

Department of English Language and Literature
Departmental Procedures, Criteria, Standards, and Bylaws

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Department of English Language and Literature Departmental Procedures, Criteria, Standards, and Bylaws

I. GENERAL PREAMBLE

This document establishes the organization of the Department of English, its governmental structure, and the procedures for departmental and faculty actions. The structure of the Department is predicated on the authority of the faculty to determine the growth and direction of the Department, in accord with CMU's mission and the *Agreement*, and on the assumption that elective representation can best involve the faculty and at the same time best address the needs, desires, and responsibilities of this faculty. The procedures aim to establish a framework for democratic handling of departmental business, to promote and review actions, and to involve all individuals and groups needed to achieve these purposes. While assuring on the one hand the democratic rights of all departmental faculty, this plan of organization requires on the other hand the full professional participation of each member.

II. ENGLISH FACULTY

- A. Membership: The English Faculty shall consist of (a) all tenured and tenure-track faculty currently on contract at least one-half time (including those on paid sick/medical leave or sabbatical) and (b) all full-time fixed-term faculty with annual appointments.
- B. Voting Eligibility: Tenured and tenure-track members may vote on all business brought before the Department. Fixed-term faculty members may vote on curricular issues only.
- C. Procedures:
 - 1. A calendar establishing specific dates for departmental meetings shall be announced by the Chairperson at the first meeting of each school year.
 - 2. Agenda shall be prepared by the Policy Committee.
 - 3. Time shall be allotted on the agenda to accommodate business from the Policy Committee, the Chairperson, and the floor.
 - 4. A secret or mail ballot must be used for any vote upon request.
- D. Duties: The English Faculty shall:
 - 1. Discuss and vote on all business coming before it from the Policy Committee and other standing committees of the Department, from the Chairperson, and from the floor.

2. Review annually the criteria and standards for the reappointment, tenure, and promotion of faculty members for the purpose of either reaffirming those criteria and standards or proposing amendments to them in the best interest of the Department, the College, and the University (see also XIX. BYLAWS).
3. Determine the areas of study to be offered by the Department.
4. Approve the creation of all new standing committees and recommend to the Dean for approval any new administrative posts.

III. THE DEPARTMENT CHAIRPERSON

The Chairperson is chosen by the Department as its sole executive officer. He or she shall always represent the Department unless he or she or the Department delegates someone else to do so. Considering that the Chairperson functions in the interests of the Department, he or she is under obligation to see that departmental business is managed smoothly, promptly, tactfully and in accord with the *Agreement*. The Chairperson's term shall be three years.

The Chairperson shall:

- A. Chair meetings of the English Faculty, the Policy Committee, and the Personnel Committee.
- B. Transmit to the proper University committee or authority all actions taken by the Department.
- C. Call special meetings of the Department as needed in addition to the regular departmental meetings.
- D. Implement the faculty workload system in accordance with the criteria established in the *Agreement*. He or she shall schedule all courses on the basis of the advice of the Curriculum Committees, the Department's programmatic needs, and the relative expertise of the Department members.
- E. Advise the Registrar of the appropriate number of registrations for each class in the Department.
- F. Appoint a parliamentarian for the Department.
- G. In consultation with the Policy Committee, appoint *Ad Hoc* Committees and refer to them the problems that lie outside the province of any standing committee.
- H. Administer an advisory system for students.

- I. Provide appropriate guidance for the Department in curricular matters.
- J. Maintain all departmental documents.
- K. Appoint, with the advice and consent of the Composition Committee, a director of composition (see Section IV.).
- L. Prepare, in conjunction with the Policy Committee, the yearly budget.
- M. Administer the departmental budget.
- N. Pass on to members of the Department information or regulations.
- O. Discuss with members of the Department their individual needs for self-improvement, their adherence to regulations, their general teaching procedures, their relations with students, or their compatibility with colleagues.

Annual Chairperson Review:

At the first Policy Committee meeting of the academic year, the Policy Committee will appoint an *Ad Hoc* Committee that will consist of six current members of the Policy and Personnel Committees combined for the purpose of reviewing the performance of the current Chair. This is similar to the makeup of the *Ad Hoc* Committee appointed to conduct the selection and election process for the Department Chairperson.

Once every year, prior to February fifteenth, each member of the Department shall be invited by the Chair Review Committee to make an informal evaluation of the Chair. Evaluation forms will be distributed to faculty in their campus mailboxes. The forms shall ask faculty to evaluate the Chair, using the criteria listed below. The review committee will collect and collate the responses and report the results to the Chair and the Dean of the College in a manner designed to preserve the anonymity of the respondents.

