

BYLAWS

DEPARTMENT OF ENGLISH

PREAMBLE

The mission of the English Department is to pursue excellence in teaching and scholarship through the study of literature, language, and the skills needed to master those fields of study. These bylaws constitute the means whereby the English Department agrees to conduct its internal affairs, and by which it shall address procedures and standards for faculty appointments, evaluations, promotions, and tenure recommendations. These procedures and standards shall comply with the general standards and procedures specified in the current contract.

1.0 **MEMBERSHIP AND VOTING.** The voting faculty of the English Department shall consist of all full time and contingent members with the rank of special instructor or above, not including the Department Head.

A member of the department on leave retains all membership rights during the leave. A tenured person on reduced appointment retains all membership rights.

1.1. For all elected positions in the English Department, nomination and balloting procedures will be followed as outlined in the appropriate section of the bylaws. Whenever a candidate for an elected position runs unopposed, however, a formal ballot will be waived and the candidate will stand elected.

1.2. If the nomination process does not produce a candidate for an elected position, the department head may appoint someone to the position.

2.0 **DEPARTMENT HEAD**

2.1. **Role.** The Head shall conduct the business of the department in accordance with the Agreement and Bylaws of the department. The Head's decisions and recommendations shall be made in consultation with the appropriate committees of the department.

2.2. **Selection.** The Department's recommendations to the Dean, in selecting a Head shall be as follows:

2.2.1. When a department head position becomes vacant, the dean of the college, after consultation with the department, shall formulate specific guidelines regarding

replacement procedures in accordance with the current NMU-AAUP Master Agreement.

- 2.3. **Evaluation.** The Head of the English Department shall be evaluated *at least* once every three years by the Executive Committee in consultation with the department. See 3.1.2.4 of the Master Agreement.

3.0 **ACADEMIC SENATORS**

- 3.1. In accordance with the Agreement between the NMU Board of Trustees and the American Association of University Professors, and the Constitution and Bylaws of the Academic Senate, the Department of English shall elect one of two English Department's Academic Senators during the winter semester. Senators will serve two-year terms.

- 3.2. **Election.** The procedure for the election shall be as follows:

- 3.2.1. Nominating petitions to all eligible voting members of the department will be distributed. A nomination must contain the signature of the nominee indicating his/her acceptance of the nomination and the signature of one nominator.
- 3.2.2. Five (5) working days after distribution, the nominating petitions will be counted by the Department Executive Committee. Within five (5) working days of the count, ballots containing the names of all people nominated will be distributed to all eligible voting members of the department.
- 3.2.3. Five (5) working days after distribution, the ballots will be counted by the Executive Committee. The nominee receiving the majority of the votes cast shall be declared elected.
- 3.2.4. Should there be no majority, a runoff election will be held immediately; ballots will list the two candidates receiving the most votes. The person receiving a majority cast in the runoff election shall be declared elected.

4.0 **BARGAINING COUNCIL REPRESENTATIVE**

- 4.1. The English Department shall elect one of its members for a seat on the AAUP Bargaining Council during the winter semester.
- 4.2. **Election.** The procedure for the election shall be as follows:
 - 4.2.1. Nominating petitions to all eligible voting members of the department will be distributed. A nomination must contain the signature of the nominee indicating his/her acceptance of the nomination and the signatures of one nominator. The Department Head shall not participate in the selection of the department's Bargaining Council Representative or in other Association matters.
 - 4.2.2. Five (5) working days after distribution, the nominating petitions will be counted by the Department Executive Committee. Within five (5) working days of the count,

ballots containing the names of all people nominated will be distributed to all eligible voting members of the department.

- 4.2.3. Five (5) working days after the distribution, the ballots will be counted by the Executive Committee. The nominee receiving the majority of the votes cast shall be declared elected.
- 4.2.4. Should there be no majority, a runoff election will be held immediately; ballots will list the two candidates receiving the most votes. The person receiving a majority cast in the runoff election shall be declared elected.
- 4.3. Service. Work performed by the Bargaining Council Representative shall be considered University service and taken into account in the annual evaluation.

5.0 **REQUIREMENTS FOR ACADEMIC APPOINTMENTS**

5.1. **Minimum Requirements for Appointment**

- 5.1.1. The normal degree required for appointment at the rank of Assistant Professor or above is the Ph.D. in English or other appropriate terminal degree in the field from an accredited institution. Examples of other appropriate degrees include the Doctor of Arts and Master of Fine Arts.

For faculty who are hired in reading or journalism specialties, the relevant Master's Degree with extensive practical experience and a portfolio of publications in peer-refereed media is an appropriate degree. These appointments are subject to approval from the appropriate Dean and the Provost and Vice President for Academic Affairs. Exceptions may be made because of unusual scholarly and/or professional achievements. Such appointments can be tenure earning.

- 5.1.2. The minimum requirement for appointment at the instructor level is an earned Master's Degree in the field from an accredited institution. Such appointments are not normally tenure earning.
- 5.1.3. The English Department supports the opportunity for term faculty to gain continuing contract status in accordance with the Master Agreement.

- 5.2. **Other Considerations.** For initial appointments, it is recognized that there are circumstances during the search and hiring process when it is proper and necessary to consider other professional experiences that are relevant for appointment and/or rank. The significance of and the level of responsibility within such experience must be assessed on an individual basis. Please note that prior time for service, however, is only decided by the Provost in accordance with the Master Agreement (Section 5.3). The following examples of professional experience include but are not limited to:

- 5.2.1. K-12 level teaching that enhances a person's background as an educator.

- 5.2.2. Full-time work on a curriculum project that will have an impact in the English curriculum at the K 12 or collegiate levels.
- 5.2.3. Professional experience in ancillary fields (journalism, publishing, etc.). Experience in writing and securing grants
- 5.2.4. Experience in program development and administration
- 5.2.5. Experience in educational testing or other assessment specialty area relevant to English
- 5.2.6. Involvement in professional organizations, e.g. presentations or service
- 5.2.7. Experience teaching at institutions where there is no rank of Instructor or above but where the assigned responsibilities are similar to assignments given to those with ranks of Instructor and above.

6.0 **TENURE AND CONTINUING CONTRACT POLICY**

- 6.1. **Criteria.** Tenure shall be granted, subject to provisions of the Master Agreement. An applicant for tenure must meet the same judgmental standards as an applicant for promotion to Associate Professor in Teaching and Assigned Responsibilities, Service, and Scholarship and/or Professional Development. The secondary area of emphasis, if not specified by the Letter of Appointment at the time of hire, must be chosen in consultation with EDEC and the Department Head.

Continuing Contract Status shall be granted, subject to provisions of the Master Agreement.

- 6.2. **Evaluation and Advisement.** All probationary faculty on tenure earning appointments in the department shall be advised regarding their progress during their probationary period toward tenure through the annual evaluation process. The annual evaluation shall contain a description of the faculty member's current status and any remaining requirements or improvements necessary for achieving a favorable tenure recommendation. It is the responsibility of the faculty member being considered for tenure to demonstrate that he/she has met the criteria for tenure as specified in the Master Agreement, the departmental bylaws, and the annual evaluations during the cumulative evaluation process of the probationary period. The EDEC shall submit a written report containing recommendations with all supporting documents for the award of tenure and/or promotion. In addition to the committee's recommendation, the Head shall provide an independent evaluation for tenure and/or promotion applicants.

7.0 **PROMOTION, TENURE, OR CONTINUING CONTRACT APPLICATIONS**

- 7.1. Applicants for promotion, tenure, or Continuing Contract Status, or Contingent promotion shall follow the procedures and processes outlined in the Master Agreement, including the years of teaching and/or professional experience, as well as terminal degrees as outlined in the English Department Bylaws Article 6.0.

