ENGLISH DEPARTMENT POLICY STATEMENT

Revised January 2011

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I. MANDATORY FIRST PARAGRAPH

4. The department faculty shall participate in the biennial evaluation of the

consider recommended additions to or changes in the DPS; to consider a recommendation to remove the department chair; and to consider business that, according to the Agreement, pertains to the work of the department unit faculty.

Motions concerning matters brought before the department faculty shall be voted on at a meeting if a quorum is present, unless a majority of the quorum votes to represent the motions to the department faculty by a mail ballot. In cases of emergency, the Policy Committee may determine upon a mail ballot.

III. DEPARTMENT CHAIR

A. Procedure for Recommendation of Candidates for Chair

The department may recommend a candidate from its own ranks or from an external search. For internal candidates, the department faculty shall employ the following procedure in recommending candidates to the Dean for appointment as Department Chair. Any tenured board-appointed faculty shall be eligible to be an internal candidate:

1. The Policy Committee shall serve as a temporary nominating committee, whose duties shall be to count the ballots in the first round of nominations, notify those whose names will be placed upon the ballot in the second round and inform them of the number of votes they received, and publish those names to the department faculty.

2. The Policy Committee shall first circulate a list of eligible faculty members (those with tenure) to the faculty qualified to vote (board-appointed faculty), who may nominate one to three persons. Any person receiving one vote shall be declared nominated for the second ballot.

3. Each person nominated may inform the Policy Committee within three working days if he or she wishes his or her name withdrawn from the ballot.

4. After determining the names to be placed on a second ballot, the Policy Committee shall then appoint a Nominations Committee, composed of three members of the tenured faculty whose names are not on the ballot.

5. The Nominations Committee shall provide some formal or informal way of acquainting the faculty with the qualifications and views of those on the ballot.

6. The Nominations Committee shall conduct all balloting leading to the recommendation of candidates for department chair.

7. If on the second ballot one person receives a majority of the votes cast, the Nominations Committee shall so inform the Policy Committee, which shall then convey to the Dean of the College of Arts and Sciences in ranked order the name of the person receiving the majority of votes, and that of the person (or persons if there is a tie) with the next highest number of votes.

8.

6. All department faculty members may vote for TPC members at all ranks.

7. Election of members to the TPC is held as early as possible in the fall semester. A nominating ballot listing all eligible candidates is circulated first; each elector may vote for as many candidates at each level as there are vacancies. At each level twice as many candidates will appear on the final ballot as there are vacancies. The Policy Committee will resolve anomalies. The requisite number of persons receiving the highest number of votes on the final ballot is elected to the TPC.

8. In case a vacancy occurs, the candidate receiving the next highest number of votes in the preceding election shall serve on the committee for the remainder of that term. A person thus added to the committee may subsequently be re-elected to two regular two-year terms (exception to Item IV.A.4.b) but in no case may serve more than 5 consecutive years.

9. It is understood that among the administrative responsibilities of the department chair are the preparation, circulation and counting of ballots; announcement of the election results; and retention of the ballots for one year.

B. Promotion Criteria and Procedures

1. Qualifying Criteria

a. Educational Attainment

The doctorate is the appropriate terminal degree for faculty members whose primary teaching assignment is in the teaching of literary history, literary criticism, English education, or linguistics. The M.F.A. is the appropriate terminal degree for faculty members whose primary teaching assignment is in creative writing. The doctorate, M.F.A., or M.A. is the appropriate terminal degree for faculty specialists. The M.A. in journalism is the terminal degree for faculty members who have had substantial

b. Length of Service in Rank

   Length of service in rank refers to the number of years that a faculty member has spent in his or her present rank at WMU. Faculty service at the same or higher rank at other educational institutions may be included, except that it is limited to a maximum of seven years.

   To be eligible for promotion to assistant professor, a faculty member shall have been an instructor for three years.

   To be eligible for promotion to associate professor, a faculty member shall have been an assistant professor for five years.

   To be eligible for promotion to professor, a faculty member shall have been an associate professor for seven years.

c. Exceptions

   Exceptions to the above requirements may be requested by the department faculty according to procedures given in the Agreement.

d. Eligibility

   Meeting these qualifying criteria establishes eligibility, but does not assure either immediate or eventual promotion.

