

Program in Writing and Rhetoric By-Laws

Ratified February 24, 2016

1. These By-Laws are designed to provide a framework for the execution of the Program in Writing and Rhetoric's mission: to help students develop critical and creative thinking skills, to help students cultivate greater awareness of genre and the writing process, to help students develop rhetorical strategies for communication, to help students develop grammar and usage skills, to foster cutting edge research in writing and rhetoric, and to promote the role of our Program in the university.

2. Voting Faculty Membership: All full-time Lecturers, Assistant, Associate, and Full Professors, including faculty with joint appointments with half-time or greater commitment to the Program, are full voting members of the Program while in residence. Due to university regulations concerning rank and promotion, only tenured faculty vote on promotion and tenure of tenure line faculty. Part-time lecturers ("adjunct faculty") and graduate teaching assistants have voting rights on all matters concerning WRT 101 and WRT 102 after teaching two of these courses for two consecutive semesters, at least one of which is either spring or fall. Since adjunct faculty are hired as teaching faculty (and are not paid or reappointed based on their service to the Program), they are not required to serve on committees. Adjunct faculty, however, are welcome to serve on committees or in other capacities in the Program at their choosing. Adjuncts are also welcome to request full voting rights as outlined in section 2.1 below, and teaching assistants may petition the Advisory Committee for consideration for voting rights. Regardless of voting status, the Program encourages adjunct faculty participation in discussion of all Program matters, and the Director will remind all faculty of their voting rights at the first voting meeting of each academic year.

2.1 An adjunct requests full voting rights by writing a letter to the Advisory Committee explaining the reason(s) for that request. Possible reasons include, but are not limited to, committee work, length of service, or a particular area of expertise. The Advisory Committee will respond in as timely a manner as possible, and the request will be granted by an affirmative vote of a simple majority of its members. If the request is denied, the Advisory Committee will provide a brief explanation, and that adjunct faculty member may submit a new request at the beginning of the following semester or at any point thereafter.

3. Voting Program Meetings: Program priorities will be set at a voting meeting of the full voting faculty. Voting meetings—usually two per semester—will be arranged and announced immediately prior to or at the beginning of the semester and can be supplemented by emergency voting meetings when necessary. All faculty are invited to attend Voting Program Meetings, though voting on specific items is governed by the rights outlined in Section 2 and 2.1.

3.1 Agendas: Agendas will be circulated at least two days in advance.

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3.2 Quorum: A quorum consists of more than one-half of the full voting members of the Program, including absentee ballots and proxies, and is required for all decisions. The Director will announce whether or not the attendees at the meeting constitute a quorum. Voting meetings may proceed without a quorum, at the discretion of the Director, for the purpose of discussion or unofficial ballots.

3.3 Minutes: The Director, or in his/her absence the Associate Director, will appoint a faculty member to take minutes at each voting meeting, and the minutes will include attendance (those present, including proxies and absentee ballots, and those absent). The minutes will be circulated electronically within a week after the meeting, and the Director will seek approval from the full voting faculty before posting the minutes electronically on an appropriate Program site as a matter of record. The Director may designate that no response constitutes approval, and a hard copy of the minutes will be kept on file in the Director's office. The minutes will not reflect discussions or votes on potential job candidates.

3.4 Voting: The default position for the passage of a motion is simple majority. It will be regular practice in the case of Program discussions that require a vote that discussion and voting will occur in the same meeting, though motions to delay a vote may be made by any member of the full voting faculty. The standard procedure for voting will be to take a count of hands raised for yea or nay. However, any member of the full voting faculty may request that a vote be taken by mail, email, online ballot, proxy, and/or secret ballot. The Director may also request this. In either case, the medium for voting would then be decided by a count of hands, raised for yea or nay, by full voting members present. Any full voting member may make a written request to the Director for an absentee vote or that they wish to designate another full voting member as their proxy prior to the meeting.