- 7.2. Contingent faculty are eligible for promotion after six years of teaching starting at the time of their initial appointment as adjunct, contingent, or term status, whichever comes first.
- 7.3. The broad outlines of the judgmental criteria for promotion and tenure, focusing on the three judgmental areas of (1) Teaching and Assigned Responsibilities, (2) Scholarship and/or Professional Development, and (3) Service, are found in Article 5 of the Master Agreement. The more specific criteria contained in these bylaws, including the examples, must be understood to amplify the language in the Master Agreement, not diverge from it.

7.3.1. For promotion, contingent faculty will need to satisfy the criteria as listed in 7.6.

- 7.4. The following examples are not intended to be a complete list or ordered by importance. Other types of activities may be considered. The lists include common types of activities and are meant to establish a norm. Furthermore, where there are lists with optional activities, it is not expected that any individual will be active in all of the examples listed. When a promotion is being considered, a history of sustained professional achievements of the types listed, or comparable ones, will be expected.

The demonstration of achievements for promotion and/or tenure is understood to be cumulative. See the Master Agreement for specifics on the appropriate evaluation periods for promotion and tenure.

7.5. **Promotion**

- 7.5.1. Faculty hired into Tenure Earning positions or having achieved Continuing Contract Status at the rank of Instructor shall be advanced at the time of their next appointment to Assistant Professor upon completion of the appropriate terminal degree qualifications if specified in their letter of appointment. This advancement will not count as a promotion when considering the faculty member's application for promotion to Associate Professor.

Contingent faculty at the rank of Instructor shall be advanced at the time of their next appointment to Assistant Professor upon completion of the appropriate terminal degree qualifications.

Salary rate adjustments as provided in the letter of appointment to Assistant Professor will be processed at the beginning of the fall or winter semester, whichever immediately follows degree completion.

7.6. **Criteria for Teaching and Assigned Responsibilities**

- 7.6.1. Applicants for promotion to Associate Professor must include documentation of each item in Category A, as well as at least three (3) additional items from Category B. (See categories listed below.) These items need to span more than one area in Category B.

7.6.2. Applicants for promotion to Professor must include documentation of each item in Category A, as well as at least five (5) additional items from Category B. These items need to span more than one area in Category B. Applicants for promotion to Professor must show evidence of leadership and/or continued growth in the area of Teaching and Assigned Responsibilities by fulfillment of items in Category B.

7.6.2.1. **Category A**

1. Solid understanding of the subject matter taught, and of the materials used as part of a course.
2. Creation of a positive learning environment through effective organization and appropriate use of instructional techniques and instructional technologies.
3. Effective rapport with students in the classroom that engages them in the learning process.
4. Positive evaluation by students and peers.
5. Availability to students for consultation outside of class.
6. Preparation of instructional material of one's own course or other's.
7. Fulfillment of duties outlined in the Master Agreement or as stipulated in university and departmental position descriptions.

7.6.2.2. **Category B**

1. Continuous work toward improvement in existing courses, modifying the course content, and enhancing pedagogy, including the utilization of student feedback.
2. Involvement in shaping of a course, such as defining objectives, gathering relevant materials, or overhauling an existing course.
3. Breadth--the ability to teach competently a variety of courses, and a demonstrated willingness to continue to broaden one's knowledge in order to teach in new areas.
4. Creative involvement in departmental curriculum development or implementation.
5. Providing an educational opportunity that would not otherwise be available, e.g. serving as an independent study director, thesis director, thesis reader, or other similar activity.
6. Involvement beyond what is normally expected in extension, ITV, online, and/or distance education efforts of the university.

7.7. **Criteria for Scholarship and/or Professional Development**

7.7.1. Everything listed under Scholarship will fit under one or more categories of the Boyer Model of Scholarship (1997), including Discovery, Integration, Application, and/or Teaching, and Section 5 of the Master Agreement under Judgmental Criteria for Tenure and Promotion Evaluation. Some of the items fit particular categories of the Boyer Model: for example, creative work and endeavors fit under the

scholarship of discovery and a professional presentation may fit under the scholarship of application. However, others like a published book/edited anthology or, grant may fit under multiple categories. For example, a peer-reviewed, researched article written about pedagogical approaches in one's classroom fits under the scholarship of discovery and scholarship of teaching. Depending on the nature of a grant proposal, it may apply under the scholarship of application and scholarship integration. A non-inclusive list of items from our English Bylaws section 8.7.5 is listed below.

Scholarship of Discovery involves original production or testing of a theory, principle, knowledge, or artistic creation. Examples from our list include a traditional experiment, survey, quantitative and/or qualitative study and research, a literary work, fiction or non-fiction writing, poetry, or software program.

Scholarship of Integration involves using knowledge found within and across disciplines to create an original understanding or insight that reveals larger intellectual patterns. Artifacts or outcomes include a textbook or synthesis that summarizes what is known about a topic or process, an edited anthology, or a multimedia creation.

Scholarship of Application involves bringing knowledge to bear in addressing a significant issue or problem by using existing research or creative activities to influence current or future conditions. Artifacts or outcomes include a professional presentation, a review of literary work, and a manual.

Scholarship of Teaching involves proposing and empirically testing a pedagogical procedure that transforms or improves teaching practices. Artifacts or outcomes include an impact analysis for learning activities beyond the classroom (such as Academic Service Learning), a comprehensive assessment of teaching methodologies, or a systemic comparison of learning environments.

In most forms of Scholarship, peer review is expected. Common types of peer review in our discipline include, but are not limited to: publication in a peer reviewed journal; presentation of creative work in a juried exhibit/performance or other professional or academic setting; presentation of scholarly work as a result of a competitive selection process; written review of one's research; a book review; evaluation of a grant proposal; a peer letter or review of scholarly accomplishment; invitation to present scholarly work; receipt of a professional award; development and/or receipt of a grant.

- 7.7.2. Applicants for promotion to Associate Professor must include documentation of five (5) items of achievement in Scholarship and/or Professional Development, of which at least three (3) items must come from Category B: Scholarship of which two (2) items must be peer reviewed.

For those applicants whose area of emphasis is Scholarship and/or Professional Development, documentation of seven (7) items of achievement is required, with at

least five (5) of those items coming from Category B: Scholarship. It is possible that those achievements can be from one type of item or spread over a number of types of items in the Scholarship and/or Professional Development categories.

In general, these numbers apply; however, we recognize that certain products of Scholarship may allow the applicant to produce fewer items from the list or, alternately, the applicant may be required to produce more items. Decisions of item weight will be made by the EDEC with consultation of the Department Head during the annual evaluation process.

- 7.7.3. Applicants for promotion to Professor must include documentation of seven (7) items of achievement from Scholarship and/or Professional Development, of which at least five (5) items must come from the Category B: Scholarship of which three (3) items must be peer reviewed.

For those applicants whose area of emphasis is Scholarship and/or Professional Development, documentation of ten (10) items of achievement is required, with at least seven (7) of those items coming from Category B: Scholarship. It is possible that those achievements can be from one type of item or spread over a number of types of items in the Scholarship and/or Professional Development categories. For promotion to Professor, an applicant is expected to demonstrate growth and/or significance in this area through the fulfillment of items in Category B: Scholarship.

In general, these numbers apply; however, we recognize that certain products of Scholarship may allow the applicant to produce fewer items from the list or, alternately, the applicant may be required to produce more items. Decisions of item weight will be made by the EDEC with consultation of the Department Head during the annual evaluation process.

