

## **ENGLISH DEPARTMENT BYLAWS**

Approved April 28, 2000; revised September 28, 2001; revised November 12, 2004  
revised November 20, 2009; revised November 11, 2016; revised April 17, 2020

**DEPARTMENT FACULTY:** The Department of English faculty consists of all persons with full-time or permanent appointments who hold rank in the Department as permanent instructor, lecturer, senior lecturer, instructional assistant professor, assistant professor, associate professor, full professor, or writer-in-residence.

**Teaching Responsibilities:** Tenure-track faculty shall teach at least one service course per year (as scheduling allows) and have priority for teaching upper-division (300 and 400 level) courses. Departmental service courses shall include 200-level surveys, 300-level Junior Seminars, ENGL 385 Shakespeare, ENGL 401, ENGL 505, and HON 101 & 102. Service component in the teaching assignments of faculty with joint appointments will be handled on an individual basis

**DEPARTMENT MEETINGS:** Once per month, and at least four times per semester, the Department faculty will hold regular meetings at 3:00 on Friday afternoon. Meetings will be limited to 60 minutes unless the faculty votes to extend the meeting time. Those of professorial rank are expected to attend; those at the rank of instructor are invited to attend. In addition to these regularly scheduled meetings, the Chair may call additional ad hoc meetings throughout the academic year for the discussion and conducting of Department business.

Each year by August 1 the office of the Department Chair will publish the DEPARTMENT MEETING SCHEDULE for the fall and spring semesters. This schedule will be circulated to Department faculty and staff.

**AGENDA ITEMS** for Department meetings may be posted by Department committee chairs, the Department Chair, other faculty members subject to the endorsement of two fellow faculty members, or by the graduate student representatives on the English Department listserv. Committee chairs, faculty members, and graduate student representatives who post agenda items should also provide the Chair's office with a written copy of these items. If no agenda items have been submitted to the Department listserv as of 2:00 p.m. on the Thursday prior to a Department meeting, the meeting will be canceled. Faculty members and graduate representatives will be notified of cancellation on the Department listserv or (upon written request to the Department secretary) by telephone.

Within two weeks after each Department meeting, the Department will publish minutes of the meeting on the Department listserv and to EGSB representatives, for approval at the next Department meeting. (A printed copy of the minutes can be obtained upon written request to the Department secretary.) Minute-taking responsibilities will be handled by faculty members on a rotating basis or by a staff member.

### **VOTING PRIVILEGES:**

The Department favors operating on the basis of consensus. If consensus cannot be achieved any member of the department may call for a vote. Only those attending faculty meetings may vote on agenda items, with the exception of absentees who may submit written proxies on specific issues, approved ahead of time by the chair. Tenure and promotion cases as well as tenure track appointments shall be voted on by tenured faculty

at a rank higher than the person voted on. For votes on tenure-track faculty appointments, only those faculty members who are either tenured or on a tenure-track appointment may vote.

## **DEPARTMENT COMMITTEES**

**A. STANDING COMMITTEES:** These committees include the Executive Committee, the Graduate Studies Committee, the Undergraduate Studies Committee, and the Assessment Steering Committee. Their specific responsibilities are described in more detail below.

All members of the Department faculty may serve on standing committees. Moreover, with the exception of the Executive Committee, each standing committee will include at least one graduate student, elected by his or her peers, as a non-voting member.

With the exception of the Executive Committee (whose members are elected by their peers at rank), the Department Chair annually appoints all standing committee members from the voting faculty ranks. These appointments, along with the results of Executive Committee elections, will be published and circulated to Department faculty and staff by August 1 of each year.

Each standing committee meets at the discretion of the committee chair. The committee chairs are responsible for setting the yearly agenda of the committee, reporting committee activities and proposals to the Department Chair, and submitting agenda items for Department meetings to the Department listserv.

