

**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 constitution 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 and on the assumption that elective representation can best involve the total faculty and at the same time best respond to the needs and desires 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 who teach at least one-half time and (b) all full-time faculty with annual appointments.

B. 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.

C. 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 for the reappointment, tenure, and promotion of faculty members for the purpose of either reaffirming those criteria or amending them in the best interest of the Department.

3. Determine the areas of study to be offered by the Department and establish criteria 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 supervisory 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, and tactfully. He or she must be knowledgeable of and in sympathy with the philosophy of the Department as stated in the preamble to this document, as he or she answers to the Department for her or his service. The Chairperson's term shall normally be three years unless a shorter term is agreed to by the Department and subsequently approved by the Dean and Provost.

The Chairperson shall:

- A. Chair meetings for 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 departmental meetings on the University calendar.
- D. Implement the faculty workload system in accordance with the criteria approved by the Department and 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. 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 a complete file of all departmental documents.
- L. Appoint, with the advice and consent of the Composition Committee, a director of composition.
- M. Prepare, in conjunction with the Policy Committee, the proposed budget to be presented to the administration, and revise the same when the actual figures are given to the Department.
- N. Administer the budget by signing requisitions for equipment and supplies, as well as requests for payments, advance funds, repairs, replacements, travel, etc.
- O. Pass on to members of the Department any items of information or regulations that concern their academic welfare in the University.
- 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.

IV. THE DIRECTOR OF COMPOSITION

The Director of Composition shall be a tenured or tenure-track member appointed by the Department Chairperson with the advice and consent of the Composition Committee.

- 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 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 tenured or tenure-track faculty member, hired as a result of a national search.

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 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 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 a term of one year each.
- B. Procedures:
 1. The Chairperson of the Department shall serve as the chairperson of this committee.
- C. Duties: The Policy Committee shall:
 1. Meet at least once a month.
 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 of each election through the Chairperson (see by-law number eight).
4. Prepare, in conjunction with the Chairperson, the proposed budget to be presented to the administration, and revise the budget when the actual figures are given to the Department.
5. Carry out or formulate policies regarding travel, workload, secretarial help, scheduling, and present these policies to the Department for their approval. Questions concerning the approved policies and their implementation will be decided on behalf of the Department by the Policy Committee.
6. Refer to the Department for approval all actions of standing committees brought before the Policy Committee. If these actions are not acceptable, they will be returned to the committee from which they originated.
7. Distribute minutes of the Policy Committee to all faculty members within forty-eight hours after the meeting.
8. Aid the Chairperson in administering the advisory system for students.
9. Advise the Chairperson on all matters of policy (4-28-82 Dept. Min.)
10. Appoint Ad Hoc Committees and refer to them problems that lie outside the province of any standing committee.
11. Bring to the Department for discussion and action recommendations of the departmental review.
12. Appoint an Ad Hoc Committee that will conduct the selection process for a Department Chairperson when the departmental chair becomes vacant. This committee will consist of the joint membership of the Personnel and Policy Committees and will be chaired by the person elected from and by the membership of the Ad Hoc Committee. (4-28-82)

VIII. UNDERGRADUATE COMMITTEE

- A. Membership: The Undergraduate Committee shall consist of seven 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 seven-person committee. If there are more than

seven interest groups, the seven elected with the highest number of votes shall constitute the committee. 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 Faculty.
5. Establish requirements for the undergraduate major and minor.
6. Review annually the undergraduate curriculum.

IX. THE GRADUATE FACULTY

- A. Membership: All tenured and tenure-track faculty, and other faculty with the appropriate terminal degree, 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 to 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 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 non-tenure track composition faculty person, elected by the non-tenure track faculty members each Fall to serve two consecutive semesters; in the event of non-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. (3/17/00)

XII. HONORS AND SCHOLARSHIP COMMITTEE

- A. Membership: The Honors and Scholarship Committee shall consist of:
 1. 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:
 1. 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 University Development 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 non-tenure-track 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. (3/17/00)

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:
 1. 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 and balance and maintain staff in accordance with the programs and offerings of the University catalogue.
2. Act on all job applications recommending rank for those approved. (4-28-82 Dept. Min.)
3. Consult with other faculty when dealing with all matters of personnel in areas not represented by committee members.
4. Coordinate all visits and interviews of candidates on campus or elsewhere except those of candidates for a chairperson.
5. Review annually each faculty member applying for tenure, promotion, or reappointment.
6. Recommend to the chairperson actions on all requests for leaves of absence.
7. Review annually all procedures for hiring, promotion, tenure, and reappointment, and submit any proposed changes to the Department for approval.

