

University of Illinois at Urbana-Champaign

Department of East Asian Languages and Cultures Bylaws

These policies and procedures, adopted on March 7, 2013, amended May 7, 2018, revised during 2025-26, approved on March 5, 2026.

I. Preamble

The Department of East Asian Languages and Cultures (hereafter, EALC) is constituted as an academic unit within the College of Liberal Arts and Sciences (hereafter, LAS) to provide instruction, conduct research, and carry out public service regarding the languages and cultures of East Asia. These Bylaws are subject to the [Statutes of the University of Illinois Board of Trustees](#), the [Bylaws of College of Liberal Arts and Sciences](#), and the [Bylaws of the School of Literatures, Cultures and Linguistics](#) (hereafter, SLCL). “When EALC bylaws are silent on a subject matter, the encompassing unit’s bylaws will be applicable” ([Communication #27](#)).

II. Memberships and Rights

There are four kinds of members in the department: core tenure track faculty, specialized faculty, affiliate faculty, and zero-line faculty:

A. Voting Faculty

a. Core Tenure Track Faculty

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 department. These faculty members are voting members and shall be called upon to serve on department 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 program committees and teach in the department’s curriculum.

b. Specialized Faculty and Academic Professional

The specialized faculty of this 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 and academic professionals may vote on instructional and pedagogical matters and may be called upon to serve on department committees and maintain voting rights within those committees.

There shall be one vote per full-time specialized faculty member and academic professional. Part-time (defined as anything between 1-99%) specialized faculty

shall not have a vote, but per the invitation of the Head, may serve on program committees and teach in the department's curriculum.

B. Departmental affiliates

- a. The department may vote to recommend that a faculty member be invited to become a departmental affiliate, which is a less formal category than a core appointment or a "zero-time" faculty member. Affiliates are not granted the same academic rank or title they hold in their home units and colleges. They have no rights of attendance at or vote in departmental proceedings, and do not receive copies of minutes. Their association with the department has no budgetary or tenure implications.
- b. "Zero-time" faculty members and departmental affiliates may be invited to serve on departmental committees. With the consent of the department, "zero-time" faculty members, departmental affiliates, and other members of the faculty at this or other institutions may be granted voting privileges within the departmental committees on which they serve.

C. Faculty Participation in Shared Governance

EALC adheres to the principles outlined in Communication # 27, Section 3 titled "Guidelines Involving Unit Faculty in Unit Decision Making," to ensure transparency, inclusivity, and shared governance in departmental processes.

- The Head consults with the advisory committee in preparing the unit budget, in accordance with the University Statutes Articles II.3.d.8; III.5.b.8; IV.2.d; and IV.3.d7.
- Short-term and long-term hiring priorities are determined through discussion among appropriate faculty groups and the Head.
 - University Statutes Articles III.2.f; III.3.d.9, III.4.d.3; and III.5.b.9 reference requirements for College and School-level Deans and Directors regarding personnel activities. Department procedures may be determined by individual units in consultation with the encompassing unit.
- Formal strategic planning exercises for the unit are carried out at appropriate intervals and centrally involve all unit faculty members.
- Matters central to the academic mission of the unit, such as graduate admissions, curricula, and course assignments are discussed by duly constituted committees, whose recommendations are shared and discussed with the faculty.
- Sufficient time is allowed during faculty meetings for full discussion of agenda items; faculty meetings are not simply a series of announcements and presentations.
- In each department organized with a head, the head shall have general direction of the work of the department (Statutes, Article IV section 3d). The Head generally acts in accord with advice from the faculty; the Head may need, on occasion, to make a decision that contradicts advice from the faculty. When such a situation arises; the Head reports back about the reasons for such a decision.

D. Appeals

EALC follows the procedures outlined in the SLCL Bylaws II.D on Appeals as well as LAS Faculty Appeals Procedural Guidelines.

a. Personnel Decisions

A faculty member who decides to appeal a personnel decision made by a department (or comparable unit) or a School should ordinarily first follow the grievance procedures provided for in the bylaws of the unit which made that decision. Unless specified otherwise in these bylaws, this appeal should be made within thirty days after the faculty member is notified of the decision (LAS Faculty Appeals Procedural Guidelines).

b. Appeals of non-personnel Matters

Ad Hoc Committees may be appointed by the Head, as needed, to review appeals that fall within the Department's jurisdiction but do not pertain to personnel decisions. Appeals concerning student conflict, Title IX, academic integrity, or other matters under the jurisdiction of the SLCL, College or University shall be referred to the appropriate school, college or university offices.

c. Student Appeals

EALC follows procedures outlined in UIUC Student Code (§ 1-405).

