

*English Department
Manual
and Bylaws*

2007-2008

Updated October 4, 2007

Department of English Manual ***2007-08***

Administrative Staff

L. Morrissey, Chair
M. Martin, Associate Chair
M. LeMahieu, Director of Undergraduate Studies
S. Taylor, Director of Graduate Studies – MAPC
A. Bennett, Director of Graduate Studies - MA
C. Haynes, Director of First-Year Composition
S. Taylor, Director of Advanced Writing
B. Ramirez, Scheduler
P. E. Parker, Administrative Assistant
C. Greggs, Administrative Specialist
G. Ammons, Administrative Specialist

Programs and Activities

A. Bennett, Humanities Coordinator
M. LeMahieu, Adviser, Sigma Tau Delta
S. Hilligoss, Interim Director, Pearce Center for Professional Communication
W. Chapman, Director, Center for Electronic & Digital Publishing
C. Paul, Parliamentarian
J. B. Field, Library Liaison
A. Bennett, Honors Liaison
G. Ammons, Book Store Liaison
J. B. Field, English Hour Series
A. Monaghan, Southern Circuit Film Series
T. Howard, Director, MATRF
B. Ramirez, Secretary to the Faculty

Departmental Committees

Advanced Writing Committee

Five faculty members (appointed for two years by Chair with consent of Advisory Committee)

S. Taylor (2008), Dir. Advanced Writing--Chair
T. Fishman (2008)
C. Haynes (2008)
A. Young (2008)
J. Holmevik (2008)

Advisory Committee

One faculty member elected from each rank and one from any rank (elected for two-year terms), plus two appointed from any rank (for one-year)

Professor: W. Chapman (2008)
Associate Professor: S. Ashton (2009)
Assistant Professor: E. Rivlin (2009)
Lecturer: A. Monaghan (2009)

Any Rank: T. Howard (2009)

Assessment Committee

Directors of Graduate Studies

A. Bennett

S. Taylor

Director of Undergraduate Studies

M. LeMahieu

Director of First-Year Composition

C. Haynes

Chair, Advanced Writing Committee

S. Taylor

Chair, Curriculum Committee

E. Sparks

One full professor (appointed for two years by Chair):

B. Koon (2008)

Bachelor of Arts in English Committee

M. LeMahieu, Chair (Dir. Of Undergraduate Studies) (2007)

M. Jacobi (2007)

K. Morris (2008)

K. Manganelli (2008)

C. Bushnell (2009)

Children's Literature Committee

M. Martin, Chair

B. J. Ramirez

Clemson Shakespeare Festival

E. Rivlin, Director

R. Barfield

B. McGrath

Curriculum Committee

Five faculty members (elected for two years)

One faculty member of any rank

Michelle Martin (2009)

Two Tenured/Tenure-track Faculty

D. Winchell (2008)

K. Manganelli (2009)

One Associate Professor

E. Sparks (2008)

One Full Professor

B. Palmer (2009)

One undergraduate English major (to be appointed for one year by Chair)

Honors and Awards Committee (Ad Hoc)

Director of Undergraduate Studies

M. LeMahieu, Chair
M. Martin
Director of First-Year Composition
C. Haynes
Directors of Graduate Studies
A. Bennett (MA)
S. Taylor (MAPC)
Chris Greggs, Administrative Assistant

First-Year Writing Committee

Director of First-Year Composition
C. Haynes
Writing Center
B. J. Ramirez
Four faculty members (elected for two years)
J. Sample (2007)
S. Titus (2007)
T. Fishman (2007)
E. Sparks (2007)

One Graduate Student (appointed for one year by Director of First-Year Composition in consultation with Chair and Advisory Committee): Geoff Lee

Humanities Committee

A. Bennett, Chair (2008)
B. Koon (2007)
R. Barfield (2007)

MA Committee

Director of Graduate Studies
A. Bennett, Chair
Four tenured/tenure-track faculty (appointed for two years by Chair in consultation with Advisory Committee)
C. Paul (2007)
M. Jacobi (2007)
L. Morrissey (2007)
J. Field (2008)
Graduate Student

MAPC Committee

Director of Graduate Studies
S. Taylor, Chair
All tenured/tenure-track faculty who teach in MAPC program
Graduate student (elected for one year by graduate students)

Personnel Committee

All elected for two years with staggered terms
Professor M. Jacobi (2008)
Professor S. Katz (2009)

Professor T. Howard (2009)
Professor S. Ashton (2009)
Associate Professor D. Winchell (2008)
Associate Professor S. Williams (2008)
Associate Professor C. Paul (2008)

Post-Tenure Review Committee

Two elected for one-year terms (one outside the department)

Public Events Committee

Five faculty (appointed for two years by Chair in consultation with Advisory Committee)

B. McGrath (2009)
K. Morris (2008)
M. Martin (2008)
E. Rivlin (2008)
A. Monaghan (2008)

Sabbatical Committee

All elected for one-year terms

W. Chapman (2008)
M. Martin (2008)
C. Paul (2008)

Sophomore Literature Committee (Advisory is discussing the future of this committee)

Six faculty (appointed for two years by Chair in consultation with Advisory Committee)

R. E. Barfield (2005)
E. Sparks (2005)
S. Eisiminger (2005)
S. O'Sullivan (2005)
S. Woodward (2005)

The *South Carolina Review* Staff

W. K. Chapman, Editor
K. Morris, Fiction Editor
M. Jacobi, Book Review Editor
A. Bennett, Contributing Editor
S. Eisiminger, Contributing Editor
W. Koon, Contributing Editor
K. Manganelli, Contributing Editor
D. Winchell, Contributing Editor
M. Winchell, Contributing Editor
G. Ammons, Business Manager

The *Upstart Crow* Editorial Committee

E. Rivlin, Editor
W. Chapman, Publisher
R. Barfield, Associate Editor
J. Field, Associate Editor

M. Jacobi, Associate Editor
M. LeMahieu, Associate Editor
B. McGrath, Associate Editor
L. Morrissey, Associate Editor
G. Ammons, Business Manager

Academic Rules, and Procedures

Academic Regulations

Faculty should familiarize themselves with the “Academic Regulations” section of Clemson University Undergraduate Announcements, current year.

A final grade can be changed only if the instructor erred originally in reporting the grade. The procedure for changing a final grade involves securing a special form provided by the Registrar that requires the instructor’s signature and explanation of error in addition to the signatures of the department head and the dean.

Incomplete work for undergraduate students: see “Academic Regulations” section of Clemson University Undergraduate Announcements, current year.

Incomplete work for graduate students: see “General Graduate School Regulations” section of The Graduate School Announcements, current year.

Handling Academic Dishonesty (Plagiarism)

A faculty member who suspects a student of academic dishonesty can find the University’s definitions of and procedures for handling academic dishonesty in the Undergraduate Announcements. In brief, it is the responsibility of the faculty member to file a formal written charge of academic dishonesty with the Associate Dean of Undergraduate Academic Services before levying any penalty against the student. The faculty member may, but is not required to inform the student. The Associate Dean of Undergraduate Academic Services will notify the student, and the student will be informed of the procedure by which a hearing will be held. The faculty member can levy his or her chosen penalty only after the student waives his or her right to a hearing or on the basis of the outcome of that hearing. For a first offense, the penalty may not exceed a grade of F for the course.

