



English Department By-Laws (Revised December 2022)

1. The Department

- 1.1. Membership: All Assistant, Associate, and Full Professors holding academic rank in the English Department, including faculty holding partial appointments, shall be voting members of the Department while in residence (members who are not in residence may participate in votes on promotion and tenure recommendations as described in section x.x). Full-time lecturers may vote in the second year of continuous service.
- 1.2. Meetings: Meetings of the Department shall be arranged at the beginning of the semester, and can be supplemented by emergency meetings when necessary and by the creation of ad-hoc committees.
 - 1.2.1. Agendas shall be circulated at least two days in advance.
 - 1.2.2. Quorum: A quorum shall consist of more than one-half of the voting members of the Department and shall be required for all departmental decisions. The Chair will announce whether or not the attendees at the meeting constitute a quorum. Meetings may proceed without a quorum, at the discretion of the Chair, for the purpose of discussion or unofficial ballots.
 - 1.2.3. Minutes, including the attendance (those present and those absent) shall be circulated electronically within a week after the meeting. A hard copy of the minutes shall be kept on file in the Department Chair's office.
 - 1.2.4. Voting: The default position for the passage of a motion is simple majority. It will be regular practice in the case of major departmental decisions that the decision will be discussed in one meeting and then voted on during a later meeting (with at least one week in the interim) to allow adequate time for discussion among department members. The Chair may direct that votes of major departmental decisions, where appropriate, be taken by a mail, email, or online ballot, or by proxy. In order to vote, Department members must either have been in attendance at the meeting where the issue was discussed, or have read the minutes (as indicated either by an emailed acknowledgement to the Department Chair or a signature on the hard copy on file in the Chair's office. Results shall be valid only if the ballots cast number more than one-half of the voting members of the Department.
- 1.3. Functions: For the detailed supervision and administration of its operations, the Department delegates its powers to the committees designated in these By-Laws, which shall be accountable to the Department. The Department shall have the right

to review the work of these committees, and its approval shall be required for all major policy decisions – including the institution of new departmental and interdepartmental programs, and substantive revision of existing programs – that may be submitted to it by the appropriate committees.

2. Departmental Administrators

2.1. The Department Chair

2.1.1. Duties

- 2.1.1.1. acts as executive officer to implement department policies
- 2.1.1.2. in consultation with DUGS and GPD, respectively, assigns faculty to teach courses at the undergraduate and graduate levels and determines the teaching and service responsibilities of all faculty in the Department, taking into consideration overall faculty effort, including teaching, research, and service effort within and outside the Department
- 2.1.1.3. assigns and oversees workload of department office staff
- 2.1.1.4. oversees and is responsible for carrying out the administrative functions
- 2.1.1.5. in consultation with the Executive Committee, appoints chairs and members of departmental committees
- 2.1.1.6. oversees and is responsible for carrying out administrative work of the Department, including:
 - 2.1.1.6.1. administering department finances
 - 2.1.1.6.2. in consultation with the Executive Committee, proposing compensation for the faculty and staff
 - 2.1.1.6.3. in consultation with the Executive Committee, making recommendations for the hiring, promotion, and dismissal of office staff
 - 2.1.1.6.4. making recommendations for hiring people in temporary teaching positions in the Department
 - 2.1.1.6.5. making arrangements for Department functions and other activities
- 2.1.1.7. represents the Department to the University community and the University administration
- 2.1.1.8. assigns a tenured faculty member as mentor to each untenured faculty member in the Department, with the agreement of both parties
- 2.1.1.9. appoints representatives of the Department to other units of the University
- 2.1.1.10. schedules and presides over Department faculty meetings

- 2.1.1.11. assigns Departmental office space
- 2.1.1.12. makes recommendations to the Dean to grant sabbatical leave to Department faculty members

