

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

**Approved February 17, 2009**

**Table of Contents**

I.	General Preamble.....	1
II.	English Faculty .....	1
III.	The Department Chairperson .....	2
IV.	The Director of Composition .....	4
V.	The Director of Basic Writing/Writing Center.....	5
VI.	The Coordinator of English Graduate Studies .....	6
VII.	Policy Committee .....	6
VIII.	Undergraduate Committee .....	8
IX.	The Graduate Faculty.....	9
X.	Graduate Committee .....	9
XI.	Composition Committee .....	10
XII.	Honors and Scholarship Committee .....	11
XIII.	Basic Writing Program and Writing Center Advisory Committee.....	12
XIV.	The Librarian .....	12
XV.	Conferences, Lectures, and Writers Committee.....	13
XVI.	Personnel Committee .....	14
XVII.	Program Assessment Committee.....	15
XVIII.	Public Relations Committee.....	16
XIX.	Bylaws.....	16
XX.	Criteria, Standards and Procedures for Personnel Recommendations Regarding Reappointment, Tenure, and Promotion .....	18

## **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 temporary faculty with annual appointments.
- B. Voting Eligibility: Tenured and tenure-track members may vote on all business brought before the Department. Temporary 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. Only members shall be allowed to vote on issues brought to the floor.
  - 5. A secret or mail ballot must be used for any vote when at least seven members request it.
- 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 and establish criteria and standards for membership in the faculty groups responsible for each area (henceforth referred to as interest groups).
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 annually a registration supervisor for the Department.

- G. Appoint a parliamentarian for the Department.
- H. 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.
- I. Administer an advisory system for students.
- J. Provide appropriate guidance for the Department in curricular matters.
- K. Maintain all departmental documents.
- L. Appoint, with the advice and consent of the Composition Committee, a director of composition (see Section IV.).
- M. Prepare, in conjunction with the Policy Committee, the yearly budget.
- N. Administer the departmental budget.
- O. Pass on to members of the Department information or regulations.
- P. 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. 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, along with the Director of Basic Writing/Writing Center, the Chairperson of the Department in developing class schedules in composition.
3. Provide direction and assistance to teachers of composition.
4. Serve as a member of the Graduate Committee.
5. Supervise the teaching duties of graduate assistants.
6. Serve as a member of the Policy Committee.
7. Advise and assist the Director of Basic Writing.

**V. THE DIRECTOR OF BASIC WRITING/WRITING CENTER**

The Director of Basic Writing/Writing Center shall be a tenured or tenure-track faculty member.

Duties: The Director of Basic Writing/Writing Center shall:

1. Chair the Basic Writing/Writing Center Advisory Committee.
2. Serve as a member of the Composition Committee.
3. Administer the Writing Center and prepare and report on the Writing Center budget.
4. Train and supervise Writing Center consultants, including Writing Center graduate assistant(s).
5. Provide direction and assistance to teachers of Basic Writing.
6. Assist, along with the Director of Composition, the Chairperson of the Department in developing class schedules for composition courses.
7. Develop, implement, and report on Composition placement activities.
8. Develop and implement Writing Center services to the University.
9. Seek grants to support Writing Center activities.

10. Present an annual report of Writing Center services to the Basic Writing/Writing Center Advisory Committee, the Composition Committee, and the Department.
11. Assist the Director of Composition.

## **VI. 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. Chair the Graduate Committee as a non-voting member, except in the case of a tie.
  2. Maintain a database of current graduate students and Department files of all student records.
  3. Assist the Chairperson of the Department in scheduling graduate classes.
  4. Coordinate the admissions process between the Graduate College and the Department.
  5. Respond to requests for information about the graduate programs in English.
  6. Conduct new graduate student orientation when appropriate.
  7. Facilitate for the Graduate Committee the process of attracting and selecting new graduate assistants.
  8. Serve on the Policy Committee.
  9. Recommend graduate policy and curricular change to the Graduate Committee when necessary.
  10. Implement assessment of graduate programs when necessary.

## **VII. POLICY COMMITTEE**

- A. Membership: The Policy Committee shall consist of:
1. The Chairperson of the Department.

2. The Chairpersons of the Assessment, Graduate, and Undergraduate Committees and the Director of Composition.
3. Three regular members-at-large to be elected by the faculty for staggered terms of two years each. In the initial year, the two nominees with the highest number of votes will serve two year terms.

