

Department of English Bylaws

Approved by Faculty 25 November 1996

Updated May 8, 2012

Article I: 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 onset of each academic evaluation cycle, the department chair will designate in the Faculty Activity System (FAS) those faculty who shall be members of the Graduate Faculty in accordance with three criteria: (1) that they should normally hold a tenured or tenure-track position; (2) that they should have demonstrated research productivity in the last three years; and (3) that they should hold an appropriate terminal degree and/or equivalent professional expertise with approval from the Personnel Committee as stipulated by the Clemson University Faculty Manual.

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 the department chair from among the voting faculty and shall ensure that *Robert's Rules of Order* are 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, the Sabbatical, the Advanced Writing, and the

First-Year Composition Committees.

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 or in the *Clemson University Faculty Manual*. The Committee shall maintain these bylaws, updating them expeditiously when revisions are approved by the faculty as specified below in Article XIII. The Committee shall also oversee the implementation of the departmental Strategic Plan. The Committee shall consist of six elected members: two full professors, three tenured or tenure-track faculty of any rank, and one non-voting Special Faculty member. 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.

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: one full professor, one associate or full professor, and three tenured or tenure-track faculty of any rank, and one non-voting Special Faculty member. 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.

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.

The Post-Tenure Review Committee shall review tenured faculty in accordance with the University Faculty Manual and Department of English Bylaws and forward a copy of the review to each faculty member being reviewed and a copy to the College Dean. Formation of this committee is triggered by the circumstances outlined in Article VIII, Section 3.G, of these bylaws and in the *Clemson University Faculty Manual*, Part IV, H, Section 4 (pp. 23-24). In such cases, the department chair will inform the Advisory Committee that elections must be held to determine the members of a Post-Tenure Review Committee. 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 bylaws. Members shall serve for a term of one year, and the committee shall elect its own chair.

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.

The Advanced Writing Committee shall advise on 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 Advanced Writing Committee shall advise on matters pertaining to the department's commitment to advanced writing in general, which includes such emphases as advanced composition, professional communication, creative writing, digital literacy, writing and publication studies, and writing tutor training. The Advanced Writing Committee shall support the Client-based program and other advanced writing annual events, awards, and resources. The Committee shall consist of five appointed faculty members who shall elect their own chair.

The First-Year Composition Committee shall advise and aid the Director of First-Year Composition in administering the First-Year Composition program, including the evaluation of the performance of graduate students as teaching assistants in this program. The Committee shall consist of seven members: the Director of First-Year Composition, who shall act as chair, four other regular faculty members elected by the department, and, appointed by the department chair with the concurrence of the chair of the Committee, one non-voting member from the pool of graduate students currently teaching first-year composition and a second non-voting member who is the program director's graduate assistant. Both non-voting members shall not participate in the review of other teaching assistants.

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 Assessment, the Bachelor of Arts in English, the Honors, the Master of Arts in English, the Master of Arts in Professional Communication, the Sophomore Literature, the Public Speakers, and the Scheduling Committees.

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 Undergraduate Studies, the Director(s) of Graduate Studies, and one other member from the rank of full professor. The Committee shall elect its own chair annually.

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. Under the direction of the Director of Undergraduate Studies, the BA in English Committee will solicit and evaluate proposals for senior seminars. 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.

The Honors and Awards 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. It shall also select winners of all department awards, including the Douglass Award and the Lucy Rollin Award. The Committee shall consist of five members: the Honors and Awards Coordinator, who shall be its chair and who shall represent the department on the AAH Student Honors/Awards Committee; the Director of First-Year Composition; the Director of Undergraduate Studies; and the two Directors of Graduate Studies.

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.

The Master of Arts in Professional Communication Committee shall advise the Director 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.

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, at least three of which will be tenured or tenure-track, and shall elect its own chair annually from those tenured or tenure track members.

The Public Events Committee shall maintain the Department of English's tradition of distinguished guest speakers. It shall draft and publish a calendar of public events, send periodic requests to faculty for events information, 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 Associate Chair (who shall serve as the committee's chair), the Director of MATRF, and three faculty members at any rank.

The Scheduling Committee shall consider the course preference forms and the needs of the department to make recommendations to the Chair concerning course assignments. It shall consist of the Department Chair, the Associate Chair, the Director of Undergraduate Studies, the Graduate Directors, the Director of First Year Writing, the Director of Advanced Writing and the Scheduler.

