

Department of French, Hispanic, and Italian Studies

Compiled by Nataliya Radke (2025)

***** Institutional records -- researcher access subject to review *****

University of British Columbia Archives



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Table of Contents

- **Fonds Description**
 - Title / Dates of Creation / Physical Description
 - Administrative History
 - Scope and Content
 - Notes
- **Series Descriptions**
 - Administration Series
 - Financial Materials Series
 - Report and Review Documents Series
 - Meetings and Committees Series
 - Conferences Series
- **File List**
- **Catalogue entry** (UBC Library catalogue)

Fonds Description

Department of French, Hispanic and Italian Studies. – 1991-2020.

1.1 m of textual records.

Administrative History

The Department of French, Hispanic and Italian Studies (FHIS) is the result of a merger between the Department of French and the Department of Hispanic and Italian Studies which occurred on April 1, 1998. With undergraduate and graduate programs, the Department aims to be a centre for the study of Romance languages, literatures, and cultures from places that speak Latin-based languages including French, Italian, Spanish, and Portuguese. The Department also offers PhD programs in French and Hispanic Studies and facilitates study abroad programs to French, Spanish, Italian, and Portuguese-speaking countries around the world.

Scope and Content

Fonds consists of textual records related to the activities of the Department of French, Hispanic and Italian Studies. This includes course and curricular planning, promotional materials, report and review documents, budget planning, student awards, conference materials, department correspondence and memos, and faculty, staff, and committee meetings.

Fonds is arranged in the following series: Administration; Financial Materials; Report and Review Documents; Meetings and Committees; and Conferences.

Notes

Fonds consists of institutional records – access requests must be reviewed by the University's FOIPOP Coordinator.

Acquired from the Department in 2025.

Sources of information for the descriptions and administrative history include the information contained in the records themselves and information from the Department's [webpage](#).

Materials are predominantly in English with some in French.

File list available.

Series Descriptions

Administration Series. – 2002-2020.

4 cm of textual records.

Series consists of records related to the general administrative activities of the Department. This includes curriculum and course planning, renovations, teaching, correspondence, and promotional materials.

Series has been arranged chronologically.

Boxes: 1 (1-11)

Financial Materials Series. – 1997-2019.

32 cm of textual records.

Series consists of records related to the financial activities of the department, including department budget planning, student awards, and grant funding.

Series has been arranged chronologically.

Boxes: 1 (12-41), 2 (1-7)

Report and Review Documents Series. – 1991-2017.

28 cm of textual records.

Series consists of annual and bi-annual department reports, review documents, and academic planning materials.

Series has been arranged chronologically.

Boxes: 2 (8-28)

Meetings and Committees Series. – 1991-2019.

41 cm of textual records.

Series consists of records related to department meetings and committees that faculty and/or staff participated in or contributed to. This includes department and staff meetings, meetings with the Dean, memos, and committees such as the Review Committee, Language Articulation Committee (and the Ling/Lang Sub-Committee), Safety Committee, and the Graduate Studies Committee.

Series has been arranged chronologically.

Boxes: 2 (29-38), 3, 4, 5 (1-5)

Conferences Series. – 2005-2017.

5 cm of textual records.

Series consists of records related to conferences that the department organized or contributed to. At present, this includes the bi-annual Graduate Student Conference, a student led conference that showcases student research and keynote speakers.

Series has been arranged chronologically.

Boxes: 5 (6-12)

File List

ADMINISTRATION SERIES

BOX 1

- 1-1 Renovations — 2002
- 1-2 Faculty Retreat — 2004
- 1-3 Reading Room [Volunteer/Job Position] — 2004
- 1-4 Renovations — 2004-2005
- 1-5 Teaching Load — 2004-2006
- 1-6 Renovations — 2006-2007
- 1-7 Promotional Material — 2012
- 1-8 [Promotional materials, course descriptions] — 2016-2016
- 1-9 Curriculum Proposal Materials (1/2) — 2017-2020
- 1-10 Curriculum Proposal Materials (2/2)— 2017-2020
- 1-11 Graduate Course Proposals — 2019-2020

FINANCIAL MATERIALS SERIES

- 1-12 Finances: Sessional Allocation Budget — 2002
- 1-13 [Funding for faculty publications] — 2005-2013
- 1-14 Grant Applications — 2016-2019
- 1-15 [Department Funding] — 2017
- 1-16 [Department Funding] — 2018
- 1-17 [Graduate Research Assistantships]— 2019-2021

Budgets

- 1-18 Budget — 2004-2005
- 1-19 Budget — 2005-2006
- 1-20 Budget — 2006-2007
- 1-21 Budget (1/2) — 2007-2008
- 1-22 Budget (2/2) — 2007-2008
- 1-23 Budget — 2008-2009
- 1-24 Budget (1/2) — 2010-2011
- 1-25 Budget (2/2) — 2010-2011
- 1-26 Budget (1/2) — 2011-2012
- 1-27 Budget (2/2) — 2011-2012

- 1-28 Budget (1/2) — 2012-2013
- 1-29 Budget (2/2) — 2012-2013
- 1-30 Budget — 2014-2015
- 1-31 Budget — 2016-2017

Awards

- 1-32 Instructions for Awards — 1997-2004
- 1-33 Benjamin John Edinger Memorial Prize in French Literature — 1997-2004
- 1-34 Awards — 2000
- 1-35 Awards — 2001
- 1-36 Awards — 2002-2003
- 1-37 Awards — 2003-2004
- 1-38 Awards — 2004-2005
- 1-39 Awards — 2005-2006
- 1-40 Awards — 2006-2007
- 1-41 Awards — 2007-2008