III. Departmental organization

The department is organized with an appointed head as its executive officer and an annually appointed secretary to record the proceedings of its meetings.

A. The Head of Department

The Head "is appointed for a term of five years by the Board of Trustees on recommendation of the chancellor/vice president with the concurrence of the president after confidential consultation with the dean of the college and all members of the department faculty" (Statutes Article IV. Section 3.a).

The Head's duties and responsibilities are those defined by the Statutes of the University of Illinois. The Head governs the department in consultation with the Advisory Committee, standing and ad hoc committees, and the members of the department generally. The head appoints departmental committees other than the Advisory Committee and determines the department's position on matters that do not involve other units or fall under the supervision of larger administrative units. In the event of leave or incapacity of the Head, an Acting Head is normally appointed by the Dean of the College after consultation with EALC all voting faculty members. The Head is annually reviewed by the SLCL Director and LAS Associate Dean and at the end of their term if there is possibility of renewal according to LAS Faculty Adopted Policy-Evaluation of Administrators.

B. The Associate Head of the Department

The Head of the Department, after consulting with the tenure-track faculty, may appoint an Associate Head, who will assume the responsibilities assigned by the Head.

The Associate Head must be a tenured member of the departmental faculty. The Associate Head is a voting member of the Advisory Committee if elected. The Associate Head serves at the discretion of the Head, whenever possible for 3 years, and may be reappointed. The Associate Head may serve as the primary advisor to the department head regarding overall programs, management and operations of the unit, with major program development, supervision and policy-making responsibility; assist with the management of resources, determination of staff functions, setting operating policies for the unit; exercise direct authority for development and administration of a program or project; supervise a program or section of the unit; coordinate with unit programs; act as liaison to college or campus and represents the department head; and have responsibility for day to day operations of the unit.

Consultation is defined here as informing all eligible department members of the vacancy and the criteria for selection and requesting expressions of interest. This definition applies to all consultation processes for appointing officers and committee members in these bylaws.

C. Director of Graduate Studies and Director of Undergraduate Studies

The head shall appoint to a three-year renewable term both a Director of Graduate Studies (DGS) and a Director of Undergraduate Studies (DUS).

Normally these positions are filled by two different faculty members.

The DGS shall meet once a year with each graduate student and shall monitor the student's progress, in consultation with the student's major advisor. Each spring, per Graduate College guidelines, 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. 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 DUS shall be responsible for monitoring the progress of undergraduate students, whether major or minor, toward their degree as well as evaluating transfer credit for EALC courses. The DUS shall also represent the department at any meetings in the university, college, or any other UIUC administrative body to which the department may belong where the interests of the undergraduate program are concerned.

D. Committees

All committee members not elected by departmental vote are appointed by the Head. To the extent possible, the Head will consider individuals' preferences, which will be solicited in advance when appointing committee members. In the case of any resignation or leave/sabbatical of an elected committee member, the vacancy shall be filled by the candidate who received the next highest number of votes in the most recent regular election. The replacement will serve for the remainder of the original term or for the duration of the leave or sabbatical, as applicable. If no eligible candidate is available from the most recent election, a special election shall be conducted prior to the committee's next scheduled meeting.

Committee chairs are appointed by the Head. Only in exceptional circumstances is a departmental committee chaired by anyone other than a department member.

Standing committees report to the department. Except for the Advisory Committee, each year the Head appoints standing committees of the department on Capricious Grading, Graduate Admissions and Fellowships, Curriculum, Tenure and Promotion, Programming and Publicity, as well as ad hoc committees.

The head may also appoint ad hoc committees that report either to the department or to the head, depending on their charge.

a. Advisory Committee

The principal committee of the department shall be the Advisory Committee of four members, elected by and from all voting faculty members (II.A. of the EALC Bylaws), with duties and responsibilities as prescribed in the University Statutes. The committee members elected serve for two years. No member may serve two consecutive terms. One of the faculty members must be tenured. No more than two elected members may be from the same area (China, Japan or Korea). A special election to complete the term of an elected member of the committee will be held for any elected member who will be on sabbatical or on some other kind of leave in the following semester. This special election will occur before the position is vacated by the person holding it.

