

Ratified May 6, 2022

## Department of English Bylaws

### I. DEPARTMENTAL MEMBERSHIP

- a. The members of the department consist of
  - i. Full-time tenure-track and tenured faculty.
  - ii. Full-time, non-tenure track faculty including Professors of Practice (PoPs), Visiting Assistant Professors, and Post-Doctoral Fellows.
  - iii. Part-time faculty.
- b. All members may attend all open meetings and departmental functions and are extended full privileges of participation except as otherwise limited in this document.
- c. Except as otherwise noted in this document, the voting membership of the Department shall:
  - i. Be full-time tenure-track or tenured
  - ii. Have a designated tenure home in the Department and/or teach courses in the Department of English at least half-time, with the exception of those on leave.
  - iii. Be available and expected to serve on the standing and ad hoc committees of the Department of English, with the exception of those on leave.
  - iv. Be the Director of First-Year Writing, the Assistant Director of First-Year Writing, or the PoP designee on the Executive Committee (in total PoPs have three votes).
- d. The Chair will review and report on changes to the voting membership prior to the first meeting of each academic year.
- e. Decisions made by a Committee, Officer, or the Department may be reversed by the members of the Department through a majority vote in a Department Meeting.

### II. DEPARTMENT OFFICERS

- a. The Chair of the department
- b. The Associate Chair of the department, serving as Director of Undergraduate Studies (DUS)
- c. The Director of Graduate Studies (DGS)
- d. The Director of Creative Writing (DCW)
- e. The Director of First-Year Writing (DFW)
- f. Associate Director of First-Year Writing

This document sets forth the procedures for appointment, the duties, and the powers of these positions as well as rights and responsibilities of members of the Department.

### III. DEPARTMENT CHAIR

- a. **Duties of the Chair**
  - i. The Department Chair is the main administrative officer of the Department, responsible to the Department and to the university administration.
  - ii. The Department Chair is responsible for the day-to-day operations of the Department, including, but not limited to supervising staff, preparing and signing all necessary paperwork, solving problems, preparing requested reports, and maintaining facilities.
  - iii. The Department Chair represents and executes the will of the Department. Any portion of this document describing the chair as doing something with the approval of the Executive Committee means that the Chair *shall not* carry out the

said action without the majority vote of the Executive Committee. Any portion of this document describing the Chair as doing something in consultation with or with the advice of the Executive Committee means that the Chair shall not carry out the said action without a prior meeting or online correspondence with the Executive Committee.

- iv. The Department Chair is responsible for office allocation and apportioning space in the department with the advice of the Executive Committee.
- v. The Department Chair shall nominate the other executive officers for approval by the Executive Committee at the time of appointment to chair, or as vacancies arise.
- vi. The Department Chair shall convene regular Executive Committee meetings, keep that body informed of departmental activities as well as discretionary and extraordinary funds made available, and must present an annual budget for approval of the Executive Committee.
- vii. Serve as the Chair and voting member of the Salary Committee and communicate salary to the Dean.
- viii. The Department Chair shall serve as the mediator to the administration for all hiring of new faculty and for all negotiations to retain faculty who have offers elsewhere.
- ix. The Department Chair shall appoint whatever committees are necessary for the effective recruitment and hiring of new regular faculty, as well as appoint necessary visiting faculty, with approval of the Executive Committee.
- x. The Department Chair (or a designee) shall attend all Chairs' and Directors' meetings and report back to the Department. The Department Chair shall also inform the Department of university and college directives and any other matters that affect the Department.
- xi. The Department Chair shall recommend the establishment of ad hoc or standing committees to the Executive Committee. The Chair may not establish or appoint members to any committees without the approval of the Executive Committee.
- xii. The Department Chair represents the Department to the university administration including issues of hiring and retention.
- xiii. The Department Chair shall approve the scheduling of classes and teaching assignments as presented by the Director of First-Year Writing, the Associate Chair and the Director of Graduate Studies.
- xiv. The Department Chair shall actively advise faculty regarding the qualifications for tenure and/or promotion and discuss their progress toward meeting those qualifications annually.
- xv. The Department Chair shall supervise and evaluate the performance of all staff employees of the department and determine, with the advice of the Executive Committee, the staffing needs of the department.
- xvi. The Department Chair shall meet with any member or contingent of members of the department within one week of a request to do so and adjudicate disputes within the department, with the advice of the Executive Committee, unless such disputes concern him or herself. In that case, the Associate Chair shall adjudicate the dispute. If the dispute is between the Chair and the Associate Chair, it will be adjudicated by a person selected by members of the Executive Committee not a party to the dispute.
- xvii. The Department Chair shall convene faculty meetings on a regular basis per the departmental procedures and shall convene whatever meetings may be necessary to determine priorities for new faculty positions.

