



Governance Policies

(Approved Spring 2005. Revised 10/24/08, 4/10, 8/21/14, 4/15/15.)

With a shared commitment to our discipline, we believe that all full-time tenured/tenure-track members of our department should participate in its governance. We also invite all full-time instructors on continuing appointments to participate in departmental governance if they wish to do so. 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, and voting in 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 who serves as an *ex officio* member of all committees. 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 advisor 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, the Director of Creative Writing, 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 faculty. (Significant decisions are those affecting the majority of those faculty.) Implementation of policy normally rests with chairs, 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 and professional issues.

Departmental Committee Structure

Note: The Department Head is an *ex officio* member of all committees.

Executive Committee

- A. *Membership*: *ex officio* chair 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 one instructor with three-year terms initially staggered; these elected members are chosen by those in the academic rank they will represent.
- B. *Duration of service*: *ex-officio*, continuing; appointed three years, staggered.
- C. *Responsibilities*: discuss and review all significant, departmental decisions in areas such as governance and personnel; refer all significant actions to the faculty.

Creative Writing Committee

- A. *Membership*: all faculty who teach upper-level courses in the area (Director of Creative Writing chairs).
- B. *Duration of service*: members, continuing; chair, three-year term.
- C. *Responsibilities*:
 1. Review major, minor, and area requirements and recommend changes as necessary.
 2. Create, maintain, and execute an annual assessment plan for the concentration.
 3. Review course offerings and recommend additions and deletions as necessary.
 4. Select the annual Outstanding Creative Writing Major.
 5. Consider other matters which may arise regarding area courses and offerings.
 6. Plan and implement the Creative Writers Reading Series.
 7. Select scholarship award winners (first-year CW majors and GSA scholars).
 8. Plan and implement the Winter Writing Workshop, the Visiting Professor Summer Writing Workshop, and the Jim Wayne Miller Celebration of Writing.
 9. Refer all significant actions to the faculty.

English for Secondary Teachers Committee

- A. *Membership*: five faculty who teach upper-level courses in the required core (elected chair).
- B. *Duration of service*: members, continuing; chair, three-year term.
- C. *Responsibilities*:
 1. Review major, minor, and area requirements and recommend changes as necessary.
 2. Create, maintain, and execute an annual assessment plan for the major.
 3. Review course offerings and recommend additions and deletions as necessary.
 4. Select the annual Outstanding EST Major.
 5. Consider other matters which may arise regarding area courses and offerings.
 6. Liaise with colleagues in the College of Education and Behavioral Sciences.
 7. Refer all significant actions to the faculty.

Literature Committee

- A. *Membership*: all faculty who teach upper-level courses in the area (elected chair).
- B. *Duration of service*: members, continuing; chair, three-year term.
- C. *Responsibilities*:
 1. Review major, minor, and area requirements and recommend changes as necessary.

2. Create, maintain, and execute an annual assessment plan for the concentration.
3. Review course offerings and recommend additions and deletions as necessary.
4. Select the annual Outstanding Literature Major.
5. Consider other matters which may arise regarding area courses and offerings.
6. Refer all significant actions to the faculty.

Professional Writing Committee

- A. *Membership*: all faculty who teach upper-level courses in the area (elected chair).
- B. *Duration of service*: members, continuing; chair, three-year term.
- C. *Responsibilities*:
 1. Review major, minor, and area requirements and recommend changes as necessary.
 2. Create, maintain, and execute an annual assessment plan for the concentration.
 3. Review course offerings and recommend additions and deletions as necessary.
 4. Select the annual Outstanding PW Major.
 5. Consider other matters which may arise regarding area courses and offerings.
 6. Refer all significant actions to the faculty.

TESL/Linguistics Committee

- A. *Membership*: all faculty who teach upper level courses in the area (elected chair).
- B. *Duration of service*: members, continuing; chair, three-year term.
- C. *Responsibilities*:
 1. Review minor and area requirements and recommend changes as necessary.
 2. Create, maintain, and execute an annual assessment plan for the concentration.
 3. Review course offerings and recommend additions and deletions as necessary.
 4. Select the annual Outstanding TESL/Linguistics Minor.
 5. Consider other matters which may arise regarding area courses and offerings.
 6. Refer all significant actions to the faculty.

Undergraduate Program Assessment Committee

- A. *Membership*: chair (elected by committee) and four additional members (Chairs of CW, EST, Lit, PW, TESL).
- B. *Duration of service*: continuing based on appointment.
- C. *Responsibilities*:
 1. Oversee and keep records of department assessment of majors, minors, and programs, especially the core of the major.
 2. Maintain and revise an annual survey of graduating seniors consistent across all concentrations.