A charge of academic dishonesty must be made within 14 calendar days of the date of the last exam in the course. A grade of I (incomplete) can be assigned if necessary until the case is resolved.

Attendance Regulations

See “Academic Regulations” of Clemson University Undergraduate Announcements, current year.

Absence from more than 10 percent of the scheduled class sessions, whether excused or unexcused, is excessive and the instructor may choose to exact a grade penalty for such absences or drop the student from the class.

All students are required to attend the first scheduled day of classes and labs for which they are registered. If a student cannot attend a class, then the student is responsible for contacting the instructor of that class to indicate the student’s intent to remain in that class. If a student does not attend the first class

meeting or else make contact with the instructor by the second class/lab meeting or the last day to add, whichever comes first, then the instructor has the option to drop that student from the class/lab.

Inform each of your classes early in the semester in writing of the attendance requirements.

The instructor has the right to drop from a course with the grade of W (Withdrew) a student who has incurred excessive absences provided that the drop is processed on or before the withdrawal dates for each academic term. Prior to completing and forwarding to the Registrar's Office the "Drop for Class Absences" card, the instructor should make every effort to inform the student of the action to be taken. However, the very reason for initiating the drop may make impossible the extending of this courtesy. Drop cards can be obtained in the Registrar's Office, Sikes Hall.

Please remember that in some instances you are doing neither yourself nor the student a favor by not dropping him or her before the withdrawal date, since you are obligated to give the student a final grade if s/he is still on the roll after the above dates.

On occasion, a student may incur an excessive number of cuts after the last date at which s/he could have been dropped with a W. If this situation occurs, the instructor has the right of give the student an F, but the instructor cannot officially drop the student from the class after the dates cited above.

If any situation arises (health, personal business, professional matters) that necessitates your missing one or more classes, consult with Pearl Parker to process the appropriate leave form.

Audio-Visual Aids

The department has access to a variety of audio-visual equipment, which is available from the Language Lab, 104 Daniel Hall, and Cooper Library. When you have occasion to use any audio-visual material, please check out each item from the attendant and return all borrowed materials to the attendant as soon as you are finished with them. AV lists, forms, audio tapes and records and videos are kept in Reserves, 2nd level, Cooper Library. Room 304, 306, 313 or 418 Daniel and key may be reserved through English Office.

Buy-Out Policy

The Department encourages faculty to seek grant funding and to pursue collaborative projects. To this end it has developed the following policy on buy-outs for projects originating outside the Department.

Prior to making a proposal, faculty members must negotiate buy-out arrangements with the Chair, and the negotiations should be based on the following:

Faculty members can be bought out for two semesters, one course each, at $\frac{1}{4}$ of their 9-month salary. [Note that this figure reflects the policy approved by the Academic Council in February 1999.]

When the buy-out project clearly benefits the Department as a whole, and at the Chair's discretion, a faculty member may be bought out at a lower rate.

In general, buy-outs should be limited to one-half the faculty member's teaching load, meaning that a faculty member teaching 3/3 should not go below 2/1, but in circumstances when the project benefits the Department, and at the Chair's discretion, alternative arrangements may be made. Untenured faculty should not teach less than one course per term.

Class and Examination Schedules

The following directive from the Dean of the College is to be followed:

No teacher in the College [of Architecture, Arts and Humanities] is authorized unilaterally to change the meeting or the examination time of his class. Any necessary departure from the printed schedule is to be requested by the Department concerned and approved by the Dean.

Correcting an Error in a Semester Grade

If you find an error in recording a student's grade in a course, contact Student Records at 656-2174. Indicate the course and section, the student's name and CU ID Number, and you will be sent a Grade Correction form. Complete it and give it to the department chair. He or she will sign and send it to the Associate Chair, who will return it to Student Records.

Course Assignments

Each fall, the Director of Undergraduate Studies will solicit the course preferences of the faculty for the academic year to follow. Faculty members are to identify preferences for freshman, sophomore, and advanced or 300- and 400- level courses; the Graduate Committees solicit preferences for seminars separately. The Department Chair, the Director of Undergraduate Studies, the Graduate Directors and the Scheduler use the recommendations and the course preference forms to make course assignments.

Student demand and faculty specializations take priority in the course assignment process.

Directed Studies

The Department of English views directed studies as an excellent opportunity for students to pursue in-depth research, scholarship, and learning opportunities not normally available through existing course offerings. It also recognizes that faculty may benefit from directing independent studies because they may offer intellectually stimulating professional development opportunities which can lead to new course offerings, conference papers, and/or publications.

Students and faculty wishing to create a directed study course should complete a proposal form for the appropriate directed studies course. Undergraduates should complete the "English 437 Directed Studies Proposal" form, which is available from the Director of Undergraduate Studies. Graduate students should complete either the "English 637 Directed Studies Proposal" form or the "English 840 Directed Studies Proposal" form, which are available from the Graduate Program Directors. Directed studies proposals should be submitted to the Director of Undergraduate Studies or to the appropriate Graduate Program Director at least three (3) working days prior to the last day to register or add a class. Except in extraordinary circumstances, directed studies may not repeat content covered by a course already on the books. Also, a directed study should not have more than four (4) students.

Graduate Assistantships

Awards are for one year but may be renewed for one additional year, subject to satisfactory performance. Graduate assistants should not expect any extension beyond a second year. Summer stipends are usually available for those graduate assistants who are officially enrolled in summer school and who devote time to performing department duties.

Graduation

Tenured and tenure-track faculty members are required to attend one graduation ceremony each academic year. Assignments are made on a rotation basis announced early in the fall semester.

Long Distance Calls

By state law, personal long-distance calls cannot be billed to your office telephone. We suggest that you use a personal telephone card or mobile phones to make calls from your CU office.

Offices and Classrooms

It is advisable to lock your office door when you are not in your office. You are requested, as well, to lock and “Smart Classroom” in Daniel after each class unless another class is scheduled to meet there the next hour.

No staff member is authorized to move furniture from one room to another. If there are special needs, contact this office.

A university rule prohibits smoking in all buildings.

Please report to the main office any problems involving the air-conditioning/heating system, etc.

Office Hours

All staff are to post and observe office hours, which should be more than sufficient to accommodate students’ needs and which should include morning and afternoon times. The department’s Advisory Committee recommends and the Dean requires a minimum of six hours per week with at least two of those hours being in the afternoon and that course syllabi must include the words “and by appointment” beside the hours designated. Additionally, college policy recommends that office hours be spread over three days. Please let the office staff know when you are unable to observe office hours. Please hand your office hours along with your schedule of classes to Grace Ammons by the first day of classes.

