

**GOVERNANCE PROPOSALS
ENGLISH DEPARTMENT
WESTERN KENTUCKY UNIVERSITY
(APPROVED SPRING 2005 REVISED SPRING 2010)**

We hold many beliefs in common, starting with a shared commitment to the traditional values of our discipline. Given this sense of collegiality, we feel all full-time tenured/tenure-track members of our department should participate in its governance. In addition, we invite all full-time instructors on continuing appointments to participate in departmental governance if they wish to do so. Note: Instructors on continuing appointments may participate fully in all governance matters except those expressly restricted to tenured and tenure-track faculty members by university documents, specifically graduate matters, the hiring/reviewing/tenuring/promoting of tenure and tenure-track faculty members, serving on the search committee for department heads, and participating in the advisory referendum that is part of the department head review process. Faculty members on one-year appointments do not have the franchise in governance matters. We recognize that individuals and committees must sometimes act for the department in implementing its policies. But we feel that these representatives should be responsible to the department as a whole and that defining policy should be a collegial enterprise.

The attached "Departmental Committee Structure" shows a system of standing executive and oversight committees, each of which reports to the department head. The department head provides overall leadership, working at times with the Director of Composition, directors of programs within the department, and specially-appointed advisors. These positions to be appointed by the department head, in consultation with the Executive Committee, and confirmed by the appropriate full-time faculty by majority vote, include the Graduate Advisor and one or more Undergraduate Advisors. Every four years the department will confirm or decline to confirm the Advisor appointments by majority vote. In the event of a negative vote, the department head, in consultation with the Executive Committee, will nominate a new candidate, who then must be confirmed by the appropriate faculty by majority vote. When unplanned vacancies arise or are created by resignations, the same general procedures will be followed.

Because important committees should represent all areas of the department, when feasible we favor a rotation system for members. With the exception of committees defined by the *Faculty Handbook* or subject to other special membership requirements, memberships should rotate throughout the eligible faculty in order to achieve wide involvement. However, individual expertise and interests in the work of a given committee will be a factor in determining its membership. The department head, in consultation with appropriate directors and as a result of faculty requests, appoints all committee members except for the elected representatives of the executive committee.

Although chairpersons are expected to exercise leadership in their programs, all significant policies will be decided by a majority vote of full-time tenured/tenure-track members of the department. (Significant decisions are those affecting the majority of those faculty.) Implementation of policy normally rests with chairpersons, acting in consultation with their committees.

We believe this governance structure will serve the university and department, give scope to the wisdom and expertise of the faculty in our department, and promote serious discussion of academic issues and a greater sense of professionalism.

DEPARTMENTAL COMMITTEE STRUCTURE

Executive Committee

- A. Size of Committee: chairperson and 5 other ex officio members, eight elected members
- B. Membership: Ex Officio Chairperson is the department head; other ex officio members are Composition Director, Graduate and Undergraduate Advisors; elected membership will consist of two professors, two associate professors two assistant professors, and two instructors with three-year terms initially staggered; these elected members are chosen by those in the academic rank they will represent.
- C. Duration: Ex-officio, continuing; appointed three years, staggered
- D. Responsibilities: To discuss and review all significant, non-curricular, departmental decisions in the areas of governance, personnel policies, etc.
[All significant actions will be referred to the faculty.](#)

Literature Committee

- A. Size of committee: varies, depending on number of literature faculty
- B. Membership: Literature Undergraduate Advisor, the literature faculty at large, Ex-Officio: Dept. Head
- C. Duration of committee membership: continuing
- D. Responsibilities:
 - 1. To review major, minor and area requirements and recommend changes as necessary
 - 2. To review course offerings and recommend additions and deletions as necessary
 - 3. To consider new programs and to develop those programs as appropriate[All significant actions will be referred to the faculty.](#)

Graduate Committee

- A. Size of committee: six members
- B. Membership: Graduate Advisor, four graduate faculty at large, Ex-Officio: Department Chairperson
- C. Duration of committee membership: Advisor and Head, continuing; all others, three years (initially staggered)
- D. Responsibilities:
 - 1. To review graduate programs requirements and recommend changes as necessary
 - 2. To review course offerings and recommend additions and deletions as necessary
 - 3. To consider new programs and to develop those programs as appropriate
 - 4. To participate in annual assessment of the graduate program[All significant actions will be referred to the faculty.](#)

Composition Committee

- A. Size of committee: Chairperson, Writing Center Director, six members (from Composition faculty), including a part-time teacher and teaching assistant
- B. Membership: Chairperson is Director of Composition, and other as defined above
- C. Duration of committee membership: Chairperson: continuing (Director of Composition); other committee members: continuing except for part-time instructor and T.A., who will rotate each year .
- D. Responsibilities:
 - 1. To review and evaluate existing policies and rules of the composition program
 - 2. To make recommendations regarding the composition program
 - 3. To review course offerings and recommend additions and deletions as necessary
 - 4. To recommend changes in composition textbooks[All significant actions will be referred to the faculty.](#)

Travel Committee

- A. Size of committee: Chairperson and three members
- B. Membership: members to include one person from each rank

- C. Duration of committee membership: chairperson appointed by dept. head; Other committee members: three-year terms (two committee members to change each year)
- D. Responsibilities:
 1. To allocate travel funds on the basis of departmental guidelines (legislative)
 2. To review departmental guidelines for allocating travel funds and recommend changes as necessary (advisory)