BOX 2

- 2-1 Awards — 2008-2009
- 2-2 The Ximena Osegueda Prize — 2008-2019
- 2-3 Awards — 2009
- 2-4 Awards — 2010
- 2-5 Awards — 2011-2012
- 2-6 Awards — 2012
- 2-7 Awards — 2016

REPORT AND REVIEW DOCUMENTS SERIES

- 2-8 Department Review - French (1/3) — 1991-1992
- 2-9 Department Review - French (2/3) — 1991-1992
- 2-10 Department Review - French (3/3) — 1991-1992
- 2-11 Periodic Review — 1992-1999
- 2-12 Review Academic Plan — 1996-2000
- 2-13 External Review of French Programs, Self-Study Document (1/3) — 1998
- 2-14 External Review of French Programs, Self-Study Document (2/3) — 1998
- 2-15 External Review of French Programs, Self-Study Document (3/3) — 1998
- 2-16 Rapport du Laboratoire de Francais — 1998-1999

- 2-17 Academic Plan — 2001
- 2-18 Department Review — 2003-2005
- 2-19 Department Review — 2004
- 2-20 Department Review — 2013
- 2-21 FHIS Review Document (1/5) — 2013
- 2-22 FHIS Review Document (2/5) — 2013
- 2-23 FHIS Review Document (3/5) — 2013
- 2-24 FHIS Review Document (4/5) — 2013
- 2-25 FHIS Review Document (5/5) — 2013
- 2-26 Academic Plan — 2014-2015
- 2-27 Academic Plan — 2015-2016
- 2-28 Academic Plan — 2016-2017

MEETINGS AND COMMITTEES SERIES

- 2-29 Review Committee — 1991-1993
- 2-30 Language Articulation Committee, Ling/Lang sub-committee — 2000-2002
- 2-31 Safety Committee — 2007-2008
- 2-32 President's Advisory Committee on the Selection of a [Department] Head — 2016

Department, Staff, and Dean Meetings

- 2-33 Department Meeting Minutes (1/2) — 1998-2011
- 2-34 Department Meeting Minutes (2/2) — 1998-2011
- 2-35 Staff Meeting — 2002
- 2-36 Department Meeting (1/2) — 2000-2009
- 2-37 Department Meeting (2/2) — 2000-2009
- 2-38 Meeting with the Dean — 2007

BOX 3

- 3-1 Staff Meeting — 2010
- 3-2 Meeting with the Dean — 2012
- 3-3 Department Meetings — 2013
- 3-4 Meeting with the Dean, 2+2 — 2013-2014
- 3-5 Department Meetings (1/2) — 2014-2016
- 3-6 Department Meetings (2/2) — 2014-2016
- 3-7 Meeting with the Dean — 2015

- 3-8 2+2 — 2017
- 3-9 [Department Meetings, Memos] — 2019
- 3-10 [Department Memos]— 2020

Graduate Department Meetings and Graduate Studies Committee

- 3-11 Graduate Department, Graduate Studies Committee — 1991
- 3-12 Graduate Department, Graduate Studies Committee — 1992
- 3-13 Graduate Department, Graduate Studies Committee — 1993
- 3-14 Graduate Department, Graduate Studies Committee — 1994
- 3-15 Graduate Department, Graduate Studies Committee — 1995
- 3-16 Graduate Department, Graduate Studies Committee — 1996

BOX 4

- 4-1 Graduate Department, Graduate Studies Committee — 1997
- 4-2 Graduate Department, Graduate Studies Committee — 1998
- 4-3 Graduate Department, Graduate Studies Committee — 1999
- 4-4 Graduate Department, Graduate Studies Committee — 2000
- 4-5 Graduate Department, Graduate Studies Committee — 2001
- 4-6 Graduate Department, Graduate Studies Committee — 2002
- 4-7 Graduate Department, Graduate Studies Committee — 2003
- 4-8 Graduate Department, Graduate Studies Committee — 2004
- 4-9 Graduate Department, Graduate Studies Committee — 2005
- 4-10 Graduate Department, Graduate Studies Committee — 2006
- 4-11 Graduate Department, Graduate Studies Committee — 2007
- 4-12 Graduate Department, Graduate Studies Committee — 2008
- 4-13 Graduate Department, Graduate Studies Committee — 2009
- 4-14 Graduate Department, Graduate Studies Committee — 2010
- 4-15 Graduate Department, Graduate Studies Committee — 2011
- 4-16 Graduate Department, Graduate Studies Committee — 2012
- 4-17 Graduate Department, Graduate Studies Committee — 2013
- 4-18 Graduate Department, Graduate Studies Committee — 2014

BOX 5

- 5-1 Graduate Department, Graduate Studies Committee — 2015
- 5-2 Graduate Department, Graduate Studies Committee — 2016
- 5-3 Graduate Department, Graduate Studies Committee — 2017
- 5-4 Graduate Department, Graduate Studies Committee — 2018

5-5 Graduate Department, Graduate Studies Committee — 2019

CONFERENCES SERIES

5-6 Graduate Student Conference — 2005
5-7 Graduate Student Conference — 2007
5-8 Graduate Student Conference — 2009
5-9 Graduate Student Conference — 2011
5-10 Graduate Student Conference — 2013
5-11 Graduate Student Conference — 2015
5-12 Graduate Student Conference — 2017