Sick Leave

Faculty members are to inform office staff if they will miss class for any reason; it is embarrassing when the secretaries don’t know where you are, or why you’re not here, when students come to inquire. If you need more done in your absence than simple class dismissal, please ask a colleague to speak to your class and/or administer assignments or examinations. Upon return to the classroom, faculty must request leave on-line through the department chair. After leave has been approved from total accrued sick leave, print out a copy and give to Pearl Parker, who documents that leave has been requested.

Sabbaticals

Sabbatical leave may be granted by the President of the University to any tenured faculty member who has completed at least six years of full-time service with the University. The purposes of sabbatical leave are to relieve faculty of normal duties so that they might pursue significant projects facilitating their professional growth and development, thus enhancing their future contributions to the mission of the University. Such leaves, therefore, are not granted automatically upon completion of the necessary period of service. Sabbaticals cannot occur more frequently than every seventh year. Other constraints operating upon the granting of sabbatical leave may be departmental staffing, faculty work loads, and budget restrictions or limitations.

Guidelines for Applicant

Applicants requesting sabbatical leaves should prepare a proposal containing information on the goals of the sabbatical, including supporting materials and information on how the teaching responsibilities of the applicant will be handled while he or she is away from campus. An applicant must consult with the dept chair concerning teaching responsibilities.

The following elements should be included in all proposals:

- Does the project proposal demonstrate how the project will contribute to the development prescribed by the department's, college's and university's strategic plans?
- Does the project proposal address the need for national-calibre faculty?
- Does the project proposal discuss how the project will enhance the professional career of the applicant, and thereby the department and the university?
- Does the project proposal address the significance of the project and the applicant's ability to complete it?

The request is then submitted to the Sabbatical Committee, chaired by the departmental Chair, on the appropriate form accompanied by a statement of purpose for which leave is requested.

According to the Faculty Manual, proposals should be submitted to the Departmental Chair no later than November 1.

According to the Faculty Manual, upon return from sabbatical leave, "the faculty member shall file a written report with the department chair on his/her professional activities during the leave period." The Department also requests that the returning faculty member shall present his/her findings to the Department.

Guidelines for the Committee

Faculty on nine-month appointment may apply for one semester's leave with full pay or two semesters' leave with half pay.

A faculty member on sabbatical is expected to return to active service for at least one contract year, and also, according to the Faculty Manual, "shall file a written report with the department chair or school director on his/her professional activities during the leave period." The Department also requests that the returning faculty member shall present his/her findings to the Department.

Granting of sabbaticals may be dependent on work loads, budget restrictions, and the ability of the department to absorb the faculty member's teaching load.

In the case of more qualified applicants than can be accommodated by a limited number of sabbaticals, a combination of the following factors may be taken into account: rank, quality of service at Clemson, number of years since a previous sabbatical was awarded, and significance of the stated purpose of the sabbatical.

According to the Faculty Manual, "the departmental committee will take no longer than two weeks to submit its recommendation."

Duplicating and Secretarial Aid

The English Department's lease agreement for our copiers allows a generous amount of copies per month without extra charges. Please help the department hold cost to a minimum by not using the

copies for personal use; by copying only the amount needed. If you need large numbers of documents, make the materials available on BlackBoard or take the original to a copy shop in Clemson, where the students may pick up and pay for the booklet there.

If you require copy work for teaching purposes, the copiers are located in 815 (Workroom). The departmental copiers should not be used for personal copies.

Summer School Teaching

The department will try to accommodate the requests to teach summer school by tenured and tenure-track professors, by assigning them one course each to teach in one session of summer school. After all requests are covered, a second class may be assigned when available.

A faculty member in his/her last five years before retirement will usually be given the opportunity to teach during three consecutive summers to aid in computing retirement compensation.

Textbook Ordering and Desk Copies

The Chairpersons of the First-Year Composition, Sophomore Literature, and Advanced Writing Committees will arrange for desk copies for courses under their jurisdiction.

For all other courses, the faculty members write directly to the publishers for desk and complimentary copies, using forms provided for that purpose and available from the secretary. The Department of English does not act as the authorizing agent for faculty members to pick up copies of textbooks at the Book Store.

For student texts for all courses other than freshman, sophomore or advanced writing courses, please notify Grace Ammons when new textbooks are adopted so that she can order them through the Book Store. A book order request form will be sent to you at the appropriate time each semester.

Travel and Reimbursement

When department has funds to support travel by faculty for professional purposes, the policy of the department is primarily to support in the form of partial reimbursement travel by faculty who are listed on programs of the professional meetings and conferences they attend as readers of papers, officers of sections, etc. Early in the fall, you will be asked to submit a form indicating your definite and tentative travel plans for the fall and spring semesters. You will then be informed of the amount of reimbursement you can expect for the entire year. Give original receipts (for accommodations and airline/train tickets, etc.) to Pearl Parker to process for reimbursement. If you have any questions about what expenses are allowed, what receipts to save, and the maximum allotments for certain items, ask Pearl Parker before you travel.

Please note that Section 129.38 of the South Carolina Appropriations Act Prohibits state funds from being used to purchase first-class airline tickets.

If you learn that you will not be participating in the program, let the chair know so the money can be reassigned.

In addition, please take the following into account:

1. If you plan to use University transportation, place your request with Pearl Parker two weeks in advance of the date you need the vehicle. If your travels necessitate renting a car while in another city, see the Pocket Guide to Official Travel to find out what company has secured the state contract for car rental. The following is excerpted from the Clemson University Manual, Business and Financial Affairs, General:
2. When specifically requested by a faculty or staff member and approved in writing in advance by the appropriate vice president or his designated representative, official travel to points 300 or more miles from Clemson may be performed in personal vehicles (including aircraft) with the understanding that reimbursement for travel will not be computed on a mileage basis, but will be based on the expense which would have been incurred by using the most appropriate of first class rail travel (excluding rail sleeping accommodations) or minimum rate air travel, including in each case the minimum practicable other transportation costs (bus, taxi, etc.) that would have been involved to and from depots or airports.
3. Reimbursements for approved travel outside the United States will be made only if the "Request For Approval of Foreign Travel" is completed and approved several weeks before the trip is taken. Please remember this.
4. If you want to receive any reimbursement, you must keep the original receipts for expenses other than meals.
5. Please see Pearl Parker before using the departmental credit card. She will need a written record of expenditures, including a statement of the amount spent. Please do not charge lodging to the departmental credit card.

Check [HTTP://WWW.Comptroller.Clemson.edu/travguid.htm](http://WWW.Comptroller.Clemson.edu/travguid.htm) for complete Travel Guidelines Index.

Administrative Job Descriptions

Chair of the Department

Department Governance:

- Conduct department meetings.
- Use committees effectively, appointing all non-elected committee members, balancing committee participation, and establishing new ad-hoc committees as needed.
- Develop long-range department programs, plans and goals.
- Determine what non-essential services the department should provide to the university, community, and state.
- Implement long-range department programs, plans, goals, and policies, and oversee departmental assessment reports.
- Serve as an advocate for the department.
- Delegate appropriate department administrative responsibilities to individuals and committees.
- Encourage faculty members to communicate ideas for improving the department.