7.7.4. ***Category A: Professional Development***

1. Adoption of a professional development agenda and continued work toward achievement of the agenda's goals.
2. Professional activities such as editing a manuscript, preparing a manuscript, reporting or reviewing instructional material.
3. Referee for an article/paper, journal, proceedings, or monograph.
4. Acquisition of new knowledge through attendance at a workshop, conference, seminar, program, or special event.
5. Other professional activity approved by the departmental evaluation committee and the Department Head.
6. Preparing and presenting new knowledge for colleagues and/or students, through a seminar or special event.
7. Participating in special conference duties (organizer, session or round table chair/moderator, responder, etc.)

7.7.5. Category B: Scholarship

1. A published book, an edited professional journal, or an edited anthology.
2. A published short creative work.
3. A published article, book review, or chapter in book or anthology.
4. A publication in a conference proceeding.
5. A conference paper/presentation.
6. Professional consultation or interview related to his/her scholarship among practitioners in his/her discipline or among a wider community
7. Development of a substantive grant proposal related to his/her scholarship
8. A presentation of scholarship through a professional workshop, seminar, or speech
9. A receipt of a competitive substantive grant or award.
10. A creative endeavor as approved by the EDEC and/or department head.
11. An unpublished completed work that has been submitted or peer reviewed.
12. A research project (e.g. traditional research, qualitative and/or quantitative study, survey, systematic comparison of learning environments, comprehensive assessment of teaching methodologies, or impact analysis of learning activities in the classroom) resulting in publication, presentation, or other product.
13. A reading of one's scholarly or creative work.
14. The development of software, a website document/manual, or a multimedia project.

7.8. Criteria for Service

NOTE: Each year of service on a committee constitutes one instance of service.

- 7.8.1. In addition to documentation of annual service on a departmental committee required by the Master Agreement, applicants for promotion to Associate Professor must include documentation of three (3) items of achievement in Service from Category A and/or B. Each year of service on a committee constitutes one instance of service.

For those applicants whose area of emphasis is Service, documentation of five (5) items of achievement is required, with at least two (2) of those items coming from Category B. It is possible that those achievements can be from one type of item or spread over a number of types of items in the Service categories.

- 7.8.2. Applicants for promotion to Professor must include documentation of five (5) items of achievement from Service categories, of which at least two (2) items must come from Category B.

For those applicants whose area of emphasis is Service, documentation of seven (7) items of achievement is required, with at least four (4) of those items coming from Category B. It is possible that those achievements can be from one type of item or spread over a number of types of items in the Service categories. For promotion to

Professor, an applicant is expected to demonstrate growth and/or significance in this area through the fulfillment of items in Category B.

7.8.2.1. **Category A**

1. Serving on a departmental committee with evidence of contribution to the committee.
2. Serving on a university committee or academic governance structure with evidence of contribution to the committee.
3. Serving on a regional, state, or national professional committee or organization.
4. Sharing of new knowledge with colleagues and/or students, through a seminar, a special event, or integration into a course.
5. Serving as an advisor to a student organization or as a special counselor to students on an expanded basis.
6. Involvement in a program that creates a line of communication between the university and other elements of the community, including public schools.
7. Preparation of accreditation material.

7.8.2.2. **Category B (Leadership)**

1. Serving as an officer or providing other noteworthy service for a department or university committee.
2. Serving as an officer or providing other noteworthy service for a regional, state, or national professional committee or organization.
3. Serving as an officer or providing other noteworthy service for a student organization at the regional, state, or national level.
4. Providing a noteworthy service in a program that creates a line of communication between the university and other elements of the community, including public schools or governmental units.

NOTE: Noteworthy service goes beyond required participation, for example chairing a subcommittee or special project, writing a report, participating in a special project, serving as secretary, or volunteering for additional service.

- 7.9. Supporting Evidence for Promotion, Tenure, or Continuing Contract Status. See Section 5 in the Master Agreement for a non-exhaustive list for supporting evidence for effectiveness and significant contributions.

8.0 **DEPARTMENTAL MEETINGS**

- 8.1. **Meeting Times.** The English Department shall meet at least once a month at a regularly scheduled time convenient to all members during the academic year.
- 8.2. **Scheduling of Meetings.** Departmental meetings will normally be scheduled by the Head; however, additional meetings may be scheduled by the Chair of the Executive Committee or at the request of one third of the department in residence.

- 8.3. **Circulation of Agenda.** The agent or agencies scheduling a meeting of the department shall be responsible for circulating a written agenda at least three days in advance of any meeting.
- 8.4. **Chairing of Meetings.** The Head will serve as chair of the meetings which he/she has scheduled. Special meetings scheduled by the Executive Committee or the department members will be chaired by the person who called the meeting.
- 8.5. **Parliamentary Procedure.** Meetings of the English Department will be conducted in an orderly fashion, similar to the parliamentary procedure as established by Robert's Rules of Order.
- 8.6. **Quorum.** Notwithstanding Robert's Rules of Order, a quorum of at least one third of eligible faculty in residence, which includes half of full time faculty plus 1, or half full time faculty of the English Department shall be required for the transaction of business at a meeting of the department.
- 8.7. **Ballot.** Business may be conducted by ballot. A matter submitted to ballot needs a simple majority of the votes cast by the department in order to be approved.

In instances when votes are needed in the summer, members of the department will be sent electronic ballots and given a two week window for responding.

- 8.8. **Delegation of Business.** The department may delegate business to a standing or ad hoc committee.
- 8.9. **Distribution of Minutes.** Minutes of all department meetings will be taken and circulated in a timely manner to all members.

9.0 EXECUTIVE COMMITTEE

- 9.1. The Executive Committee (EDEC) shall serve as an advisory committee to the Department Head. It shall serve as representative of the department as a whole, concerning itself with all matters referred to it by the Department Head or any department member. All recommendations of the Executive Committee shall be directed to the Department Head and shall be recorded in the distributed minutes of the committee meetings (except the details of specific personnel matters).
- 9.2. **Composition.** The committee shall consist of (8) eight faculty members who are either tenured, tenure-track, or of continuing contract status at the rank of Assistant Professor or higher, plus (2) two term or contingent faculty members.

This latter provision does not imply that term/contingent faculty are in any sense obligated to serve; it is meant rather to accommodate representation on the EDEC should it be desired. In the event that no term/contingent faculty members are willing to serve, these positions shall be open to tenured, tenure-track, and continuing-contract faculty—for a one-year rather than the usual three-year term. Unlike the eight tenure/tenure-track/continuing-contract positions, however, these

two term/contingent positions shall remain vacant until the following year should no eligible faculty wish to fill them.

The English Department Head shall be an ex-officio member of the Executive Committee (attending as necessary), but will neither chair the committee nor be involved in annual or promotion-and-tenure evaluations.

The Chair of the Executive Committee, who will also serve as Faculty Chair as outlined in the Master Agreement Section 3, shall be elected annually by the committee members. No term or contingent faculty member shall serve as chair.

9.2.1 **Restricted Duties for Term/Contingent Members.** The term/contingent members shall participate in all Committee business, with the exception of:

- (a) tenure and/or promotion evaluation and decisions
- (b) annual or quinquennial evaluation as it pertains to tenured and/or tenure-track faculty
- (c) voting on tenure-track hiring decisions
- (d) deliberations regarding new tenure-track and term position requests

9.2.2 **Special Duties.** In lieu of duties specified in 9.2.1, the term/contingent members shall be responsible for a larger relative share of contingent evaluation, the extent of which will be determined by the EDEC each year in light of that year's total workload. The committee as a whole, however, shall maintain oversight of all faculty review assigned to the term/contingent members. Additionally and primarily, the term/contingent members are expected to serve as liaison between the department's term/contingent faculty and the EDEC, representing the former's particular concerns and interests.

