

Bylaws
Department of English

Approved
February 24, 2012

Revised
April 15, 2016

Revised
December 13, 2021

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PREAMBLE

These Bylaws shall function as “operational guidelines” for the administrators, committees, and individual members of the faculty. As an attempt both to codify what has been the practice in the Department as well as to embody our aspirations for the future, they are understood to record the responsibilities, procedures for appointment and election, and the timetable for the orderly carrying out of the Department’s business. No document such as this can imagine every future situation; therefore, provision is made herein for its future alteration. Ultimately, however, it is assumed that these Bylaws can never and should never substitute for our good will toward one another, and we have adopted them in a spirit of sincerity, cooperation, and mutual trust.

DEPARTMENTAL ADMINISTRATION

The Chair of the Department is assisted by two other faculty with reassigned time for administration: the Associate Chair, who also directs Undergraduate Studies, and the Director of Graduate Studies. Persons serving the Department in these positions will normally be appointed for three-year renewable terms. In order to assure continuity, these terms of office shall be staggered.

In January of the year in which reappointment for one of these positions is to be considered, the Chair of the Department shall ask members of the faculty to evaluate the performance of this individual.¹ Those evaluations shall be shared with members of the Advisory Committee, who shall advise the Chair on reappointment. Should the person serving in one of these positions not wish to be reappointed, or should the Chair of the Department, after consultation with the Advisory Committee, not elect to reappoint, the Chair shall inform the faculty of the opening and again, in consultation with the Advisory Committee, appoint someone to fill the post.

The same procedure as that outlined above shall be followed in the event of someone resigning one of the directorships before completion of a three-year term. In that case someone shall be appointed to fill the remaining years of the term.

The duties of Department administrators are not listed in priority order.

Department Chair (12 month)

Helps set departmental priorities and provides leadership in development of graduate and undergraduate curricula.

Meets as often as necessary, either individually or collectively, with the Associate Chair and the Director of Graduate Studies.

¹This process will take place unless the individual holding the post indicates his/her desire to leave the post at the end of that term.

Takes active role in hiring of new tenure-track faculty, and assumes final responsibility for hiring all faculty.

Conducts review of fulltime faculty annually.

Reviews (in conjunction with the Review Committee) all full-time faculty and makes recommendations on reappointment, tenure, and promotion.

Provides guidance for faculty (in conjunction with Faculty Development Committee) in the development of their careers.

Recommends (after consultation with Workload and Salary Review Committee) faculty merit salary increments.

Assumes ultimate responsibility for assigning faculty workloads and individual course schedules, including unpaid leaves, course reductions for research, etc.

Oversees election of standing committees and where necessary (and after consultation with the Advisory Committee) appoints required additional members of committees, as well as ad hoc committees.

Oversees operation of the departmental office, supervises and evaluates administrative assistant, reviews administrative assistant's evaluations of other office staff, recruits (with administrative assistant) new office personnel.

Advises students, assists faculty in their advising duties, handles student grievances.

Represents the Department to the Dean and the Vice Chancellor for Academic Affairs, and in a variety of forums both on and off campus.

Assumes final responsibility for departmental budget.

Assumes final responsibility for all planning documents, self-studies, and annual reports.

Associate Chair and Director of Undergraduate Studies (9 months with summer duties)

Appointed by Chair of the Department after consultation with Advisory Committee.

Chairs the Undergraduate Committee and oversees development of curriculum, changes in requirements for major or minors, revision of catalog copy.

Assists Chair and consults with Director of Advising in administering policies related to admission to the major, acceptance of transfer credits, program requirements, course substitutions, degree checks, and special requests.

In consultation with the Chair and the Graduate Director, drafts fall, spring, and summer schedules.

In consultation with the Chair and a representative from the relevant program area, hires and evaluates adjunct faculty.

Assists the Assessment Committee Chair with the assessment of the English major and minors.

Coordinates and significantly contributes to both departmental and SACS self-studies.

Oversees all credit situations in the English Department, including transfer credit and credit-by-exam.

Consults with Chair of the Department on broad range of issues and in Chair's absence represents Department in a variety of internal and external forums.

Director of Graduate Studies (9 months with summer duties)

Appointed by Chair of the Department after consultation with Advisory Committee.

Directs graduate certificates and degree programs offered by the Department and serves as Strand Coordinator for the English Strand of the Curriculum and Instruction Ph.D. in Urban Education, comprising the following duties:

Chairs the Graduate Committee; oversees maintenance of the Graduate Program, development of new courses and prospective degree programs, evaluation of admission applications, and appointment of graduate faculty; and presides over meetings of the graduate faculty (as necessary).