The primary categories of evaluation are:

- Fair and equitable advocacy of departmental interests and the interests of each disciplinary area;
- Conscientious communication of information to department members concerning university and professional business opportunities, data, and the like;
- Adherence to departmental, college, and university policies;
- Efficient and equitable management of departmental affairs and supervision of staff;
- Responsible handling of department resources.

Recommendation of Removal of Chair from Office

A recommendation to remove the Chair requires a two-thirds vote of the voting Department members (not including the Chair). Any Department member may initiate proceedings by making a written statement maintaining that the Chair is seriously deficient in one or more of the five categories of evaluation. A recommendation to remove the Chair requires a finding of serious deficiency in at least one such category. The schedule for the process is as follows:

- The grounds for removal are presented in writing to the Chair Review Committee.
- The Chair Review Committee will informally meet with the person or persons initiating proceedings and the Chair in order to attempt to resolve the complaints.
- If informal resolution is not achieved, a Department meeting will be held within a reasonable time, but with at least ten days notice. The Chair, or a third party selected by the Chair, will have opportunity to address the Department in writing and in person, to speak to all complaints that are put forward as grounds for removal. In the absence of the Chair, the Department will discuss the complaints and Chair's response to them. The voting members other than the Chair will then vote on a recommendation to remove the Chair.
- If two-thirds of those eligible voters present vote to remove the Chair, a recommendation to that effect will be forwarded to the Dean of the College, along with a statement identifying the categories in which the Chair was found to be seriously deficient.

IV. ASSOCIATE CHAIRPERSON

The Associate Chairperson shall be a tenured or tenure-track member of the graduate faculty appointed by the Department Chairperson with the advice and consent of the Policy Committee for a renewable one-year term. If the Chairperson and the Policy Committee cannot agree on the appointee, both parties shall present a rationale for their positions to the Personnel Committee, and the decision will be made by the Personnel Committee. The Associate Chair will be appointed by April 1. The person in this role shall assist the Chairperson in the duties of managing the Department and shall serve as the Department's representative in the absence of the Chairperson. Considering that the Associate Chairperson functions in the interests of the Department, he or she is under obligation to see that departmental business is managed smoothly, promptly, tactfully and in accord with the *Agreement*.

The Associate Chairperson shall:

- A. Chair the Curriculum Committee and assist the Chairperson in overseeing all planning, updating and tracking of curricular matters, including but not limited to the following:
 - Regularly reviewing and initiating needed curricular or programmatic changes to all departmental degree programs.
 - Assisting the Chairperson in completing Program Review on the designated cycle.
 - Bringing curricular changes from the Curriculum Committee to the Department and tracking their progress through the curricular process.
 - Planning, in conjunction with the Curriculum Committee and in accordance with departmental goals, new programs and courses.
- B. Chair the department's Program Assessment Committee and oversee the implementation of systematic program assessment.
- C. Hold scheduled office hours for departmental business.
- D. Assist the Chairperson and English Department staff as needed in the regular management of the English Department in areas such as meeting with students, scheduling courses, hiring and assigning faculty and GAs, managing the reconciliation of FTE, and budgeting. The Chair maintains responsibility for all actions relating to the management of these areas.
- E. Negotiate potential summer duties and compensation with the Chairperson and Dean of the College.

V. THE DIRECTOR OF COMPOSITION

The Director of Composition shall be a tenured or tenure-track member of the graduate faculty appointed by the Department Chairperson with the advice and consent of the Composition Committee for a term of two years, with the possibility of extension to a third year. If the Chairperson and the Composition Committee cannot agree on the appointee, both parties shall present a rationale for their positions to the Personnel Committee, and the decision will be made by the Personnel Committee. The Director will be appointed by April 1.

- A. Duties: The Director of Composition shall:
 1. Chair the Composition Committee.
 2. Assist the Chairperson of the Department in developing class schedules in composition.

3. Provide direction, assistance, and professional development opportunities for composition instructors.
 4. Supervise the training and teaching duties of graduate assistants.
 5. Supervise the placement, scheduling, and advising of composition students.
 6. Assist the Curriculum Committee with the selection of graduate assistantships each spring semester.
- B. Service Activities: The Director of Composition or designee will serve as a voting *ex officio* member of the Policy and Program Assessment Committees. If the Director him/herself serves on these committees, each will be considered an item of departmental service.