(Approved by Department: 9-18-79)
(Effective Summer 1980: Approv. 9-27-80)

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. BYLAWS

- A. A quorum for all actions by the Department or its committees shall consist of at least one-half the regular members of each body.
- B. This constitution 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 voting is required for amendment. All amendments to the constitution and bylaws shall be decided by a three-week mail ballot.
- 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 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. Annual elections for the membership of all standing committees will be conducted by the at-large members of the Policy Committee every April. These at-large members shall constitute the Elections Committee of the Department.
 - 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. Student representatives on standing committees shall be chosen in the following ways:
 - a. The graduate assistant who will serve on the composition committee shall be elected at a meeting of the graduate assistants convened by the Director of Composition.
 - b. The honors students who will serve on the Honors Committee shall be elected at a meeting of the honors students in English convened by the Chairperson of the Honors Committee.
- I. Released time shall be granted to 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. Beginning in the fall semester, 1988, and thereafter, all sabbatical leave request applications from English Department members must be submitted to the Department Chairperson no later than the second Monday of the Fall Semester.

(Approved by Department: 9/18/79)

**CRITERIA AND PROCEDURES FOR PERSONNEL RECOMMENDATIONS
REGARDING PROMOTION, TENURE, AND REAPPOINTMENT**

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 set forth in the Agreement, personnel recommendations will be based on the following:

- I. REGULAR FACULTY MEMBERS who wish to be considered for reappointment, promotion, professor salary adjustment, and tenure should determine their eligibility by reviewing the most recent Agreement, and must submit a portfolio that includes the following:
 1. A letter requesting the decision;
 2. A narrative summarizing activities in each of the four 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;

3. A current VITA;
4. A table of contents;
5. Clearly labeled sections containing documentary support in each of the four categories. This should be cross-referenced with the narrative and table of contents.

- A. **Teaching Competence:** The teaching effectiveness of a candidate shall be judged by the Personnel Committee based on (a) understanding of subject matter; (b) ability to communicate effectively with students; (c) willingness to advise and counsel students; (d) professional ethics.

Documentary evidence might consist of the following:

1. Student evaluation forms and an analysis of the candidate's strengths and weaknesses as shown therein;
2. Reports of classroom visitations by other faculty members, for first year CMU faculty;
3. Copies of syllabi, course descriptions, and representative classroom materials, and any peer review of such materials;
4. Reports of student advising activities, and student achievements;
5. Creating a new course, with candidate's explanation of its relevance to teaching competence.

- B. **Scholarly and Creative Activity:** A candidate should demonstrate professional competency in scholarship or creative activities in the general area of English studies. Qualitative judgments regarding promotion to ranks of Associate Professor, Professor, (Professor Salary Adjustment) will be made by the Department's Personnel Committee. Publication is essential, but not in itself sufficient for promotion.

Documentary evidence might consist of the following:

1. Publication of books, monographs, and articles in the general area of English studies;

2. Reading of papers or speaking in the general area of English studies, before a state, or regional, or an international meeting of professors and scholars from the discipline of English studies;
3. Editing a scholarly journal;
4. Editing an annotated anthology, or compiling significant materials or major bibliography in the field of English studies;
5. Preparing proposals and securing research grants and copies of grants proposals and awards, with candidate's explanation of its relevance to scholarship and creative endeavors;
6. Publication of novels, plays, short stories, or poems in books or periodicals of recognized merit;
7. Scholarship of application such as guest lecturing, serving as a consultant, and directing workshops and seminars, with candidate's explanation of its relevance to scholarship and creative endeavors.

C. **Professional Growth:** Candidates should manifest continued professional growth.

Documentary evidence might consist of the following:

1. Membership and participation in professional organizations;
2. Additional honors and degrees awarded related to the field of English;
3. Guest lecturing, serving as consultant, and directing or participating in workshops and seminars;
4. Holding office in regional, state, and national professional organizations;
5. Creating a new course;
6. Preparing proposals/securing grants, with candidate's explanation of relevance to professional growth.

D. **University Service:** Candidates should continue to provide university service.

Documentary evidence might consist of the following:

1. Service on departmental, college, and university committees, include Faculty Association service;

2. Serving in a leadership role on committees;
 3. Service in significant university capacity other than instruction;
 4. Public relations activities related to the candidate's professional appointment;
 5. Faculty and student recruitment.
- II. Materials presented by candidates for personnel recommendations are due in the departmental office approximately four weeks before the submission deadline to the college. Members of the Personnel Committee will be given two weeks to review the materials presented by each candidate, during which time the Chairperson will be notified of all deficiencies which would render the materials incomplete. The Chairperson will, in turn, notify the candidate. At the time of discussion and voting, candidates' materials shall be assumed to be as complete as they can make them.
- III. The results of any official vote taken by the Personnel Committee must be reported to the Dean of the College. Negative recommendations by the Personnel Committee will be reported in writing, giving the reasons for the recommendation, to the candidate, who may appeal the recommendation in writing within three days.
- IV. No member of the Personnel Committee shall be present for discussion of or vote upon her or his own case or that of a spouse, or in other clear conflict of interest.