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 chair's term and arrange for nominations and the election process to be completed by March 30.

## **VIII. UNDERGRADUATE COMMITTEE**

- A. Membership: The Undergraduate Committee shall consist of regular members of the Department, one from each interest group. If there are fewer than seven interest groups, sufficient additional members shall be elected at large from and by the faculty to constitute a committee of at least seven persons. The Department's representative on the College Curriculum Committee will be a member (either elected or ex officio) of the Department's Undergraduate or Graduate Committee. The Department's College Curriculum Committee Representative will be elected by majority vote of the Graduate and Undergraduate Committee members.
- B. Procedures:
  - 1. Initially, those four receiving the highest number of votes will be elected for a term of two years; all others shall be elected for a term of one year. Subsequent terms shall be of two years' duration.
  - 2. The Chairperson of this committee shall be elected from and by the members of the committee and shall serve for the duration of her or his term on the committee.
- C. Duties: The Undergraduate Committee shall:
  - 1. Plan and recommend to the Policy Committee during the Fall Semester the schedule of undergraduate courses to be offered during the following Summer Sessions and academic year. The Policy Committee shall transmit these recommendations to the Chairperson of the Department.
  - 2. Evaluate and act on all new 100-500 level course proposals and all programs leading to undergraduate degrees and diplomas. The committee shall forward to the Graduate Committee all decisions and proposals regarding the 500-level courses.

3. Provide for the evaluation and institution of special topics courses as proposed by students and faculty throughout the year, and report such action to the Policy Committee.
4. Send its recommendations to the Policy Committee for submission to the English Department faculty.
5. Establish requirements for the undergraduate major and minor.
6. Review annually the undergraduate curriculum.

## **IX. 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.

## **X. GRADUATE COMMITTEE**

- A. Membership: The Graduate Committee, all of whom must belong to the graduate faculty, shall consist of:
  1. One member representing each of the interest groups.
  2. The Director of Composition.
  3. One at-large member.
  4. The Coordinator of English Graduate Studies.
  5. The Department's representative to the College Curriculum Committee will be a member (either elected or ex officio) of the Department's Undergraduate or Graduate Committee. The Department's College Curriculum Committee representative will be elected by majority vote of the Graduate and Undergraduate Committee members.
- B. Procedures:
  1. Initially, the four elected faculty members on the committee receiving the highest number of votes shall serve for two years; all others shall serve one year. Subsequent terms shall be of two years' duration.
  2. The Coordinator of English Graduate Studies will serve as the Chairperson of this committee, being a non-voting member, except in the case of a tie.
- C. Duties: The Graduate Committee shall:

1. Refer all its actions – other than those concerning the appointment and evaluation of graduate assistants and the offering and scheduling of regular year classes, which will be done in connection with the interest groups – to the Department.
2. Evaluate and act upon all course proposals 500+ and all programs leading to graduate degrees and diplomas, and report its actions to the Department.
3. Evaluate and act upon all proposals received from the Undergraduate Committee and report any actions to the Department.
4. Plan and recommend the schedule of graduate courses to be offered in the coming semesters including Summer Sessions.
5. Establish coherent policies concerning the graduate curricula and programs.
6. Recommend applicants for graduate assistantships to the Chairperson of the Department.
7. Create policies for and conduct assessments of the graduate programs as needed.

## **XI. COMPOSITION COMMITTEE**

- A. Membership: The Composition Committee shall consist of:
1. The Director of Composition.
  2. The Director of Basic Writing/Writing Center.
  3. Five additional tenured or tenure-track faculty members elected from those who teach composition.
  4. One graduate assistant, elected by the graduate assistants each Fall to serve for one year.
  5. One temporary composition faculty person, elected by the temporary 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. Initially, the three faculty members receiving the highest number of votes shall serve two years, the other two members for one year. Subsequent terms shall be of two years' duration.

C. Duties: The Composition Committee shall:

1. Establish coherent policies concerning the composition curriculum and its development.
2. Establish policies concerning the Basic Writing Program and Writing Center, based upon recommendations from the Basic Writing/Writing Center Advisory Committee.
3. Send its recommendation to the Policy Committee.
4. Examine and recommend texts for courses in composition.
5. Offer advice and consent to the Chairperson concerning the appointment of the Director of Composition.
6. Assist the Director of Composition and the Director of Basic Writing/Writing Center.