2.1.2. Renewals, transitions and removals of Department Chairs

- 2.1.2.1. An important duty of the Chair of the English Department is to ensure an orderly and democratic renewal or transition to the next English Department Chair. Procedures for making a departmental recommendation to the Dean on Chair appointments:
 - 2.1.2.1.1. 10 months before the scheduled end of the current Chair's term, the Executive Committee will advise the Dean regarding the appointment of the next Chair of the Department of English. The Committee will interview the faculty and staff of the Department in order to arrive at recommendations.
 - 2.1.2.1.2. 5 months before the scheduled end of the Department Chair's term, the recommendations will be communicated to the faculty in a faculty meeting. Any candidates under discussion will be excused from the room. The faculty will vote on the recommendations of the Committee. The Committee will then advise the Dean regarding the appointment of the next Chair of English.
- 2.1.2.2. In the case of an emergency with respect to the Chair, the faculty will immediately assemble to perform the above functions
- 2.1.2.3. Departmental Recommendation to Remove Chair:
 - 2.1.2.3.1. At any faculty meeting, a motion to remove Chair can be introduced.
 - 2.1.2.3.2. Once a motion to remove the Chair has been introduced and seconded, the Chair will leave the meeting, which will be chaired by the Graduate Program Director.
 - 2.1.2.3.3. After appropriate discussion of the motion, a vote by a simple majority of the faculty may authorize a second meeting to be held at least one week later, after all voting members have been informed. This meeting will be chaired by the Graduate Program Director. After a discussion a vote of two thirds of the voting members will be sufficient to authorize a recommendation to the Dean to remove the Chair.
 - 2.1.2.3.4. Removal of the Chair by the Dean will create an emergency vacancy of the office of Chair (see 2.1.2.3)

- 2.2. Department Officers. These positions have three-year, renewable terms, and are to be filled by tenured faculty except under special circumstances as determined by the Executive Committee.

2.2.1. Associate Chair

- 2.2.1.1. The Chair may, in consultation with the Executive Committee, propose the appointment of an Associate Chair. The proposal, subject to approval by a department vote, and by the CAS Dean, will include:
- 2.2.1.1.1. The nomination of a tenured member of the department;
 - 2.2.1.1.2. The term of the appointment, from 1 semester to 1 year; subject to annual reappointment (see 2.2.3 below).
 - 2.2.1.1.3. The specification of a predetermined range of tasks and responsibilities, which may include but are not limited to
 - 2.2.1.1.4. Representing the Department at meetings and events when the chair has a scheduling conflict, not to exceed 20% of meetings;
 - 2.2.1.1.5. Managing special initiatives, such as assessments;
 - 2.2.1.1.6. Managing affiliate appointments and reappointments;
 - 2.2.1.1.7. Directing the department's social media and blog.
- 2.2.1.2. The compensation for the position, mutually agreed upon by the Chair and the nominee. This compensation may entail a portion of the Chair's salary supplement or an annual course release funded by the Chair.
- 2.2.1.3. The Associate Chair may be reappointed by the Chair, in consultation with the Executive committee, annually for up to two years (a three year term in total) following a review of the Associate Chair's tasks and responsibilities and overall workload. After 3 years, the Associate Chair must be re-elected by the Department.
- 2.2.1.4. In promotion cases, service as Associate Chair would be equivalent to other department officer positions, undergraduate and graduate program Director. The Chair remains the department's sole executive officer as stipulated in article 2.1.1.1 above. If the Associate Chair is an Associate Professor, they will not be involved in promotion cases for Full Professors. The Associate Chair will not have access to confidential information about personnel that is not already available to the Executive Committee and to faculty within rank.

2.2.2. Graduate Program Director (GPD)

2.2.3. Director of Undergraduate Studies (DUGS)

- 2.3. Director of English Teacher Education: The Director of English Teacher Education, a tenure-line faculty position, is appointed by the Chair of English, in consultation with the Executive Committee, and the Director of the Professional Education Program. Additional terms of the appointment of the Director of English Teacher Education and other English Teacher Education faculty lines may be found in the PEP Program Office and the Office of the Provost.