Oversees the appointment, orientation, and supervision of graduate assistants in the English Department and, in collaboration with University Writing, the First Year Writing Program.

Coordinates graduate advising for all English graduate and post-baccalaureate students, and works with graduate student organizations in the department.

Advises the Associate Chair about graduate course offerings.

Assumes overall responsibility for graduate written exams, M.A. theses, and M.A. projects.

Assumes responsibility for assessment of the Graduate Program.

Represents the Graduate Program in a variety of contexts on campus.

Takes responsibility for advertising and promoting the M.A. in English.

Director of Advising (9 months with summer duties)

Appointed by Chair of the Department after consultation with Advisory Committee and the Associate Chair.

Recruits, trains, assigns, and supervises advisors to English majors and minors.

Works with Associate Chair in administering policies related to admission to the major, acceptance of transfer credits, program requirements, course substitutions, degree checks, and special requests.

Oversees advising procedures and maintains student records.

Coordinates SOAR advising for transfer students.

Monitors student satisfaction with advisement processes and provides a yearly report to the Chair.

Advises English majors and minors who need assistance during the summer months.

Advises and monitors students who have been readmitted after academic suspension.

Program Coordinators

Any curricular subdiscipline within the Department (offering a minor, concentration of the major, graduate emphasis/track, certificate, etc.) may be considered a program and may present a coordinator to the Chair of the Department for appointment. Program coordinators' main tasks will normally include:

- curricular design and planning
- working with undergraduate and graduate directors in setting course offerings and rotations
- consulting with students and faculty about the curriculum
- situating the program within campus and community
- assisting with faculty recruitment

DEPARTMENTAL COMMITTEES

Procedures for Election/Appointment

Each spring semester, no later than March 15, the Chair of the Department shall call for written nominations for membership on the Advisory, Workload/Salary and Review Committees for the upcoming academic year. Each nominee must indicate a willingness to serve if elected. Not later than March 31, the faculty shall vote by ballot for these committees, with a run-off ballot in case of a tie. Because membership of these committees may affect the election/appointment of other committees, results should be announced no later than April 15.

Each spring, no later than April 1, the Chair of the Department shall ask faculty members to state their preferences for appointed committees for the upcoming academic year. The Chair, in consultation with the Advisory Committee and other appropriate individuals, shall announce committee appointments no later than April 30. Except as noted below, all full-time members of the faculty are eligible to serve on any committee.

Each fall semester, the Chair shall call for written nominations for membership on the Recruiting Committees. (This call will not go out until after the Department has been informed of positions it is authorized to recruit for.) Each nominee must indicate a willingness to serve if elected. The faculty shall vote by ballot, with a run-off ballot in case of a tie. Results will be announced as soon as possible after the election.

Should an unscheduled opening on a committee occur, the position shall be filled following the above procedures.

Advisory Committee

The Advisory Committee consists of at least five members elected by the full-time faculty, one from each professorial rank and two at-large members. Program Directors may not serve on the Advisory Committee. The Chair of the Department serves as chair of the committee.

This committee advises the Chair of the Department on any and all matters having to do with the Department of English and acts as a liaison between the faculty and the Chair. In particular, the Chair shall consult the Advisory Committee in such matters as department meeting agendas; appointing program directors, coordinators, and members of ad hoc committees; assigning travel monies to faculty members; and key policies and procedures within the department. The Advisory Committee meets on a regular basis, at least once a month.

Assessment Committee

The Assessment Committee consists of at least five full-time members of the English faculty. Members of the committee are appointed by the Department Chair, who also appoints the chair of the committee.

The committee conducts programmatic assessment represented by the Student Learning Outcomes predetermined by the department. The committee meets as often as necessary to conduct its business.

Awards Committee

The Awards Committee consists of at least three members of the full-time English faculty. Committee members are appointed by the Chair of the Department, who also appoints the chair of the Committee.

The committee solicits nominations and recommends candidates for departmental awards. It also coordinates with representatives from program areas in English who determine the recipients of area-awards. The committee meets as often as is necessary to conduct its business.

Communications, Marketing, and Electronic Resources Committee

The Communications, Marketing, and Electronic Resources Committee consists of at least four full-time members of the English faculty. Members of the committee are appointed by the Department Chair, who also appoints the chair of the committee.