9.3. **Election**

9.3.1. Tenured/tenure-track/continuing-contract members of the Executive Committee shall be elected during the winter semester. Term/contingent members shall be elected shortly following the first departmental meeting of the fall semester. The newly elected members shall take office at the beginning of the fall semester.

9.3.2. Tenured/tenure-track/continuing contract members shall serve staggered three-year terms and be replaced in accordance with the provisions of 9.3.1. The two term/contingent members shall be elected annually to one-year terms.

9.3.3. The procedure for the election shall be as follows:

- 9.3.3.1. Nominating petitions shall be distributed to all eligible voting members of the department. A nomination must contain the signature of the nominee indicating his/her acceptance of the nomination and the signature of two nominators.
- 9.3.3.2. Five (5) working days after distribution, the nominating petitions will be counted by a neutral party. Within five (5) working days of the count, ballots containing the names of all people nominated will be distributed to all eligible voting members of the department.
- 9.3.3.3. Five (5) working days after distribution, the ballot will be counted by a neutral party. The nominee receiving the majority of the votes cast shall be declared elected.
- 9.3.3.4. Should there be no majority, a runoff election will be held immediately; ballots will list the two candidates receiving the most votes. The person receiving the majority cast in the runoff election shall be declared elected.
- 9.3.4. Should a vacancy occur, an election shall be held to fill the unexpired balance of the term in question.
- 9.3.5. No member of Executive Committee seeking promotion or tenure shall serve on the committee during the year in which promotion/tenure is sought. The faculty member shall notify the Department Head in the winter semester preceding the year in which promotion/tenure is sought so that a replacement can be elected. If such prior notice is not received or the election fails to identify an alternative, the Department Head shall appoint an alternate committee member for the year.
- 9.4. **Specific Duties.** In addition to those duties mentioned elsewhere in these bylaws, the duties of the Executive committee are as follows:
 - 9.4.1. In the case of new and vacant positions (including part time appointments),
 - 9.4.1.1. To recommend area priorities to the department;
 - 9.4.1.2. To recommend qualifications for the same, including appropriate terminal degrees;
 - 9.4.1.3. To create search committees in consultation with the Department Head.
 - 9.4.1.4. To screen and interview applicants for new and vacant positions;
 - 9.4.1.5. To assess qualifications for adjunct faculty for course assignments and to rank order them for appointment priority;
 - 9.4.1.6. To present leading candidates to the Department Head for consideration and recommendation to the Dean.
 - 9.4.2. To participate in the annual evaluations of department members after using all appropriate sources of information. Department members shall be contacted prior to the evaluation process, and requested to supply appropriate documentation.
 - 9.4.3. To observe peer teaching and write a letter for the evaluation.

- 9.4.4. To recommend tenure, promotion, non-reappointment, and/or dismissal for cause of department members to the Department Head.
- 9.4.4.1. Candidates recommended or not recommended for promotion and/or tenure by the Executive Committee shall be provided a written statement of the reason(s).
- 9.4.5. To participate in financial exigencies, should such action become necessary, provisions in Article 7.
- 9.4.6. To establish a search committee for the selection of a Department Head, when necessary.
- 9.4.7. To determine membership of committees in consultation with the Department Head. And to review the actions of other department committees as published in their minutes and in supplementary recommendations and reports to the Head.
- 9.4.8. To establish any additional committees in consultation with the Head.
- 9.5. **Meetings.** The Executive Committee shall meet fortnightly (as necessary) during the academic year. Necessary additional meetings may be called by the Department Head, by the Chair of the committee, through a petition signed by three members of the committee, or through a petition signed by one third of the voting members of the department.
- 9.6. **Agenda.** Whenever possible, a written agenda shall be made available by the Chair of the committee in advance of any meeting.
- 9.7. **Closed Meetings.** Meetings of the Executive Committee shall be open to the department membership, except in the following situations:
 - 9.7.1. Discussions of tenure, promotion, non-reappointment and dismissal for cause;
 - 9.7.2. Faculty evaluations;
 - 9.7.3. Salary discussions;
 - 9.7.4. Executive sessions as requested by the Chair of the Committee and supported by a majority of the committee members through a vote.
- Note:** Specific department members may be invited to attend discussions in the preceding situations if their presence is considered necessary by the Committee.
- 9.8. **Minutes.** Minutes of all meetings of the Executive Committee shall be distributed to members of the department in a timely manner.
- 9.9. **Service.** Work performed by members of the Executive Committee shall be considered Department Service and taken into account at the time of annual evaluation.
- 10.0 **CURRICULUM COMMITTEE**

- 10.1. The English Department Curriculum Committee (CUR) shall represent the department as an advisory committee to the Department Head, concerning itself with all matters referred to it by the Head or by any department member. All recommendations and reports of the Curriculum Committee shall be made to the Department Head, who will submit them to the department in a timely manner as necessary.
- 10.2. The Curriculum Committee will be made up of at least five members of the English Department. In addition, one student representative from Sigma Tau Delta shall be appointed with voting power. The Committee shall select its own chair.
- 10.3. The Directors of Composition, English Education, and Graduate Studies as well as the Assistant Department Head's designee will serve as ad-hoc members of the Committee with voting power.
- 10.4. **Duties.** The duties of the Curriculum Committee are as follows:
 - 10.4.1. To recommend the numbering, titles, descriptions, and prerequisites for department courses;
 - 10.4.2. To recommend additions and deletions to departmental offerings after due consultation with the department;
 - 10.4.3. To assist department members in making course proposals;
 - 10.4.4. To recommend class size and oversee course enrollment figures with the Department Head;
 - 10.4.5. To advise the Head and/or the Assistant Head on the course schedule for each semester and will rank proposals for open topic courses;
 - 10.4.6. To recommend degree, certification, and program standards;
 - 10.4.7. To make recommendations for the Liberal Studies Division credit for appropriate courses to the department;
 - 10.4.8. To review and recommend appropriate course sequences, including web and off-campus courses, and monitor their administration by the Office of Continuing Education and Sponsored Programs;
 - 10.4.9. To assist the Directors of Composition, English Education, Graduate Studies, Master of Fine Arts Program, and Writing Center in curriculum matters);
 - 10.4.10. To review syllabi in consultation with the Department Head to ensure adherence to course goals and descriptions.
- 10.5. **Meetings.** The committee shall meet as necessary through the academic year.
- 10.6. **Agenda.** Whenever possible, a written agenda shall be circulated by the chair of the committee in advance of any meeting.

- 10.7. **Closed Meetings.** Meetings of the committee shall be open to the membership of the department, except in circumstances requiring confidentiality.
- 10.8. **Minutes.** Minutes of all meetings of the committee shall be distributed to members of the department in a timely manner.
- 10.9. **Service.** Work performed by members of the committee shall be considered Departmental Service and taken into account at the time of annual evaluation.
- 10.10. **Curricular Oversight.** Curricular recommendations and proposals from the Composition, Graduate Studies, and Master of Fine Arts Committees will be made in consultation with the Curriculum Committee prior to presentation to the department.