- xviii. The Department Chair shall hold regular office hours throughout the academic year.
- xix. Except as otherwise noted, the Department Chair is an ex-officio member without vote of all committees. When a committee is tied in its vote, the ex officio chair may cast a tie-breaking vote.
- xx. The Department Chair is responsible for all departmental administrative duties not specified above.

#### **IV. THE ASSOCIATE CHAIR/DIRECTOR OF UNDERGRADUATE STUDIES**

##### **a. Powers and responsibilities**

- i. The Associate Chair serves as Acting Chair upon the absence of the Chair (but not in the case of a vote of no-confidence).
- ii. The Associate Chair serves as the Director of Undergraduate Studies (DUS), appointing as necessary on an *ad hoc* basis two other faculty members to serve on the Undergraduate Studies Committee, chaired by the DUS, to assist with the DUS's responsibilities of
  1. Assigning and scheduling of undergraduate courses;
  2. Monitoring and advising undergraduate internships;
  3. Developing new curricular initiatives;
  4. Producing documents required by the Curriculum Committee or upper-level administration;
  5. coordinating the awarding of departmental prizes, except for the Adams and Boyette Prizes;
  6. Establishing rubrics for advisors within the department;
  7. Handling other matters relevant to the undergraduate course offerings;
  8. The DUS may appoint other subcommittees as necessary.
- iii. The Associate Chair serves as an *ex officio* member of the Executive Committee.
- iv. The Associate Chair schedules faculty, post-doctoral fellows, VAPS, and graduate teaching assistants for class offerings, in consultation with the Director of Graduate Studies and the Director of First-Year Writing. The schedule for the entire following academic year should be established in early spring. Ultimate responsibility for these assignments rests with the Chair.
- v. The Associate Chair serves as the department's liaison with college curriculum committees and with the administration on matters of curriculum.
- vi. The Associate Chair coordinates registration and early registration for matters of class size, increasing or decreasing numbers of sections and approving substitutions for majors
- vii. The Associate Chair coordinates the assignment of advisors for English department majors, is available during pre-registration and registration to advise students (or designates a faculty member to do so); and to keeps regular office hours throughout the semester for this purpose.
- viii. The Associate Chair evaluates undergraduate course credit, transfer credit, requirements, independent studies, honors theses, and other matters relevant to a given student's progress through the major.
- ix. The Associate Chair certifies graduating seniors as having met requirements for the major.
- x. The Associate Chair appoints or serves as advisor to Sigma Tau Delta, the English major honors society.

## **V. DIRECTOR OF GRADUATE STUDIES (DGS)**

### **a. Powers and responsibilities**

- i. The Director of Graduate Studies serves as an *ex officio* member of the Executive Committee
- ii. The Director of Graduate Studies appoints as necessary on an ad hoc basis two faculty members to serve on the Graduate Studies Committee, chaired by the DGS, to assist the DGS in responsibilities to
  1. oversee the rotation and availability of graduate-level courses;
  2. admit new graduate students;
  3. implement the administration of required examinations and assemble relevant data for assessing progress of graduate students;
  4. administer the Adams Teaching Award and Adams Essay Prize; and
  5. coordinate workshops, lectures, and interviews to benefit graduate students seeking further education or employment;
- iii. The Director of Graduate Studies may appoint other subcommittees as necessary.
- iv. The Director of Graduate Studies serves as faculty advisor to all graduate students; keeps regular office hours throughout the semester.
- v. The Director of Graduate Studies informs the faculty and graduate students about new graduate student admissions at the beginning of each year.
- vi. The Director of Graduate Studies holds meetings as needed for new and continuing graduate students; distributes information on job openings; reviews dossiers of department graduate students seeking academic positions.
- vii. The Director of Graduate Studies notifies graduate students of their examinations.
- viii. The Director of Graduate Studies responds to inquiries about the graduate program from prospective students and other institutions and devises effective means for recruiting the best possible students.
- ix. The Director of Graduate Studies maintains a detailed and current file on each graduate student.