4. The Program Director:

4.1 Duties:

- A) acts as executive officer to implement Program policies
- B) serves as Director of First Year Writing and negotiates with university administration matters related to First Year Writing
- C) coordinates, in consultation with appropriate committees and Program Officers, all academic activities, such as placement, curriculum, and degree requirements. Determines and supervises, in consultation with appropriate committees, faculty teaching assignments, and service and administrative responsibilities.
- D) assigns and oversees workload of Program office staff
- E) advocates for the Program by representing the wishes of faculty to university administration
- F) appoints, in consultation with the Associate Director, Program officers and other Program administrators
- G) appoints, in consultation with the Advisory Committee, chairs and members of Program committees, following the guidelines as set out in sections 5 and 6.
- H) oversees and is responsible for carrying out the administrative work of the Program, including but not limited to:

1. administering Program finances
2. in consultation with the Associate Director and the immediate past Director if available, developing and communicating in advance of the contract period criteria for merit pay, raises, and bonuses, as well as proposing compensation for faculty and staff. Criteria will include the role of teaching, scholarship, and service in determinations for merit pay, raises, and bonuses, and will identify traits that will be valued in making such determinations, such as leadership, innovation, student mentorship, scholarly impact, representation of the program on campus and in the community, etc.
3. in consultation with the Advisory Committee, making recommendations for the hiring, promotion, and dismissal of staff
4. making recommendations to the Dean for hiring part-time teaching faculty in the Program
5. making arrangements for Program functions and other activities
6. serves as liaison officer and representative of the Program to the university community and the university administration
7. assigns a faculty member as mentor to each new faculty member in the Program, with the agreement of both parties
8. recommends representatives of the Program to other units of the university
9. schedules and presides over Program voting faculty meetings
10. assigns office space
11. makes recommendations to the Dean to grant sabbatical leave to Program faculty members
12. facilitates the transition to the new Director prior to leaving office

4.2 Election: The election of the Director will take place as follows:

- 4.2.1 An election for Director will take place every three years in March. A Director may serve for a maximum of two three-year terms.
- 4.2.2 Three weeks before the election, the Director will solicit nominations, including self-nominations.
- 4.2.3 One week before the election, a meeting of the entire faculty will be held to discuss the election. A member of the Advisory Committee will chair the meeting. Additional nominations may be made during the meeting or up to 24 hours after it.
- 4.2.4 One week after the election meeting, votes by full voting faculty will be cast by secret ballot and submitted to and counted by the Assistant to the Director and the Senior Staff Assistant.
- 4.2.5 The Director will announce the election results and convey the Program recommendation to the Dean.

4.3 Recommendation to Remove Director:

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4.3.1 At any voting faculty meeting, a motion to remove the Director can be introduced by any full voting member of the Program.

4.3.2 Once a motion to remove the Director has been introduced and seconded, the Director will leave the meeting, which will be chaired by the Associate Director or, in that person's absence, a member of the Advisory Committee.

4.3.3 After appropriate discussion of the motion, a vote by a simple majority of the voting faculty present may authorize a second meeting to be held at least one week later, after all full voting members have been informed. This meeting will be chaired by the Associate Director or a member of the Advisory Committee. After a discussion, a vote of two thirds of the entirety of the voting faculty will be sufficient to authorize a recommendation to the Dean to remove the Director.

4.3.4 Removal of the Director by the Dean will create an emergency vacancy of the office of Director, which will be filled in an interim basis by appointment by the Dean. An election for a new Director will be scheduled as soon as possible in consultation with the Dean and the Advisory Committee. The election will follow normal election procedures.