VI. DIRECTOR OF THE CMU WRITING CENTER

The Director of the CMU Writing Center shall be a tenured or tenure-track faculty member of the English Department hired for the position through a national search.

- A. Duties: The Writing Center Director shall:
1. Teach and supervise Writing Center consultants.
 2. Teach and supervise Writing Center graduate assistants.
 3. Develop and deliver Writing Center services to the university community.
 4. Coordinate Writing Center services with other university writing programs.
 5. Work with faculty across the university to develop and implement writing assignments and to increase understanding of writing and teaching writing (Writing across the Curriculum / Writing in the Disciplines, WAC/WID).
 6. Administer Writing Center operations and prepare and report on the Writing Center budget.
 7. Develop and deliver Writing Center services to students in courses as required by master course syllabi.
 8. Assess Writing Center programs and services regularly.
 9. Present an annual report of Writing Center programs and services to the Department Chair and the Dean.

- B. Service Activities:** The Director of the CMU Writing Center or designee will serve as a voting *ex officio* member of the Policy Committee. If the Director him/herself serves, these will be considered items of departmental service.

VII. THE COORDINATOR OF ENGLISH GRADUATE STUDIES

The Coordinator of English Graduate Studies must be a tenured member of the Graduate Faculty in English, elected by the voting members of the English Department for a term of up to three years.

- A. Duties:** The Coordinator of the English Graduate Studies will
1. Maintain a database of information about current graduate students, Department files of all student records, and a system for distributing program information to students.
 2. Assist the Chairperson of the Department as needed in scheduling graduate classes, based on recommendations from the graduate faculty.
 3. Coordinate the admissions process between the Graduate College and the Department.
 4. Facilitate evaluation of graduate program application materials, finding readers for and distributing writing samples and portfolios as needed.
 5. Respond to requests for information about the graduate programs in English.
 6. Conduct orientation for new graduate students when appropriate.
 7. Facilitate the process of attracting and selecting new graduate assistants.
 8. Recommend graduate policy and curricular change to the Policy Committee when necessary.
 9. Implement assessment of graduate programs in conjunction with the Program Assessment Committee.
 10. Attend the Graduate Advisory Panel meetings and the Graduate Coordinators' Breakfast and/or other related events.
 11. Aid faculty in advising graduate students.
 12. Organize Plan B paper evaluation.

- B. Service Activities: The Coordinator of English Graduate Studies or a designee will serve as a voting *ex officio* member of the Policy and Program Assessment Committees. If the Coordinator him/herself serves on these committees, each will be considered an item of departmental service.

VIII. POLICY COMMITTEE

- A. Membership: The Policy Committee shall consist of:
1. The Chairperson of the Department.
 2. The Chairperson of the Program Assessment Committee, the Coordinator of Graduate Studies, the Director of the CMU Writing Center, and the Director of Composition or their designees.
 3. Three tenured or tenure-track members-at-large to be elected by the membership for staggered terms of two years each.
- B. Procedures:
1. The Chairperson of the Department shall serve as the chairperson of this committee.
- C. Duties: The Policy Committee shall:
1. Advise the Chairperson on all matters of policy regarding the general governance of the Department.
 2. Prepare agenda for meetings of the faculty. The agenda shall be distributed to all members of the Department at least forty-eight hours prior to faculty meetings and shall include the date, time, and place of meetings.
 3. Conduct all departmental elections. The three members-at-large shall prepare, distribute, and collect the ballots and shall announce the results (see also Bylaws Section XIX.H).
 4. Prepare, in conjunction with the Chairperson, the yearly budget.
 5. Formulate policies, in accord with contract agreements and university regulations, regarding travel, workload, support staff, scheduling, advising, etc., and present these policies to the Department (see also The Department Chairperson's Responsibilities, Section III.).

6. Distribute minutes of the Policy Committee to all department members in a timely manner.
7. Appoint *Ad Hoc* Committees and refer to them problems that lie outside the province of any standing committee (see also The Department Chairperson's Responsibilities, Section III).
8. Annually develop, review, and take to the Department for discussion and action departmental goals and objectives and recommendations from the departmental review.
9. Appoint an *Ad Hoc* Committee that will consist of at least six current members of the Policy and Personnel Committees combined to conduct the selection and election process for a Department Chairperson when the Department Chairperson position becomes vacant. The chair of the *Ad Hoc* Committee will be elected from and by the membership (see also election procedures, Bylaws Section XIX.H). The *Ad Hoc* Committee will solicit nominations, solicit statements from nominees, and design, distribute, and count the ballots. The *Ad Hoc* Committee will convene early in the spring semester prior to the end of the current Chairperson's term and arrange for nominations and the election process to be completed by March 30.