The committee will elect a chair and shall meet at least once per semester to advise the Head on issues in which the full faculty or other committees cannot be consulted. The functions of the committee shall be to provide for the orderly voicing of suggestions for the good of the department, to recommend procedures and committees that will encourage faculty participation in formulating policy, and to perform such other tasks as may be assigned to it. Any faculty members or graduate students may approach a member of the committee on any matter properly within the purview of the committee, and their suggestions, concerns, or grievances will be discussed at the next meeting of the committee.

Participants in Advisory Committee meetings shall comply with all applicable confidentiality policies and procedures relevant to the subject matter under discussion and the type of the meeting.

b. Capricious Grading Committee

The Capricious Grading Committee shall be appointed by the Head. It shall consist of three faculty members. 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 DUS, 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 UIUC Student Code (Regulation § 3-107)

c. Graduate Admissions and Fellowship Committee

This committee shall consist of the DGS and three voting faculty members appointed by the Head. The committee shall make recommendations on admissions and financial aid concerning applicants to the Head.

d. Curriculum Committee

This 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 East Asian Languages and Cultures and shall make such recommendations to maintain the department's strengths and enhance its standing both nationally and internationally. The committee chair shall coordinate annual teaching observations following the *LAS Guidelines for Conducting Feedback and Providing Reviews of Probationary Period Faculty*.

e. Programming and Publicity Committee

This committee shall consist of three members of the faculty (from both tenure-track and specialized faculty). It shall produce a schedule of public lectures each year, host speakers, and secure funding for public events. It may also invite speakers based on suggestions from the department's faculty members and graduate students. The committee chair works with the SLCL Communications Office on publicity and media relations.

f. Committee for Non-Tenure Track Faculty and AP

The Committee for Non-Tenure Faculty makes recommendations to the Head concerning matters related to non-tenure track faculty members as needed, such as appointment and promotion and revision of relevant departmental policies. Non-

tenure track faculty refers to instructors, lecturers and teaching professors. It will consist of three members of the department faculty. At least two non-tenure track members shall be appointed, and the third member of the committee will be either non-tenure or tenure-track member appointed on a case-by-case basis. When the committee is convened to review a promotion case, its membership may include Academic Professionals or Specialized Faculty of higher rank (Instructor/Lecturer or Teaching Professor) than the proposed rank. If an insufficient number of such individuals from the committee are available, the remaining member(s) for promotion review shall be selected from the tenure-track faculty.

E. Faculty Library Liaison

The Head appoints the Faculty Library Liaison every year. The liaison shall work closely with the staff in the International and Area Studies Library to help develop collections for the research and teaching needs of EALC faculty and students.

F. Study Abroad Programs Liaison

The Head appoints the Study Aboard Programs Liaison every year. The liaison shall work closely with the LAS International Programs Office to manage and develop study abroad programs in East Asia.

IV. Faculty Meetings

The current edition of Robert's *Rules of Order* governs all faculty meetings of the department. They may be amended at any time by a two-thirds vote of department members present and voting,

The department meets regularly, generally on the first Thursday of each month from 4-5 PM, to discuss and act on matters relating to its purpose and to its membership in the larger university community. Adequate notice of department meetings is given by campus email. In cases of clear emergency, faculty meetings will be called at a time other than the first Thursday.

Meetings of the department may be open or closed. Attendance at closed meetings is restricted to members of the faculty eligible to vote on matters to be discussed at the meetings in question and, at the discretion of the head, and members of the department office staff. Participants in meetings shall comply with all relevant confidentiality policies and procedures relevant to the type of meeting in question.

Two student representatives (2-year term) elected from among EALC graduate students shall be invited to attend regular meetings of the faculty as observers,

A request to call a faculty meeting may be addressed to the Head. In the Head's absence, the petition may be addressed to the Associate Head. In the absence of an Associate or Acting Head,

a petition may be presented to the most senior member by rank of the Advisory Committee. The head must call a meeting of the department within ten working days if one is requested by two or more members of the department.

The agenda is arranged by the head; any member may place relevant items on the agenda by a given deadline.