Graduate Committee

- A. *Membership*: chair (Graduate Advisor) and three at-large graduate faculty.
- B. *Duration of service*: advisor, continuing; all others, three years (initially staggered).
- C. *Responsibilities*:
 1. Review graduate program requirements and recommend changes as necessary.
 2. Review course offerings and recommend additions and deletions as necessary.
 3. Consider new programs and to develop those programs as appropriate.
 4. Create, maintain, and execute an annual assessment plan for the graduate program.
 5. Select the annual Outstanding Graduate Student, Gladley Award, and Wood Award.
 6. Refer all significant actions to the faculty.

Foundations Committee

- A. *Membership*: chair (Director of Composition), six members (two who regularly teach English 100, two who regularly teach English 200, two who regularly teach English 300); two *ex officio* members, a representative from South Campus and the Writing Center Director.
- B. *Duration of service*: chair (Director of Composition), continuing; other committee members three-year terms, rotating.
- C. *Responsibilities*:
 - 1. Review and evaluate existing policies and rules of the program and liaise with university constituencies on matters related to the Colonnade plan.
 - 2. Assist the Director of Composition in creating, maintaining, and executing an annual assessment plan for the program and each foundations course and in organizing all full-time into annual assessment teams.
 - 3. Organize and develop effective faculty development program workshops related to foundations courses; collaborate with Faculty Development committee when appropriate.

Scholarship & Awards Committee

- A. *Membership*: chair (appointed by Department Head) and four members with representation from Creative Writing, English for Secondary Teachers, Literature, and Professional Writing.
- B. *Duration of service*: three years, with one member rotating off each year; chair's tenure may be up to three years.
- C. *Responsibilities*:
 - 1. Announce and promote scholarships and awards.
 - 2. Review applications for undergraduate scholarships and select recipients.
 - 3. 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.
 - 4. Ensure that all required paperwork is submitted to the Potter College Dean's Office.
 - 5. See that letters from the English Department are sent to all applicants who did not receive scholarships and that invitations to the English Department Annual Awards Ceremony are sent to all recipients.
Note: Five awards – Outstanding Majors in Literature, Creative Writing, Professional Writing, and English for Secondary Teachers; and Outstanding Student in Linguistics – will be chosen by nomination and vote by the faculty who teach in the subject areas.

Social Committee

- A. *Membership*: three members, chair elected by members.
- B. *Duration of service*: continuing, on voluntary basis.
- C. *Responsibilities*:
 - 1. Coordinate faculty social functions.
 - 2. Plan social events for the department.
 - 3. Coordinate other social events (e.g., receptions or special recognition programs).

Colloquia Committee

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

Faculty Development Committee

- A. *Membership*: chair (appointed by Department Head) and three at-large members.
- B. *Duration of service*: three-year appointment, initially staggered.
- C. *Responsibilities*:
 1. Survey faculty about their needs for support of teaching and scholarly/creative activity.
 2. Develop and organize faculty development programming related to teaching and scholarly/creative activity.
 3. Advise and educate faculty about technology's impact on teaching and scholarly/creative activity.

Outreach Committee

- A. *Membership*: Department Head is chair and three at-large members.
- B. *Duration of service*: staggered three-year terms.
- C. *Responsibilities*:
 1. Develop and maintain a system of keeping in contact with alumni.
 2. Survey the needs of alumni and, in cooperation with other departmental committees, recommend strategies to meet these needs.
 3. Foster relationships between the department and other constituencies in our region including the local schools, libraries, literary clubs, retired faculty, and larger community.
 4. Promote and celebrate the work of our students, faculty, and alumni.

Other Standing Appointments

- *Library Liaison* – Represents the department's interests to the library; advises department about library policies and practices; facilitates materials access for the department.
- *PCAL Curriculum* – Represents the department on the PCAL Curriculum Committee.
- *PCAL Sabbatical* – Represents the department on the PCAL Sabbatical Committee and advises faculty on development of sabbatical applications.
- *PCAL Student Complaints* – Represents the department on the PCAL Student Complaints Committee.
- *PCAL Faculty Awards* – Represents the department on the Faculty Awards Committee.
- *PCAL Part-time Faculty Teaching Award* – Represents the department on the Part-time Faculty Awards Committee.
- *University Senator* – Elected by the department; represents the department on University Senate.