The committee is responsible for working with program directors and their respective committees to develop print and electronic brochures and informational materials; working with the chair and advisory committee on a department newsletter; maintaining the Department's website; developing policy related to the use of the website (including personal links); and developing policy related to computer-assisted, -supported, or -enhanced teaching and research. All communications and policies are subject to the approval of the Department faculty through established procedures. The committee meets as often as necessary to conduct its business.

Diversity Committee

The Diversity Committee consists of at least three full-time members of the English faculty. Members of the committee are appointed by the Chair of the department, who also appoints the committee's chair.

The committee's responsibilities include gathering and sharing information about diversity in academia, creating an on-going conversation about diversity within the department, serving as a resource for classroom teaching, and advising on best practices in recruitment and program development. In addition, the chair of the Diversity Committee will serve as diversity liaison to the College and the Dean. The committee meets as often as necessary to conduct its business.

Faculty Development Committee

The Faculty Development Committee is dedicated to development issues pertaining to full-time faculty. The committee consists of at least four members, two with tenure and one untenured and one at-large member from the full-time faculty. No member may be a member of the current Department Review Committee. Members are appointed by the Chair of the Department to one-year, renewable terms. The Chair of the Department appoints the chair of this committee.

The committee is charged with supporting the professional development of the full-time faculty, in particular assisting faculty in their preparation for reappointment, tenure, and/or promotion. The committee will introduce new faculty to the professional standards and expectations of the Department; coordinate peer reviews of

teaching; offer mentoring advice when asked; explain reappointment, tenure, and promotion documents; offer advice in the preparation of RPT files; and provide for intellectual engagement among the faculty. The committee meets as often as necessary to conduct its business.

Graduate Committee

The Graduate Committee consists of the Director of Graduate Studies, who serves as chair, and at least five members of the English Graduate Faculty. The Chair of the Department, in consultation with the Director of Graduate Studies, appoints the faculty members of the Graduate Committee. Members of the committee shall be selected to represent the spectrum of the Department's offerings.

The Graduate Committee deliberates on matters affecting the English Graduate Program. These include the graduate curriculum, assessment, admission to the program, appointment of Graduate Assistants, and loans made from the graduate student loan fund. The committee meets as often as necessary to conduct its business.

Library Representative and Liaisons

The Library Representative shall be appointed by the Department Chair. Library liaisons from multiple areas of the department may self-select and work informally with the Library Representative to communicate the needs of the department to subject librarians.

Recruiting Committees

Recruiting Committees ordinarily consist of four members of the full-time faculty elected by that faculty, plus one member of the full-time faculty appointed by the Chair of the Department. In years of multiple recruitments, committees shall be formed for each full-time position. The Chair of the Department may choose to serve as a non-voting member of each committee. Each committee elects its own chair.

Since the majority of each committee must be tenured, the three tenured faculty members with the highest number of votes shall be elected.

In consultation with the separate committees, the Chair of the Department may discuss in the Advisory Committee the allocation of department travel funds for recruitment interviewing at national conferences. When budget constraints recommend limiting the number of faculty or the number of searches that might interview at these conferences, the recruiting committees could choose to form a representative committee (comprised from their memberships) that would conduct conference interviews and report back to the respective recruiting committees. Each recruiting committee would still be responsible for making final recommendations about inviting candidates for campus visits.

Although the Chair of the Department, in consultation with the faculty, establishes the needs of the Department, these committees are responsible for all matters relating to the actual recruiting of new faculty. This includes advertising for positions, establishing criteria for selection, screening applications, selecting candidates to be interviewed, interviewing/entertaining candidates, soliciting faculty opinions on candidates, and advising the Chair of the Department on the selection of successful candidates.

Review Committee

The Review Committee consists of five tenured members and one untenured, non-voting member elected by the professorial ranked members of the Department. At all times at least one member of the committee must hold the rank of Full Professor and one hold the rank of Associate Professor.

The five tenured faculty shall be elected for two-year terms. The untenured member shall be elected for a one-year term. Election of tenured faculty shall be staggered, with two elected in even years and three in odd years. Members may not serve consecutive terms nor serve in any year in which they are being considered for reappointment, tenure, or promotion.

After Review Committee elections in the spring (see above), the committee meets as soon as possible to select its chair and to make preparations for upcoming reviews. The committee meets near the beginning of each fall semester to establish its timetable for the upcoming year; thereafter, the committee meets as often as necessary to conduct its business.

