



Department Faculty Meeting
Friday, June 2, 2023, 3:30pm

Location: Denny 213, remote option on Zoom: <https://washington.zoom.us/j/93124735483>

Agenda

- I. **Call to Order**
- II. **Vote:** Approval of Minutes (May) (*standing item*; Handel) 3:30-3:35
- III. **Announcements** (*standing item*; Handel) 3:35-3:45
 - Convocation (June 9, 3:30pm, Kane Hall 210)
 - Promotions taking effect September 2023
 - Assistant Teaching Professor of Hindi
 - Service assignments for 2023-2024 (current terms end June 30)
- IV. **Updates** (*standing item*; Handel) 3:45-3:55
 - Ad-hoc committees on promotion guidelines (votes planned for October 2023)
 - Ancient China / Humanities Data Science hire
 - TEAL library reorganization
- V. **Discussion:** Department Diversity Statement (Sandjaja) 3:55-4:05
(vote planned for October 2023)
 - Appendix 1
- VI. **Discussion:** Draft by-laws for department standing committees (Handel) 4:05-4:15
(votes planned for October 2023)
 - Appendix 2
- VII. **Adjournment** to personnel meeting for merit review
All faculty holding a rank of Associate or higher are expected to attend **on Zoom**

Appendix 1: Draft of Department Diversity Statement

DEIA Statement Draft Department of Asian Languages and Literature

The Department of Asian Languages and Literature's core academic mission, to deepen and spread understanding of the languages and cultures of Asia, is directly related to the goal of an expanded worldview that does not privilege any select group of individuals over others.

Such a commitment on its own, however, does not guarantee a commitment to Diversity, Equity, Inclusion & Access (DEIA). The history of our academic field is marked by problematic approaches to the study of Asia (see the critique of "[Orientalism](#)"). Similarly, the local history of Seattle, which includes [redlining](#), the [internment of Japanese Americans](#) during World War II, and [on-going hate crimes against Asians](#), shows that much remains to be done. We believe that our department can and should play a role in this work.

The department's faculty, therefore, commits to the inherent value of Diversity, Equity, Inclusion, and Access as defined by the University of Washington's [College of Arts and Sciences](#), and to the larger project implied by a commitment to DEIA: to spread awareness of, and to work to overcome, the unjust structures in society that perpetuate privilege, exclude underrepresented communities, and reproduce discriminatory practices.

Concretely, our department is committed to:

1. Working to make students, staff, and faculty from all backgrounds feel welcome and supported in our department ;
2. Increasing the diversity of our student body;
3. Expanding accessibility of our course offerings and course contents (for example, through [DOIT](#));
4. Circulating information about University DEIA-related resources;
5. Increasing DEIA-related content in our courses, lectures, workshops, and other scholarly and instructional activities

In relation to item 5 above, the following departmental course offerings fulfill the university's diversity general education requirement (DIV):

(This is a placeholder for DEIA-themed courses offered by faculty members)

Appendix 2: Drafts of By-Laws on Standing Committee Formation

Advancement

The Department Chair shall appoint a committee of three to six faculty members to be responsible for community outreach, fundraising, and financial development. The Chair of the Department may also serve as a member of the committee.

The members of the committee should represent diverse programs, geographic areas, and language specializations within the department in order to contribute knowledge of and foster connections to a wide variety of individuals and organizations in the community.

The appointed chair of the Advancement Committee will call regular meetings, typically once per quarter. The duties of the Advancement Committee include:

- Fostering community relations
- Identifying potential partners and donors to the department
- Identifying community and outreach events to which the department might send representatives
- Identifying areas in which the department could benefit from targeted fundraising, including the establishment of new gift funds
- Stewardship of existing relationships with community organizations, donors, alumni, and friends of the department
- Other appropriate or necessary duties related to the above

Diversity

still to come

Executive

still to come

Graduate Admissions and Education

The Chair shall appoint a Graduate Admissions and Education Committee. The committee shall consist of a minimum of three members. The Graduate Program Coordinator (GPC) shall serve as chair, and at the same time represent their area within the Department. The other members shall come from other programs or areas. The committee shall have the following responsibilities:

1. to oversee the process of selecting admitted students to our graduate programs, and make final recommendations to the GPC
2. to review proposals for changing graduate degree program requirements, or for adding or eliminating degree programs
3. to consult with the chair or other faculty on matters related to graduate education within the department
4. to coordinate applications and nominations for graduate student awards and make recommendations to the chair
5. to do other appropriate and necessary duties related to graduate admissions or education within the department.