2.4. Other Administrative positions

- 2.4.1. Director of Graduate Placement
- 2.4.2. Director of the Honors Program
- 2.5. The Chair shall establish additional administrative positions, as the need arises with the approval of the Department.
- 3. Departmental Committees
 - 3.1. The Executive Committee is an advisory body to the Chair and a forum in which department members can communicate matters they believe should be discussed by the committee.
 - 3.1.1. **Membership:** The Executive Committee will be composed of three elected faculty members, with the Department Chair, the Department Business Manager, The Associate Chair, and Chairs of standing committees as non-voting ex-officio members. Ideally, the elected membership of the Executive Committee should be representative of the current composition of the Department. That is, any faculty rank that composes a substantial proportion of the Department should have representation on the Executive Committee.
 - 3.1.2. **Terms:** Members serve 2-year terms that begin in the Fall semester.
 - 3.1.3. **Elections:** Elections are held each spring to fill vacancies for the fall semester. The process will begin with an open call for nominations. Any faculty member receiving two nominations is eligible for election. Election is by secret ballot for all vacancies.
 - 3.2. The Department Chair, in consultation with the Executive Committee, shall appoint the following standing committees, taking into account the wishes of Department members, wherever possible, and the equitable distribution of the work-load. Unless otherwise specified, these shall be renewable two-year appointments, and shall be staggered to insure continuity within each committee. Student members shall be selected by the appropriate student organizations and shall participate in and vote on all decisions except those involving individual students and faculty members. As the need arises, the Department Chair may increase the membership of any of these committees, with the advice of the committee chair. Any committee shall have the right to delegate certain of its functions to subdivisions of its membership and to conduct its votes by mail ballot, where appropriate. Meetings of each committee shall be called by the committee chair on his or her initiative or upon the request of two members of the committee. Each committee shall submit its substantive decisions and recommendations, as determined by majority vote, to the Department for approval.
 - 3.2.1. Graduate Program Committee. This committee shall consist of the Graduate Program Director, who shall serve as the committee chair; at least two members of the Department; and one graduate student to serve for a one-year term, and the Graduate Program Coordinator. It shall be responsible for the planning and operation of the English M.A. and Ph.D. programs, the graduate

course curriculum, the assignment of advisors and thesis directors, the administration of examinations, and the final certification of students for these degrees. GPC meetings will be announced in advance, with agendas published before their meetings. This committee will also be responsible for all admissions to the M.A. and Ph.D. programs and for the awarding of all fellowships and assistantships to entering students; the graduate student representative may not participate in any admissions or awards decisions.

3.2.2. Graduate Admissions. This committee shall consist of the GPD, who shall serve as the committee chair, at least two members of the Department faculty, and the Graduate Program Coordinator. It shall include no students and membership in the Graduate Program Committee shall not preclude membership in it as well. This committee is responsible for Undergraduate Program Committee. This committee shall consist of the Director of Undergraduate Studies, who shall serve as the committee chair; the Honors Program Director, the Undergraduate Advisor, and at least two members of the Department; and one undergraduate student (appointed by the Department Chair in consultation with the Executive Committee). It shall be responsible for the English curriculum at the undergraduate level and for advising all undergraduate majors. It shall consult with the Director of English Teacher Education on all matters affecting undergraduate English teacher candidates. It shall approve (and when necessary, initiate) proposals for new courses or for changes in courses within existing programs, and forward such proposals to the Department for approval and submission to the College Curriculum Committee. It shall also develop detailed proposals for new departmental and interdepartmental programs, and for substantive revisions for existing programs (including changes in degree requirements), under the general guidelines proposed by the Department, and forward such proposals to the Department. It shall also supervise the Departmental Honors Program, including admissions to the program.