Instruction:

- Supervise class assignments, in conversation with the Associate Chair, program directors, and Scheduler.

- Receive curriculum, course, and program recommendations from curriculum committee for transmission to department and college for approval.
- Supervise all departmental on- and off-campus programs.
- Monitor the graduate program, writing programs, and general education requirements.
- Monitor department examinations.
- Teach appropriate courses.

Faculty and Staff Affairs:

- Supervise faculty and staff recruitment and represent faculty and staff hiring needs to the administration.
- Assign faculty responsibilities such as teaching, research, committee work, etc.
- Evaluate faculty and staff performance and oversee faculty research and travel funding.
- Make promotion and tenure recommendations and handle terminations.
- Participate in grievance hearings and mediate in grade disputes.
- Make salary recommendations.
- Keep faculty and staff members informed of department, college, and institutional plans, activities, budgets, and expectations.
- Encourage and oversee appropriate collaboration.
- Maintain morale and encourage faculty participation.

External Communication:

- Communicate department needs to the Dean and interact with upper-level administrators.
- Improve and maintain the department's image and reputation.
- Coordinate activities with outside groups.
- Process department correspondence and requests for information.
- Complete forms and surveys.
- Initiate and maintain liaison with external agencies, private foundations, and other institutions.
- Maintain strong alumni relations.

Budget and Resources:

- Direct strategic allocation of revenue, consulting with faculty to set financial priorities.
- Prepare and administer the department budget and oversee departmental endowments.
- Set priorities for use of travel funds, in conversation with the Advisory Committee.
- Seek outside funding.
- Encourage faculty members to submit proposals for research grants and contracts.
- Prepare required reports.

Office Management:

- Manage department facilities and equipment, including maintenance and control of inventory.
- Supervise and evaluate the clerical staff.
- Maintain essential department records.

Professional Development:

- Foster the development of each faculty member's interests and talents.
- Encourage good teaching in the department
- Stimulate faculty research and publications.

- Promote affirmative action.
- Encourage faculty members to participate in regional and national professional meetings.
- Represent the department at meetings of professional societies.
- Balance own professional growth with administrative duties, maintaining an active research or creative agenda.

Associate Chair of the Department

- Assist the Department Chair with a variety of official assignments, many of them involving reports to the Dean on faculty, job candidates, student loads, etc.
- Participate in interviewing of job candidates and assist in the appointments process.
- Assist the Department Chair in matters of departmental governance, instruction, and faculty affairs as outlined in the Chair's Job Description. (Generally, External Communication, Budget and Resources, Office Management, and Professional Development are not in the purview of the Assistant Chair unless specific assignments are delegated by the Chair of the Department.)
- Function occasionally as Chair when the Chair is away.
- Consult with the Chair on developing a calendar of upper-division courses, maintaining at least a two-year's lead in the future.
- Consult with the Chair and the Scheduler on the assignment of courses to faculty.
- Work with the Chair and Advisory Committee on elections, committee appointments, and long-range programs, plans, and goals.
- Assist the Chair in maintaining the faculty mentoring program.
- Revise department manual for yearly distribution.
- Serve as departmental bibliographer and, with Chair as the co-editor of the annual The English Department Newsletter.
- Function as liaison between the department and the Committee for the Handicapped.
- Serve the Chair as mediator in student-faculty complaints, including grievance over plagiarism, drops for excessive absences, removal of incompletes, etc., on referral by an appropriate program director.
- Assist the Chair in the evaluation of faculty under review for reappointment.
- Help maintain morale by informing faculty and staff of departmental, college, and institutional plans, activities, and expectations.

Director of Undergraduate Studies

- Direct undergraduate majors and minors in English and Writing programs
- Serve as adviser for all English majors before assigning permanent faculty advisers, customarily teaching the gateway course, English 190.
- Supervise the advising program (assigning advisees, recruiting advisers, answering questions of advisers and advisees on matters of curriculum).
- Coordinate with the university's International Programs officer the preparation of students planning to study abroad as well as foreign students matriculating at Clemson.
- Instruct students in pre-registration advisement procedures over the English majors list serve and make other timely announcements on employment opportunities, writing contests, speakers, etc.
- Answer questions from other departments about English requirements and give advice on the suitability of English course substitutions.
- Initiate course substitutions for English majors and approve same for minors in English, Writing, Communications, and Great Works.

- Evaluate English credits to be transferred into Clemson.
- Evaluate proposals for Directed Studies, in consultation with the Chair of the Curriculum Committee.
- Prepare advising work sheets for transfer English majors.
- Help with the orientation of freshman English majors.
- Approve English courses to be taken in other schools.
- Serve on Assessment and Douglass Award Committees.
- Direct to all graduating English majors, each semester, assessment questionnaires used in the department's self-study.
- Chair the English Majors Committee, to provide regular oversight of major and minor programs.
- Serve as Instructor of Record on undergraduate internships.

Director of First-Year Composition

- Consult with faculty concerning problems in 100-level composition classes.
- Develop and administer exemption essays for 100-level composition courses.
- Chair the First-Year Composition Committee.
- Develop syllabi for English 101 and English 102.
- Select textbooks for freshman level writing courses.
- Serve on the Assessment and Douglass Award Committees.
- Advise Chair on hiring of composition staff.
- Advise Chair on composition-related matters such as grade appeals, transfer credits, etc., in 100-level composition classes.
- Interact with Clemson faculty at large on behalf of the first-year composition program.
- Interact with local and state high school staffs on behalf of the first-year composition program.
- Advise the MA in English and MAPC Committees on selection of teaching assistants.
- Conduct orientation for new teaching assistants.
- Conduct practica for new and experienced teaching assistants.
- Coordinate advising system for teaching assistants.

Directors of Graduate Studies

- Advise, register, and maintain records for all English M.A. and Secondary Education English emphasis M.Ed. students.
- Process graduate admission and assistantship applications.
- Provide information about the graduate program to prospective students.
- Annually revise and arrange for publication of the "Graduate Studies in English" brochure.
- Assign thesis and Master's Reading List orals committees, schedule examinations, and report results to the Graduate School.
- Chair the MA in English or MAPC Committees, which initiate and respond to suggestions for program changes, review assistantship applications, select the best graduate paper for presentation at the English Hour, and recommend seminars to be offered.
- Evaluate graduate proposals for Directed Studies, in consultation with the Chair of the Curriculum Committee.
- Inform the graduate faculty of the program's policies and of proposals for changes.
- Prepare reports for the Department Chair.

- Coordinate assistantship and plan new assistants' orientation with the Director of First-Year Composition.
- Serves on Assessment and Douglass Award Committees.
- Supervise summer stipend assignments.
- Maintain the dossier service for graduate students.
- Present the Department's views to the Graduate School on various matters, including policy questions, admissions decisions, foreign language requirements, and the like.