The Head will ask a current staff support member of the department keep timely concise minutes. Prior to departmental meetings, an agenda and minutes from the previous meeting will be distributed to participants.

The head may invite others to address meetings and to remain for questions of the matters addressed.

V. Appointment, contract renewal, tenure, and promotion

Subject to university, campus, college, and school regulations and procedures (Communications [#9](#), [#17](#), [#25](#), [#26](#)), the department makes faculty appointments and conducts personnel reviews of faculty for contract renewal, tenure, and promotion. EALC has separate Departmental Policies on Specialized Faculty, which abides with university policies on Specialized Faculty and Academic Professionals.

A. Standards for contract renewal, tenure, and promotion.

The department is committed to the pursuit of excellence in teaching, scholarship, and public service. For appointment, contract renewal, tenure, and promotion, the department's evaluation of each individual is based on performance and promise in these areas of academic life. In reaching decisions about whether to recommend appointment, renewal of a probationary appointment or the granting of tenure, the department considers whether the faculty member being reviewed has reasonably satisfied the department's expectations stated in writing when she or he was appointed.

a. Teaching Evaluation

Evaluation of teaching is based on a review of course syllabi; data from questionnaires reporting student perceptions of teaching effectiveness; other written materials provided by the individual being reviewed; and multiple classroom visits to more than one course being taught by the individual. Classroom visits are arranged in advance with the individual and are conducted by at least two senior colleagues.

b. Scholarship

At all stages in a department member's career there should be evidence that the individual will continue to develop as an active scholar. Scholarly activities in the early years of one's career may be related to work done for the doctorate but should demonstrate increasing sophistication, and an originality in interpreting, and efforts to expand beyond

that work in terms of research issues and methodologies. The maturing scholarship appropriate for promotion to professor should demonstrate the individual's ability to move beyond the level and range of earlier work. Presentation and publication of the results of original research in the disciplines represented in the department is important as a means of communicating ideas to peers in the wider world of scholarship. Scholarship is evaluated by a P&T Committee reviewing the individual's work in published, manuscript, film or electronic format and by obtaining the advice of experts outside this university. In the case of third-year reviews of individuals during the probationary period, obtaining outside advice is an option open to the department, not mandatory.

c. Service and Public Engagement

The mission of the University of Illinois is to enhance the lives of the diverse people of Illinois, the nation, and the world through our leadership in discovery, learning, and economic development. In addition to service on campus and to the academic profession, faculty public engagement is critical to the success of the University's mission. When such engagement takes the form of research conducted with public partners (e.g., local, state, national, or international communities or organizations), evaluation of impact may require alternative approaches. To address this issue in the promotion and tenure process, faculty members at the University of Illinois Urbana- Champaign (UIUC) can select the Public Engagement Research Option.

Please find updated information from the [Public Engagement Research Option \(PERO\) Guide of UIUC Communication #9](#).

B. Procedures for contract renewal, tenure, and promotion

The department observes the following procedures in advising its head about contract renewal, tenure, and promotion. The head, in turn, makes recommendations about candidates for contract renewal, tenure, and promotion to the Director of the School of Literatures, Cultures & Linguistics and the Dean of the College of Liberal Arts and Sciences, for action at appropriate levels of authority in the university.

a. Nonrenewal during the probationary period

The head may appoint an ad hoc committee at any point in the probationary period to determine, according to the standards in Article V-A above, whether to recommend to the tenured members of the department that an individual's contract not be renewed, subject to university regulations about giving due notice. The head consults with the tenured members about the ad hoc committee's written report to the tenured members and includes the result of their vote by secret ballot on whether to accept the ad hoc committee's recommendation among the materials forwarded to the dean regarding the case. A department member for whom the head recommends nonrenewal is informed of this fact in a timely fashion in writing by the head. Procedures in Provost Communication 10 will be followed.

b. The third-year review

Conforming to the University requirement for a third-year review of all untenured faculty members in accordance with Provost Communication No. 13, every tenure-line faculty member in the probation period (herein “candidate”) must undergo a third-year review. The Head appoints a Third-Year Review Committee to conduct this review. The committee assesses the candidate according to departmental criteria listed in V-A above. The committee also solicits the advice of all tenured members of the department regarding the case and submits to the Head assessment statements on the candidate’s research, teaching and service. The Head communicates the assessments of the review with SLCL Director and LAS Associate Dean. After approval by the Office of the LAS Dean, the final third-year review document will be forwarded to the candidate, with copies to the members of the committee. The confidentiality of this document will be protected.