## **XII. HONORS AND SCHOLARSHIP COMMITTEE**

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

Seven members of the English faculty elected by the English faculty at large to serve two-year terms. Initially the four faculty members receiving the highest number of votes shall serve two years, the remaining members for one year. Subsequent terms shall be of two years' duration.

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, the committee shall 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, the committee shall forward to the dean's office those scholarship applications which are administered by that office.
5. Work with the office of Development and Alumni Relations as a liaison to the department.
6. Work with the college on the selection of student awards.

### **XIII. BASIC WRITING PROGRAM AND WRITING CENTER ADVISORY COMMITTEE**

- A. Membership: The Basic Writing and Writing Center Advisory Committee shall consist of:
  1. The Director of Basic Writing and Writing Center.
  2. Tenured, tenure-track, and temporary faculty who are teaching Basic Writing courses (e.g., English 100 and English 103) in the current academic year.
- B. Procedures:
  1. Faculty will serve as Advisory Committee members during any academic year in which they teach Basic Writing courses.
  2. The Director of Basic Writing and Writing Center will chair the Advisory Committee.
- C. Duties:
  1. Recommend to the Composition Committee coherent policies for developing and implementing the Basic Writing curriculum, placement procedures, and Writing Center services.
  2. Examine and recommend texts for Basic Writing courses.

### **XIV. 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 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. Report regularly to the Policy Committee.
7. Consult each semester with the departmental appointee to the University Library Committee on such matters as may be appropriate.

#### **XV. CONFERENCES, LECTURES, AND WRITERS COMMITTEE**

A. Membership: This committee shall consist of:

1. Five faculty members elected from and by the members of the English faculty for terms of one year.
2. Two students.

B. Procedures:

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

C. Duties: This committee shall:

1. Request funds from the Policy Committee to support the conference, lecture, and writers program in the Department.
2. Solicit and act upon requests for programs, set priorities where necessary, allocate funds, and provide for local arrangements.
3. Report regularly to the Policy Committee.

## **XVI. 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.
- 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 areas not represented by committee members.
  5. Coordinate all visits and interviews of candidates on campus or elsewhere except those of candidates for a chairperson.

6. Review each faculty member applying for reappointment, tenure, or promotion in accordance with the schedule stipulated in the faculty Agreement and forward departmental recommendations to the Chair 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.

## **XVII. PROGRAM ASSESSMENT COMMITTEE**

- A. Membership: The Assessment Committee shall consist of:
  1. Four members; each representing a different interest group.
  2. The Chair of the Undergraduate Committee or designee.
  3. The Coordinator of English Graduate Studies or designee.
  4. The Director of Composition or the Director of Basic Writing/Writing Center or designee.
- B. Procedures:
  1. Initially, those two receiving the highest number of votes will be elected for a term of two years; all others shall be elected for a term of one year. Subsequent terms shall be of two years' duration.
  2. The Chairperson of this committee shall be elected from and by the members of the committee and shall serve for a term of one year.
- C. Duties: The Assessment Committee shall:
  1. Draft and periodically update the Department's assessment plan, including detailing learning objectives for each of our undergraduate and graduate programs and present the plan to the Department for approval.
  2. Design feasible projects in conjunction with appropriate committees and interest groups on a rotating basis.
  3. Recruit faculty and organize the implementation of the assessment process (data gathering).



4. Coordinate the reporting of the results of these assessment projects, including making recommendations regarding curricula and programs to the Department.
5. Write yearly departmental assessment reports in conjunction with the Chair of the Department.

#### **XVIII. PUBLIC RELATIONS COMMITTEE**

- A. Membership: This committee shall consist of:
  1. Five faculty members elected from and by the membership for staggered two-year terms.
  2. A representative of the Graduate 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. Support the efforts of departmental committees also actively involved in promoting the Department within the University and beyond.
  5. Promote strong alumni relations.