### **EXECUTIVE COMMITTEE:**

This committee consists of one instructor, one assistant professor, one associate professor, and one full professor, each to be elected to a two-year term by his or her peers at rank, and one faculty member at large, to be elected to a two-year term by the general Department faculty. Elections shall be held by April 30 of each odd-numbered year and shall be conducted by the outgoing Executive Committee Chair. Members of the committee may stand for reelection once, but then they have to sit out for one term before they are eligible to serve again. The members of the committee elect their own chair. The Executive Committee reviews all matters of department governance and policy that do not fall under the jurisdiction of other standing or ad hoc committees. As new aspects of governance, administration, and long-range planning not clearly outlined in the department bylaws develop, the Executive Committee will determine which of the standing committees should be assigned new tasks. The Executive Committee will meet on a regular basis, and may set its agenda in response to suggestions provided by the Department Chair, other committee chairs, individual faculty members, or the English Graduate Student Body.

### **GRADUATE STUDIES COMMITTEE:**

Chaired by the Director of Graduate Studies, this committee consists of five other members from the Department faculty, including a representative from the MFA program, and one graduate student representative. The Graduate Studies Committee reviews all issues concerning graduate degree programs, recommends policy changes, rules on individual graduate student petitions concerning curricular issues, conducts admissions for all graduate degrees (except those to the MFA Committee), draws up and publishes criteria for all graduate fellowships and awards, makes the decisions about funding awards, conducts the first review of graduate grade appeals, and oversees the competition for departmental dissertation fellowships and for graduate teaching and essay

awards. The graduate student representative will be recused from the admission process and the process that makes awards and fellowships to graduate students.

**THE MFA COMMITTEE:**

This committee consists of at least three faculty members and one MFA or PhD CWC student and oversees all matters pertaining to the Master of Fine Arts program in creative writing and the PhD with Creative Writing Concentration program, including recruitment, publicity, teaching, department sponsored creative writing publications, contests, and admissions. The graduate student will not have voting rights and will be recused from admission deliberations and decisions and the process that makes awards and fellowships to graduate students.

**UNDERGRADUATE STUDIES COMMITTEE:**

This committee, which consists of five members, is chaired by the Director of Undergraduate Studies, reviews all issues concerning undergraduate programs in English, conducts the first review of undergraduate grade appeals, and oversees the competition for all undergraduate awards exclusive of creative writing.

**ASSESSMENT STEERING COMMITTEE:**

This committee, which consists of three faculty members, conducts the annual assessment of all departmental degree programs, forwards necessary reports for consideration by the Directors of Undergraduate and Graduate Studies, and presents its findings to the Department.

**PUBLICITY AND OUTREACH COMMITTEE:**

This committee, consisting of at least three members, oversees and supports the department's publicity and outreach strategies. It reviews and helps implement the department's efforts to publicize its programs as well as the work of English faculty and students. The committee also acts as a clearinghouse for information about English graduates both to foster a wider department community and to maintain an internal database of alumni who may contribute to a range of department goals. English department interns will work with this committee on a range of tasks.

**B. AD HOC COMMITTEES:**

**SEARCH COMMITTEES:**

For tenure-track positions: In the event of a job search (actual or anticipated) for a tenure-track position, the job area shall be defined by the entire faculty at the earliest opportunity. In case there is more than one position to be filled, the faculty will define those positions and rank them in order of their priority to the Department. The Department Chair will then appoint a Search Committee and Chair in a timely fashion. Depending on the search (creative writer or a literature), one MFA, PhD CWC, or PhD student, selected by the EGSB, will be invited to join the committee. The Search Committee will write all job advertisements and submit them to the Departmental Chair in a timely fashion. Search Committee Chairs have full voting privileges within the committee. Graduate students will not have voting rights in the committee, but they are encouraged to share their views with the committee. The search committee shall read all applications, screen candidates, and decide which candidates to interview. Following interviews, the search committee shall rank candidates and offer a rationale for their ranking. Following the report of the search committee, the departmental faculty will first

vote on the acceptability of each candidate, and then vote for their preference. The Departmental Chair will be a non-voting member on all Search Committees.