3.3. English Teacher Education Program Committee: This committee shall consist of the Director of English Teacher Education, who shall serve as the committee chair; the Director of Student Teaching in English; the Graduate Program Director; the Director of Undergraduate Studies and/or the Undergraduate Major Advisor; and at least one member of the Department who teaches Methods courses or supervises student teachers. It may also include an adjunct instructor for the program, who will be compensated for their service. It shall be responsible for advising the Director on the planning and operation of the Undergraduate English Teacher Education Program and the MAT in English program, admission to these programs, and the English Teacher Education curriculum. ETEPC meetings, held as required, will be announced in advance, with agendas published before their meetings.

- 3.4. Diversity, Equity and Inclusion Committee: This committee shall consist of 2-4 faculty members; 3 graduate students; 2-3 selected undergraduates (EXP/DIV credit).
Subsequent years: open call for student members
- 3.5. The Department Chair, in consultation with the Executive Committee, shall appoint additional standing or ad hoc committees as the need arises, with the advice of the Department and, where appropriate, of the student organizations.
- 3.6. Ex-officio Appointment. The Chair may appoint himself or herself as an ex-officio member of any Department committee
4. Policy on Research/Creative Activity, Teaching, and Service
 - 4.1. **Research.** As a department at an R01 institution, English expects all faculty to remain research-active not only before tenure but afterwards.
 - 4.1.1. The primary criterion for research activity is scholarly and creative work. This policy recognizes the diversity of research activities carried out by our faculty, including independent or collaborative research towards the production of books, articles, editions and edited collections, films, theatrical performances, or other projects shared with academic and/or public audiences. Evidence of research activity includes the completion, production or publication of such projects. It also includes demonstrable progress towards their completion and publication, such as research notes, data collection, manuscript drafts, beta versions, and so on, consistent with a rate of production equivalent to one scholarly book every ten years.
 - 4.1.2. Other criteria to be considered as research activity include:
 - 4.1.2.1. Talks, workshops, performances, and conference presentations;
 - 4.1.2.2. Grants and fellowship applications;
 - 4.1.2.3. Advising doctoral, masters, and honors students on dissertations and theses.
 - 4.2. **Teaching.** As a department with a reputation for and a commitment to excellent and engaged teaching, English expects all faculty to contribute broadly to the Department's degree programs and service to the college and university. To balance faculty workload, faculty are expected to:
 - 4.2.1. Teach 6 credit hours, typically 2 courses, per semester, exceeding "[Minimal Instructional Responsibilities](#)" as defined by the University Senate. (A standard teaching load for full-time lecturers is 9 credits or 3 courses per semester.)
 - 4.2.2. Teach a wide range of classes, which may include 100-level courses for nonmajors, large lecture courses, upper-division classes and honors seminars, and graduate courses in rotation. Faculty are expected to teach required courses outside of their current research interests.
 - 4.2.3. Teach writing-intensive courses on a regular basis, including 204, 301, and 380.

