of the sixth year. The procedure to be followed is specified in the Office of the Provost Communication no. 9 (Promotion and Tenure).
- D. The **Committee on Promotion and Tenure** consists of all the members of the core faculty above the rank of the faculty member being evaluated. The Director serves as the chair of the committee.
- E. All deliberations of Promotion and Tenure committees shall be confidential.
- F. Affiliate faculty with an appropriate overlap in specialization may, at the discretion of the Director, take part in the Program's promotion and tenure discussions but shall not have a vote.
- G. The recommendation to grant tenure and promotion shall be based on substantial achievements in research, teaching, and service. Evidence of excellence in research and teaching must be documented.
- H. Promotion to full professor shall be initiated by Director at the request of the individual faculty member at the rank of associate professor with indefinite tenure. A majority vote by the core faculty at the rank of full professor is required for the promotion to move forward. The procedure to be followed is

specified in the Office of the Provost Communication no. 9 (Promotion and Tenure).

- I. The recommendation to grant promotion to full shall be based on substantial achievements in research, teaching, and service. Evidence of excellence in research and teaching must be documented.

Article VIII: Amendments to these Bylaws

Amendments may be proposed by any two faculty members and shall be submitted in writing to the Director who shall then circulate the proposed amendment(s) at least two full weeks prior to their consideration at the next appropriate faculty meeting. In order for an amendment to be adopted, a quorum of the faculty shall be present at the meeting in which it is discussed and voted upon. Approval requires a two-thirds majority vote of the core faculty in attendance. Absentee voting is not permitted.

Appendix D

PROPOSED BYLAWS

Department of Comparative and World Literature University of Illinois at Urbana-Champaign

Approved by the Comparative and World Literature Faculty, March 2021

Article I: Name

The name of this department is “The Department of Comparative and World Literature”

Article II: Mission Statement

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Article III: Membership

There are three kinds of members in the Department: core faculty, specialized faculty, and affiliate faculty:

- A. The core faculty of the department shall be all those persons at the rank of assistant professor and above (whether tenure-track or tenured) who hold either a fractional or a full-time appointment in the Department. These faculty members are voting members of the Department and shall be called upon to serve on its committees. There shall be one vote per faculty member, whether the appointment is fractional or full-time. Visiting appointments (full, associate or assistant professors, lecturers, post-doctoral appointees) shall not have a vote but, at the invitation of the Head, may serve on departmental committees and teach in the Department’s curriculum.
- B. The specialized faculty of the department shall consist of those members who are not on the tenure stream but who contribute to curricular instruction as instructors, lecturers, and teaching professors. Full-time specialized faculty members are voting members of the Department and may be called upon to serve on its committees. There shall be one vote per full-time specialized faculty member. Fractional specialized faculty shall not have a vote but, at the invitation of the Head, may serve on departmental committees and teach in the Department’s curriculum.

- C. The affiliate faculty of the department shall consist of those members who have zero-time appointments in the Department. Such faculty may serve on departmental committees and teach in the Department's curriculum at the invitation of the Head. Affiliate faculty are non-voting members of the Department.

Article IV: Administration

- A. The Department shall be administered by a Head as Chief Executive Officer whose duties and responsibilities are those defined in the Statutes of the University of Illinois, in the LAS rules/guidelines, and in these bylaws.
- B. The Head shall be appointed by the Dean of the College, after consultation with core and specialized faculty. The term of the appointment is for five years. This appointment is renewable upon the recommendation of the faculty and the Dean. No later than February 1st of the fifth year of the Head's tenure, the faculty shall meet in the absence of the Head to evaluate the Head's performance and to make a recommendation to the Dean regarding his or her appointment. Should the Head not seek reappointment, or should the Head resign before the end of the appointed term, the faculty shall meet in order to formulate a recommendation to the Dean concerning a new Head. Should the Head request a leave of absence or a sabbatical, the faculty must be notified of that eventuality and shall meet to formulate a recommendation to the Dean concerning an Acting Head.
- C. In consultation with the core and specialized faculty, the Head shall appoint to a three-year renewable term both a Director of Graduate Studies (DGS) and a Director of Undergraduate Studies (UGS). Normally these positions are filled by two different faculty members.
- D. The Head has principal oversight over the progress of the graduate students in their program of study. The Head shall meet once a year with each graduate student and shall monitor the student's progress, in consultation with the DGS and – when the student is in the Ph.D. program – with the student's Major Advisor. While the DGS is the principal liaison between the Department and the Graduate College, the Head has direct responsibility for deciding on the appropriate level of financial support (fellowships, teaching assistantships, research assistantships, and tuition and fee waivers) for each student. The Department Head and the DGS work together to obtain teaching assistantships from other departments. In addition, the Head makes recommendations of graduate student support to the Graduate College.
- E. Each spring, there shall be an annual review of the current graduate students by the core and specialized faculty to evaluate progress and determine the level of support for those students continuing in the Department.
- F. The Head shall ensure that the policies of the Department concerning the graduate students are carried out as stipulated in the Department's Graduate Student Handbook.
- G. The Head shall make salary recommendations concerning each core faculty member to the Dean of the College.