The TPC is responsible for review and possible revision of:

a. department explanation and interpretation of tenure and promotion judgmental criteria as they apply to the work and responsibilities of the English Department (see Section IV.A.2);

b. internal TPC procedures for carrying out its responsibility to make recommendations about tenure and promotion. As a result of such review, the TPC will forward any recommendations for revision to the Policy Committee of the English Department for approval. Any substantive change in organization and procedures shall be submitted by the Policy Committee to the department faculty for approval and shall be submitted to the provost and to the faculty union for approval, as provided in the Agreement.

2. Participation by the TPC in the second-year, fourth-year, and sixth-year reviews

a. During the second year of a probationary faculty member's appointment, a subcommittee of the TPC will meet with the candidate to review the candidate's qualifications and performance.

b. During the fourth year of a probationary faculty member's appointment, a subcommittee of the TPC will meet with the candidate to review the candidate's qualifications and performance, and report the outcome of that review to the TPC in writing, with a copy to be placed in the candidate's official personnel file in the department office.

c. By the date specified in the Agreement

V.

e. All department faculty are eligible to vote in the election of Committee members.

f. Elections to the Policy Committee shall be conducted during the month of March and completed by the end of the month. The department chair will prepare and circulate the ballots, arrange for ballot counting, and announce and preserve results of the voting.

g. A nominating ballot listing all eligible candidates is circulated first. Each department faculty member may vote for as many candidates as there are vacancies.

h. The names of the persons (the number of depending on the distribution of votes) receiving the highest number of nominations will be placed on the ballot for election. If a candidate receives a majority of votes on the nominating ballot, he or she is declared elected to the committee. At least twice as many candidates will appear on the second ballot as there are remaining vacancies. Balloting will continue until all openings have been filled by candidates with a majority of the votes cast. The Policy Committee shall resolve anomalies. A tie vote on the final ballot shall be resolved by flipping a coin.

i. Vacancies which would last one semester or less shall be filled by the Policy Committee chair from the list of names on the Policy Committee final ballot in the previous election. All vacancies which would last more than one semester, whether vacated by a sitting member or member-elect, shall be filled by special election to be held as soon as the vacancy occurs. The candidate(s) receiving a majority of the votes cast shall serve out the term of his or her predecessor.

B. Policy Committee Procedures

1. The Policy Committee shall meet regularly at least once every month during fall and spring semesters, and at least once during each summer session. Special meetings of the Policy Committee may be called by the Policy Committee chair whenever necessary and must be called upon written request from a member of the Policy Committee or four members of the department.

2. The Policy Committee chair shall prepare the agenda of its meetings and publish the agenda to the department at least twenty-four hours in advance of any regular meeting.

3. Any member of the department may place items on the agenda, provided that his or her written request is filed with the Policy Committee chair at least forty-eight hours in advance of a meeting.

4. All regular and special meetings of the Policy Committee shall be open to all members of the department unless the Policy Committee declares itself, by a two-

thirds vote of the members present, to be in executive session.

5. A quorum does not exist unless four elected members of the Policy Committee are present. If it is necessary to conduct business without a quorum, no action will be official until the Policy Committee chair obtains the votes of absent members.

6. Votes shall be decided by a simple majority.

7. Decisions of the Policy Committee may be appealed to the department faculty upon written request to the department chair by two Policy Committee members, four department members, or a majority of a department committee concerned.

8. Minutes shall be kept of

department faculty in a mail ballot. An affirmative vote by a majority of the department faculty shall also be necessary in the mail ballot to ratify revisions of the DPS.

c. Revisions

In all cases of proposed alternate-academic-year appointments for department faculty, the Policy Committee shall consult with the person to be so assigned and with the Directors of the Undergraduate and Graduate Programs, and shall then make its recommendation concerning the case to the department chair.

10. Initiating Procedures for Recommending the Appointment of a Department Chair

The Policy Committee's role in initiating procedures for recommending a successor to the department chair is described above, under "Procedure for Recommendation of Candidates for Chair" (III.A).

11. Hearing Complaints

The Policy Committee shall hear complaints from a department member or group of department members only after the person or group has tried to resolve the complaint by all other means within the department.

The department member or group of members having a complaint shall then request a conference with the Policy Committee chair.