#### **XIX. BYLAWS**

- A. A quorum for all actions by the Department or its committees shall consist of at least one-half of the 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 three-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 transaction taken and distributed to the Department Chairperson and to groups or individuals to which they are responsible. The minutes of the Policy, Undergraduate, Graduate, and Composition Committees must be distributed regularly to the English faculty.
- G. All meetings of standing committees except those of personnel 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 members of the Department the names of two 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 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. At the next meeting of the English faculty following the election, the Elections Committee shall conduct elections for those members to the Policy Committee who are to be at large. 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.
- 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 work load 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](http://www.fps.cmich.edu).

#### **XIX. 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 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 achievement 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 demonstrated achievement in teaching.

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.

2. **Scholarly and Creative Activity:** A candidate for reappointment, tenure, or promotion must demonstrate achievement in scholarship and/or creative activities within the general areas of English studies. Evidence of publication shall be defined as a published work or galley proof accompanied by a copy of the contract with a publisher. In the case of scholarly articles, a manuscript and a letter of acceptance from the editor will serve as sufficient evidence. Publication is essential, but not in itself sufficient for promotion; candidates must also show achievement in the areas of teaching and service. 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 if agreed upon at time of hire and stated in the initial appointment letter. Such scholarly achievement must meet applicable standards for scholarly and creative activity. However, for purposes of consideration for reappointment, tenure and promotion, a majority of scholarly and/or creative achievement must have been accomplished while at CMU unless otherwise established by prior mutual agreement.

Achievement in scholarly and creative work is defined as authorship, co-authorship, editorship, or co-editorship in print or other media, in the following four categories. Candidates for reappointment, tenure and/or promotion must provide documentary evidence with an explanation in the narrative of the merit of each item. [In the event of jointly authored work, the candidate must clearly explain her/his contribution.]

At minimum, candidates must include evidence of the following levels of achievement, along with a description of the significance of each item:

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 (Works in this category are books of creative or scholarly contributions to the field of English studies in which the candidate has composed significant original scholarship or creative activity. Candidates using items from category I must clearly explain the significance of and the review process for items being submitted.)

- 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
- n. Creative and scholarly book-length contributions to the field of English studies

Category II (Works in this category are generally considered substantial contributions to the field of English studies but are not book length. Candidates using items from category II must clearly explain the significance of and review process for items being submitted.)

- 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. Audio, visual, electronic instructional/pedagogical/creative materials (including the maintenance and/or compilation of internet scholarly and creative resources and submission to the same)
- m. Award of significant external grant
- n. A work in progress that is subsequently finished and accepted for publication after the individual's CMU contract has begun
- o. Creative and scholarly publications not defined above

Category III (Works in this category are typically shorter contributions to the field of English studies. Candidates using items from category III must clearly explain the significance of items being submitted.)

- a. Interview articles
- b. Dictionary/encyclopedia entries

- c. Book reviews
- d. Newspaper articles
- e. Reprinting of previous publications
- f. Assistant/associate editor, or contributing editor of a scholarly or creative journal
- g. Reading/presentation of papers, poetry, fiction, or creative nonfiction at regional, national, or international recognized settings
- h. Productions of plays or films
- i. Award, honors, or other significant recognition of scholarship or creative work

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 more than one kind, an item being defined as at least one year of service, in any of the following. 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 and of each item's relevance to competence in service.

- a. CMU committees
- b. University committees
- c. College committees
- d. Department committees
- e. Faculty Association
- f. Ad hoc committees
- g. Discipline related interest groups
- h. Planning committees
- i. Advisory boards
- j. Program development and review
- k. Committee work done at the state, regional, or national or international level for professional organizations
- l. University committee chair
- m. College committee chair
- n. Department committee chair
- o. Chair of a professional organization
- p. Service that represents an excessive or heavy advising load, which many faculty carry, such as:
  - Advisor for majors and minors in English and Language Arts
  - Serving as writing consultants
- q. Community, organizational, and agency service provided by faculty members due to their professional expertise, such as:
  - Serving on advisory boards, task forces, and panels
  - Serving as a board member in a professional organization



Guest lecturing or reading of creative work  
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 training  
Awards, honors, or recognition of work

- 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 below. (Note that tenure-track faculty are not expected to serve on committees during their first year.) If, in the judgment of the Personnel Committee, a candidate is deemed deficient 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 writing within three days. The appeal procedure is outlined in detail in the Agreement, Article 14.
- 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.