Library Committee

- A. Size of Committee: library representative (chairperson) and representative department members in key fields in the department
- B. Membership: As defined above
- C. Duration of committee membership: continuing
- D. Responsibilities:
 1. To select books for library purchase from the approval plan books received
 2. To order books from funds available for retrospective buying
 3. To recommend changes in the approval plan profile
 4. To consider other matters regarding the department's library purchasing program
 5. To consult with other faculty regarding library needs

Undergraduate Program Assessment Committee

- A. Size of committee: chairperson and six members
- B. Membership: Chair to be elected by committee
- C. Duration of committee membership: two years (initially staggered)
- D. Responsibilities:
 1. To oversee and keep records of department assessment of majors and minors
 2. To develop and maintain a system of keeping in contact with alumni
 3. To consider methods and forms of disseminating information to alumni
 4. To survey the needs of alumni and , in cooperation with other departmental committees, recommend strategies to meet these needs
 5. **To maintain an accurate alumni mailing list**

Creative Writing Committee

- A. Size of Committee and Membership: All creative writing faculty; Ex-Officio: the undergraduate writing advisor)
- B. Duration of membership: permanent committee
- C. Responsibilities:
 1. plan and implement the Creative Writers Reading Series
 2. select scholarship award winners (first-year CW majors and GSA scholars)
 3. plan and implement the Winter Writing Workshop (continuing education)
 4. plan and implement the Visiting Professor Summer Writing Workshop (for advanced majors and graduate students)
 5. plan and implement the Jim Wayne Miller Celebration of Writing
 6. select the annual Outstanding Creative Writing major award winner
 7. assess the creative writing program

Scholarship Committee

- A. Size and Membership: chairperson (appointed by DH) and three members
 - B. Duration: three years, with one member rotating off each year; chair's tenure may be up to three years
 - C. Responsibilities:
 1. To review applications for undergraduate scholarships and select recipients
 2. To consult Student Financial Assistance to find out how much scholarship funding applicants already receive.
- Note: Occasionally an applicant already receives so much money that what we would give him/her would be subtracted from the total.

3. To ensure that all required paperwork is submitted to the Potter College Dean's Office
4. To see that letters from the English Dept. are sent to all applicants who did not receive scholarships and that invitations to the Senior Creative Writing Students' Reading are sent to all recipients

Note: Four new awards—Outstanding Majors in Literature, Creative Writing, Professional Writing, and English for Secondary Teachers—will not be selected by this committee, but will be chosen by nomination and vote from by the faculty at large or those who teach in the subject area.

Social Committee

- A. Size and membership: three to four faculty members, chairperson elected by the committee
- B. Duration: continuing, on voluntary basis
- C. Responsibilities:
 1. To coordinate faculty social functions
 2. To plan one or more social events for faculty and students each year
 3. To coordinate other social events (e.g., receptions or special recognition programs)

Colloquia Committee

- A. Size and membership: three members, chairperson elected by members
- B. Duration: three-year terms (initially staggered)
- C. Responsibilities:
 - To plan, coordinate, and schedule departmental colloquia to encourage the intellectual growth of its faculty and students

Instructional Technology Committee

- A. Size: chairperson and three members
- B. Membership: faculty who teach on line and/or via ITV or who are otherwise qualified
- C. Duration: continuing, with chair (appointed by D.H. to rotate every two years)
- D. Responsibilities:
 1. assess and report department's technology needs
 2. advise and educate faculty about developments in instructional technology
 3. trouble-shoot problems arising from general classroom use of technology
 4. keep up with research on pedagogical implications of teaching with technology and advise faculty

Curriculum Area Committees

Oversight committees in Linguistics and ESL, Professional Writing, and English Education will meet on demand.

- A. Size and membership: all faculty who teach upper level courses in the area (elected chair)
- B. Duration: continuing
- C. Responsibilities:
 1. To review major, minor and area requirements and recommend changes as necessary
 2. To review course offerings and recommend additions and deletions as necessary
 3. To consider other matters which may arise regarding area courses and offerings

All significant actions will be referred to the faculty.

GENERAL EDUCATION ASSESSMENT COMMITTEES

ENG 100 Assessment Committee

Literature Assessment Committee (includes ENG 200 and Category E courses)

ENG 300 Assessment Committee

Note: General Membership will include all tenure track faculty except those currently serving on the Program Assessment Committee. Each year the entire membership of one committee will rotate onto another Gen Ed committee so that at the end of a three-year cycle, each faculty member will have served on all three committees. At that time the membership of all three committees will be reconstituted and the three-year cycle will begin anew. Each committee will meet once a year, in alternating semesters.

- A. Size: approximately 1/3 of tenure track faculty (excluding members of Program Assessment Committee) and Director of Composition (chair) Note: Instructors may participate if they choose.
- B. Duration: one year, alternating in three-year cycles with other two Gen Ed Assessment Committees, except for chair, which is continuing
- C. Responsibilities:
 - 1. Chair will organize and prepare for annual assessment process
 - a. obtain (from Inst. Research) random names for sample
 - b. collect and copy sample papers
 - 2. Chair will conduct norming exercise prior to reading
 - 3. Committee will read/assess all samples at appointed time
 - 4. Chair will collate data
 - 5. Chair and Dept. Head will modify assessment criteria as needed and appropriate and report findings to faculty, who will participate in planning responses to findings (to “close the loop”).

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