- 4.2.4. Support a nimble curriculum by developing new courses, new course topics, and online courses, as appropriate to their fields of expertise.
- 4.2.5. If asked, provide mentoring to individual graduate and undergraduate students. Independent studies, thesis advising, and participation on examination committees will be taken into account in the consideration of the overall teaching workload. This policy recognizes that mentorship and advising responsibilities and opportunities are often field-dependent, and are not evenly distributed across the faculty.
- 4.2.6. Recognizing the variability in the effort required by and the desirability of different course assignments, the Department will take multiple factors into account in attempting to achieve equity in teaching workload while meeting instructional needs, including faculty course and scheduling preferences, the availability of graduate teaching assistants, the amount of preparation involved (for new courses, for example) and mode of delivery (in person or remote).
- 4.3. **Service.** Because service is crucial to the well being of the Department, college, university, and profession, and because faculty governance is the principle upon which we operate, the following principles govern service in English:
 - 4.3.1. The Department expects each of its members to serve on at least one of its standing committees annually as well as on its search and promotion committees, and to carry out other duties, as needed.
 - 4.3.2. The English Department expects each of its associate professors to contribute to the leadership and administration of the department. This may include but is not limited to serving as Associate Chair or as Director of the Graduate, Undergraduate, or Honors programs. In consultation with the Executive Committee, the Department Chair may assign alternate service, which will be documented by the chair as evidence that the associate professor has fulfilled this responsibility.
 - 4.3.3. Faculty are expected to attend all faculty meetings unless such meetings conflict with their teaching obligations, or with obligations to other departments in which they hold partial appointments. They are also expected to attend the Department's annual commencement ceremony.
 - 4.3.4. The Department Chair will collect data on all faculty members' service activities for each academic year. Such data will then be made available to all members of the Department. The Chair will endeavor to use this information to adjust department service assignments to keep service commitments equitable.
- 4.4. **Annual Meetings.** Faculty members will have annual goal-setting meetings to discuss their research, teaching, and service with the Chair. Faculty have the option of having an assigned mentor - from outside or inside the Department - participate in these meetings. If the Chair perceives that a faculty member is not meeting research, teaching or service expectations, the Chair should give that faculty

member notice and wait until after the next annual goal-setting meeting before issuing a workload adjustment in consultation with the Executive Committee.

4.5. Workload Adjustments. In order to promote an equitable overall workload, the Chair, in consultation with the Executive Committee:

4.5.1. May adjust a faculty member's teaching obligations to compensate for a disproportionate service workload, or vice versa. Program Directors typically have a 2:1 course load.

4.5.2. Assign additional service or teaching, up to a maximum 3/3 course load, to faculty members who opt not to pursue a research agenda or, as determined by the Executive Committee, do not meet the standard (defined in article 1, above) for research activity.

4.5.2.1. Faculty members who are being considered for increased teaching assignments will have the opportunity to meet with the Chair and Executive Committee for discussion before any assignment is made.

4.5.2.2. In cases where members of the Executive Committee disagree about an individual's activity, a majority of the committee's votes will decide.

4.5.2.3. A faculty member who has opted to increase their teaching load and deemphasize their research may resume a 2:2 course load by notifying the Chair by October 1 (for the following Fall) or March 1 (for the following Spring).

4.5.2.4. A faculty member who has been assigned an increased course load because of low research activity may resume a 2:2 load in the following year by submitting a research agenda for approval to the Department Chair and Executive Committee by October 1 (for the following Fall) or March 1 (for the following Spring).

5. Procedures for Departmental Personnel Recommendations

5.1. New hires

5.1.1. Defining positions and selecting finalists

5.1.1.1. Research and teaching subject areas for new faculty appointments and decisions concerning hiring opportunities from departmental and campus-wide initiatives will be made at meetings of voting members.

5.1.1.2. When a position is approved by the University administration, the Chair in consultation with the Executive Committee appoints the chair and members of a search committee from among the voting members, or others at his or her discretion

5.1.1.3. The search committee presents a job description and a plan for the search, subject to approval by the voting members of the Department.

5.1.1.3.1. The typical plan is as follows:

5.1.1.3.1.1. After the application deadline, the search committee selects a short list of semi-finalist candidates for preliminary interviews. Depending on the budget or other contingencies of the particular search, the committee may choose to conduct preliminary interviews at the Modern Language Association Convention in early January, to conduct phone interviews, to forego preliminary interviews, or otherwise alter the timetable of the search.

5.1.1.3.1.2. Following the preliminary interviews, the search committee selects finalists to invite to campus visits.

5.1.1.3.1.3. Campus Visits: In order that the whole department may have the opportunity to participate in hiring, all new appointments, junior and senior, and including those with primary responsibilities outside the Department, will be expected to present a lecture open to the Department community and introducing the candidate to that community. Normally no offer of appointment will be made until the Department has heard the candidates in lecture and met to vote on them.