## **DEPARTMENT OFFICERS**

**THE DEPARTMENT CHAIR** is the primary officer of the English Department and the primary advocate and liaison for the Department faculty in the Department's dealings with other academic, administrative, and institutional units within the University. After search committee and departmental recommendations, s/he is appointed by the Dean of the College of Liberal Arts. As the primary officer, the Chair chairs all Department meetings; oversees all schedules and curricula; oversees the Department budget and approves all expenditures of budgetary funds in institutional accounts; supervises office staff; maintains personnel files; reviews all student matters and issues that affect a student's standing in the university; appoints Department officers and the members of standing and ad hoc committees, with the exception of the Executive Committee; writes annual reviews of tenured and tenure-track faculty members and provides each faculty member with a copy of his or her review; forwards to the Dean of Liberal Arts all tenure and promotion recommendations for institutional action; and recommends annual salary increases to the Dean of the College of Liberal Arts and provides each member of the Department faculty or staff with a written report explaining the basis for his or her recommended increase.

**OTHER DEPARTMENTAL OFFICERS:** the Director of Graduate Studies, the M.F.A. Director, and Director of Undergraduate Studies.

At the discretion of the Department Chair, the Director of Graduate Studies, the M.F.A. Director, and Director of Undergraduate Studies each serves a four-year term which, after review by the Executive Committee and a recommendation to the Department Chair, may be renewed for one term.

**THE DIRECTOR OF GRADUATE STUDIES** supervises graduate degree programs, chairs the Graduate Studies Committee and forwards appropriate recommendations to the Department listserv and the Chair's office for placement on the Department meeting agenda; and meets with all entering graduate students at the beginning of their first semester to discuss course offerings, schedules, and program requirements, and assigns each incoming graduate student a faculty mentor from the graduate faculty who subsequently assumes all advising responsibilities.

The Director of Graduate Studies assigns graduate teaching assistants to sections of sophomore literature and collects assessments of their performance from the teacher of record for those sections.

The Director of Graduate Studies will be in charge of a database that chronicles the progress of each graduate student through his or her degree program. In May of each year, faculty mentors will update the Graduate Director on the status of each of their mentees. The Director will periodically review the database and notify faculty mentors and/or Ph.D. committee directors, if students are not progressing according to the recommended timeline established by the Department.

The Director of Graduate Studies is compensated with a summer grant or a single course release per year plus a \$1,500 summer administrative stipend.

**THE M.F.A. DIRECTOR** supervises the MFA degree program in creative writing and the PhD with Creative Writing Concentration, chairs the MFA Committee and forwards appropriate recommendations to the Department listserv and the Chair's office for placement on the Department meeting agenda; and meets with all entering MFA and PhD CWC students at the beginning of their first semester to discuss course offerings, schedules, and program requirements, and assigns each incoming graduate student a faculty mentor from the graduate faculty who subsequently assumes all advising responsibilities.

The MFA Director will be in charge of a database that chronicles the progress of each graduate student through his or her degree program. In May of each year, faculty mentors will update the Graduate Director on the status of each of their mentees. The Director will periodically review the database and notify faculty mentors and/or thesis or dissertation committee directors, if students are not progressing according to the recommended timeline established by the Department.

The MFA Director is compensated with a single course release per year plus a \$1,500 summer administrative stipend.

**THE DIRECTOR OF UNDERGRADUATE STUDIES** supervises the undergraduate program, chairs the Undergraduate Studies Committee; serves as recruitment officer for the undergraduate program; supervises undergraduate English advising; and forwards appropriate recommendations to the Department listserv and the Chair's office for placement on the Department meeting agenda. The Director of Undergraduate Studies is compensated with a summer grant or a single course release per year plus a \$1,500 summer administrative stipend.

**PROCEDURE FOR AMENDING THE BYLAWS:** The bylaws may be amended by a simple majority of Department faculty members. Proposed changes to the Department bylaws should be moved, seconded, and recorded in the minutes at one Department meeting and voted on at the next scheduled meeting