Director of Advanced Writing

- Consult with faculty regarding the 300-level writing classes.
- Chair the Advanced Writing Committee.
- Develop and maintaining an effective curriculum
- Train faculty (instructors and TAs)
- Advise the department chair about non-tenure-track faculty hiring
- Advise the scheduler about assignment of faculty to AWP courses
- Assess the effectiveness of the program
- Secure external funding for the program's initiatives, when possible
- Reviewing requests for credit by examination

Scheduler

- After assignments have been made, schedule all courses in English and Humanities, determining both times and room assignments.
- Make up schedules for all faculty members and graduate teaching assistants (after their course schedules have been determined).
- Serve as liaison with Scheduling Office throughout the year.
- Make up assignments for registration duties.
- Supervise registration.
- Handle late registration and re-sectioning.
- Prepare enrollment summaries and keep all registration records (for both regular semesters and summer sessions).
- Serve on University Scheduling Committee.
- Supervise scheduling of all classrooms in Daniel for regular class use.

Department of English Bylaws

Approved by Faculty 25 November 1996

Amended 5 April 2006

Article I: Voting Membership

Section 1. Voting membership shall consist of all faculty who hold at least half-time status in the Department of English.

Section 2. Professors emeriti(ae), adjunct faculty, and other non-voting faculty members may attend department meetings and express an opinion on any issue.

Section 3. At the beginning of each semester, the department chair shall distribute to the faculty a list of those eligible to vote.

Article II: Officers

Section 1. The officers of the department faculty shall be a presiding officer, a secretary, and a parliamentarian.

Section 2. The department chair shall be the presiding officer for all department meetings. If unable to attend a meeting, the chair shall appoint a faculty member to act as presiding officer.

Section 3. The secretary shall be appointed annually by the chair. The secretary may assist the department chair in preparing the agenda for department meetings, shall distribute it to the meeting, shall keep accurate minutes of all departmental meetings, and shall circulate the minutes among the department members, the department chair, and other appropriate administrative officials at least one day before the next meeting.

Section 4. The parliamentarian shall be appointed annually by department chair from among the voting faculty and shall ensure that Robert's Rules of Order is followed.

Article III: Meetings

Section 1. The department chair shall call a meeting of the department faculty at least once a semester.

Section 2. The chair shall also call meetings at the request of chairpersons of standing and ad hoc committees or at the written request of 10% of the voting faculty members.

Article IV: Quorum

A quorum of the department faculty shall consist of those members present and voting. New business not on the agenda may be discussed but not voted on.

Article V: Committees

Section 1. General Committees shall deal with matters directly affecting all department members. Membership on General Committees shall be representative. Unless otherwise stated in these bylaws, members shall be elected by departmental ballot for two-year terms of service. General Committees shall include the following standing committees: the Advisory, the Curriculum, the Personnel, the Post-Tenure Review, and the Sabbatical Committees.

A. The Advisory Committee shall advise the department chair on matters of concern brought to it by the department chair or by the faculty, except as otherwise provided for in these bylaws. The Committee shall also oversee the implementation of the departmental Strategic Plan. The Committee shall consist of five elected members: two full professors, two tenured or tenure-track faculty of any rank, and one faculty member of any rank. The full Advisory Committee shall elect its own chair and secretary annually. The Committee shall meet regularly and shall report to the faculty on its activities at least once each semester, and that report shall include departmental progress on the Strategic Plan.

B. The Curriculum Committee shall initiate or receive, and shall evaluate and recommend for faculty approval all revisions of the curriculum offered by the Department of English and shall monitor undergraduate directed studies. The curriculum shall be defined as all courses and all major, minor, and graduate programs offered by the department. The Committee shall consist of five faculty members: two full professors, two tenured or tenure-track faculty of any rank, and one faculty member of any rank. In addition, a non-voting undergraduate English major shall be appointed by the department chair for a one-year term. The Committee shall elect its own chair and secretary annually. The chair of the Committee shall be the department representative to the College Curriculum Committee. The Committee shall also consider curricular matters involving other colleges and the University when appropriate.

C. The Personnel Committee shall make recommendations to the department chair on all personnel matters involving reappointment, tenure, and promotion. The Committee shall also make recommendations to the department chair on all appointments with immediate tenure, or with probationary periods of two years or fewer, and on immediate appointments to a rank higher than assistant professor. The Committee may also offer advice on additional personnel matters when invited by the chair. The Committee shall consist of seven tenured faculty members: three professors and four additional faculty members from the rank of associate professor or above. The Committee shall be elected for two-year terms and shall meet by the end of April to elect its own chair and secretary. In matters concerning promotion from associate professor to professor, all professors of the Committee shall act as a special standing committee to evaluate and vote on each candidate. This special committee shall elect its own chair and secretary. The recommendations of this special committee shall be the recommendations of the Personnel Committee on the matter of promotion to professor only. The chair of this special committee shall submit these recommendations to the department chair through the chair of the Personnel Committee.

D. The Post-Tenure Review Committee shall review tenured faculty in accordance with the University Faculty Manual and Department of English By-laws and forward a copy of the review

to each faculty member being reviewed and a copy to the College Dean. The Post-Tenure Review Committee shall consist of two elected English Department faculty, who are at or above the rank of the faculty being reviewed, and one member from outside of the department, chosen according to the policies outlined in Article VIII, Section 5, of these by laws. Members shall serve for a term of one year, and the committee shall elect its own chair.

E. The Sabbatical Committee shall review applications and supporting materials to make recommendations to the Dean of the College in review of sabbatical leave proposals. The committee's written recommendation shall be forwarded directly to the Dean of the College with a copy to the applicant. The Sabbatical Committee shall consist of the Department Chair and three tenured members of the faculty. The Department Chair shall chair the committee, and the elected members will serve for one year.

Section 2. Special Committees shall advise, serve, staff, and/or administer a particular group, function, sub-discipline, or program within the department. Special Committees shall consist primarily of faculty with specialized knowledge of or interest in the concerns of each particular committee. Members shall be appointed to Special Committees by the department chair in consultation with the Advisory Committee and other appropriate faculty. Unless otherwise stated in these bylaws, terms of service on Special Committees shall be for two years. The initially appointed members shall draw lots to determine the length of their service; half (or in committees with an odd number of members, one fewer than half) of the members will serve for a single year, the rest for two years. Special Committees shall include the following standing committees: the Advanced Writing, the Assessment, the Bachelor of Arts in English, the Children's Literature, the First-Year Composition, the Honors, the Humanities, the Master of Arts in English, the Master of Arts in Professional Communication, the Sophomore Literature, and the Visiting Speakers Committees.

A. The Advanced Writing Committee shall oversee the advanced writing courses, shall initiate or receive, and shall evaluate and recommend to the Curriculum Committee all changes in the advanced writing curriculum as well as the writing minors. The Committee shall consist of five faculty members, including the Director of Advanced Writing, who shall act as chair.

B. The Assessment Committee shall coordinate the annual assessment of the English major. The Committee shall explore, evaluate, and recommend assessment strategies to the department for its approval and oversee their implementation. The Committee shall consist of the Chair of the Advanced Writing Committee, the Chair of the Curriculum Committee, the Director of First-Year Composition, the Director of the Pearce Center, the Director of Undergraduate Studies, the Director of Graduate Studies, and one other member from the rank of full professor. The Committee shall elect its own chair annually.