IX. CURRICULUM COMMITTEE

- A. Membership: The Curriculum Committee shall consist of nine tenured or tenure-track members of the Department elected by the membership for staggered terms of two years each. The members must have Graduate Faculty status. The Department's representative on the College Curriculum Committee will be a member (either elected or ex officio) of the Curriculum Committee elected by the membership.
- B. Procedures:
 1. Committee members will be elected by the membership for staggered terms of two years each.
 2. The Associate Chairperson shall be the chairperson of this committee.
 3. A member of the committee will be elected each fall semester to serve as a representative of the committee on the Public Relations Committee.

C. Duties: The Curriculum Committee shall:

1. Plan and recommend to the Chairperson during the Fall Semester the undergraduate and graduate courses to be offered during the following summer sessions and academic year.
2. Review and act on all course proposals, master course syllabi revisions, and all programs leading to degrees and diplomas.
3. Review special topics courses as proposed by faculty throughout the year, and recommend action to the Policy Committee.
4. Assist in the creation of undergraduate and graduate program assessment plans and conduct assessments of the undergraduate and graduate programs in conjunction with the Assessment Committee.
5. Use program assessments to recommend revisions to the undergraduate and graduate curriculum as needed.

X. THE GRADUATE FACULTY

Membership: All tenured and tenure-track faculty, and other faculty who possess the appropriate terminal degree and meet the teaching and scholarship criteria, are eligible to be designated Graduate Faculty by the College of Graduate Studies.

XI. COMPOSITION COMMITTEE

A. Membership: The Composition Committee shall consist of

1. The Director of Composition.
2. Five additional tenured or tenure-track faculty members elected from those who teach composition.
3. One second-year graduate assistant, elected by the graduate assistants each Fall to serve for two consecutive semesters.
4. One fixed-term composition faculty member, elected by the fixed-term faculty each Fall to serve two consecutive semesters; in the event the elected faculty member does not receive a subsequent reappointment, the vacancy will be filled by a new election.

B. Procedure:

1. The Director of Composition shall serve as Chairperson of this committee.
2. Tenured or tenure-track committee members will be elected by the membership for staggered terms of two years each.

C. Duties: The Composition Committee shall

1. Establish coherent policies concerning the composition curriculum and its development.
2. Send its curricular recommendations to the Curriculum Committee.
3. Send its policy recommendations to the Policy Committee.
4. Examine and recommend texts for courses in composition.
5. Advise the Chairperson concerning the appointment of the Director of Composition.
6. Assist the Director of Composition.
7. Coordinate the assessment of the Composition Program with the Program Assessment Committee and the General Education Committee.

XII. HONORS AND SCHOLARSHIP COMMITTEE

A. Membership: The Honors and Scholarship Committee shall consist of

Seven tenured or tenure-track members elected by the tenured and tenure-track members to serve staggered two-year terms.

B. Procedures:

The Chairperson shall be elected from and by the committee members for a term of one year.

C. Duties:

1. Publicize scholarships offered through the department in a timely way and coordinate scholarship applications.
2. As appropriate, review applications and make selections for awards.

3. As appropriate, a committee representative shall coordinate those scholarships which are administered outside of the committee and serve as liaison for those teams of outside readers.
4. As appropriate, forward to the Dean's office those scholarship applications that are administered by that office.
5. Work with the college on the selection of student awards.

XIII. THE LIBRARIAN

Two departmental librarians shall be elected from and by the faculty for a term of two years.

A. Duties: The librarian shall:

1. Formulate, when funds are short, policies for the Department's ordering of books for the University library and implement these policies once the Department has approved them.
2. Review the library book orders of the English faculty.
3. Recommend acquisitions of periodicals and supervise spending of special funds and grants.
4. Act as departmental liaison between the University Library and Department of English concerning acquisitions and services.
5. Maintain and supervise the departmental collection of reference books and periodicals.
6. Consult each semester with the departmental appointee to the University Library Committee on such matters as may be appropriate.