A determination to renew the individual's contract after the third- year review is not to be construed as a guarantee that the individual will eventually be recommended for tenure.

c. Tenure and promotion

Tenure reviews are conducted according to the timetable established for all faculty on probationary appointment at the university, as amended in individual cases by the dean of the college or other senior officials of the campus. The department observes guidelines issued by the school, the college and campus concerning recommendations for tenure and promotion. Confidentiality of the proceedings will be protected.

c.1. For promotion and tenure reviews, the head appoints an ad hoc committee to evaluate the individual's performance and promise according to the criteria in V-A above. The ad hoc committee also solicits the advice of all members of the department regarding the case. For a candidate for promotion to professor, the ad hoc committee also takes into account the quality of graduate training the individual has provided to her or his advisees.

c.2. In the case of a review for tenure, regardless of academic rank, the ad hoc committee reports to the tenured members of the department in writing. The associate professors vote on the recommendation by the ad hoc committee by secret ballot. The head records the vote and forwards it with other relevant materials to the director and the dean.

c.3. In the case of a review for promotion to full professor, the ad hoc committee made of full professors reports to the full professors in the department in writing. The head records the results of their vote by secret ballot and with other relevant materials forwarded it to the director and the dean.

c.4. A review for promotion to professor may be initiated at any time by the individual seeking promotion or by the head, in consultation with department members at the full professor rank.

d. Review Committees and Procedures In appointing ad hoc committees for reviews, the head chooses faculty members more senior than the individuals undergoing reviews. The head makes certain that the discipline of the individual being reviewed is represented on the ad hoc committee.

d.1. Whenever practicable, the head consults with properly constituted representatives of graduate and undergraduate students who have studied with the candidate at the start of a personnel review. The head records the substance of the conference in a memorandum and places it in the file for use by the ad hoc committee reviewing the case. The memorandum records the names of all students who consult with the head, who exercises due care to ensure that the identity of no individual student can be linked to any particular opinion recorded in the memorandum.

d.2. Completeness of file and right to know its contents. Advice from outside the university is treated as confidential and is not made available to anyone other than the committees, department members, and administrators directly involved in the review, recommendation, and determination process. Letters of reference from within the university are also treated as confidential. All other material in the personnel file compiled for the review is available to the individual being reviewed. Before the head writes the report to the individual undergoing third-year review or formulates the recommendation to the dean regarding nonrenewal of contract, tenure, or promotion, the individual being reviewed inspects the file and signs a statement that it is complete.

d.3. All department members who vote on whether to recommend an individual for nonrenewal, tenure, or promotion have the obligation to read the entire review file for the case. The file is also made available on request to the dean and to others responsible for acting on recommendations for nonrenewal, tenure, or promotion.

d.4. After a review is completed and the head determines whether to recommend nonrenewal, tenure, or promotion, the individual is notified immediately in writing by the head.

e. Joint reviews with other units. In the case of a department member with a joint appointment involving shared salary in another department or program, the head may act in concert with the executive officer of the other unit. They may establish a combined ad hoc committee to conduct the personal review, provided the individual undergoing review consents in writing and so long as the combined ad hoc committee observes the EALC department's procedures specified above. The combined ad hoc committee's written report (in cases of reviews for possible nonrenewal, tenure and promotion) or advice (in cases of third-year reviews) is made available to each unit, which then acts separately according to its own procedures. The head of EALC shares the text of their recommendation to the dean (in cases of reviews for possible nonrenewal, tenure, and

promotion) or written report to the individual (in cases of third-year reviews) with the executive officer of the other unit.

f. Right of appeal. An individual who is recommended by the head for nonrenewal or is not recommended for tenure or promotion may request in writing to be informed by the head in writing of the reasons for the head's action. The head promptly complies with the request in writing. After receiving the head's written response to the request, the faculty member has the right to present in writing a case against the head's action within ten working days. The individual's written case is reviewed within five working days by the department members who voted on the ad hoc committee's recommendation regarding the individual. These department members vote by secret ballot and in person on whether to support the individual's written case and present the head with a brief written report immediately after the vote, indicating its outcome and the reasons for it. The head is not present for the discussion or vote but may be called by the department members considering the case to answer questions. After receiving the written report from these department members and weighing the individual's written case, the head decides whether to uphold his or her previous action. The individual is notified immediately in writing of the head's decision.

g. Timeliness of procedures. In order to allow enough time for these appeal procedures, the department conducts its reviews for possible nonrenewal, promotion, and tenure on a timetable that allows the head to report their determination to the SLCL Director., one month before the deadline set by the College of Liberal Arts and Sciences.