5. Program Officers: These positions, to be held by full-time faculty, are appointed by the Director for three-year terms, renewable once, except as noted below. Having served in consecutive terms in a position does not prohibit a faculty member from serving in that position again at a later date after others have had an opportunity to serve. The Director may ask the faculty for nominations, including self-nominations and, in consultation with the Associate Director, renews terms for each officer as outlined below. A person may hold only one program officer position at a time. Temporary exceptions will be discussed with full voting faculty and need approval by a vote of a simple majority of the Advisory Committee and require renewal by that committee each semester; nominations, including self-nominations, for a new program officer will be scheduled by the Director in as timely a manner as possible in consultation with the Advisory Committee. In order to complete work on behalf of the Program, each officer may convene goal-oriented working groups as needed. The Director may remove a Program officer with a vote of a simple majority of the Advisory Committee. If a perceived need arises for a new type of Program officer, the Director will first discuss the formation and duties of this new officer with the Advisory Committee and, with the approval of a simple majority of that Committee, will present a rationale and description of the new position to the full voting faculty. An affirmative vote of a simple majority of the full voting faculty will be sufficient to approve this new Program officer, and its description and duties will be added to section 5 of the By-Laws.

5.1 Associate Director is appointed yearly by the Director and assists the Director with the administrative functions of the Program, in particular placement into first-year writing, and oversees Program Awards.

5.2 Graduate Program Director oversees the graduate certificate, advises graduate students, and works with Program faculty to develop graduate curriculum.

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5.3 Undergraduate Program Director oversees the upper-division undergraduate curriculum, including the Writing minor.

5.4 Director of the Writing Center is appointed for a six-year term, renewable once, and is responsible for the administration of the Writing Center.

5.5 Emerging Technologies Coordinator is appointed for a six-year term, renewable once, and is responsible for ensuring the Program and its faculty develop and maintain basic literacy with relevant technologies.

5.6 Communications and Marketing Coordinator develops and implements a strategic marketing plan for the Program.

6. Program Committees:

6.1 Functions: For the administration of its operations, the Program delegates its powers to the standing committees designated in these By-Laws, which are accountable to the Program. Unless otherwise indicated, each committee will be chaired by a Program Officer. All tenure stream faculty are expected to serve on standing committees; full-time lecturers and adjunct faculty are welcome to do so. Unless otherwise specified, these will be renewable two-year appointments and, whenever possible, will be staggered to ensure continuity within each committee. Student members can be appointed at the discretion of each committee and will be selected by the appropriate student organizations and will participate in and vote on all decisions except those involving individual students and faculty members. Meetings of each committee shall be called by the committee chair on his or her initiative or upon the request of the Director or of two members of the committee. Each committee will submit to the Program through the Director recommendations for Program changes. Such changes will be announced in the agenda of voting Program meetings. The Program will have the right to review the work of these committees, and its approval will be required for all major policy decisions – including the institution of new Program initiatives and substantive revision of existing programs.. If a perceived need arises for a new standing committee, the Director will first discuss the formation and duties of this new committee with the Advisory Committee and, with the approval of a simple majority of that Committee, will present a rationale and description of its duties to the full voting faculty. An affirmative vote of a simple majority of the full voting faculty will be sufficient to approve this new standing committee, and its description and duties will be added to this section 6 of the By-Laws.

6.2 Each year, each committee will by May 15 submit to the Director a brief statement of the previous year's accomplishments and recommendations for future work. The statement must be signed by each member of the committee, and a hard copy will be kept in the Director's office.

6.2.1 Director's Advisory Committee: Each faculty body (adjunct, lecturer, tenure stream) will elect a representative to serve on this committee, and each will serve three-year terms. The Assistant to the Director is a non-voting standing member. Once elected, the Advisory Committee will meet at least once per semester with the Director to discuss appropriate Program business, including

appointment of Program officers, Program committees and chairs, faculty hires, major curricular revisions, and other important Program decisions. Between such meetings, any member of the Committee or the Director may call for additional meetings or, at the discretion and agreement of all Committee members, discussion and votes may be conducted electronically. Terms of Advisory Committee members will be renewable for a second three-year term and staggered to provide continuity from year to year.