11.0 **COMPOSITION COMMITTEE**

- 11.1. The Composition Committee (COMP) shall oversee matters dealing with the Composition Division of the Liberal Studies program, exclusive of evaluating faculty who teach these courses, unless delegated these duties by the Executive Committee, and shall make appropriate recommendations to the department on matters under its purview. The Committee is chaired by the Director of Composition. The Director of the Writing Center shall be a member (with voting rights) of the Composition Committee. Four additional members of this Committee shall be appointed yearly by the Executive Committee, in consultation with the Department Head.
- 11.2. **Meetings.** The committee shall meet as necessary through the academic year.
- 11.3. **Agenda.** Whenever possible, a written agenda shall be circulated by the chair of the committee in advance of any meeting.
- 11.4. **Closed Meetings.** Meetings of the committee shall be open to the membership of the department, except in circumstances requiring confidentiality.
- 11.5. **Minutes.** Minutes of all meetings of the committee shall be distributed to members of the department in a timely manner.
- 11.6. **Service.** Work performed by members of the committee shall be considered Departmental Service and taken into account at the time of annual evaluation.

12.0 **ENGLISH GRADUATE STUDIES COMMITTEE**

- 12.1. The English Graduate Studies (GRAD) Committee shall oversee the department's Master of Arts Program in English, shall make recommendations to the Department Head and Executive Committee, and shall advise the Curriculum Committee, as appropriate. The English Graduate Studies Committee shall review and recommend graduate faculty appointments, recommend graduate course offerings and instructors, oversee graduate program assessment.

- 12.2. **Composition.** The committee is chaired by the Director of Graduate Studies in English and includes the Director of the MFA Program, at least three other faculty members appointed by the Executive Committee in consultation with the Department Head, and at least two graduate student representatives appointed by the committee.
- 12.3. The faculty members of the committee will determine which two members will serve on the Teaching Assistant Selection Committee.
- 12.4. **Meetings.** The committee shall meet as necessary through the academic year.
- 12.5. **Agenda.** Whenever possible, a written agenda shall be circulated by the chair of the committee in advance of any meeting.
- 12.6. **Closed Meetings.** Meetings of the committee shall be open to the membership of the department, except in circumstances requiring confidentiality, such as personnel issues. When the committee discusses topics of a confidential or sensitive nature, the graduate student members will be excused.
- 12.7. **Minutes.** Minutes of all meetings of the committee shall be distributed to members of the department in a timely manner.
- 12.8. **Service.** Work performed by members of the committee shall be considered Departmental Service and taken into account at the time of annual evaluation.
- 13.0 **MASTER OF FINE ARTS COMMITTEE**
- 13.1. The Master of Fine Arts Committee (MFA) is a standing committee that shall oversee the department's Master of Fine Arts Program in English. The Master of Fine Arts Committee shall advise the Department Head and Executive Committee, as well as consult with the Curriculum Committee and English Graduate Studies Committee, as appropriate. The Master of Fine Arts Committee shall review and recommend graduate course offerings required in the Master of Fine Arts Program, recommend course scheduling and instructors, recommend acceptances of students into the programs, and oversee program assessment.
- 13.2. The committee will determine which two members will also serve on the Teaching Assistantship Selection Committee.
- 13.3. The Master of Fine Arts Committee shall distribute committee minutes to the members of the department in a timely manner.
- 13.4. The Committee is chaired by the Director of the Master of Fine Arts Program and includes three to five other members of the graduate faculty in creative writing representing three genres—poetry, fiction, and creative nonfiction; one member of the graduate faculty whose specialty is not creative writing and the Director of English Graduate Studies. Members of this committee will be appointed by the Executive Committee in consultation with the Department Head. At least one

graduate student representative will be appointed by the Master of Fine Arts Committee.

- 13.5. **Meetings.** The committee shall meet as necessary through the academic year. A special meeting may be called if the committee members wish to recommend applicants for assistantships or fellowships to the Teaching Assistant Selection Committee. The Director of Composition and the Department Head (or designee) will join them in this task.
- 13.6. **Agenda.** Whenever possible, a written agenda shall be circulated by the chair of the committee in advance of any meeting.
- 13.7. **Closed Meetings.** Meetings of the committee shall be open to the membership of the department, except in circumstances requiring confidentiality. When the committee discusses topics of a confidential or sensitive nature, including the selection and appointment of graduate fellows and assistants, the student representative(s) will be excused from the meeting.
- 13.8. **Minutes.** Minutes of all meetings of the committee shall be distributed to members of the department in a timely manner.
- 13.9. **Service.** Work performed by members of the committee shall be considered Department Service and taken into account at the time of annual evaluation.
- 14.0 **WORKING CONDITIONS COMMITTEE**
- 14.1. The English Department Working Conditions Committee (WCC) shall represent the Department as an advisory committee to the Department Head, concerning itself with all matters referred to it by the Head or by any department members. All recommendations and reports of the Working Conditions Committee shall be made to the Department Head. Any objections made to these recommendations must be forwarded in writing to the Department Head and the Chair of the Working Conditions Committee within three working days after the receipt of the relevant minutes.
- 14.2. **Composition.** The Working Conditions Committee shall be composed of at least five members (a minimum of three tenure line/tenured or continuing faculty and at least one term or contingent faculty member, and a member at large) of the department and shall select its own chair. The members will be selected by the Executive Committee in consultation with the Department Head.
- 14.3. **Duties.** The duties of the Working Conditions Committee shall be as follows:
 - 14.3.1. To review on campus course overloads and summer assignments and to recommend action to the Head in accordance with the Master Agreement. To field any appeals of such assignments.

- 14.3.2. To gather and report to the Faculty Chair and the Department Head about safety concerns, support for contractual policies, as well as access and sufficiency of material resources and working environment to support the department's mission.
- 14.3.3. To evaluate and rank within the department requests for various sabbaticals in consultation with the department head and/or reassigned time outlined in the Master Agreement.
- 14.3.4. To provide oversight of AAUP professional development funds based on faculty appeal, special request, or problems arising with funding.
- 14.4. The Department Head will give a progress report of AAUP professional development (travel or purchase) funds every semester.
- 14.5. **Meetings.** The Committee shall meet as necessary through the academic year.
- 14.6. **Agenda.** Whenever possible, a written agenda shall be circulated by the chair of the committee in advance of any meeting.
- 14.7. **Closed Meetings.** Meetings of the committee shall be open to the membership of the department, except in circumstances requiring confidentiality.
- 14.8. **Minutes.** Minutes of all meetings of the committee shall be distributed to members of the department in a timely manner.
- 14.9. **Service.** Work performed by members of the committee shall be considered Departmental Service and taken into account at the time of annual evaluation.
- 15.0 **STUDENT GRIEVANCE COMMITTEE**
- 15.1. The Student Grievance Committee (SGC), consisting of three members of the English Department, shall be appointed yearly by the Executive Committee in consultation with the Department Head to adjudicate student grievances regarding grade appeals according to the procedures indicated in the current NMU Student Handbook.
- 15.2. **Meetings.** The Committee shall meet as necessary when grievances are filed by students and will report directly to the Department Head, unless circumstances involve the Department Head. In this case, the Chair of the Executive Committee will receive the report.
- 15.3. **Closed Meetings.** These meetings of the committee shall be closed due to circumstances requiring confidentiality, except for those individuals involved specifically in the grievance and identified as having access to the meeting in the NMU Student Handbook.
- 15.4. **Service.** Work performed by members of the committee shall be considered Department Service and taken into account at the time of annual evaluation.
- 16.0 **THESIS APPLICATION COMMITTEE**

- 16.1. The Thesis Application Committee (TAC) will review applications for student thesis projects.
- 16.2. The Thesis Application Committee will be composed of two to three members appointed by the Executive Committee in consultation with the Department Head.
- 16.3. The committee will approve, reject, or require modifications in thesis applications to maintain appropriate thesis quality.
- 16.4. The committee will assign the director and readers for each thesis, honoring student preferences whenever possible.
- 16.5. The committee is responsible for maintaining the equitable distribution of thesis assignments, including a balance for individual faculty members between serving as directors and as readers.

