SLL Guidelines and Operating Procedures

I. Statement of Departmental Purpose and Objectives

II. Membership, Administration, and Committee Structure of the Department

A. Membership in the Department

B. Administration of the Department
   1. Departmental Chair
   2. Associate Chair
   3. Director of Graduate Studies
   4. Director of Undergraduate Studies
   5. Directors, Language Programs
   6. Directors, Summer Study Abroad Programs
   7. Other Administrative Roles

C. Committee Structure
   1. Standing Committees
      a. Department Committee
      b. Graduate Committee
      c. Undergraduate Committee
      d. Evaluation and Merit Committee
      e. Promotion and Tenure Committee
      f. Study Abroad Committees
      g. Library Committee
      h. Technology Committee
   2. Ad Hoc Committees
   3. Other Committees and Assignments

III. Programmatic and Standing Department Activities

A. Visiting Speakers Fund

B. Graduate and Faculty Colloquium

C. Fund for Travel to Conferences [i.e., we don't have one]

D. Language Clubs

E. Language Tables

F. Fundraising and Development

G. Newsletter (Lawrencian Chronicle)
H. Honors Reception

IV. Tenured and Tenure-Track Faculty: Recruitment, Evaluation, Promotion and Tenure, Obligations, Rights and Privileges

A. Recruitment of Tenured and Tenure-Track Faculty
B. Merit and Performance Evaluation of Tenured and Tenure-Track Faculty
C. Third Year Reviews
D. Departmental Tenure and Promotion Procedures
E. Faculty Obligations, Responsibilities, and Privileges

V. Lecturers and Instructors: Recruitment, Evaluation, Obligations, Responsibilities, and Privileges.

A. Recruitment
B. Performance Evaluation
C. Obligations, Responsibilities, and Privileges

VI. Graduate Teaching Assistants

A. Eligibility
B. Recruitment of GTAs
C. Evaluation of GTAs
D. GTA Responsibilities to Students
E. GTA Responsibilities to Directing Faculty
F. GTA Responsibilities to Selves and Peers
G. GTA Responsibilities to Department
H. Faculty Responsibilities to GTAs
I. Departmental Responsibilities to GTAS

VII. Academic Programs of the Department of Slavic Languages and Literatures
A. Undergraduate Program

B. Graduate Programs

1. Degree Requirements for the MA Degree in Slavic Languages and Literatures.
   a. Concentration in Slavic Languages and Literatures
      1) Non-thesis Option: 30 hours
      2) Thesis Option: 30 hours
   b. Concentration in Russian Language and Civilization
   c. Second Slavic Language Study
   d. MA Examinations
      1) Categories of Examinations
      2) Selection of Examination Committees
      3) Prerequisites to Examination
      4) Composition of the Examination Committees
      5) Responsibility of the Examination Committees
      6) Examination Schedules
      7) Format of Examinations
      8) Repeating the Examination

2. Degree Requirements for the PhD Degree in Slavic Languages and Literatures
   a. General Requirements
   b. PhD Examinations
      1) Scheduling of the PhD Examinations
      2) Composition of the Examination Committee
      3) Responsibilities of the Chair of the PhD Comprehensive Examination Committee
      4) Responsibilities of the Chair of the PhD Comprehensive Examination Committee
      5) Oral Examination
      6) Repeating the Examination
   c. Dissertation
      1) Responsibilities of the Dissertator
      2) Composition and Convention of the Dissertation Committee
      3) Responsibilities of the Dissertation Committee

VIII. Students

A. Faculty Expectations of Students

B. Advising Policies

C. Representation in Departmental Governance

D. Participation in Student Governance

E. Grievance Procedures
IX. Matters of Integrity, Academic Misconduct, and Academic Freedom

A. Academic Freedom.
   1. Definitions
   2. Applications
      a. Students
      b. Faculty

B. Cheating and Academic Misconduct. (See Section 2.6, following, of the University Senate Rules and Regulations)

X. EQUAL OPPORTUNITY, DISCRIMINATION, AND DISABILITIES

A. Sexual Harrassment

B. Discrimination

C. Learning Disabilities and Disabled Students