If the matter is not resolved by means of this conference, the person or group having a complaint shall make a written appeal to the Policy Committee chair. This appeal automatically places the complaint on the agenda of the Policy Committee's next meeting.

12. Initiating Procedures for Evaluating Administration

The department faculty shall participate in the biennial evaluation of the department chair and in the evaluation of higher administrators when such an evaluation has been initiated by the Policy Committee.

In alternate years the Policy Committee shall initiate an evaluation procedure for the department chair. The result of the evaluation shall be reported to the Dean of the College of Arts and Sciences, the provost of WMU, the department chair, and the department faculty. At its discretion, the Policy Committee shall institute an evaluation procedure for the Dean of the College of Arts and Sciences and the provost of WMU. The result of that evaluation shall be reported to the department faculty, the department chair, the Dean of the College of Arts and Sciences, the Provost of WMU, and the President of WMU.

VI. SCHEDULING COORDINATOR AND PROGRAM DIRECTORS

A. Scheduling Coordinator

1. Appointment. The Scheduling Coordinator is appointed by the department chair for a term of five semesters. (See V.C.3 for the role of the Policy Committee in

making recommendations for and review of the appointment.)

2. Responsibilities. The Scheduling Coordinator coordinates and manages all aspects of course schedules and teaching assignments (maintaining scheduling files and faculty preference forms; hiring part-time faculty members; schedule building), in consultation with Graduate, Undergraduate, and First Year Writing directors, for recommendation to the department chair. The Scheduling Coordinator may also provide leadership in the area of instructional space and technology, as time permits.

B. Procedures for Preparing the Schedule of Courses and Teaching Assignments

1. The Scheduling Coordinator shall, in concert with the Director of the Undergraduate Program and the Director of the Graduate Program, prepare a schedule of courses and teaching assignments to be recommended to the department chair.

2. Before preparing the schedule, the Scheduling Coordinator shall consult (a) individual faculty members about their teaching assignment preferences; (b) the Policy Committee about programmatic priorities; and (c) faculty members in any special units or areas within the English Department about scheduling assignments affecting those units or areas.

3. In preparing the recommended schedule, the Scheduling Coordinator shall, to the maximum degree compatible with the needs for required classes and a balanced schedule, and consistent with faculty requests, distribute equitably among individual faculty members the available courses, class hours, and types of schedules.

4. In assigning faculty members to summer session teaching assignments, once essential programmatic needs are met, time since last summer assignments, rank, and length of service shall take precedence.

5. At least once a year, the

department records of student programs, talking with prospective students, answering correspondence on majors, minors and programs in general, advising students on course choice and on programs in Summer Orientation, and helping to establish and maintain liaison with other academic units within and outside WMU, as the department chair deems necessary.

E. Director of the Graduate Program

1. Appointment

The Director of the Graduate Program is appointed by the department chair for a term of three years, with the possibility of reappointment. A subsequent reappointment may occur after a lapse of two years. (See V.C.3. for the Policy Committee's role in making recommendations for and review of the appointment.)

2. Responsibilities

The Director of the Graduate Program shall serve in these capacities:

    a.   As chair and voting member of the Graduate Committee;
    b.   As principal advisor to graduate students;
    c.   As chair of meetings of the department graduate faculty;
    d.   As an ex officio member of the Academic Advising Staff;
    e.   As advisor to the department chair on matters related to personnel and programs, course schedule, and teaching assignments, especially as these pertain to the graduate program.

3. Graduate Advisor

a. Appointment

The Advisor of the Graduate Program is appointed by the department chair in consultation with the Graduate Director for a term of two years, with the possibility of reappointment. (See V.C.3 for the Policy Committee's role in making recommendations for and review of the appointment.)

b. Responsibilities

    The Advisor to the Graduate Program shall serve in these capacities:

    i. As advisor to graduate students, including holding weekly office hours;
    ii. As assistant to the Graduate Director in running the daily business of the graduate office, including filling in when the Graduate Director is unavailable;

v. As liaison for his or her discipline in reading and coordinating the evaluation of graduate student applications.