17.0 **RELEASE TIME FOR ASSIGNMENTS**

- 17.1. Faculty shall be permitted to use release time in accordance with the regulations identified in the Master Agreement.
 - 17.1.1. For independent studies, a faculty member can receive release time or compensation as specified in the Master Agreement.
 - 17.1.2. For graduate thesis direction, a faculty member shall receive release time or compensation as specified in the Master Agreement.
 - 17.1.2.1. A faculty member shall not serve as director or reader on more than six (6) theses in any academic year (September 1 to August 31).
 - 17.1.2.2. Each Master's thesis committee will consist of a director and reader; each Master of Fine Arts thesis committee will consist of a director and two readers, at least one of which shall be a member of the creative writing faculty.
 - 17.1.2.3. Credit for thesis director and readers will be allocated as in accordance with the Master Agreement as follows:
 - a. MFA Thesis Director: 1.5 credits per thesis
 - b. MFA Thesis Readers (2 max): .75 credits per reader per thesis
 - c. MA Thesis Director: 1.0 credits
 - d. MA Thesis Readers (1-2): .5 credits per reader per thesis (normally 1 reader)

18.0 **TEACHING ASSISTANT SELECTION COMMITTEE**

- 18.1. The committee will be chaired by the Director of English Graduate Studies and includes the Director of Composition, the Director of the Master of Fine Arts Program, the Department Head (or his/her designee), two members of the Graduate Studies Committee, and two members of the Master of Fine Arts Committee. The Teaching Assistant Selection Committee will rank and recommend appointments for all teaching assistantships and fellowships

- 18.2. **Meetings.** The committee shall meet as necessary.
- 18.3. **Closed Meetings.** Meetings of the committee shall be closed due to confidentiality, such as personnel issues.
- 18.4. **Recommendations.** Recommendations from the committee will be made directly to the Department Head in a timely manner.
- 18.5. **Service.** Work performed by members of the committee shall be considered Department Service and taken into account at the time of annual evaluation.

19.0 **PROGRAM ASSESSMENT COMMITTEE**

- 19.1. The Program Assessment Committee (PAC) shall be responsible for assessing undergraduate and graduate programs in the Department of English and making recommendations regarding future program's direction to the appropriate committees and to the department. They will assist the Department Head in the preparation and development of the annual reports required.
- 19.2. **Composition.** The committee shall be composed of at least four (4) members of the department, including the English Graduate Studies Director as liaison. The members will be selected by the Executive Committee in consultation with the Department Head.
- 19.3. **Meetings.** The committee shall meet as necessary.
- 19.4. **Closed Meetings.** Meetings of the committee shall be open to the membership of the department, except in circumstances requiring confidentiality.
- 19.5. **Agenda.** Whenever possible, a written agenda shall be circulated by the chair of the committee in advance of any meeting.
- 19.6. **Service.** Work performed by members of the committee shall be considered Departmental Service and taken into account at the time of annual evaluation.

20.0 **PROCEDURES AND CRITERIA FOR ASSIGNING COURSES**

- 20.1. During the fall term, department members will receive a list of courses to be offered for the following academic years.
- 20.2. Department members shall rank their choices of composition courses and preference courses for the coming year. The normal expectation is that tenured/tenure track faculty will be assigned composition courses, as well as preference courses as part of their normal course loads.
 - 20.2.1. The Curriculum Committee and the Working Conditions Committee shall work together on faculty teaching assignments for special courses (e.g., Special Topics, Major Authors, Seminars, and other open topic courses) and circumstances in the following manner: Curriculum shall rank proposals for courses with variable

content. The Working Conditions Committee will recommend staffing for all summer courses for additional pay, and extension courses.

- 20.2.2. Preference courses shall be defined as all courses other than developmental and composition courses at the 100 or 200 levels.
- 20.2.3. The Department Head shall announce to all AAUP faculty which courses are available for overload or extension teaching. Written requests for these assignments shall be considered by the Working Conditions Committee. Its recommendations shall comply with the conditions of the Master Agreement and will be forwarded to the Department Head, who shall make recommendation(s) to the appropriate Dean or Director.
- 20.2.4. Both the Curriculum and Working Conditions Committees shall be guided by the following preference order:
 - 20.2.4.1. The first consideration shall be the qualifications of the faculty member. Qualifications must include but are not necessarily limited to the following:
 - a. Graduate preparation in the subject area, and/or professional work experience in the subject area (e.g., editing, high school teaching);
 - b. Published writings in the subject area;
 - c. Presentations at state or national meetings;
 - d. Completed but unpublished writings in the subject area;
 - e. Previous teaching experience in the subject area;
 - f. A convincing willingness to devote the time and energy necessary to developing expertise in the subject area.
 - 20.2.4.2. If the course is to be taught on extension or under special circumstances, the second consideration shall be whether a faculty member, if any, has been especially requested by the group or department.
 - 20.2.4.3. The next consideration shall be the least recent assignment to the course and the fewest number of preference courses recently assigned.
 - 20.2.4.4. The next consideration shall be length of service as full time faculty at NMU.
 - 20.2.4.5. Normally, a faculty shall not be allowed more than eight credits of assignment during the summer sessions of any given year.
- 21.0 **PROCEDURES AND CRITERIA FOR ALLOTING PROFESSIONAL DEVELOPMENT FUNDS**
- 21.1. All full time department members may apply for and expect to receive professional development funds for conference travel.
- 21.2. Carryover of professional development funds will be handled in accordance with the Master Agreement 6.5.2.4.

- 21.2.1. In any travel request, faculty may ask for additional funds beyond the yearly contract allocation from other sources for presenting a paper, chairing a session, serving as an officer, or other activity beyond simple attendance at a conference.
- 21.3. Requests for professional development funds for purposes other than travel must be approved by the Working Conditions Committee in consultation Department Head. Items to be funded should fall outside areas normally available for funding from other sources. The committee will look more favorably on requests that benefit the English Department or University as well as the individual.
- 21.4. NMU's fiscal year is July 1-June 30; therefore, activities commencing during that period will be considered for funding in that academic year. Travel commencing after July 1 of any given year will be considered part of the following academic year.
- 21.5. Completion of a reasonable report is required for each use of professional development/travel funds. Reconciliation of the travel funds will not be forwarded without such a report.
- 22.0 **AMENDMENTS**
- 22.1. **Circulation to Department.** Proposed amendments to these bylaws shall be circulated in writing to all members of the department at least one week in advance of the meeting at which they are to be discussed and voted upon.
- 22.2. **Required Vote.** A majority vote of the members of the English Department shall be required for adoption of any amendment.
- 22.3. **Approval Outside the Department.** Amendments must be approved in accordance with the guidelines of the Master Agreement.