C. The Bachelor of Arts in English Committee shall advise the Director of Undergraduate Studies on all matters concerning the B.A. in English. It shall consider such issues as advising and proposed changes in distribution requirements for the major and shall serve as the primary advisory board in matters relating to courses in the major, and shall bring proposals with needed changes to the Curriculum Committee. The committee shall consist of five faculty members: the Director of Undergraduate Studies, who shall act as chair; one professor; one associate professor; one assistant professor; and one other member at any rank in the tenured and tenure-track faculty.

D. The Children's Literature Committee shall initiate, receive, evaluate, and recommend to the Curriculum Committee all proposals for and all changes in the Children's and Adolescent Literature curriculum, both undergraduate and graduate. The Committee shall form the core of the Children's Literature Symposium Committee and the editorial board of the Children's Literature Book Review Service. The Committee shall consist of all full-time faculty engaged in the teaching of Children's and Adolescent Literature. The Committee shall elect its own chair annually.

E. The First-Year Composition Committee shall advise and aid the Director of First-Year Composition in administering the First-Year Composition program. The Committee shall consist of seven members: the Director of First-Year Composition, who shall act as chair, and six other faculty members. In addition, one graduate assistant shall be appointed for a one-year term by the Director of First-Year Composition in consultation with the department chair and the Advisory Committee.

F. The Honors Committee shall invite, receive, and evaluate proposals by the department faculty for regularly scheduled English honors courses, and it shall recommend proposals and instructors to the department chair. The Committee shall also invite, receive, and evaluate project proposals from qualified students for the department senior division honors program, and it shall recommend project proposals to the department chair. It shall also appoint project advisers and committees for the department's senior division honors program. The Committee shall consist of three members: the Honors and Awards Coordinator, who shall be its chair, and two other members of the faculty appointed for two years.

G. The Humanities Committee shall annually invite, receive, and evaluate proposals from the university faculty for Humanities 306 and 309, and it shall recommend proposals and instructors to the department chair. The Committee shall consist of all faculty who regularly teach Humanities 301 and 302. The chair shall be the Humanities Coordinator, who is appointed by the department chair, and who serves as the advisor to all Fine Arts minors.

H. The Master of Arts in English Committee shall advise the Director of Graduate Studies on all matters concerning the MA in English. The Committee shall consist of six members: the Director of Graduate Studies, who shall act as chair, and four other members of the graduate faculty. (The "graduate faculty" shall be defined as those faculty members in the Department of English who hold the rank of assistant professor or higher.) In addition, one graduate MA-English student shall be elected by the MA-English students for a one-year term.

I. The Master of Arts in Professional Communication Committee shall advise the Director of Graduate Studies on all matters concerning the MA in Professional Communication. The Committee shall consist of the Director of Graduate Studies, who shall act as chair, and all current MAPC faculty. In addition, one graduate MAPC student shall be elected by the MAPC students for a one-year term.

J. The Sophomore Literature Committee shall oversee the sophomore literature courses, shall initiate or receive, and shall evaluate and recommend to the Curriculum Committee all changes in the sophomore literature curriculum. The Committee shall consist of five faculty members and shall elect its own chair annually.

K. The Visiting Speakers Committee shall maintain the Department of English's tradition of distinguished guest speakers. It shall initiate programs, invite speakers, write proposals, negotiate funding, draft press releases, design advertising, plan and implement such speakers' activities as guest lectures, readings, class visitations, colloquia, seminars, and receptions. The Committee shall consist of five faculty members. The department chair shall appoint its chair annually.

Section 3. Ad Hoc Committees shall be appointed by the department chair as need arises to advise and assist in special areas not specifically covered in these bylaws. Ad Hoc Committees would include, for example, Search and Screening Committees for all new appointments to the department faculty. In appointing members to such committees, the chair shall consult with the Advisory Committee and other committees as appropriate. The department chair shall designate the chair of such committees.

Article VI: Appointments

Section 1. A search shall be conducted for all appointments; for temporary or unexpected replacements, or for individuals being considered for the rank of lecturer, the department chair shall exercise direct authority but shall, nonetheless, consult with the Personnel Committee prior to each appointment. All searches, including those pertaining to department chairs, shall be conducted in accordance with Parts II.J-K, III.D-F, and IV "Personnel Practices," Sections A and B: "Procedures for Faculty Appointments" and "Affirmative Action Policies and Procedures for the Recruitment and Appointment of Faculty and Administrators" outlined in the Clemson University Faculty Manual.

Section 2. The chair of the appropriate Ad Hoc Search and Screening Committee shall collect and file all applications and make them available for faculty perusal. After the deadline for applications, the Committee shall collect and examine the files and shall present to the department chair a list of names, including recommendations for rank and tenure. The faculty shall have access to the candidates' files. If no appointment can be made from this list, the department chair shall seek additional nominations from the Committee.

Section 3. In the recommendations to the dean, the department chair shall indicate the degree of support of the faculty for each recommended candidate.

Section 4. The department chair shall announce vacancies in the department's non-classified administrative positions and give interested faculty the opportunity to apply. These administrative positions shall be filled by the chair in consultation with the Advisory Committee. Faculty members shall hold these positions for specified terms, which may be renewed if mutually agreeable to the chair and the holder of the position. In consultation with the Advisory Committee, the chair may remove faculty from these positions if deemed necessary. The duties and responsibilities of these positions shall be specified in writing and reviewed with each person who holds the position. Proposals for the abolition of an existing administrative position, the substantial redefinition of a position, or the creation of a new position shall be presented to the faculty for discussion.

Section 5. The department chair shall recommend the appointment of lecturers. Lecturers hold a non-tenurable position, renewable annually, with a thorough review every three years. A lecturer need not hold a terminal degree but will demonstrate particular expertise clearly needed by the department. Lecturers may be nominated from inside or outside the faculty by the department chair, who shall in each case solicit the written recommendation of the Personnel Committee to accompany the chair's

recommendation to the dean. The number of lecturers within the department is limited to a total of ten percent of all tenured and tenure-track faculty at the time of the appointment.

Article VII: Reappointment, Tenure, and Promotion

Section 1. Faculty members in the Department of English are expected to engage in nationally or internationally peer-reviewed scholarly, critical, creative, and/or pedagogical activities; to be effective classroom teachers; to perform assigned department, college, and university service and administrative duties satisfactorily; and to comply with department, college, and university policies. The criteria for the procedures used in making reappointment, tenure, and promotion recommendations shall be consistent with the relevant statements in the Clemson University Faculty Manual.

Section 2. Each faculty member eligible for reappointment shall be reviewed annually by the Personnel Committee. The recommendation of the Committee shall be forwarded to the department chair, who shall forward this recommendation, along with his/her separate recommendation, to the dean of the college. The department chair shall present a copy of the two department recommendations to the faculty member.