5.1.2. Voting Procedures

5.1.2.1. Recommendations for new appointments not involving tenure involves two votes:

5.1.2.1.1. The first vote, requiring a two-thirds majority, is on the acceptability of each finalist. For example, if there are three finalists, the voting members of the Department may decide that two would be acceptable hires but one would not.

5.1.2.1.2. The second vote ranks the candidates who are deemed acceptable. The results are tabulated by adding each candidates' total rankings. For example, if a candidate receives 5 first place votes, 3 second place votes and 3 third place votes, his or her total is 20 (5 + 6 + 9). The candidate with the lowest total is the top recommendation to the Dean.

5.1.2.2. Recommendations for appointments involving tenure.

5.1.2.2.1. On candidates proposed for the rank of associate professor with tenure or above, the entire department is eligible to vote on the appointment itself, including assistant professors and full-time lecturers of one year standing or more, according to the procedures in 4.3.1.

- 5.1.2.2.2. Assuming an affirmative vote, the tenured staff – associate and full professors – then votes on the conferring of tenure (requires two-thirds majority).
- 5.1.2.2.3. If the rank proposed is associate professor, the procedure is finished. If the rank proposed is full professor, the full professors alone vote (two-thirds majority) on the rank of full professor
- 5.2. Preparation of the candidacy file for senior appointments shall be done according to the latest version of the “Promotion and Tenure Committee Procedures of the College of Arts and Sciences.” ([“PTC Guidelines”](#))
- 5.3. Recommendations on reappointments of tenure-line faculty not involving tenure (the third-year or pre-tenure review) will be made according to the following procedures.
 - 5.3.1. In consultation with the Chair, the candidate will choose three tenured faculty members to serve on his or her Reappointment Committee. Committee members will be responsible for reports on the candidate’s scholarship, teaching, and service.
 - 5.3.2. The candidate should be informed by mid-semester prior to the reappointment hearing semester, and should prepare a file including A) the biofile; B) a selection of the candidate’s works or works-in-progress; C) teaching evaluations and at least one first-hand observation of the candidate in the classroom; D) a CV.
 - 5.3.3. The Department as a whole should be notified of the imminent reappointment hearing and Departmental opinion should be solicited in the normal manner. All files should be made available for tenured faculty to review ten days before the reappointment hearing. The tenured faculty will then meet, discuss the file, and vote.
 - 5.3.4. The Department Chair is responsible for preparing the Chair’s recommendation (a narrative account of the meeting) and a report of the vote as positive, negative, or tied. Tenured members of the faculty will be asked to verify its accuracy.
 - 5.3.5. The Department Chair shall provide the candidate with a redacted version of the Chair’s recommendation and will meet with the candidate to discuss it.
 - 5.3.6. Department Chair transmits the recommendation and the reappointment file to the Dean.
 - 5.3.7. Recommendations of reappointments of Lectures are undertaken by the Department Chair in consultation with the Executive Committee.
- 5.4. Promotion and Tenure Procedures**
 - 5.4.1. Recommendations on reappointments involving continuing appointment (tenure) and on promotions to the ranks of Associate Professor or Professor shall follow the latest [“PTC Guidelines.”](#) Aspects of the process that are left to the discretion of the Department are stipulated in these by-laws.
 - 5.4.1.1. Ad Hoc Committee
 - 5.4.1.1.1. The preparation of the Candidacy File is overseen by the Chair, who appoints an ad-hoc committee consisting of three tenured

department members. The Department Chair should consult with the Candidate on the selection of the chair of the ad hoc committee, and with the ad hoc committee chair on the selection of the other two committee members.