## **VI. DIRECTOR OF CREATIVE WRITING**

- a. The Director of Creative Writing shall
  - i. meet with creative writing faculty to coordinate course offerings as chair of the creative writing field committee;
  - ii. serves *ex officio* on the Executive Committee
  - iii. advise students pursuing (and interested in pursuing) creative writing;
  - iv. chair committees related to creative writing endowments in the department; and
  - v. in coordination with the Chair, establish committees to fulfill departmental goals related to creative writing.

## **VII. FIRST-YEAR WRITING PROGRAM OFFICERS**

### **a. Director of First-Year Writing (DFW)**

- i. Powers and responsibilities of the Director of First-year Writing: The Director of First-Year Writing shall
  1. Serve as an *ex officio* voting member of the Executive Committee;
  2. Be the chair of the First-Year Writing Program Committee;
  3. Oversee the election of the Associate Director of First-Year Writing;
  4. Mentor and advise writing program faculty through review processes and keep them abreast of the review schedule;

5. Serve on committees involved in the hiring of PoPs and VAPS in writing;
6. Grant course waivers and assess transfer credit for 1010;
7. Collect and keep on file copies of all ENGL 1010, ENLS 2630, and ENLS 3650 course syllabi each semester;
8. Coordinate competition for the Purvis E. Boyette Memorial Prizes;
9. Mediate disputes between English 1010 students and their instructors;
10. Convene regular meetings of 1010 faculty;
11. Advise 1010 faculty throughout the year and keep regular office hours during the academic year for this purpose; and
12. Conduct a training workshop, in the fall, before the semester begins, on composition pedagogy for all new recruits in the First-Year Writing Program.

**b. Associate Director of First-Year Writing**

- i. Powers and Responsibilities. The Associate Director of First-Year Writing shall
  1. Serve as an ex officio member of the First-Year Writing Program Committee;
  2. Act as Director of First-Year Writing during the temporary absence of the Director;
  3. Plan meetings of the 1010 faculty in coordination with the Director;
  4. Assist Director with scheduling, orientation, and Boyette Prize;
  5. Serve on committees involved in the hiring of PoPs and VAPS in writing;
  6. Solicit feedback from writing program faculty and bring issues to the Director's attention;
  7. Research initiatives based on writing program needs and writing faculty interest; and
  8. Support faculty by maintaining writing program resources, including library and Tulane Online Writing Instructor Resources (TOWIR) or other modes of maintaining and making available resources.

**VIII. STANDING COMMITTEES:** The standing committees of the department shall be: A) the Executive Committee; B) the Salary Committee; and C) the First-Year Writing Program Committee.

**a. The Executive Committee**

- i. Membership and Procedures for Selection
  1. The Chair of the department, the Associate Chair, the Director of Graduate Studies, and the Director of First-Year Writing serve as *ex officio* voting members for terms concurrent with that of the departmental Chair.
  2. Two full professors, elected by the regular faculty for staggered three-year terms, serve as voting members. If there are insufficient numbers of senior faculty available to serve or to be nominated for election, these positions may be filled by tenured associate professors.
  3. Two associate or assistant professors, elected by the regular faculty for staggered three-year terms, serve as voting members. If there are insufficient numbers of faculty at these ranks to serve or to be nominated for election, the positions may be filled by professors at the senior rank.
  4. In addition to the Director of First-Year Writing, one additional PoP (elected by the PoPs) will serve on the EC as a voting member. If no PoP

wishes to stand for election, the Associate Director will serve as the second voting member.

5. The secretary shall be the departmental Executive Secretary. The secretary takes notes, produces and distributes the minutes, and communicates actions from the Committee to the faculty. Minutes from all Executive Committee meetings shall be distributed to all members of the Department.

ii. Voting

1. Quorum: A majority of the membership of the Executive Committee shall constitute a quorum. The committee cannot conduct its business without a quorum present. Official Executive Committee deliberations and votes by email must include all members of the committee.
2. All votes of the Executive Committee will be considered to have passed when a majority of the number of members of the Committee approves, regardless of the number of members present. If there is a bare majority constituting a quorum at any given meeting, therefore, a vote would have to be unanimous at that meeting to pass.
3. Email votes: If no member of the Executive Committee objects, a vote may take place via email. For purposes of transparency, such votes must be sent to the whole committee.