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.

Section 4. An annual election will be held during the Fall semester for the following AAH committees, to which an English department representative is required as per Article X of the bylaws of the Faculty of the College of Arts, Architecture and Humanities:

AAH Student Honors / Awards Committee (Any Tenured or TT faculty eligible)

AAH Faculty Awards Committee (the individual elected to this position must be a Full or Associate Professor)

AAH Research Committee (The individual elected to this position must be a Full or Associate Professor)

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. For tenured and tenure-track appointments, the chair of the appropriate Ad Hoc Search and Screening Committee shall collect and file all available applications and make them available for perusal by the tenured and tenure-track faculty. After the deadline for applications, the Committee shall collect and examine the files and shall present to the department chair a list of names for possible interviews. After campus interviews have taken place with finalist candidates, the department chair shall hold a meeting of the tenured and tenure-track faculty to discuss their support and to take a vote. The candidate preferred by simple majority in this manner shall be recommended by the chair to the dean for the appointment. If no appointment can be made from this process as stipulated in Article XI, 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 faculty support 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, for a maximum of nine years. Lecturers shall be evaluated annually by the department chair and by the personnel committee. Following a lecturer’s fourth year of service, the department shall conduct a comprehensive review, either as a matter of course or as a response to the lecturer’s request for promotion to senior lecturer. If a lecturer has not requested such a promotion during the eighth year or has been denied such a promotion to senior lecturer, the lecturer shall not be reappointed after the ninth year. A lecturer who has completed his or her fourth year on or before May 16 of a given year shall be entitled to an additional year of employment if notice of termination occurs after May 16. Termination on or before May 16 would not require the additional year of employment. 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.

Article VII: Reappointment, Tenure, and Promotion

(See Appendix A, Personnel Committee Working Procedure)

Section 1. Tenure-Track 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. Non-tenure-track faculty are not required to engage in service or conduct research, so they are not evaluated in these areas. The criteria for the procedures used making reappointment, tenure, and promotion recommendations shall be consistent with the relevant statements in the Clemson University Faculty Manual.

Section 2. Each untenured tenure-track and non-tenure-track 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:

normally hold the appropriate terminal degree;

present a record of

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;

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;

demonstrate a record of effective teaching that shall be documented by student evaluations, peer evaluations, or other appropriate means;

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;

present evidence of strong potential for growth in the profession.

Section 4. Tenure Recommendation Procedures

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.

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:

a current curriculum vitae;

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;

evaluations of teaching and any other relevant matter pertaining to the faculty member's teaching;

any statement the faculty member may wish to make pertaining to his/her professional standing and his/her plans for the future.

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

Normally, the Committee shall conduct a formal tenure review in the faculty member's sixth year of tenure-track

service at Clemson University.

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.

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.

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

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

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.

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

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

Section 5. Promotion: Criteria

Criteria for Promotion to Assistant Professor

The faculty member shall normally hold the appropriate terminal degree;

The faculty member shall demonstrate a record of effective teaching that shall be documented by student evaluations, peer evaluations, or other appropriate means;

The faculty member shall demonstrate potential for scholarly, critical, creative, and/or other commensurate professional accomplishments.

Criteria for Promotion to Associate Professor

The criteria for promotion to associate professor shall include Section 3 Tenure: Criteria.

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.

Except in unusual circumstances, promotion to associate professor shall not be considered until the faculty member has been granted tenure.

Criteria for Promotion to Professor

The criteria for promotion shall include Section 3 Tenure: Criteria.

Usually, the faculty member shall present no less than nine years of relevant service.

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

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.

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

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.

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

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

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 I-C, Personnel Committee for recommendations of promotion to professor.)

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

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

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

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 *Clemson University Faculty Manual*].

Section 2. Guidelines.

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.

Guidelines must be flexible enough to accommodate faculty members with different professional responsibilities

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.

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.

The Post-Tenure Review must be linked to the annual reviews.

Section 3. Schedule for Post-Tenure Review.

In addition to yearly Form 3 evaluations, all tenured faculty shall be scheduled for a post-tenure review.

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.

After the first post-tenure review, tenured faculty will be reviewed every six years thereafter.

Faculty who are tenured during this initial six-year period will be reviewed six years after their tenure and every six years thereafter.

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.