- 5.4.1.1.1.1. One committee member shall compile a report on the candidate's teaching (including his or her record as a student advisor and as a director of graduate students' exams and dissertations), with the assistance of one graduate and one undergraduate student selected by the appropriate student organizations. Neither student representative may have taken any course with the candidate, or have been an advisee. The committee member shall review with the students their procedures for sampling student opinion, in order to ensure that the report is as professional, comprehensive, and objective as possible. Other members of the Department may volunteer or be asked to send a statement of any first-hand knowledge they have of the candidate's teaching, which shall be included in this report. The candidate may submit a statement on his or her teaching, and may request that his or her classes be visited by the committee member (or some-one designated by the committee member), whose statement on the visit shall be included in this report.
- 5.4.1.1.1.2. One committee member shall compile a report on the candidate's service, which shall include letters from the Chair (or other members) of the major committees on which the candidate has served and from administrative officials, where appropriate, as well as any other relevant documents.
- 5.4.1.1.1.3. One committee member shall compile a report on the candidate's scholarship. This committee member should solicit recommendations from authorities from outside the University according to the "PTC Guidelines." Other members of the Department acquainted with the candidate's scholarship may volunteer or be asked by this committee member to send a statement, which shall be included in this report. The committee shall also see that copies of the candidate's publications or other examples of his or her work are available to all members of the Department at least one month before the meeting on the candidate. The appropriate committee member shall also solicit statements from other units of the University, if the candidate has been involved in teaching, service, or research within these units, and include them in the report.
- 5.4.1.1.2. If in the course of compiling the report any member of the committee comes upon information suggesting that the candidate

may have been guilty of unprofessional or unethical conduct, he or she shall at once inform the Department Chair who shall inform the candidate. The candidate then has the option of submitting a written statement to be attached to the committee member's report, and may also (in addition to the written response) choose to appear in person at the meeting to explain the case and answer questions. If any other member of the Department intends to bring such a charge against a candidate at the hearing, he or she shall inform the Department Chair who shall inform the candidate and give the candidate the same options. If during the hearing a charge of this nature is brought up without previously informing the candidate, the Department Chair shall not permit a vote to be taken on the candidate until he or she has been informed of the charge and given an opportunity to respond in writing.

5.4.1.2. Hearings.

5.4.1.2.1. If the Department has concurrent Promotion and/or Tenure cases in process, these cases shall be considered individually, with at least a week between the hearings.

5.4.1.2.2. The Department Chair shall preside. The membership at each meeting shall consist of the candidate's committee (including the student representatives) and all members of the Department who are eligible to vote on decisions of that category and who have signed the signature sheets described in Section I above. Members eligible to vote who cannot be present (in this case members of the Department of appropriate rank who have access to the file, whether they are currently teaching or on leave or sabbatical) may submit written proxies to the Department Chair, which shall be valid only if accompanied by these signature sheets. Department members not in residence may write letters to be made part of the candidate's file. If those members have not seen the candidate's file, this fact shall be noted in a statement by the Department Chair attached to their letters.

5.4.1.2.2.1. The Department Chair shall first determine if the voters who have both signed the signature sheet and are present at the meeting plus the valid proxies constitute a quorum, which shall be defined as two-thirds of the Department members who are eligible to vote on the decisions of that category. If no quorum exists, the Chair shall terminate the meeting and call it again at a later date.

5.4.1.2.2.2. The Department Chair shall then call for a discussion of the teaching reports on the candidates, including any questioning of

the student representatives, after which they shall leave the meeting.

5.4.1.2.2.3. The Department Chair shall then call for a discussion of the service and scholarship reports on the candidates, including any questioning of the candidates' committees, after which any members of these committees who are not eligible to vote shall leave the meeting.

5.4.1.2.2.4. After this discussion, the Department Chair shall call for a single secret ballot on all the candidates in that category (if a candidate is being considered for both promotion and tenure these shall be indicated separately on the same ballot). The Chair shall tally these ballots, add to them any valid proxies in hand, and announce the results to the meeting. An affirmative vote of at least 2/3 of all ballots (excluding the abstentions) shall be required for a departmental recommendation for promotion or tenure.