iii. Powers and Responsibilities: The Executive Committee shall

1. serve as the Department's budget committee fulfilling the following functions:
  - a. oversee the budget and engage in long-term planning for the Department's financial well-being;
  - b. annually determine a cap on the chair's discretionary spending;
  - c. consider and approve or disapprove funding requests above the chair's discretionary amount.
2. advise the departmental Chair on the development and administration of policy;
3. serve as the departmental Curriculum Committee
4. serve as the departmental Grievance Committee and follow the process herein described:
  - a. The Chair shall direct the Executive Committee to consider a grievance, unless the Chair is the subject of the grievance, in which case the complaint should be made to the Associate Chair.
  - b. Members of the Executive Committee who are party to the grievance shall recuse themselves.
  - c. All grievance proceedings are to be kept strictly confidential.
  - d. The Executive Committee shall have the responsibility to investigate and interview parties to the grievance and to refer the grievance to any and all other relevant grievance bodies within the University structure.
  - e. The departmental grievance procedure does not take precedence over the honor boards, the School of Liberal Arts Grievance Committee, or the University Senate procedures for grievances. Individuals are not required to go through the departmental grievance process prior to availing themselves of the aforementioned committees.
5. approve dissertation proposals and committees;

6. hear and consider for approval requests for exceptions to graduate requirements;
7. Consider and approve individual examination committees when they involve a member from outside the department;
8. Establish ad hoc or standing committees, as needs arise;
9. Meet routinely, as convened by the Chair, with three days' notice. The Committee may also convene itself when two members call a meeting, even in the absence of the Chair.

**b. Salary Committee**

i. Selection of Committee

1. The annual recommendations concerning faculty pay increases shall be determined by a committee elected by the tenured and tenure track faculty.
2. The committee shall consist of three tenured members of the faculty, one of whom is the Chair, who shall chair the committee as a voting member. The other two members will serve staggered two-year terms. Individual committee members must recuse themselves from committee discussion of their own salary.

ii. Powers and responsibilities

1. The Salary Committee shall gather relevant information and have its first meeting in accord with the Dean's schedule for salary recommendations.
2. The Chair shall provide the committee with an account of the salaries of all who are to be considered, a record of each faculty member's performance in the areas of scholarship, teaching, and service during the preceding calendar year, and other relevant information.
3. The Salary Committee shall determine salary recommendations which the Chair will present to the Dean.
4. The record of faculty salaries shall be held in the Chair's office and made available for perusal in that office at the request of an individual faculty member.

**c. First-Year Writing Program Committee**

- i. The First-Year Writing Program Committee shall be made up of the Director of First-Year Writing, the Associate Director of First-Year Writing, one additional PoP elected by the 1010 faculty, the director of undergraduate studies, and the department chair.

1. While post-doctoral writing fellows and VAPS in writing remain in the First-Year Writing Program, one post-doctoral writing fellow or VAP in writing shall be elected by the writing faculty to serve as a non-voting member of the First-Year Writing Program Committee.
2. The Chair of the Department will serve as primary contact regarding the First-Year Writing Program with the SLA Dean's office and NTC Dean's office and will provide support as needed to correspond/negotiate with these and other units on campus.

- ii. The First-Year Writing Program Committee's duties are as follows:

1. The FWP Committee serves as the program's curriculum committee. Significant changes to the FWP curriculum will be submitted to the EC for approval.

2. Members of the FWP Committee will assist the Director in conducting classroom observations of PoPs in the semester before their contract renewal review. Members of the Committee will also observe teaching at other times upon request by 1010 faculty or the Director. The FWP Committee will further conduct reviews of PoPs for recommendation of contract renewal and promotion to be forwarded to the chair of the department for inclusion in the department's committee for PoP review. Postdocs and PoPs who have been in their respective positions for fewer than 2 years will not participate in conducting reviews.
3. The FWP assists the Director with SACS scoring.
- iii. Search committee for new Professors of the Practice, VAPS in writing, and Post-Doctoral Fellows in the First-Year Writing Program
  1. The search committee for the First-Year Writing Program shall be made up of the Director of First-Year Writing, the Associate Director of First-Year Writing, and the Director of Undergraduate Studies.
  2. And one additional tenured or tenure-track faculty member. In the event of a tie in search committee deliberations, the department chair shall cast the tie-breaking vote.
  3. Search committee shall submit recommendations to the department chair, and the department chair shall present candidates to the tenured and tenure-track faculty and professors of the practice for a vote.