6.2.2 First Year Writing Committee: This committee consists of the Program Director, who will serve as the chair; no more than five voting members of the Program; and the Associate Director, who serves as an ad-hoc, non-voting member. It oversees First Year Writing, excepting those duties assigned to the Program Director in section 4, and is responsible for developing with the Director policies and procedures for student placement that the Director will negotiate with university administration. It also reviews and guides FYW policies and procedures, and assesses FYW activities and outcomes.

6.2.3 Graduate Studies Committee: This committee consists of the Graduate Program Director, who will serve as the chair; two members of the Program; and one graduate student who is enrolled in the Graduate Certificate or a closely related graduate program (appointed by the Graduate Program Director in consultation with the Program Director) to serve for a one-year term. It will oversee the graduate curriculum, including creating and implementing policies and procedures and assessing curricular outcomes.

6.2.4 Undergraduate Studies Committee: This committee consists of the Undergraduate Program Director, who will serve as the chair; two members of the Program; and one undergraduate Writing minor (appointed by the Undergraduate Program Director in consultation with the Program Director) to serve a one-year term. It will oversee the undergraduate curriculum, including creating and implementing policies and procedures and assessing curricular outcomes, except WRT 101 and 102, which are the purview of the FYW Committee (6.2.2).

6.3 Working Groups: Program officers may convene ad-hoc working groups to address issues within their area of responsibility. The Director may convene such working groups to investigate and advise on matters of interest to the Program that do not fall under the purview of any of the above standing committees or coordinators. The working groups will be formed to perform specific tasks and will end when such tasks are completed.

6.4 Recruitment and Job Search Committees: The Director will convene a committee to conduct job searches.

6.5 Ex-officio Appointment. The Director may appoint himself or herself or the Associate Director as an ex-officio member of any Program committee.

7. Procedures for Departmental Personnel Recommendations

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7.1 New Hires: The guidelines below are for the hiring of lecturers, tenure-track, and tenured faculty.

7.1.1 Defining positions and selecting finalists

Teaching and research subject areas for new lecturers, tenured, or tenure-track faculty appointments, and decisions concerning hiring opportunities from Program and campus-wide initiatives, will be made at voting meetings of full voting members.

When a position is approved by the university administration, the Director, in consultation with the Advisory Committee, appoints a chair and members of a search committee from among the full voting members, or others in consultation with the chair of the committee.

The search committee, with the help of the Assistant to the Director, presents to the faculty a job description and a plan for the search, which is subject to approval by a simple majority of voting members. Approval can be made by vote in a meeting of the voting faculty or through electronic submission of votes to the chair of the search committee. The search committee ensures that the position is advertised in appropriate venues and is done in consultation with Human Resources.

The typical plan is as follows: After the application deadline, the search committee reviews applications and 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 or at the Conference on College Composition and Communication in March or April, to conduct phone or Skype interviews, to forego preliminary interviews, or to otherwise alter the timetable of the search. In the case of tenure-track or tenured searches, preliminary interviews are required and may not be forgone.

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

7.1.2 Campus Visits: In order that the whole Program may have the opportunity to participate in hiring, all finalists for tenured or tenure-track appointments, including those with primary responsibilities outside the Program, will be expected to present a lecture open to the Program and university community introducing the candidate to that community. Normally no offer of appointment as an assistant, associate, or full professor will be made until the Program has heard the candidates in lecture and met to make a recommending vote on them. Campus visits may be omitted or altered in selecting Lecturers at the discretion of the search committee in consultation with the Program Director. The final decision about whom to recommend to the Dean for tenured and tenure-track appointment lies with the search committee.

7.1.3 Voting Procedures

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Recommendations for new lecturer appointments are determined by the search committee and Director.

Recommendations for new tenure-track appointments involve two votes:

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

The second vote ranks the candidates who are deemed acceptable. The results are tabulated by adding each candidate's 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.

Recommendations for appointments involving tenure, following selection of the candidate:

The tenured faculty – associate and full professors – votes to recommend the conferring of tenure (requires two-thirds majority).

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) to recommend appointment at the rank of full professor.