Whenever any faculty member is scheduled for regular review or in a period of post-tenure review remediation, a Post-Tenure Review Committee, separate from the Personnel Committee, will be constituted in accordance with these bylaws. Faculty members subject to a post-tenure review with respect to paragraph 3.G, below, will be recused from participating in this second stage process.

The department chair will review the ratings received on the most recent available series of five years of annual performance reviews, as specified in the Best Practices for Post-Tenure Review (#3). Merit salary increments are based on these annual performance reviews, as is consistent with the Best Practices for Post-Tenure Review (#9). All tenured faculty members receiving no more than one (of five) annual performance rating of "fair," "marginal," or "unsatisfactory" will receive a Post Tenure Review rating of "satisfactory." These faculty members are thereby exempt from Sections 4-7, below.

All tenured faculty members receiving two or more annual performance ratings of "fair," "marginal," or unsatisfactory will be reviewed according to the directions outlined in Sections 4-7, below.

Section 4. Required Material for Post-Tenure Review *(This section applies only to faculty identified in Section 3.G, above.)*

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

- An updated curriculum vitae that indicates
 - 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;
 - 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;
 - 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;
 - continued growth in the profession.
- 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.
- Detailed information about the outcomes of any sabbatical leave awarded within the six year period prior to the post-tenure review.
- Plan for continued professional growth.
- 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.
- Any additional material requested of the candidate from the Post-Tenure Review Committee.

Section 5. Constitution of the Committee *(This section applies only to faculty identified in Section 3.G, above.)*

The Post-Tenure Review Committee shall consist of

Two English Department faculty, elected by the faculty. Since candidates must be evaluated by faculty of their rank or 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.

One member from outside the Department, at any rank. The outside member of the committee will be selected as follows:

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.

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 (*This section applies only to faculty identified in Section 3.G, above.*)

Normally, a faculty member is scheduled for post-tenure review during his/her sixth year following his/her tenure or most recent promotion, whichever is more recent.

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.

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.

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.

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 *Clemson University Faculty Manual*, Part. IV, H (pp. 24-25).

If both the Post-Tenure Review Committee and the department chair rate (or either the Post-Tenure Review Committee or the department chair rates) the candidate as satisfactory, then the candidate's final rating shall be satisfactory. If both the Post-Tenure Review Committee and the chair rate the candidate as unsatisfactory, the candidate's final rating shall be unsatisfactory.

If the candidate's final rating is satisfactory, the dean will forward that information to the provost in summary form without appending any candidate materials. If the candidate's final rating is unsatisfactory, the dean will forward all materials to the provost.

Section 7. Remediation

A faculty member who receives an unsatisfactory rating shall, in accordance with the *Clemson University Faculty Manual's* guidelines on post-tenure review, meet with the department chair to prepare a program of remediation and meet at least twice yearly for the subsequent three years to discuss the faculty member's progress. The faculty member will be reviewed each year by the Post-Tenure Review Committee and the department chair, both of whom shall supply written evaluations.

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

At the end of the three-year remediation period, another post-tenure review will be conducted. If dismissal is recommended, the case will be subject to the rules and regulations outlined in the *Clemson University Faculty Manual*, Section K.

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 regular 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 regular 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 regular 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 regular 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 regular faculty apprised by memoranda and shall hold meetings for regular 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 run-off elections 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. Run-off 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.

Section 4. When a tie vote occurs in a department meeting, in all instances save on voting for tenure-track faculty appointments as outlined in Article VI, the motion will have failed. When a tie occurs in a vote by the regular faculty for a tenure-track appointment, the Ad Hoc Search Committee will convene to discuss and vote until the committee comes up with a decision to break the department's tie.

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.

Section 3. Amendments and additions approved by the faculty shall be introduced into this document by the Chair of the Advisory Committee no later than the end of spring semester, following elections to the departmental General Committees outlined in Article V, Section 1.

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.

Department of English Bylaws – Appendix A

TENURE-TRACK FACULTY

This is not an exhaustive document. Nor is it a contract or a checklist. It is a holistic overview of the Committee's review process. We encourage junior faculty to read this document carefully and to take questions to the Chair of the Personnel Committee and to the Chair of the department.

In the third year of the probationary term, faculty have a mid-track review and the committee expects a significantly more advanced professional profile than at the beginning of their career. Faculty undergoing the third-year review are asked to submit copies of publications and accepted manuscripts, and teaching materials including a range of student evaluations from their first three years—in accordance with Article VII, Section 4B of the Department's Bylaws.