Section 3. Tenure: Criteria

The faculty member shall:

- A. normally hold the appropriate terminal degree;
- B. present a record of
 1. significant nationally or internationally peer-reviewed scholarly, critical, creative, and/or pedagogical activities such as publications (printed or electronic), papers read or presentations given, and participation on panels and in seminars;
 2. other professional activities and recognitions such as, but not limited to, consulting, serving as an association officer, serving on professional committees, receiving awards, obtaining grants, and developing informational technology;
- C. demonstrate a record of effective teaching that shall be documented by student evaluations, peer evaluations, or other appropriate means;
- D. present a record of contributions in such areas as serving on department, college, or university commissions, committees, or councils; serving as student adviser; assisting in student activities; and performing community services related to his/her professional training and/or activities;
- E. present evidence of strong potential for growth in the profession.

Section 4. Tenure Recommendation: Procedures

- A. Normally, the Personnel Committee shall conduct a special review of the faculty member's performance to date during his/her third year of tenure-track service at Clemson University.

B. The Committee shall request that the department chair inform the faculty member in writing that the third-year review is to be conducted and ask the faculty member in writing to provide the following materials to the chair of the Committee:

1. a current curriculum vitae;
2. copies of publications, drafts of manuscripts accepted for publication, copies of papers read, and any other relevant matter pertaining to the faculty member's professional accomplishments;
3. evaluations of teaching and any other relevant matter pertaining to the faculty member's teaching;
4. any statement the faculty member may wish to make pertaining to his/her professional standing and his/her plans for the future.

C. The Committee shall forward its findings to the department chair, who shall present a copy of these findings to the faculty member.

D. Normally, the Committee shall conduct a formal tenure review in the faculty member's sixth year of tenure-track service at Clemson University.

E. The Committee shall request that the department chair inform the faculty member in writing that the formal tenure review is to be conducted and ask the faculty member in writing to provide the chair of the Committee with items 1-4 listed under Section 4-B above and other documents that may be required by the provost. Additionally, in the spring semester before the faculty member's formal tenure review, the Chair of the Committee will ask the faculty member in writing for a list of outside referees to whom the Committee will send the faculty member's material. The Chair of the Committee and the Department Chair may also identify three additional referees.

F. The chair of the Committee, in consultation with the Department Chair, will identify three outside referees from the faculty member's list. The chair of the Committee will send the faculty member's material to these three outside referees as well as to the three outside referees identified by the chair of the Committee and the Department Chair.

G. The Committee shall have the right to ask the faculty member to appear in person before the Committee.

H. The faculty member shall have the right to ask to appear in person before the Committee, and the Committee shall honor this request.

I. The recommendation of the Committee shall be either to grant or to deny tenure. This recommendation shall be forwarded in writing with accompanying written explanation to the department chair.

J. The department chair shall forward this recommendation, along with his/her own separate recommendation, to the dean of the college.

K. The department chair shall present the faculty member with a copy of the two department recommendations.

Section 5. Promotion: Criteria

A. Criteria for Promotion to Assistant Professor

1. The faculty member shall normally hold the appropriate terminal degree;
2. The faculty member shall demonstrate a record of effective teaching that shall be documented by student evaluations, peer evaluations, or other appropriate means;
3. The faculty member shall demonstrate potential for scholarly, critical, creative, and/or other commensurate professional accomplishments.

B. Criteria for Promotion to Associate Professor

1. The criteria for promotion to associate professor shall include Section 3 Tenure: Criteria.
2. Promotion to associate professor shall be recommended on the basis of substantial nationally or internationally peer-reviewed scholarly, critical, creative, pedagogical, and/or other commensurate professional accomplishments.
3. Except in unusual circumstances, promotion to associate professor shall not be considered until the faculty member has been granted tenure.

C. Criteria for Promotion to Professor

1. The criteria for promotion shall include Section 3 Tenure: Criteria.
2. Usually, the faculty member shall present no more than nine years of relevant service.
3. Promotion to professor shall be recommended on the basis of distinguished national or international recognition for a contribution to the profession through peer-reviewed scholarly, critical, creative, pedagogical, and/or other commensurate professional accomplishments, beyond that needed for promotion to associate professor.

Section 6. Promotion Recommendation: Procedures

A. Nomination for promotion shall be made in writing to the department chair no later than April 15 of the academic year preceding the year in which consideration shall be given. This nomination shall be made either by the faculty member him/herself or by any tenured or tenure-

track faculty member of the Department of English. If the nomination is made by a faculty member on behalf of another, the department chair shall secure the latter's consent in writing.

B. The department chair shall inform the chair of the Personnel Committee in writing that the faculty member has been nominated for promotion.

C. The department chair shall ask in writing that the faculty member provide the chair of the Committee with items 1-4 in Section 4-B, Tenure Recommendation: Procedures. Additionally, the faculty member will provide the chair of the Committee with a list of outside referees, as described in Section 4-E, above.

D. The chair of the Committee, in consultation with the Department Chair, will identify 3 additional outside referees.

E. The chair of the Committee will send the faculty member's materials to the 6 outside referees.

F. The Committee shall forward to the department chair in writing either a positive or a negative recommendation with accompanying written explanation. (See Article V, Section 1-C, Personnel Committee for recommendations of promotion to professor.)

G. The department chair shall make his/her own separate positive or negative recommendation.

H. The department chair shall present the faculty member with a copy of the two department recommendations.

I. The faculty member shall have the right to withdraw from further consideration at any time.

J. The department chair shall forward the two department recommendations to the dean of the college.

Article VIII: Post-Tenure Review

Section 1. Purpose and Scope.

Faculty members in the Department of English are expected to engage in nationally or internationally peer-reviewed scholarly, critical, and/or creative activities; to be effective classroom teachers; to perform assigned department, college, and university service and administrative duties satisfactorily; and to comply with department, college, and university policies.

All faculty members holding a tenured faculty position shall be subject to post-tenure review. [For further information on post-tenure review, see the University Faculty Manual].

Section 2. Guidelines.

A. The primary bases for post-tenure review are the individual's contributions in the areas of teaching; scholarly, critical, and/or creative activities; and service.

- B. Guidelines must be flexible enough to accommodate faculty members with different professional responsibilities.
- C. Post-tenure review shall not infringe upon the accepted standards of academic freedom. Furthermore, sex, age, ethnicity, and other factors unrelated to an individual's professional qualifications shall not be considered in the review process.
- D. The chairperson of the academic department and the dean of the college must not be involved directly in the peer review process at the department level.

Section 3. Schedule for Post-Tenure Review.

In addition to yearly Form 3 evaluations, all tenured faculty shall have a formal post-tenure review.

- A. For each tenured faculty member's first post-tenure review, the department chair, in consultation with the Personnel Committee, shall rank all tenured faculty according to their length of service since last promotion. The first one-sixth of the faculty by longevity since promotion shall be reviewed in the first year after institution of post-tenure review at Clemson, with the additional tenured faculty reviewed in balanced increments through the first six years.
- B. After the first post-tenure review, tenured faculty will be reviewed by the department's Post-Tenure Review Committee every six years thereafter.
- C. Faculty who are tenured during this initial six-year period will be reviewed by the department's Post-Tenure Review Committee six years after their tenure and every six years thereafter.
- D. Sabbaticals and leaves do not count in the six years between post-tenure reviews. Both half-year and full-year sabbaticals and leaves will count as one full year in determining faculty schedules for post-tenure review.