Article V: Committees

- A. Service on the Department's committees is reserved for core-faculty members and specialized faculty except in unusual circumstances as determined by the Department Head.
- B. The standing committees of the Department are the Advisory Committee, the Committee on Admissions and Financial Aid, the Grievance Committee, the Capricious Grading Committee, and the Committee on Curriculum and Program Development.
- C. The principal committee of the Department shall be the **Advisory Committee**. This committee shall consist of the DGS and UGS plus two faculty members elected by the faculty for a period of two years. The Head serves as the chair of the committee and shall meet with the committee at least once per semester. Meetings may also be called by the Advisory Committee. The Advisory Committee shall advise the Head on all matters except those relating to Promotion and Tenure.
- D. The **Committee on Admissions and Financial Aid** shall consist of three faculty members appointed by the Head. Committee members are appointed to staggered two-year terms and may be reappointed. The Graduate Advisor shall be an ex-officio member of this committee. The committee shall make recommendations on admissions and financial aid concerning applicants to the Head.
- E. The **Grievance Committee** shall be composed of the members of the Advisory Committee except in those instances where a conflict of interest is present. In such instances, an election is held to fill the vacancy or vacancies. The Chair of the Grievance Committee shall be elected by the Advisory Committee on a case-by-case basis.

The Department strongly encourages potential grievants to use all appropriate avenues for informal resolution before initiating a formal grievance.

The deliberations of the Grievance Committee shall remain confidential.

Procedures for faculty: a faculty member may choose to present a formal grievance to the Grievance Committee. The grievance shall be in writing, explicit, and supported by evidence. The respondent(s) shall be given the opportunity to reply in writing to the written grievance. The Grievance Committee shall then decide whether or not to accept the case for further investigation. Once a case is accepted, the Grievance Committee's decision on it shall be transmitted in writing to the Head or, if the Head is the object of the grievance, to the appropriate official. The Head or the official shall respond in writing within ten working days and give reasons for the decision and the course of action to be taken. That document shall be transmitted to both the grievant and the respondent. If a majority of the Grievance Committee remains dissatisfied with the decision of the Head or the official and the recommended course of action, the Committee shall inform the Dean or

another appropriate official of that dissatisfaction and request further consideration of the matter.

Both the grievant and the respondent have the right to appeal to the next level the decision and recommended course of action. Such an appeal shall be made within twenty-one working days of the decision.

Both the grievant and the respondent have the right to review relevant documentation provided that the anonymity of the sources is preserved.

Procedures for graduate students: a graduate student with a grievance should present it through the DGS who shall then function as that student's advocate in the procedure and shall recuse himself or herself from the Grievance Committee. If the DGS is the object of the grievance, or should the DGS not be able to serve as the student's advocate, the student may ask another core faculty member to serve in that capacity. In other respects, the procedures for graduate student grievances are the same as those for the core faculty.

Procedures for undergraduate students: an undergraduate student with a grievance should present it through the UGS who shall then function as that student's advocate in the procedure and shall recuse himself or herself from the Grievance Committee. If the UGS is the object of the grievance, or should the UGS not be able to serve as the student's advocate, the student may ask another faculty member (not necessarily affiliated with CWL) to serve in that capacity. In other respects, the procedures for undergraduate student grievances are the same as those for faculty and graduate students.