For tenure and promotion, we look for a coherent research agenda, with evidence of productivity, developed throughout the probationary period; sustained evidence of teaching excellence; and a sustained commitment to service.

Materials: Faculty members are asked to submit a current C.V.; representative syllabi and policies; complete sets of

student evaluations from at least two and preferably three classes from the previous academic year (ideally representing different course numbers, if applicable); a statement of course releases for service, administration, and/or research; a print-out of the “Distribution of Effort” page from FAS; and a one-page statement of purpose outlining achievements here, from awards to committee work to publications to conferences, and a career plan. They are also invited to include any supporting materials that illustrate their career development. A member of the Personnel Committee visits and evaluates one class session of one of the faculty member’s courses. Faculty in their tenure review year should submit a complete portfolio as requested by the Dean’s guidelines for tenure.

Teaching: We evaluate teaching through student evaluations, materials submitted by the instructor, and a peer evaluation of a class session, ideally over at least four semesters of teaching at Clemson. On teaching evaluations, we look for numerical scores at or above average for the department and/or course level, and we note places where the faculty member might aim for improvement. We also read student comments carefully, looking for trends of concern and commendation. We evaluate syllabi, course policies, etc. for clarity, compliance with university regulations, and richness of assigned material. During the peer-teaching evaluation, we assess faculty members on the effectiveness of their teaching methods, whether they be lecture, group work, class discussion, or some combination of these. We also look for student engagement in class.

Research: We evaluate research based on recent publications, whether digital or print (where in both cases we consider the piece published, the medium of publication, and the place of publication in light of the faculty member’s position, area of activity, and research agenda); grant applications and receipt of sponsored research awards and/or fellowships (where we consider the amount, competitive nature, and source of funding); conference presentations (where again the venue of presentation is significant); proposals in circulation; works in progress; and plans for work to be undertaken. We look for a “research agenda,” or a sense that faculty members envision a coherence or purpose to the work they are undertaking, whether it be a published book project, a series of articles, a CD-ROM, a cluster of creative works, etc. We are open to a wide array of professional work—anything that can be peer-reviewed. In evaluating the venues of publication or presentation, we look especially for works in nationally or internationally recognized peer-reviewed electronic media, journals, and conferences, and for respected university and/or commercial presses. Historically, and most generally, we have been interested in at least a single-authored book or its equivalent, and a set of at least 2 to 3 separate articles.

Service: We expect tenure-track faculty to engage in the governance of the department and the university. During their first year, faculty are typically not expected to serve on major committees. By their third year, however, we look for increased participation in service, such as in major departmental committees, search committees, college-wide committees, university committees, and/or professional organizations. We give special commendation to those faculty who take on large roles, such as directing a program, taking on a large role in a curricular initiative, or serving in an administrative position within the department.

NON-TENURE-TRACK FACULTY

Non-tenure-track faculty are not required to engage in service or conduct research, and they are not evaluated in these areas.

Materials: Faculty members are asked to submit a current C.V.; representative syllabi and policies; complete sets of student evaluations from at least two courses in the previous academic year (if available); and a one-page statement of purpose outlining achievements, and teaching goals. They are also invited to include any supporting materials. A member of the Personnel Committee will also visit and evaluate one class session of one of the faculty member’s courses.

Teaching: Non-tenure-track faculty are evaluated solely on their teaching, unless they have accepted non-teaching responsibilities assigned by the chair. We evaluate teaching through student evaluations, materials submitted by the instructor, and a peer evaluation of a class session. On teaching evaluations, we look for numerical scores at or above average for the department and/or course level, and we note places where the faculty member might aim for improvement. We also read student comments carefully, looking for trends of concern and commendation. We evaluate syllabi, course policies, etc. for clarity, compliance with university regulations, and richness of assigned material. During the peer teaching evaluation, we assess the faculty member on the effectiveness of their teaching methods, whether they be lecture, group work, class discussion, or some combination of these. We pay attention to student response to the teacher's methods, ranging from astute interest to participation in discussion.

Assigned non-teaching activities: If faculty have been assigned non-classroom responsibilities—such as coordinating the client-based writing program, or directing a student creative writing series, or acting as scheduler for the department—these activities are considered in their evaluation.