Section 4. Required Material for Post-Tenure Review.

The faculty member shall present copies of each of the following to the Committee and to the Chair.

- A. An updated curriculum vitae that indicates
 1. significant scholarly, critical, and/or creative activities such as publications (printed or electronic), papers read or presentations given, and participation on panels and in seminars;
 2. other professional activities and recognitions such as consulting, serving as an association officer, serving on professional committees, receiving awards, obtaining grants, and developing informational technology;
 3. a record of contributions in such areas as serving on department, college, or university commissions, committees, or councils;
 4. serving as student adviser; assisting in student activities; and performing community services related to his/her professional training and/or activities;
 5. continued growth in the profession.
- B. A summary of teaching evaluations from the last five years, including one complete set of evaluations from each year, representing at least two different courses.

- C. Detailed information about the outcomes of any sabbatical leave awarded within the six year period prior to the post-tenure review.
- D. A plan for continued professional growth.
- E. Copies of the faculty member's annual performance reviews covering the time since the initial tenure or last promotion, whichever is most recent, or since the last post-tenure review.
- F. Any additional material requested of the candidate from the Post-Tenure Review Committee.

Section 5. Constitution of the Committee.

The Post-Tenure Review Committee shall consist of

- A. Two English Department faculty, elected by the faculty. Since candidates must be evaluated by faculty of their rank or higher, both departmental members must be full professors during any year in which any of the candidates up for post-tenure review is a full professor.
- B. One member from outside the Department, at any rank. The outside member of the committee will be selected as follows:
 - 1. Each faculty member coming up for post-tenure review shall, by September 15 of the year of the review, provide the two departmental members of the Post-Tenure Review Committee with a list of 3-5 acceptable outside candidates.
 - 2. The two departmental members will secure the agreement of one of the candidates from each faculty member's list to serve on that faculty member's committee.

Section 6. Procedures.

- A. Normally, the Post-Tenure Review Committee shall review a faculty member's performance to date during his/her sixth year following his/her tenure or most recent promotion, whichever is more recent.
- B. The Personnel Committee shall inform, in writing, those faculty members who will be subject to post-tenure review; the Personnel Committee, at the same time, will also provide the department chair with this list of faculty.
- C. The faculty member shall have the right to ask to appear in person before the Post-Tenure Review Committee, and the Committee shall honor this request.
- D. The Post-Tenure Review Committee shall rate the faculty member as Excellent, Satisfactory, or Unsatisfactory. The Chair of this Committee shall present the faculty member with a copy of the evaluation, and the faculty member shall have two weeks time to provide a response. Both the committee report and the faculty member's response will be submitted to the College Dean.

E. The Department Chair shall rate the faculty member as Excellent, Satisfactory, or Unsatisfactory. The Chair shall present the faculty member with a copy of the evaluation, and the faculty member shall have two weeks time to provide a response. Both the chair's report and the faculty member's response will be submitted to the College Dean. For procedure beyond the department, see Faculty Manual (revised August 1998), Part. IV, H (pp. 28-30).

Section 7. Remediation.

A. A faculty member who receives an Unsatisfactory shall, in accordance with the University Faculty Manual's guidelines on post-tenure review, meet with the department chair to prepare a program of remediation and meet at least yearly for the subsequent three years to discuss the faculty member's progress.

B. A sabbatical or any leaves shall not count as part of the three-year period.

C. If at the end of the three-year remediation period, separation is recommended, the faculty member who is to be separated from the University shall have one additional year of service after the decision has been announced.

Article IX: Curricular Matters

Section 1. The Curriculum Committee shall follow the University's procedures for all curriculum changes.

Section 2. The Committee may act for the faculty as a whole when a proposed change unanimously approved by the Committee involves only one of the following: rewording a course description, retitling a course, or altering the last two digits of a course number. Any other type of curricular change shall be presented for faculty action at a department meeting.

Section 3. No proposals for curricular changes shall be forwarded to the next higher administrative unit until approved by the Committee, the English faculty, and the department chair, except as otherwise provided for in these bylaws.

Section 4. At least one week shall pass between the posting and/or distribution to the faculty of the proposals for curricular changes and the meeting at which they are to be discussed.

Section 5. When the Committee considers curricular matters outside the department, it shall keep the faculty apprised by memoranda and shall hold meetings for faculty discussion when appropriate.

Article X: Elections

Section 1. Routine spring elections shall be conducted according to the following procedures. The Advisory Committee shall prepare the following lists: (1) department members eligible to vote and to serve on committees, (2) current members of all committees who have continuing terms, and (3) all positions open for nominations. By the last Friday in March, the Committee shall distribute these lists to all department members. Voting members shall then have one week to nominate eligible persons. Nominations shall be submitted in writing, and the Committee shall secure the nominees' permission. If department members should fail to nominate any candidates for an open position, the Committee shall

act as an ad hoc nominating committee, in which case it shall nominate at least one person more than the number to be elected for each vacancy.

Section 2. Election shall be by written secret ballot to be distributed no later than the second Friday in April, and the Committee shall announce results no later than the third Friday in April. If runoffs are required, ballots for them shall be distributed simultaneously with the announcement of the runoff. These shall be secret ballots, to be returned by hand or by mail to the main office of the department. Runoff votes shall be due no later than two working days after distribution of the ballots, and the results shall be reported no later than the fourth Friday in April. Each voting member shall vote for only as many candidates as there are positions open. Elections shall be determined by plurality. Runoffs shall be required for ties. If there is a second tie for the same position, the Committee shall vote to break the tie.

Section 3. Special elections shall follow the above procedures, with the Committee setting time schedules as necessary.

Section 4. The first election after implementation of these bylaws shall be conducted at the end of the Spring Semester.

Article XI: Voting Procedures at Meetings

Section 1. All matters brought before the department that require a vote shall be resolved by a simple majority of those eligible voters present and voting, except for amendments to these bylaws.

Section 2. The method of voting shall be by raising the hand unless a member requests a secret ballot voting at the meeting.

Section 3. Absentee ballots are allowed on items published in the meeting agenda. Absentee ballots will be nullified if those items are amended during the meeting.

Article XII: Parliamentary Authority

The current edition of Robert's Rules of Order shall prevail in all department meetings.

Article XIII: Amendments

Section 1. Any proposed amendments to these bylaws shall be advertised and circulated in writing to all department members at least one week prior to their consideration.

Section 2. Amendments and additions shall be approved by a two-thirds majority of all tenured and tenure-track faculty and lecturers in rank as of April 17, 2000.

Article XIV: Ratification

These bylaws shall take effect upon (1) being ratified by a two-thirds majority of the voting members present and voting (see Art XIII, Sec 2), and (2) being approved by the department chair, the dean of

the college, and the provost of the University. Upon ratification, these bylaws must be filed appropriately with the office of the provost of the university.