VI. Responsibilities of Department Members

Members of the department are members of a learned profession and accept the obligation to practice, teach, and exemplify the ethical standards of their respective disciplines. They are also members of the university community and accept the responsibility of observing its regulations.

- A. A department member is expected to meet all class appointments. When it is not possible to meet a class, the individual is responsible for assuring that appropriate instruction is provided, either by providing it synchronously or asynchronously in electronic form, arranging for another qualified person to teach the class or by providing for make-up instruction.
- B. Each department member's teaching schedule is approved by the head, who is responsible for assuring that the department's courses are offered on a regular basis. Department members agree to staff courses within their areas of competence in such a way that the department offers a balanced program of instruction at all levels from introductory through graduate each semester. When a colleague is on leave, a department member may be asked to teach the colleague's courses in lieu of her or his own. Department members also accept the responsibility to offer their courses at hours feasible for students and in formats (such as number of class hours per week) appropriate to the level of instruction.

- C. Department members agree to hold reasonable office hours and to advise students about their programs, research, and professional plans, consistent with department members' areas of competence and other teaching commitments.
- D. Each core faculty department member normally teaches two courses per semester and advises research students at the graduate and undergraduate levels. Specialized faculty normally teach three courses per semester.
- E. Core department members may request leaves of absence without pay, sabbatical leaves, and other forms of released time from teaching consistent with university policies. In cases where a leave causes serious damage to the department's instructional program, the department member may be asked to postpone the proposed leave for a semester or a year.
- F. Department members accept the university's conflict-of-interest regulations and agree not to undertake outside activities that conflict with their obligations in teaching, research, and public service. Outside activities are usually deemed to conflict when they take up more than one working day a week; in such cases approval of the head is required.
- G. Department members are obligated to compile with the annual ethics training program mandated by the State of Illinois for the faculty of the university.
- H. Departmental members in meetings shall comply with all relevant confidentiality policies and procedures relevant to the type of meeting in question.
- I. Each core department member submits an annual report to the head by May 15. The report, which will be reviewed by the Advisory Committee, assists the head in formulating recommendations for salary increases to the dean. It is made available to those who conduct personnel reviews in the department.
- J. The head confers annually with each member of the department (except "zero-time" members) about their teaching, scholarship, and public service. The head prepares a summary of annual performance review and places it in the departmental files; the individual receives a copy and may, if desired, prepare a written response for inclusion in the file. These summaries and responses (if any) are included among the materials examined at the time of personnel reviews. In the case of assistant professors, the head's report on the individual's third-year review serves as the basis of the annual conference for that year; the individual may provide a written response to the third-year review report as well as to the head's memorandum following the annual conference. All documents generated for the third-year review will be put in the file of the individual.

VII. Departmental Representatives to External Bodies

When department members participate on committees and other external bodies with the explicit purpose of representing the Department of East Asian Languages and Cultures, they will regularly report to the full faculty on the activities of that external body.

- A. Executive Committee of the School of Literatures, Cultures, and Linguistics.
Eligibility for membership of the Executive Committee of the School of Literatures, Cultures, and Linguistics is specified in the Bylaws of the School of Literatures, Cultures, and Linguistics.
- B. Academic Senate
The schedule and process to nominate and elect representatives of the Department of East Asian Languages and Cultures Senate will be as specified in the Senate Election Rules for the Faculty Electorate.
- C. Humanities Council
The Head will represent the Department on the campus-wide Humanities Council.

VIII. Revision of the Bylaws

The Department of East Asian Languages and Cultures (EALC) may amend the bylaws at any time by a quorum of two-thirds of voting members present, provided that proposed amendments are circulated to members in writing two weeks in advance. The department will review these policies and procedures at least every three years, or at the initiation of a regular faculty member at any departmental proceeding. Absentee or proxy voting is not permitted.