## **IX. PROCEDURES**

### **a. General administrative procedures**

- i. The faculty will meet as the Chair or the Executive Committee deems necessary in addition to one required meeting each semester, as follows:
  1. in the fall to respond to the Dean's hiring plans for the department, including wording of advertisements; to plan responses to new administrative mandates; to appoint and elect committee members; and to attend to any new business;
  2. in the spring, receiving reports from Chair, DUS, DGS, FWD, and other committee chairs regarding progress on the annual agenda; setting the agenda for the following year; developing hiring plans for submission to the Dean; and to attend to any new business.
- ii. For all faculty meetings, a previous agenda shall be drawn up and distributed by email and/or in faculty boxes at least 48 hours before the meeting, indicating the reports to be received and the business to be considered, with the exception of emergency meetings. In the case of emergency meetings, all faculty will be emailed as soon as the need for the meeting is ascertained. Faculty not on leave are expected to attend all faculty meetings scheduled during weekdays between 8 a.m. and 5 p.m.
- iii. A majority of the voting faculty (tenure-track, tenured, and voting PoPs described in VIII.a.ix below) not away on leave shall constitute a quorum, with the exceptions noted below. If no quorum is present, the meeting will be rescheduled within two weeks. A simple majority of the quorum present will be sufficient to approve all department business and elections. No proxy votes will be counted with the exception of those situations elaborated in VIII.a.v below.



- iv. All votes involving personnel issues must be taken by secret ballot. Votes are counted by the Executive Secretary and confirmed by the Associate Chair. In cases where proxy votes are permitted, secret ballot will take place via a procedure established by the Executive Committee.
- v. For the following exceptions, proxy votes may be counted.
  1. votes to hire new faculty: all tenured and tenure-track faculty and PoPs designated in I.c.iv, may exercise the right to vote, and approval will be a majority of those voting. A secret ballot is required.
  2. election of the Chair: all faculty as described in I.c. may exercise the right to vote, and approval will be a majority of those voting. Secret ballot required.
  3. election of the Salary Committee: all faculty as described in I.c. may exercise the right to vote, and approval will be a majority of those voting. A secret ballot is required.
  4. no-confidence votes (see procedures in Section III.c above).
  5. amendments to this document: all faculty as described in I.c. may exercise the right to vote, and approval will be two-thirds of those voting.
  6. Proxy votes shall also be permitted on specific issues if a majority of faculty votes to allow such votes and the vote does not contradict SLA or university policies.
- vi. Votes in faculty meetings will be counted by the departmental Executive Secretary and checked by the Associate Chair. Proxy votes will be communicated via the departmental Executive Secretary by a procedure established by the Executive Committee.
- vii. A faculty member shall recuse him/herself from voting on appointments, promotions, salary, recommendations, administrative appointments, and other personnel status matters when he or she has a personal relationship with the individual concerned such that a conflict of interest might be perceived, or if such a vote would constitute a conflict of interest as defined by university policy, or when prior legal or internal grievance procedures would indicate refraining from such participation. Otherwise, all qualified faculty are expected to register votes on all significant departmental matters.
- viii. The Executive Secretary will take notes, produce and distribute minutes, and amend any necessary documentation following the votes of the faculty. A copy of all departmental minutes will be kept on file in the Executive Secretary's office for review.
- ix. **First-Year Writing Faculty:** All PoPs, VAPs, and Post-Doctoral Writing Fellows are invited to attend faculty meetings. The Director of First-Year Writing, the Assistant Director of First-Year Writing, and the PoP designee on the Executive Committee will be voting members of the Department, voting on the nomination of a Department Chair to the Dean and issues that affect the First-Year Writing Program. Prior to each vote, the Chair and the Director of the FWP will determine whether PoPs will vote; in case of disagreement, the decision will be made by EC vote.

**b. Procedures for nominating candidates for Chair.**

- i. The incumbent Chair shall call for nominations for the position of Chair no later than two weeks after the university administration calls for the department's nomination of a new chair. The Chair must provide a deadline of no less than 14 days for nominations to be made. Nominations shall be made to the Executive Secretary via email or in a letter. At the end of every

other business day, the Executive Secretary shall communicate the names of any nominees to the Chair, but the Executive Secretary shall maintain the anonymity of those making nominations. The Chair shall then communicate the names of nominees as they are announced to the chair by the Executive Secretary. It is desirable to select the new Chair during the fall of the third year of the incumbent Chair's term to provide sufficient time for transition.