The Review Committee may invite the Chair of the Department to sit in as a non-voting member for all of its deliberations, with the exception of those deliberations concerning the performance of the Chair.

The Review Committee advises the Chair of the Department on reappointment, promotion, tenure, tenured faculty performance, renewal and termination of current and prospective full-time faculty. The Review Committee also reviews the Department Chair annually.

The University Code, the UNCC Tenure Document, the documents adopted by the UNCC College of Liberal Arts & Sciences, and the documents adopted by the Department of English spell out the role for this reviewing body. All matters affecting personnel review must include due process for faculty as explained in the Code and the local campus documents. Due process at UNC-Charlotte follows AAUP guidelines for mandatory review and notification.

Teacher Education Committee

The Teacher Education Committee consists of at least four members: three full-time faculty from the Department of English and one full-time faculty from the College of Education. The members from the Department of English are appointed by the Chair of the Department, who also appoints the chair of this committee. The member from

the College of Education is appointed by the Chair of the Department of English in consultation with the appropriate department in the College of Education.

The committee upholds standards for teacher licensure in secondary English and stays abreast of state policies and standards that impact the preparation of English secondary teachers. The committee ensures that the English curriculum meets professional and accreditation standards for the preparation of secondary teachers and recommends content preparation to the College of Education for middle grades English language arts and for candidates in English Master of Arts in Teaching. The committee meets as often as necessary to conduct its business.

Undergraduate Committee

The Undergraduate Committee consists of its chair (the Associate Chair), and at least five members of the full-time English faculty. The Chair of the Department, in consultation with the Associate Chair, appoints the members to this committee. Members of the committee shall be selected to represent the spectrum of the Department areas.

Although the Undergraduate Committee deliberates most often on curricular matters, additional matters relating to the English program may be dealt with. The committee also aids the Associate Chair in the evaluation of AP credit or credit-by-exam for undergraduate English courses. The committee meets as often as necessary to conduct its business.

Workload and Salary Review Committee

The Workload and Salary Review Committee consists of one lecturer and three faculty representing, if at all possible, each of the tenure-line ranks. The members are elected in the spring of each academic year. Terms are two years and elections must be staggered, with two tenure-line faculty elected in even years, and one tenure-line faculty in odd years. Lecturers will also serve two-year terms, with one lecturer elected every two years. Members may not serve consecutive terms.

The committee advises the Chair of the English Department on workload decisions and merit raises for all full-time faculty. Lecturers on the committee participate only in the evaluation of other lecturers. Teaching loads for tenure-line faculty are determined according to faculty research productivity. The definition of 'research-active faculty' is tied to graduate faculty status. The Graduate Committee reviews candidates up for renewal of graduate faculty status each spring and makes recommendations regarding whether or not faculty meet minimal expectations for graduate faculty status. Those recommendations will then be shared with the committee and the Department Chair, who will determine workload assignments. Teaching loads for lecturers are generally four courses per semester, or as specified in their contracts.

In January of each year, the Chair shall ask each member of the full-time faculty to complete an activity report for the academic year under review. The members of the Workload and Salary Review committee shall review the activity reports and advise the Chair on their recommendations.

The committee meets as often as necessary to conduct its business.

DEPARTMENT MEETINGS

The Department of English meets on a regular basis during the academic year. Meetings are called, usually a week in advance, by the Chair of the Department, who shall circulate an agenda at least three days before the meeting. At the request of one-third of the full-time faculty, the Chair must call a meeting of the Department.

Voting Privileges

All members of the full-time faculty shall have voting privileges, except in those cases in which the English Bylaws and/or College or University documents state otherwise.

Quorum

A quorum shall consist of 51% of the full-time English faculty members. Before an official vote in a faculty meeting, any faculty member in attendance may question the presence of a quorum. If the Chair of the Department, or any other presiding faculty member, discovers that there is not a quorum present, no final vote will be taken on a given issue. By a majority vote of those present, the group attending this meeting may declare themselves a committee of the whole. This committee may then, by a majority vote, place a proposal on a ballot to be voted on by the entire faculty. Such a motion will pass if it receives a majority of votes cast in that ballot election.

AMENDMENTS TO THE DEPARTMENT OF ENGLISH BYLAWS

An amendment to these Bylaws must be approved in two stages. A majority vote in a meeting of the Department of English faculty places it on a ballot to be voted on by the entire faculty. It is then approved if it receives two-thirds of the votes cast in that ballot election.