5.4.1.2.2.5. Immediately following the vote and prior to disbanding, all members present at the meeting shall sign the appropriate memorandum indicating their votes on each candidate, and the Department Chair shall attach signed proxies to this memorandum.

5.4.1.2.3. The Department Chair shall then prepare a report summarizing the departmental recommendation for each candidate, which the Chair shall submit to eligible voters for signature prior to transmission along with the signed voting memorandum and the candidate's file to the PTC and the appropriate administrative officials. Any member of the Department, including the candidate, may send a separate statement of his or her own. One copy of the report and file shall be retained in the Department's permanent records.

5.4.1.3. Timetable.

5.4.1.3.1. In order to meet the PTC deadlines for the submission of the candidacy file to the Dean's Office, the Department should complete the necessary steps in the evaluation and recommendation process at or before the deadlines in the timetable below:

5.4.1.3.2.

| | Cases involving Promotion to Full Professor | Cases in which the final term appointment expires at the end of a fall semester | All other cases |
|--|--|--|--|
| Initiation of Candidacy | 1 March | 1 March | 1 November |
| Announcement of Candidacy | 5 March | 5 March | 5 November |
| Appointment of Ad Hoc Committee | 31 March | 31 March | 30 November |
| Solicitation of outside evaluations | 1 November | 1 November | 1 May |
| Deadline for outside evaluators | 1 June | 1 March | 1 September |
| File made available to department members eligible to vote on candidate | At least 1 month before department hearing | At least 1 month before department hearing | At least 1 month before department hearing |
| Department Hearing | At least 1 month before PTC deadline | At least 1 month before PTC deadline | At least 1 month before PTC deadline |
| PTC Deadline for submission of file to Dean's office | 15 September | 15 May | 15 January |

5.4.1.3.3. Any member of the Department who, because of some unexpected situation (e.g. an outside offer), has a legitimate need for a decision of tenure or promotion to the rank of Associate Professor that cannot be fitted into the above timetable, shall have the right to initiate his or her candidacy at any time during the academic year by a letter to the Department Chair explaining the nature of the situation. The Department Chair shall then institute the procedures

described above, setting up a special timetable and a special meeting in order to meet, if at all possible, the situation of the candidate.

5.5. Re-submission.

5.5.1. In the event of a negative decision on a case for Promotion and/or Tenure, the candidate may request a resubmission during the following academic year, according to the procedures in the latest "[PTC Guidelines](#)."

5.5.2. Requests for resubmission must be communicated in writing to the Department Chair by 1 November (or 1 March for cases in which the final term of the appointment is a Fall semester). The Department Chair shall immediately send a mail ballot to all members of the Department in residence eligible to vote on this case, asking whether they favor reopening it. The ballot shall include the candidate's statement of the change in his or her qualifications, and any relevant documents or publications shall be made available to those voting. Ballots must be returned within two weeks. If there is an affirmative vote of over $\frac{1}{2}$ of the eligible voters, the Department Chair shall reopen the case by announcing the candidacy and following the procedures in the "PTC Guidelines." If the affirmative vote is not over $\frac{1}{2}$ of the eligible voters, the case is closed insofar as the Department is concerned, although candidates may appeal Departmental decisions to the PTC.

6. Adoption and amendment of the By-Laws

6.1. These By-Laws shall be adopted when approved by a 2/3 vote of those present at the Department meeting where they are considered.

6.2. Any proposed amendment to these By-Laws shall be circulated to the Department no less than ten days before the Department meeting where it is to be considered. It shall be adopted when approved by a 2/3 vote of those present at that meeting.

6.3. Every three years the Department Chair shall appoint a committee to review these By-Laws and, if necessary, to submit to the Department, for its approval, a revised set of By-Laws.

6.4. The current edition of the By-Laws shall be published on the Department of English website.