- ii. The Chair must announce the full roster of nominees within 3 days of the deadline for nominations.
- iii. The incumbent Chair shall then convene a general meeting where members of the department and department staff may ask questions of or pose comments and concerns to the nominee(s). No one is required to attend or comment publicly. Nominees will have the option of speaking to the questions and concerns raised. Nominees on leave or otherwise unable to attend may respond in writing or other means to issues raised at the meeting.
- iv. Voting shall be conducted by secret ballot using a double envelope system. Following the meeting described above, ballots shall be distributed to all regular faculty. Faculty must be given a reasonable number of days within which to cast ballots. Faculty on leave may cast absentee votes via email. In the event that more than two individuals are under consideration for the position of chair, the department shall conduct ranked-choice voting (also known as preferential voting).
- v. The incumbent Chair will then communicate the results of that vote to the Dean of the School of Liberal Arts in writing.
- vi. Individual faculty members may communicate their private opinions concerning the nomination to the Dean of the School of Liberal Arts.
- vii. The Chair ordinarily serves for three years. No chair may serve more than two consecutive terms as chair. The Chair receives a one-course reduction in each semester.
- viii. If the appointment of the nominated Chair is to involve substantial changes in duties different from those prevailing at the time for the incumbent Chair, the nominated Chair will inform the Department of the terms of the appointment. The Department then has the option of reconsidering its recommendation.

**c. Procedures for a vote of no-confidence in the Chair.**

- i. A general meeting of the faculty may be convened by the initiative of any three members of the department who will notify the rest of the department of the meeting by means of a letter or email signed by all three initiators, who shall choose one of themselves to chair the meeting solely for the purposes of taking a vote to establish a *pro tem* presider for the duration of this procedure.
- ii. If the vote passes in the first meeting, the incumbent Chair will be suspended from all duties, which will be taken over by the *pro tem* presider. If the vote passes in the second meeting, the *pro tem* presider must inform the Dean of the School of Liberal Arts, who will then name an acting chair.

- iii. The acting chair will take over duties of the Chair and will communicate to the department instructions of the Dean of the School of Liberal Arts on subsequent procedural matters.
- d. **Procedures for appointment to Associate Chair:** The Chair will nominate an Associate Chair for a term concurrent with the Chair's. The Executive Committee makes the appointment. The Associate Chair receives a one course reduction each semester. If the Associate Chair steps down or is unable to serve at any point, the Chair may appoint a new Associate Chair with the approval of the Executive Committee.
- e. **Procedure for appointment to Director of Graduate Studies:** The Chair-elect will nominate a Director of Graduate Studies for a term concurrent with the Chair's. The Executive Committee makes the appointment. The Director of Graduate Studies receives compensation as negotiated with the Executive Committee.
- f. **Procedure for appointment to Director of Creative Writing:** The Chair-elect will nominate a Director of Creative Writing for a term of three years. The Executive Committee makes the appointment. The Director of Creative Writing receives compensation as negotiated with the Executive Committee.
- g. **Procedures for Appointment to Director of First-Year Writing:** The Director of First-Year Writing shall be elected by the Professors of the Practice (PoPs hereafter), VAPS in writing, and Post-Doctoral Writing Fellows from among the PoPs. The Director of First-Year Writing shall serve a three-year term. No PoP may serve more than two consecutive terms. The Director of First-Year Writing receives a one-course reduction each semester and compensation as negotiated with the Executive Committee.
  - 1. The incumbent Director shall call for nominations for the position of Director in the fall semester of the last year of the incumbent Director's term. The Director must provide a deadline of no less than 14 days for nominations to be made. Faculty will self-nominate by emailing the full writing faculty. It is desirable to select the new Director during the fall of the third year of the incumbent Director's term to provide sufficient time for transition.
  - 2. The Director must announce the full roster of nominees within 3 days of the deadline for nominations.
  - 3. The incumbent Director shall then convene a writing faculty meeting where PoPs, postdoctoral fellows, and adjunct faculty may ask questions of or pose comments and concerns to the nominee(s). No one is required to attend or comment publically. Nominees will have the option of speaking to the questions and concerns raised. All nominees have the option of releasing a written statement between 1-2 single spaced pages after the meeting.
  - 4. Voting shall be conducted by secret ballot using a double envelope system. Following the meeting described above, ballots shall be distributed to all full-time 1010 faculty. Faculty must be given a reasonable number of days within which to cast ballots. Faculty may cast absentee votes via email. In the event that more than two individuals are under consideration for the position of Director, the department shall conduct ranked-choice voting (also known as preferential voting).
  - 5. The incumbent Director will then communicate the results of that vote to the English Chair. Individual faculty members may communicate their private opinions concerning the nomination to the English Chair.