Preparation of the candidacy file for senior appointments will be done according to the latest version of the "Promotion and Tenure Committee Procedures of the College of Arts and Sciences." (["PTC Guidelines"](#))

7.2. Reappointments

7.2.1 Recommendations of reappointments of full-time Lecturers are undertaken by the Program Director in consultation with the Advisory Committee and forwarded to the Dean for final approval.

7.2.2 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:

In consultation with the Director, 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.

The candidate should be informed by mid-semester prior to the reappointment hearing semester, and should prepare a file including those items required in the PTC Guidelines, currently 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.

The Program as a whole should be notified of the imminent reappointment hearing and Program-wide opinion should be solicited in the normal manner. All files should be made available for tenured faculty to review ten days before the

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reappointment hearing. The tenured faculty will then meet, discuss the file, and vote.

The Program Director is responsible for preparing the PTC's required "Chair's recommendation" (including 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.

The Program Director shall provide the candidate with a redacted version of the Chair's recommendation and will meet with the candidate to discuss it.

The Program Director transmits the recommendation and the reappointment file to the Dean.

8. Promotion and Tenure Procedures

8.1 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 Program are governed by the guidelines set forth in Amendment A of these By-Laws.

8.2 Ad Hoc Committee: The preparation of the Candidacy File is overseen by the Program Director, who appoints an ad-hoc committee consisting of three tenured Program members, or if there are not three tenured Program members available, tenured members of other departments. The Program Director 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. The committee shall create a report that the Program Director uses to create the Candidacy File.

8.3 Notice of Unprofessional Conduct: 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 Program Director 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 a hearing to explain the case and answer questions. If any other member of the Program intends to bring such a charge against a candidate at the hearing, he or she will inform the Program Director, who will 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 Program Director will 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.

8.4 Concurrent Candidacy: If the Program has concurrent Promotion and/or Tenure cases in process, these cases will be considered individually, with at least a week between the hearings. The Program Director will preside.

8.4.1 Timetable. In order to meet the PTC deadlines for the submission of the candidacy file to the Dean's Office, the Program should complete the necessary steps in the evaluation and recommendation process at or before the deadlines in the timetable below. In preparing for candidacy, the Program encourages tenure

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track faculty to consult the Timeline to Tenure and Promotion for Junior Faculty, which can be found here:

<http://www.stonybrook.edu/commcms/cas/faculty/timeline.html>

	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 Program 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
Program 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

8.5 Exceptions to Promotion Timeline: Any tenure-track member of the Program 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 fit 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 Program Director explaining the nature of the situation. The Program Director 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.

8.6 Re-submission. 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](#)." Requests for resubmission must be communicated in writing to the Program Director by 1 November (or 1 March for cases in which the final term of the appointment is a Fall semester). The Program

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Director will immediately send a mail ballot to all members of the Program in residence eligible to vote on this case, asking whether they favor reopening it. The ballot will 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 Program Director will 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 Program is concerned, although candidates may appeal the Program's decisions to the PTC.

9. Adoption and Amendment of the By-Laws: These By-Laws will be adopted when approved by a $\frac{2}{3}$ vote of the full voting members present at the voting Program meeting where they are considered.

9.1 Any proposed amendment to these By-Laws will be circulated to the Program no less than ten days before the voting Program meeting where it is to be considered for adoption. It will be adopted when approved by a $\frac{2}{3}$ vote of full voting faculty at that meeting, or should a simple majority of the full voting faculty agree not to hold a vote, by a $\frac{2}{3}$ vote of full voting faculty at a subsequent meeting, provided that both meetings constitutes a quorum of voting faculty of the Program.

9.2 Three years after initial approval, the Program Director will appoint an ad-hoc committee of three faculty from across academic ranks, including at least one member of the Advisory Committee, to review these By-Laws and, if necessary, to submit to the Program, for its approval, a revised set of By-Laws, noting the changes it recommends. After the first review, a review will be conducted in the same manner every five years.

9.3 The current edition of the By-Laws will be published on the Program in Writing and Rhetoric website.