XIV. PERSONNEL COMMITTEE

A. Membership: The Personnel Committee shall consist of:

1. The Chairperson of the Department.
2. Two tenured full professors, two tenured associate professors and four at-large tenured members (eight members in total).

B. Procedures:

1. The Chairperson of the Department shall serve as chairperson of this committee.
2. The elected members of this committee shall serve terms of two years.
3. No member of the committee shall be present for discussion or voting upon her or his own case. The sole exception shall pertain to the discussion of, but not the voting upon, her or his appeal of the actions of the committee.
4. Any member of the faculty may appeal any action of the committee at a hearing for that purpose, as provided in the *Agreement*.

C. Duties: The Personnel Committee shall

1. Determine staffing needs of the Department; make staffing recommendations to the Chair, who will forward the committee's recommendations to the Dean for approval; and balance and maintain staff in accordance with the programs and offerings of the University *Bulletin*.
2. Determine staffing needs for non-tenure-track faculty in accordance with the document "Policy Guidelines for Hiring Non-Tenure Track Faculty," which will be reviewed annually and published on the departmental website and in the Personnel Committee archives, and make recommendations to the Dean.
3. Act on all job applications recommending rank for those approved.
4. Consult with other faculty when dealing with all matters of personnel in academic specialty areas not represented by committee members.
5. Coordinate all visits and interviews of candidates on campus or elsewhere except those of candidates for Chairperson.
6. Review the materials of each faculty member applying for sabbatical leave, reappointment, tenure, or promotion in accordance with the schedule stipulated in the faculty *Agreement* and forward departmental recommendations to the Chairperson and the Dean.
7. Recommend to the Chairperson actions on all requests for leaves of absence.

8. Review annually all procedures for hiring, reappointment, tenure, and promotion, and submit any proposed changes to the Department for approval.

XV. PROGRAM ASSESSMENT COMMITTEE

- A. Membership: The Assessment Committee shall consist of:
 1. Four tenured or tenure-track members.
 2. The Associate Chairperson.
 3. The Coordinator of English Graduate Studies or designee.
 4. The Director of Composition or designee.
- B. Procedures:
 1. Committee members will be elected by the tenured and tenure-track membership for staggered terms of two years each.
 2. The Associate Chairperson shall serve as chairperson of this committee.
- C. Duties: The Assessment Committee shall:
 1. Draft and periodically update the Department's assessment plans, including detailing learning objectives for each of our undergraduate and graduate programs and present the plans to the Department for approval.
 2. Design feasible projects and subsequently implement the assessment plan in conjunction with appropriate committees and program faculty members.
 3. Coordinate the reporting of the results of these assessment projects, including making recommendations regarding curricula and programs to the curricular committees.
 5. Write yearly departmental assessment reports in conjunction with the Chairperson of the Department, the other participating committees, and program faculty members.

XVI. PUBLIC RELATIONS COMMITTEE

- A. Membership: This committee shall consist of:
 1. Five tenured or tenure-track members elected from and by the tenured and tenure-track membership for staggered two-year terms.

2. A representative of the Curriculum Committee.
 3. The chairperson of this committee shall be elected from and by the membership of the committee for a term of one year.
- B. Duties: This committee shall:
1. Maintain and update the departmental website.
 2. Create informational activities and publications about the Department, its programs, and its sponsored events.
 3. Assist in the development of undergraduate and graduate initiatives to increase the effectiveness and visibility of our programs.
 4. Solicit and act upon requests for programs, set priorities where necessary, request funds from the Policy Committee to support the Great Lakes Faculty Forum and other lectures or conferences, allocate funds, and provide for local arrangements.
 5. Support the efforts of departmental committees also actively involved in promoting the Department within the University and beyond.
 6. Promote strong alumni relations.

XVII. BYLAWS

- A. A quorum for all actions by the Department or its committees shall consist of at least one-half of the eligible voting members of each body.
- B. This document may be amended at any time provided that each member of the English faculty has been provided with a copy of the proposed amendment at least three weeks in advance of the faculty meeting where action on the proposed amendment is to be taken. A two-thirds majority of those eligible to vote is required for amendment. All amendments to the document and bylaws shall be decided by a two-week mail ballot. At a minimum, the Procedures, Criteria, Standards, and Bylaws will be reviewed as required by the *Agreement*. Any amendment must be submitted to the Dean and Provost for approval.
- C. Each committee is charged with the responsibilities of following recognized democratic procedure. Each committee should report to the Policy Committee any obstacles to the former's successful operation, and should recommend to the English faculty any necessary changes in its structure and duties. (Robert's Rules of Order)