6. If the appointment of the nominated Director is to involve substantial changes in duties different from those prevailing at the time for the incumbent Director, the nominated Director will inform the full-time 1010 faculty of the terms of the appointment. The full-time 1010 faculty then have the option of reconsidering its recommendation.

**h. Recall Procedure of the Director of First-Year Writing**

1. Faculty teaching in the First-Year Writing Program who wish to raise concerns regarding the Director of First-Year Writing should do so by contacting the Chair of the Department.
  2. An election to replace the Director will be triggered by a petition constituting 40% of the full-time First-Year Writing Program faculty, submitted to the Chair of the English Department. A two-thirds majority vote will remove the current Director and trigger an election for a new Director. Votes in recall procedures will be counted by a PoP elected from those present and checked by the Associate Director (if the Associate Director is also being recalled, the votes will be checked by the Director of Undergraduate Studies). Any writing faculty present may ask to see the votes. A quorum for such votes shall consist of at least 75% of all writing faculty. All writing qualified faculty are expected to register votes. Proxy votes will be communicated via the departmental Executive Secretary.
- i. Procedures for appointment to Associate Director of First-Year Writing: The Associate Director of First-Year Writing shall be elected by the PoPs and Post-Doctoral Writing Fellows from among the PoPs for a two-year term and receives compensation as negotiated with the Executive Committee.

**j. Recall Procedure for Associate Director of First-Year Writing.**

1. Faculty teaching in the First-Year Writing Program who wish to raise concerns regarding the Associate Director of First-Year Writing should do so by contacting the Chair of the Department.
2. An election to replace the Associate Director will be triggered by a petition constituting 40% of the full-time First-Year Writing Program faculty, submitted to the Chair of the English Department. A two-thirds majority vote will remove the current Associate Director and trigger an election for a new Associate Director. Votes in recall procedures will be counted by a PoP elected from those present and checked by the Director (if the Director is also being recalled, the votes will be checked by the Director of Undergraduate Studies). Any writing faculty present may ask to see the votes. A quorum for such votes shall consist of at least 75% of all writing faculty. All writing qualified faculty are expected to register votes. Proxy votes will be communicated via the departmental Executive Secretary.

**k. Hiring procedures**

- i. Departmental hiring plans are prepared in the spring of the preceding year, in accordance with any long-range planning objectives established by the department. Hiring requests are forwarded to the Dean according to the procedures and timetable set by the Dean.
- ii. Hiring committees shall be appointed by the Chair, with the approval of the Executive Committee. The departmental Chair appoints the chair of the hiring committee. The hiring committee establishes its protocols in accordance with the timetable for recommendations to the department as set by the Chair.

- iii. The chair of the hiring committee presents to the faculty a synopsis of candidates to be interviewed. Members of the hiring committee and the Chair of the department constitute the interview team, but all faculty are invited to attend the interviews.
- iv. A recommendation to appoint new tenured or tenure-track faculty should be decided upon by all such members of the department faculty, following a review of the candidate's scholarship, teaching and professional qualifications. If the department finds none of the candidates acceptable, the department may exercise the right to bring an additional candidate from the committee's short list, subject to any restrictions put in place by the Dean.

**I. Promotion and tenure and renewal procedures**

- i. Pre-Third Year Review: The chair reviews faculty members in their first and second years makes any formal recommendations to the dean.
- ii. Third-Year Review:
  - 1. Tenured members of the department who are not on leave comprise the third-year review committee. While by no means required, tenured members on leave may choose to join in deliberations and votes.
  - 2. The third-year review committee shall abide by all policies and procedures of the SLA Promotion and Tenure Committee as well as all regulations and timetables set by the Provost, regarding third-year review.
  - 3. All aspects of the process, including, but not limited to, materials that comprise the tenure candidate's dossier, faculty deliberations, and faculty votes, are confidential
  - 4. The chair will select a faculty member to conduct a formal review of the candidate's scholarship and a faculty member to conduct a formal review of the candidate's teaching. These reports shall be made available to the tenured faculty members at least one week prior to the meeting to vote on third-year review. It is recommended that the Chair select these individuals in the spring before the candidate's review.
  - 5. The third-year review committee will submit a report, signed by all members of the third-year review committee, of its review of each candidate, to the Promotion and Tenure Committee of the School of Liberal Arts.
- iii. Tenure
  - 1. The department's tenure and promotion committee will follow all policies and procedures of the School of Liberal Arts Promotion and Tenure Committee and adhere to the Provost's regulations and timetables.
  - 2. All aspects of the process, including, but not limited to, materials that comprise the tenure candidate's dossier, faculty deliberations, and faculty votes, are confidential.
  - 3. For tenure cases, the department's tenure & promotion committee is comprised of all tenured faculty in the department.
  - 4.
  - 5. The chair will select a faculty member to conduct a formal review of the candidate's scholarship and a faculty member to conduct a formal review of the candidate's teaching. It is recommended that the Chair select these individuals in the spring before the candidate's review.
  - 6. Written reports of the candidate's scholarship and teaching shall be made part of the candidate's tenure and promotion dossier. These reports