APPENDICES

BYLAWS - DEPARTMENT OF ENGLISH

DEPARTMENT OF ENGLISH Position Descriptions (12/02/2013)

- 1.0 **DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF COMPOSITION.** The principal responsibility of the Director of Freshman English is the administration of the developmental and composition courses.. The Director carries out these duties in consultation with the Department Head and the Composition Committee. The Director's duties are as follows:
- 1.1. **Leadership**
- 1.1.1. Provides leadership in meeting the standards set by CUP for composition courses.
- 1.1.2. Develops or reviews new courses together with modifications of existing ones to insure that they meet the objectives and policies as defined by CUP and approved by the Academic Senate.
- 1.1.3. Chairs the Composition Committee
- 1.1.4. Keeps abreast of developments in the field through contact with other schools, through reading appropriate books and journals, and through attending regional and national professional meetings.
- 1.1.5. Serves as an ex-officio member of the Curriculum Committee.
- 1.2. **Supervision**
- 1.2.1. Supervises the formulation and implementation of curriculum policies pertaining to developmental and composition courses.
- 1.2.2. Advises the Department Head on the composition curriculum.
- 1.2.3. Arranges classroom visits, conferences, and meetings with staff, students, and administrators to the extent necessary to carry out these functions.
- 1.2.4. Administers and refines the Placement Program in composition (with assistance from the Composition Committee) for new NMU students.
- 1.2.5. Monitors continuing improvement in these courses by conducting appropriate meetings with the teaching staff in matters such as grading and curriculum.
- 1.3. **Cooperation with Writing Center**

1.3.1. Works with the Director of the Writing Center to see that needs of both instructors and students in composition courses are being met in an efficient and practical way.

1.4. **Duties Directly Related to Teaching Assistants**

1.4.1. Participates in the review and recommendation of candidates for teaching assistantships.

1.4.2. Orients first-year graduate teaching assistants to the workings of the department.

1.4.3. Supervises TAs in the selection of text books, preparation of syllabi, development of materials, and teaching of composition.

1.4.4. Evaluates all Teaching Assistants annually.

1.4.5. Conducts periodic professional development sessions for Teaching Assistants on issues related to the teaching of developmental instruction or college composition.

1.4.6. Submits a brief (1-2 pages) annual report by June 1 to the Department Head.

1.5. **Special Functions**

1.5.1. Supervises special activities, such as review of text books and selection of winners for the Barnard and Houston Awards.

1.5.2. Assists the Head in handling complaints of students or staff that pertain to the composition program.

1.5.3. Recommends disposition of student requests for course waivers or advanced placement pertaining to composition courses, when such requests have been sanctioned by the Registrar's Office.

1.6. **Terms of Appointment**

1.6.1. With the advice of the Executive Committee, the Department Head shall appoint the Director of Composition each year; the Head should do so before the end of the previous academic year.

1.6.2. Evaluation of the Director is made independently by the Department Head and the Executive Committee.

1.6.3. The person in this position may resign or be replaced by the Department Head after consultation with the English Department Executive Committee.

2.0 **DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF THE WRITING CENTER.** The principal responsibilities of the Director of the Writing Center are to conduct and administer the Writing Center. The Director carries out these duties in consultation with the Department Head and the Composition Committee. The Director's duties are as follows:

2.1. **Staffing the Writing Center**

- 2.1.1. Staffs the Writing Center personally for 3-6 hours each week.
- 2.1.2. Selects peer tutors by consulting with members of the English Department and other faculty.
- 2.1.3. Trains peer tutors and graduate assistants as tutors in both pedagogical techniques and bookkeeping requirements of the Writing Center.
- 2.1.4. Supervises all tutoring done in Writing Center, handles complaints from students or teachers, and provides for substitute tutors as needed.
- 2.1.5. Serves as a voting member of the department Composition Committee.
- 2.2. **Maintaining the Writing Center**
 - 2.2.1. Assists the Department Head in supervising the financial affairs of the Writing Center.
 - 2.2.2. Promotes the Writing Center, especially near the beginning of each semester, by sending out memos, visiting classes, and conducting Writing Center orientations.
 - 2.2.3. Maintains the equipment and materials in the Center in an organized and useful fashion.
- 2.3. **Reporting on Writing Center Use**
 - 2.3.1. Insures that Writing Center records are kept up to date and accurate.
 - 2.3.2. Insures that bi-weekly reports are sent to those instructors whose students have studied in the Writing Center.
 - 2.3.3. Submits a brief (1-2 pages) annual report by June 1 to the Department Head.
- 2.4. **Terms of Appointment**
 - 2.4.1. With the advice of the Executive Committee, the Department Head shall appoint the Director of the Writing Center.
 - 2.4.2. Evaluation of the Director is made independently by the Department Head and the Executive Committee.
 - 2.4.3. The person in this position may resign or be replaced by the Department Head after consultation with the English Department Executive Committee.
- 3.0 **DUTIES AND RESPONSIBILITIES OF THE EDITOR-IN-CHIEF OF PASSAGES NORTH.**

Passages North is a literary magazine prepared by the Department of English and distributed nationally. The principal responsibilities of the Editor-in-Chief are to establish clear directives for the overall operation of the magazine and for the position of Managing Editor, a graduate assistant appointment, to meet production and publication goals and to promote the magazine within and outside the university.

3.1. **Supervision**

- 3.1.1. Upon approval of the candidate for Managing Editor by the Director of English Graduate Studies or the MFA Program, Department Head, and the Graduate College, interviews, selects, and trains each Managing Editor.
- 3.1.2. With the Managing Editor, creates a schedule for magazine office hours and for volunteer hours.
- 3.1.3. Interviews and hires a layout and design person.
- 3.1.4. Evaluates the performance of the Managing Editor in the winter term, for renewal or non-renewal of position.
- 3.1.5. Publishes one (1) to two (2) issues per year.
- 3.1.6. Works closely with the Poetry, Fiction, and Creative Nonfiction Editors to select submissions from emerging and established writers. Edits the final text of each issue and works in close collaboration with contributing authors.
- 3.1.7. Solicits and trains volunteers from the undergraduate and graduate student population for general office work, publicity, fundraising, magazine production, advertising, consignment sales, and manuscript reading.
- 3.1.8. Gives presentation to new graduate students each fall to familiarize them with the magazine and its operation.
- 3.1.9. Runs an active subscription campaign.
- 3.1.10. Runs poetry, fiction, and nonfiction contests.
- 3.1.11. Establishes a close relationship with both the MA and MFA Programs by placing ads on each program in the magazine and through co-sponsoring visiting writers' events.
- 3.1.12. Assumes responsibility for all financial matters in consultation with the Department Head—use of funds allotted each academic year under the umbrella of the MFA Program as well as discretionary use of the Passages North Development Fund for general operation expenditures, including office supplies and computer and computer related expenses, payment to vendors who print each issue, commercial advertising, contests and awards, and necessary part-time student labor.

TLS: Financial matters are the responsibility of the Department Head. It is OK to advise on these matters.
- 3.1.13. Participates in professional organizations to promote the magazine.
- 3.1.14. Submits a brief (1-2 pages) annual report by June 1 to the Department Head.

3.2. **Appointment.**

- 3.2.1. With the advice of the MFA Committee and the Executive Committee, the Department Head will select the Editor-in-Chief of Passages North.
- 3.2.2. It is preferable that the position of Editor-in-Chief will be held by a member of the department who has experience teaching creative writing courses, publications, and prior experience in the operation of a literary review.
- 3.2.3. The person in this position may resign or be replaced by the Department Head after consultation with the English Department Executive Committee.

4.0 **DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF ENGLISH GRADUATE STUDIES.**

The principal responsibilities of the Director of English Graduate Studies are to supervise the departmental Master of Arts Program, to coordinate program assessment, to advise graduate students participating in the program, and to promote the program both within and outside the University.