- D. The faculty members elected to the Academic Senate shall report to the Department periodically on Senate activities and, as our representatives, be responsible to the English faculty.
- E. *Ad Hoc* Committees may be appointed by the Department Chairperson or by the Policy Committee. Either determines for its committees the membership, purpose, and extent of their function and directs their findings to whatever body either deems advisable.
- F. All standing committees shall have minutes of their transactions taken and made available to the Department.
- G. All meetings of standing committees except those of the Personnel Committee are open.
- H. Election procedures:
 - 1. The following process will be used for selecting nominees for the Department Chairperson: The *Ad Hoc* Elections Committee will solicit nominations for chair and ask nominees to submit a statement of intent that indicates their vision for the Department and qualifications for the position. Such statements will be distributed to Department members at least one week prior to the election. The chair must be elected by a simple majority of the votes. In the case that no candidate receives a majority, a run-off will be held between the two candidates with the largest number of votes.
 - 2. The Elections Committee shall solicit from tenured and tenure-track members of the Department the names of standing committees they prefer to serve on the coming academic years. Then the Elections Committee shall prepare a numbered ballot on which the names of the candidates for each committee shall be listed.
 - 3. The Elections Committee shall distribute this numbered ballot to each tenured or tenure-track member of the English faculty, allow three consecutive school days for voting, provide a supervised ballot box, tabulate the ballots, and announce the results immediately. The members elected to each committee shall be those having the highest number of votes. In the event of a tie the committee involved shall determine the tie-breaking procedure. The Chairperson of the Department shall designate a committee member to call a committee meeting for the purpose of choosing its next Chairperson.
 - 4. When vacancies occur on standing committees, they shall be filled for the remainder of the term by elections no later than one week after the next Department meeting.

5. When a mail ballot is decided upon by the English faculty, the Elections Committee shall conduct the election, number the ballots, and count them.
 6. The graduate assistant who will serve on the Composition Committee shall be elected by the graduate assistants through a mail ballot prepared early in the Fall semester.
 7. The fixed-term faculty member who will serve on the Composition Committee shall be elected by the fixed-term faculty members through a mail ballot prepared early in the Fall semester.
- I. Released time shall be recommended for those members of the Department whose non-teaching duties make them eligible, according to the general guidelines laid down by the workload agreement approved by the Department.
 - J. All sabbatical leave request applications from English Department members must be submitted to the Department Chairperson according to the schedule specified in the Sabbatical Leave Administrative Rules and Procedures, available at www.fps.cmich.edu.

XVIII. CRITERIA, STANDARDS, AND PROCEDURES FOR PERSONNEL RECOMMENDATIONS REGARDING REAPPOINTMENT, TENURE AND PROMOTION

The Department subscribes to the purpose, objective, and general policies regarding personnel recommendations set forth in the *Agreement* between Central Michigan University and the Central Michigan University Faculty Association. In addition to the criteria and standards set forth in the *Agreement*, personnel recommendations will be based on the following:

- A. **REGULAR FACULTY MEMBERS** who wish to be considered for reappointment, tenure, promotion, and professor salary adjustment should determine their eligibility by reviewing the most recent *Agreement*. Each faculty member is responsible for initiating the process of applying for a personnel decision by submitting a portfolio in hard copy or electronic format to the Personnel Committee that includes the following:
 - A letter requesting the decision;
 - A narrative summarizing activities in each of the three categories of criteria listed below and showing how the candidate meets those criteria; candidates should recognize that their application will be reviewed by people outside the field of English; therefore, they should be sure to demonstrate the importance of each item submitted for consideration;

- A current vita;
- A table of contents;
- Clearly labeled sections containing documentary support in each of the three categories. This should be cross-referenced with the narrative and table of contents.

Qualitative judgments regarding reappointment, tenure, and/or promotion will be made initially by the Department's Personnel Committee. The Department Chair will forward the Department's recommendation, together with the Chair's independent recommendation, to the applicant in accordance with provisions in the *Agreement*, and to the dean for independent judgment, in accord with the *Agreement*.

1. **Teaching:** A candidate for reappointment, tenure, or promotion must demonstrate effectiveness in the area of teaching, including the practice of professional responsibilities and ethics, within the general areas of English studies according to the following criteria:

Understanding subject matter
Communicating effectively with students
Advising and supervising students
Promoting student learning

Candidates must provide documentary evidence of more than one kind along with an explanation in the narrative of each item's relevance to teaching effectiveness.