- F. The **Capricious Grading Committee** shall be appointed by the Head. It shall consist of three faculty members (core or specialized). A graduate student should lodge a complaint first with the DGS, who shall advise the Head in writing of the nature of the complaint. An undergraduate student should lodge a complaint first with the UGS, who shall advise the Head in writing of the nature of the complaint. The procedure to be followed by the Capricious Grading Committee, whether the student is a graduate or an undergraduate, is specified by LAS (regulation § 3-107):
http://studentcode.illinois.edu/article3_part1_3-107.html
- G. The **Committee on Curriculum and Program Development**. This committee of three faculty members is appointed by the Head. The committee shall review the curricula on both the graduate and undergraduate level and shall make recommendations as needed to the Head and to the faculty at large. This committee shall also keep abreast of the national and international developments in the field of Comparative and World Literature and shall make such recommendations as will maintain the Department's strengths and will enhance its standing both nationally and internationally.
- H. Ad hoc committees. The Head shall appoint committees as needed to decide on such matters as special awards on the graduate or undergraduate level, library materials, graduate student life, and other issues that may arise.

Article VI: Meetings

The Head shall call two general faculty meetings per semester. Other meetings may also be called as needed. The agenda for the meetings shall be distributed three full working days beforehand.

A copy of these bylaws shall be distributed before the first general faculty meeting of the fall semester.

The Head shall meet regularly with the Advisory Committee as stipulated under Article V, Section C, concerning the business of the Department. The Advisory Committee, upon the recommendation of the majority of its members, may request additional meetings with the Head.

Any three faculty members may, in extraordinary circumstances, call a special meeting of the core faculty. Such a call shall be made in writing and reasons shall be given.

Article VII: Promotion and Tenure

- A. The Head shall annually review the progress of all core and specialized faculty in the department. Each faculty member shall keep his or her documentation in order and up-to-date. Such documentation includes a curriculum vitae, offprints or other publications, teaching evaluations, course syllabi, professional recognitions, and the annual review of activities (May letters).
- B. Each tenure-track assistant professor shall receive a formal third-year review no later than the spring semester of the third year at UIUC. The procedure to be followed is specified in Office of the Provost Communication no. 13 (Probationary Period Tenure Track).
- C. No later than the spring semester of each tenure-track assistant professor's fifth year, the Head shall begin to gather materials for the promotion and tenure decision in the fall of the sixth year. The procedure to be followed is specified in the Office of the Provost Communication no. 9 (Promotion and Tenure).
- D. The **Committee on Promotion and Tenure** consists of all the members of the core faculty above the rank of the faculty member being evaluated. The Head serves as the chair of the committee.
- E. All deliberations of Promotion and Tenure committees shall be confidential.
- F. Affiliate faculty with an appropriate overlap in specialization may, at the discretion of the Head, take part in the Department's promotion and tenure discussions but shall not have a vote.
- G. The recommendation to grant tenure and promotion shall be based on substantial achievements in research, teaching, and service. Evidence of excellence in research and teaching must be documented.
- H. Promotion to full professor shall be initiated by Head at the request of the individual faculty member at the rank of associate professor with indefinite tenure. A majority vote by the core faculty at the rank of full professor is required for the promotion to move forward. The procedure to be followed is

specified in the Office of the Provost Communication no. 9 (Promotion and Tenure).

- I. The recommendation to grant promotion to full shall be based on substantial achievements in research, teaching, and service. Evidence of excellence in research and teaching must be documented.

Article VIII: Amendments to these Bylaws

Amendments may be proposed by any two faculty members and shall be submitted in writing to the Head who shall then circulate the proposed amendment(s) at least two full weeks prior to their consideration at the next appropriate faculty meeting.

In order for an amendment to be adopted, a quorum of the faculty shall be present at the meeting in which it is discussed and voted upon. Approval requires a two-thirds majority vote of the core faculty in attendance. Absentee voting is not permitted.

Appendix E Affected Curricula

The following curricula are affected by the proposed name change. All curricula should map to the Department of Comparative & World Literature.

Comparative & World Literature, BALAS

Comparative & World Literature, BALAS, Comparative Literature Concentration

Comparative & World Literature, BALAS, World Literature Concentration

World Literature Minor

Comparative Literature, MA

Comparative Literature, MA, Medieval Studies Concentration

Comparative Literature, PhD

Comparative Literature, PhD, Medieval Studies Concentration