4.1. **Supervision**

- 4.1.1. Provides leadership in upholding standards set by the University's Graduate Programs Committee in matters of program and appointment to the Graduate Faculty.
- 4.1.2. Keeps abreast of developments in the field through contact with other schools, through appropriate reading in professional literature, and through attending regional and national meetings.
- 4.1.3. Chairs the English department's English Graduate Studies Committee.
- 4.1.4. Chairs the Teaching Assistant Selection Committee and facilitates graduate assistant applications.
- 4.1.5. Serves on the Curriculum and MFA Committees. Cooperates with the chair of the Curriculum Committee and the MFA Program Director to insure that the needs of instructors and students are being met in an efficient and productive manner.
- 4.1.6. Implements and oversees the assessment plan, including filing an annual report with the Department Head on the state of the English Graduate Studies Program in English and recommendations regarding the program's direction.
- 4.1.7. Works with the Department Head on budgetary matters pertaining to the English Graduate Studies Program.
- 4.1.8. Corresponds with and provides information to program applicants. Evaluates and recommends all applications for admission into English Graduate Studies Program in English.
- 4.1.9. Oversees the web site for the English Graduate Studies Program in English.
- 4.1.10. Arranges necessary conferences and meetings with faculty, students, and administrators.

4.1.11. Will work with Director of Composition to insure class visits and evaluations of all Teaching Assistants in the English Graduate Studies Program.

4.2. **Advisement**

4.2.1. Oversees all English Graduate Studies student advising.

4.2.2. Oversees the development, approval, and completion of each student's graduate plan of study within the first semester of enrollment.

4.2.3. Provides appropriate forms, deadlines, and assistance to assure the timely completion of each student's portfolio project.

4.2.4. Holds sufficient office hours in the department to provide reasonable accessibility and accommodation for students.

4.3. **Appointment**

4.3.1. With the advice of the Executive Committee, the Department Head will select the Director of the English Graduate Studies Program.

4.3.2. The position will be held by a member of the English graduate faculty who has experience teaching at the graduate level.\

4.3.3. The person in this position may resign or be replaced by the Department Head after consultation with the English Department Executive Committee.

4.3.4. Submits a brief (1-2 pages) annual report by June 1 to the Department Head.

5.0 **DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF THE MASTER OF FINE ARTS PROGRAM.** The principal responsibilities of the MFA Program Director are to supervise and assess the MFA Program, to advise MFA students and to promote the MFA Program both within and outside the university.

5.1. **Supervision**

5.1.1. Provides leadership in upholding standards set by the university's Graduate Programs Committee (GPC) in matters of program and appointment to the Graduate Writing Faculty.

5.1.2. Keeps abreast of developments in the field through contact with other schools, through appropriate reading in professional literature, and through attending regional and national meetings.

5.1.3. Serves on the English Graduate Studies Committee and cooperates with the Department Head, the Director of the English Graduate Studies Program and the Chair of the Curriculum Committee to insure that the needs of instructors and students are being met in an efficient and productive manner.

5.1.4. Chairs the MFA Committee.

- 5.1.5. Serves on the Teaching Assistant Selection Committee.
- 5.1.6. Will work with Director of Composition to insure class visits and evaluations of all Teaching Assistants in the MFA Program.
- 5.1.7. Helps to assure coordination of MFA Program and English Graduate Studies Program course scheduling.
- 5.1.8. Works with the Department Head on budgetary matters pertaining to the MFA Program.
- 5.1.9. Arranges necessary conferences and meetings with staff, students, and administrators.
- 5.1.10. Corresponds with and provides information to applicants interested in applying for admission to the MFA Program.
- 5.1.11. Oversees the MFA Program Web site and revision of the program when needed.
- 5.1.12. In a timely manner, updates and coordinates advertisement of the MFA program.
- 5.1.13. Submits a brief (1-2 pages) annual report by June 1 to the Department Head, including recommendations regarding the program's direction.
- 5.2. **Advisement**
 - 5.2.1. Oversees all MFA students advising to assure the timely and successful completion of students' programs.
 - 5.2.2. Advises all MFA students with the development, approval, and completion of their plan of study to assure that all requirements of the program are met.
 - 5.2.3. Works with MFA students and their thesis directors to assure the timely completion of thesis applications and theses.
 - 5.2.4. Provides MFA students with all appropriate forms, deadlines, and assistance to assure the timely completion of the program.
 - 5.2.5. Holds ample office hours to provide reasonable accessibility in order to accommodate the needs of MFA students in a timely manner.
- 5.3. **Appointment**
 - 5.3.1. With the advice of the English Executive Committee, the Department Head will select the Director of the Master of Fine Arts Program in English.
 - 5.3.2. The position of MFA Program Director will be held by a member of the Graduate Writing Faculty who has considerable experience in teaching writing.
 - 5.3.3. The person in this position may resign or be replaced by the Department Head after consultation with the English Department Executive Committee.

5.3.4. Submits a brief (1-2 pages) annual report by June 1 to the Department Head.

6.0 **DUTIES AND RESPONSIBILITIES OF THE VISITING WRITERS COORDINATOR.**

6.1. Coordinates the Visiting Writers Program during winter, summer, and fall semesters.

6.2. Contacts and corresponds with prospective visiting writers.

6.3. Schedules radio, television, and newspaper interviews to promote readings and events of visiting writers.

6.4. Places ads in local publications, oversees the design and distribution of promotional posters, and prepares and submits press releases and calendar announcements, all in a timely manner.

6.5. Arranges lodging for visiting writers and organizes their schedules.

6.6. Sees that visiting writers sign contracts and receive compensation in a timely manner.

6.7. Coordinates with the One Book, One Community Committee to bring that author to campus whenever possible.

6.8. The person in this position may resign or be replaced by the Department Head after consultation with the English Department Executive Committee.

7.0 **DUTIES AND RESPONSIBILITIES OF THE DIRECTOR(S) OF ENGLISH EDUCATION**

7.1. Serves as liaison between the high schools and the English Department and University.

7.2. Cooperates with school personnel in a manner that will enhance the partnership between the department and university and the school systems.

7.3. Identifies and recommends potential supervising teachers.

7.4. Recommends assignments of student teachers.

7.5. Serves as a resource person for the supervising teacher and the student teacher.

7.6. Observes students while they are student teaching, for a minimum of three visits per student, and keeps informed of students' progress.

7.7. Receives reassigned time for student teacher supervision according to formulas or guidelines established by NCATE/TEAC.

7.8. Initiates conferences, as needed, with students, supervising teachers, and others concerned with student progress.

7.9. Confers and cooperates with the supervising teachers in evaluating students' progress.

7.10. Acts to enhance the growth and quality of the student teaching program.

- 7.11. Assumes the role of advisor for Secondary Education English majors when they reach second semester junior status or upon their admission to the "Methods" phase of the Education Program.
- 8.0 **DUTIES AND RESPONSIBILITIES OF THE ASSISTANT DEPARTMENT HEAD.** The principal responsibility of the Assistant to the Department Head is to carry out the assigned administrative tasks in such a way as to assist the Head in promoting the smooth and orderly functioning of the Department.
- 8.1. **Duties.** The specifics of the Assistant Head's responsibilities shall be arranged between the Head and the Assistant Head; these responsibilities may include representing the Department on standing or ad hoc University committees, chairing ad hoc departmental committees, reviewing and updating Bulletin copy, and assisting with course scheduling and staffing projections. This list is neither exhaustive nor mandatory, only illustrative. Whatever the assigned responsibilities, they shall not be of a policy-making nature, nor shall they include matters dealing with faculty evaluation, promotion, or retention, except as consultant to the Head, who has primary responsibility for such areas as necessary.
- 8.2. **Terms of Appointment**
 - 8.2.1. With the advice of the Executive Committee with departmental input, the Department Head will select the Assistant Department Head.
 - 8.2.2. The Head and Assistant Head shall arrange in writing the Assistant's responsibilities.
 - 8.2.3. Evaluation of the Assistant Head is made independently by the Department Head and the Executive Committee as part of the regular faculty evaluation.
 - 8.2.4. The person in this position may resign or be replaced by the Department Head after consultation with the English Department Executive Committee.