Documentary evidence might consist of the following:

- a. Peer and/or self reviews of course materials (e.g., syllabi, assignments, handouts, rubrics, media presentation, etc.).
- b. Evidence of the number and variety of course preparations.
- c. Peer reviews of classroom teaching.
- d. Evaluation materials for subject matter supervision.
- e. Evidence of developing or designing a new course or program for the Department or University, demonstrating fruitful experimentation with teaching techniques (e.g., service learning, writing center, distance learning, summer school preparations, etc.).

- f. Evidence of having organized teaching circles or workshops for Department, College, or University faculty and staff.
 - g. Attendance and participation at state, regional, national and international conferences.
 - h. Evidence of mentoring graduate assistants.
 - i. SOS (student opinion surveys) scores or professor-generated student opinion methodology.
 - j. Unsolicited student comments.
 - k. Copies/certificates of teaching awards or other recognitions.
 - l. List of student advisees (majors and minors and graduate students).
 - m. Evidence of supervising MA theses and/or serving on MA thesis committees.
 - n. Evidence of supervising independent study courses.
 - o. Evidence of supervising Plan B papers.
 - p. Evidence of supervising Centralis or Honors projects.
 - q. Evidence of supervising students' professional development, research, and/or presentations and publications.
2. **Scholarly and Creative Activity:** A candidate for reappointment, tenure, or promotion must demonstrate achievement in scholarly and/or creative activities in the areas of English studies, including scholarly works published in languages other than English or about sources in languages other than English as related to the individual's field of study. Achievement in scholarly and creative work is defined as authorship, co-authorship, editorship, or co-editorship in print or other media, in the three categories listed below. Note that publication is essential, but not in itself sufficient for promotion; candidates must also meet expectation in the areas of teaching and service.

Evidence of print or electronic publication requires the submission of the completed item (in the case of print media, a galley proof will be considered equivalent to a completed item), accompanied by a copy of the contract or other publication agreement. In the case of scholarly articles, a manuscript and an acknowledgement of acceptance from the editor will

serve as sufficient evidence. Scholarly and/or creative achievement accomplished prior to becoming a member of the English faculty at CMU may be considered in partial satisfaction of the standards for tenure and promotion; credit for prior work will be provided per the terms of the *Agreement*.

Because the field of English studies is so varied, demonstrations of achievement in scholarly or creative activity can and will take many forms. Satisfying the quantity of required items is only one aspect of demonstrating achievement; it is the responsibility of the candidate to describe and document the quality and significance of the individual achievement and/or specific contribution to its field for each item listed. Such evidence could include, but is not limited to:

- A description of the vetting process leading to publication
- A description of individual contributions in the case of co-authorship
- Bona fides of publication venue, e.g., editorial board credentials, circulation statistics, outside reviews of venue, organization membership, etc.
- Other documentation not listed above

In addition, such evidence may also include any of the following, especially to establish that items of publication "exceed" the normal standards used in determining acceptability for tenure or promotion:

- Reprints/new editions of item
- Outside reviews of item
- Citations of item
- Awards, honors, or other recognition of scholarship or creative work by scholarly, creative, or professional bodies of recognized standing
- Invitations to contribute an item from a publication or organization of recognized standing
- Invitations/reviews of readings, performances, editorial services, etc.
- Other documentation not listed above

In terms of quantity, candidates must provide evidence that they have produced at minimum the following number of items:

For Tenure:

One (1) item from category	I	or
Three (3) items from category	II	or
Two (2) items from category	II and Four (4) items from III	

For Promotion to the rank of Associate Professor:

One (1) item from category	I	or
Three (3) items from category	II	or
Two (2) items from category	II and Four (4) items from III	

For Promotion to the rank of Full Professor or Professor Salary Adjustment:

One (1) item from category	I	or
Four (4) items from category	II	or
Three (3) items from category	II and Four (4) items from III	

Category I (In this category, the candidate has composed creative and/or scholarly book-length contributions to the field of English studies.)

- a. Books of literary criticism, theory, cultural studies, pedagogy, etc.
- b. Novels
- c. Books of poetry
- d. Books of short stories/novellas
- e. Books of creative nonfiction
- f. Biographies
- g. Plays/screen plays
- h. Textbooks
- i. Critical editions
- j. Edited collections, anthologies, editions
- k. Book length translations
- l. Books for children and/or young adults
- m. Picture books

Category II (In this category, candidates have maintained a primary editorial position and/or have produced contributions to the field of English studies that are not book length.)