Peer Teaching Review

The Chair of the Department shall appoint a committee of three faculty members to be responsible for arranging evaluation of the teaching of department members.

All faculty members with teaching duties in the Department of Asian Languages and Literature shall be evaluated by the committee according to the following schedule:

- Lecturers, Assistant Professors and Assistant Teaching Professors: annually;
- Associate Professors and Associate Teaching Professors: once every two years and upon consideration for promotion;
- Professors and Teaching Professors: once every three years.

No faculty member shall have their teaching assessed less than once every three years.

In carrying out its evaluation of the teaching of faculty members, the committee should encourage those being reviewed to update their files with (but not limited to) the following materials:

- student evaluations of teaching performance;
- syllabi, course outlines, examinations, bibliographies, handouts, etc.;
- anything else the faculty member wishes to share with the reviewer.

The committee will, with the concurrence of the faculty member being evaluated, request a colleague of equal or higher rank than the reviewee to carry out the review. When the reviewee is the Department Chair, the committee has the option to request that the review be conducted by a

faculty member outside the department. Reviews will be carried out following the standard department form (available on the department website), as well as to conduct onsite or virtual visits of classes taught by the faculty member whose teaching is being evaluated. The committee shall encourage the reviewers to visit as wide a range as possible of the types of courses taught by the faculty members (e.g., lower division language courses, survey courses on literature in translation, graduate seminars on area of specialization).

Reviewers should also consult the [Guidelines for Pre- and Post-Observation Meetings](#) prepared by the Peer Teaching Review Committee, available on the department website.

With regard to student teaching evaluations, the reviewers shall assure themselves that their evaluation is based on representative and fair samplings of student opinion.

The reviewers will report their findings to the Chair in the form of a written letter. A copy of the letter will be made available to the faculty member, who has the right to respond in writing to the report, and to have that response included in their file with the evaluation. In case of poor teaching performance, the Chair will meet individually with the faculty member to discuss the results of the evaluation and work out a plan for improvement.

In addition to mandatory evaluations carried out according to the schedule given above, a faculty member may at any other time request a formal review for their record, or the assistance of the committee in assessing his or her teaching without the results of such non-mandatory evaluations being reported to the Chair or included in the file of the faculty member.

TA Training

still to come

Technology

The Chair of the Department shall appoint a Technology Committee of two to three faculty members.

The committee's duties include advising the chair and the department's Program Coordinator about technological issues that pertain to the research, teaching and administrative activities of the department faculty and staff, including departmental computing and other equipment and the department's website. The Committee is charged with keeping track of functionality and fair and timely updates of departmental equipment, including faculty and staff workstations and loaner equipment. It also periodically reviews guidelines for distribution and purchase of new computers

and peripheral equipment, and for the loan of computers and accessories owned by the department.

Undergraduate Education

The Chair of the Department shall appoint the chair and additional members of the Undergraduate Education Committee (UEC). The membership should represent different faculty lines (both tenure-track professor and teaching professor) and programs, with a usual composition of four members.

The UEC is charged with general oversight of undergraduate education in the Department. As a committee composed of an annually rotating group of faculty who, like the faculty as a whole, have various individual levels of experience and expertise, the UEC is an advisory body; the UEC listens to and learns from other faculty in the process of its work.

The Chair of the UEC serves on the Department's Executive Committee (EC), updates the EC on UEC matters, receives advisement from the EC, and brings matters from the EC to the UEC for consideration or action, as appropriate. The Chair of the UEC also serves as the program coordinator of the undergraduate Asian Languages and Cultures major and minor.

The Duties of the UEC include:

1. **Supervising curricular changes:** When Programs or individual faculty propose curricular changes such as program revisions, new majors or minors, or new or revised courses, the UEC provides assessment and feedback as specified in Department regulations.
2. **Advising the Chair and faculty:** The UEC advises the Chair and faculty on matters related to undergraduate education, and seeks guidance as needed to provide helpful advice.
3. **Other activities related to undergraduate education:** The UEC may take up other related matters, at their own discretion, as requested by the Chair, or as suggested by one or more faculty members.