should be included in the dossier later than one week prior to the meeting at which a final vote is taken.

7. The candidate's service to the department, the college, and to the university shall be weighed
  8. The candidate's promotion and tenure dossier shall be made available for review only to members of the department's tenure and promotion committee.
  9. Following review and deliberations, the department's promotion and tenure committee votes by secret ballot to determine the committee's recommendation to the School of Liberal Arts Promotion and Tenure Committee.
  10. Members of the department tenure and promotion committee must sign the letter sent forward to the Promotion and Tenure Committee of the School of Liberal Arts.
  11. Candidates for promotion and tenure are encouraged to discuss their own timetable for tenure with the chair of the department.
  12. A faculty member may elect to become a candidate for an early tenure decision on his or her own recognizance, but a thorough review of departmental and school procedures and policies, and a discussion with the Dean, should take place before such a decision is made.
- iv. Review for Promotion to Professor: The chair will schedule a periodic review at least once every five years after the granting of tenure of all tenured faculty below the rank Professor, in which the faculty member's scholarship, teaching and service are evaluated. The Chair may give the faculty member advice as to whether or not to proceed to a formal consideration of promotion. Faculty members are encouraged to make a decision only after such a review and after consultation with the Dean. If the faculty member has been in rank for five years, the faculty member may decide on his or her own recognizance whether to proceed for consideration for promotion.
- v. Promotion to Professor:
1. All full professors in the department present on campus will serve as the de facto promotion committee.
  2. If there are not at least three full professors in the department, the Dean of the School of Liberal Arts will appoint the other member(s) of the committee.
  3. If the Chair of the department is a member of this committee, he or she will serve as chair of the committee
  4. If the chair of the department is not a member of this committee, the committee members shall select their chair.
  5. The chair of the promotion committee will appoint a committee member to produce a formal review of the candidate's scholarship and another committee member to produce a formal review of the candidate's teaching. These reports will be made available to the committee two weeks prior to the meeting to deliberate and vote on promotion.
  6. The committee will follow the procedures of the School of Liberal Arts policies and procedures for promotion and adhere to the Provost's regulations and timetables regarding promotion to full professor.
  7. All aspects of the process, including, but not limited to materials that comprise the tenure candidate's dossier, faculty deliberations, and faculty votes, are confidential.

8. All members of the committee must sign the letter sent forward to the Promotion and Tenure Committee.
- vi. Professors of Practice, renewal and promotion to senior PoP
1. In accord with SLA policy, the formal review of PoPs for renewal and promotion to senior PoP shall be conducted by tenured and tenure-track faculty of the department who shall comprise the department's PoP review committee.
  2. The department's PoP review committee shall abide by all policies and procedures of the SLA Review Committee for Professors of Practice as well as all regulations and timetables set by the Dean and the Provost, regarding PoP review.
  3. The Chair of the Department shall designate one tenured faculty member to conduct a classroom observation and a thorough review of the individual PoP's file including the candidate's cv, teaching philosophy, syllabi, and other materials submitted by the candidate and/or the First-Year Writing Program Committee. The designated faculty member shall write and make available a full report of the individual PoP's teaching at least one week prior to the review meeting.
  4. Members of the committee are to be made aware of the well-documented biases in student evaluations.
  5. All aspects of the process, including, but not limited to materials that comprise the PoP's dossier, faculty deliberations, and faculty votes, are confidential.
  6. Members of the committee shall vote on recommendation of renewal and/or promotion of the candidate.
  7. All members of the committee must sign the letter sent forward to the SLA Review Committee for Professors of Practice.