- a. Articles
- b. Book chapters/essays
- c. Short stories/novellas
- d. Poems
- e. Creative nonfiction pieces
- f. Translations/adaptations of articles, libretti
- g. Play production/direction or other submissions of commercial media, dramaturgy
- h. Dictionary/encyclopedia article
- i. Annotated bibliography
- j. Review articles or essays

- k. Editor or co-editor of a scholarly or creative journal
- l. Award of a significant external grant
- m. Creative and scholarly publications not defined above

Category III (In this category, the candidate has maintained a secondary editorial position and/or has produced work that, while it makes a demonstrable contribution, does not fit into Category I or II.)

- a. Interview articles
- b. Dictionary/encyclopedia entries
- c. Book reviews
- d. Newspaper articles
- e. Assistant/associate editor, or contributing editor of a scholarly or creative journal
- f. Reading/presentation of papers, poetry, fiction, or creative nonfiction at regional, national, or international recognized settings
- g. Productions of plays or films

3. **Service:** A candidate for reappointment, tenure, and promotion must demonstrate levels of service to the University in a variety of ways.

For tenure and all promotion levels a candidate must have at least four items of service, an item being defined as at least one year of service, at least two of which must be at the departmental level. The candidate must provide documentary evidence for each along with an explanation in the narrative of the quantity and quality of the candidate's participation. The quality of service consists of the time-intensiveness of the service activity; the impact of the service on the department, university, or profession; and the contributions exhibited by the candidate in performing the service duties. Demonstrations of quality of service might include, among other ways, substantial individual contributions; meeting minutes showing the accomplishments of the committee; external review; or service awards/recognitions.

- a. CMU committees
- b. University committees
- c. College committees
- d. Department committees
- e. Faculty Association
- f. *Ad hoc* committees
- g. Planning committees
- h. Advisory boards
- i. Program development and review
- j. Committee work done at the state, regional, or national or international level for professional organizations
- k. University committee chair

- l. College committee chair
 - m. Department committee chair
 - n. Chair of a professional organization
 - o. Excessive or heavy advising load
 - p. Community, organizational, and agency service provided by faculty members due to their professional expertise, such as:
 - Serving on community advisory boards, task forces, and panels
 - Serving as a board member in a community organization
 - Guest lecturing or reading of creative work
 - Unpaid consulting
 - Reviewing manuscripts or grants
 - Preparing of grant proposals
 - Organizing Speaker Series
 - Organizing conferences, panels, or workshops
 - Serving on the editorial or review board of a professional journal
 - Creating or editing departmental or professional newsletters, websites, or other electronic media for public relations purposes
 - In-service professional development (e.g. through the Chippewa River Writing Project or Writing Center)
- B. For each reappointment cycle, the candidate must show adequate and specific progress toward achieving the qualifications for tenure, as defined by the criteria and standards above. If a candidate fails to make progress toward meeting the minimum standards for tenure in any of the three areas, a mentoring and advisory plan will be established. (See XVI.C.8 for specific duties of the Personnel Committee regarding mentoring.) If deficiencies persist, the Personnel Committee may vote not to reappoint the candidate in accordance with the Bylaws and the *Agreement*.
- C. Materials presented by candidates for personnel recommendations are due in the departmental office as specified in the *Agreement*. Members of the Personnel Committee will be given two weeks to review the materials presented by each candidate. At the time of discussion and voting, candidates' materials shall be assumed to be as complete as they can make them.
- D. The results of any official vote taken by the Personnel Committee must be reported to the Dean of the College. Recommendations by the Personnel Committee will be reported in writing, giving the reasons for the recommendation, to the candidate, who may appeal a negative recommendation in accordance with the *Agreement*.
- E. No Department member shall have a vote on hiring, reappointment, tenure, promotion or professor salary adjustment for herself/himself; nor shall the faculty

member be present at that portion of a meeting where discussions of this personnel action are taking place, with the exception of when the person is expressly asked to attend to present information. Faculty members currently or previously related by marriage/domestic partnership, or by a similar openly acknowledged relationship with another faculty member, staff member or student, shall not vote on personnel issues affecting this person nor shall the faculty member participate in discussions on these personnel issues.