F. <u>Assignment to Extended University Programs (EUP) Courses</u>

Details of compensation, availability, and overload or regular load are in the Agreement.

the Undergraduate Program, who is chair and voting member of the Undergraduate Committee. Four faculty members, reflecting variety in rank and specialization, are appointed by the department chair following recommendations by the Director of the Undergraduate Program. (See V.C. 3. for the Policy Committee's role in making recommendations for and review of the appointments.) Faculty members are appointed for a term of two years, with the possibility of reappointment for a second term. A year must elapse between a second appointment and further reappointment. The terms of faculty members are staggered to provide continuity.

b. Duties and Procedures

departments and colleges, as well as for making recommendations about all of the above to the department chair.

The Graduate Committee shall also be responsible for proposing changes in course offerings, programs, and degree requirements. Proposals shall be submitted to the Policy Committee for approval before submission to the department graduate faculty for vote to recommend the proposals to the department chair. If proposals by the Graduate Committee are rejected by the Policy Committee, the Graduate Committee may appeal that decision to a meeting of the graduate faculty. A favorable vote by a majority of the graduate faculty will constitute a recommendation of proposals to the department chair.

B. Sabbatical Leave Committee

The Sabbatical Leave Committee is responsible, on behalf of the department faculty, for making recommendations to the department chair on matters pertaining to the granting of sabbatical leave to individual faculty members for purposes of research, writing, and other professional development.

1. Membership

   a. The Sabbatical Leave Committee shall consist of three tenured faculty members, at least one at the rank of full professor, elected by the faculty.

   b. Each member shall serve a one-year term. A person may serve only two consecutive terms.

   c. Each year, following the election of new members to the SLC, the SLC shall elect a chair.

   d. All board-appointed department faculty members may vote for SLC members.

   e. Election of members to the SLC is held as early as possible in the fall semester. A nominating ballot listing all eligible candidates is circulated first; each elector may vote for as many candidates at each level as there are vacancies. At each level twice as many candidates will appear on the final ballot as there are vacancies. The Policy Committee will resolve anomalies. The requisite number of persons receiving the highest number of votes on the final ballot is elected to the SLC.

   f. In case a vacancy occurs, the candidate receiving the next highest number of votes in the preceding election shall serve on the committee for the remainder of that term. A person thus added to the committee may subsequently be re-elected to two regular one-year terms but in no case may serve more than three consecutive years.

g. It is understood that among the administrative responsibilities of the department chair are the preparation, circulation and counting of ballots; announcement of the election results; and retention of the ballots for one year.

h. In cases of conflict of interest, a substitute shall be appointed by the chair of the Policy Committee, after deliberation with the Policy Committee.

2. Procedures

a. Upon call of the Sabbatical Leave Committee chair and the department chair, eligible faculty members will submit to the department chair copies of the WMU application form, a statement of the proposed sabbatical activity and the benefits to be derived from it, a curriculum vitae, and any other relevant information. Statements should be as specific as possible, indicating how much preliminary work has been completed and, if at all feasible, a time schedule for completion of the project. Copies of the application are available in the department chair's office.

b. The committee shall, in closed deliberations, rate each proposal on its merits, without prejudice to the kind of activity proposed (see appropriate activities under Criteria, VII.B.2.f [below]), and make a priority ranking of all proposals, which shall then be shared with the department chair.

c. The Sabbatical Leave Committee chair shall inform, in writing, each applicant of the committee's action upon his or her proposal.

d. A faculty member whose proposal is not approved by the department Sabbatical Leave Committee may appeal to the committee, or to the university Sabbatical Leave Committee (SLC), as provided in the Agreement, or to both. Appeals to the department Sabbatical Leave Committee shall be heard as soon as possible; a favorable recommendation following appeal shall be immediately forwarded to the department chair theey c.2 .24 435ly 0.2 (t) 0;; (i) 0.2 (r s)0.2 9 0.2 (y) (c) 1 diatel;;a beSt beSldaform

sabbatical leave: a. original research, with promise of leading to publication**;** b. creative work, with promise of leading to publication; c. improvement of program-related skills, with promise of leading to significant strengthening or expansion of the department's curriculum, as compatible with university goals.

g. Nominations to the University SLC shall be made by the department chair, with the advice and consent of the Policy Committee.

h. Reports by recipients of sabbaticals

i. By the end of the first semester following a sabbatical leave, the recipient shall file a written report with the current Sabbatical Leave Committee chair,

university, and for advising the chair and the Policy Committee on matters related to issues of assessment and strategic planning.

The Strategic Planning and Assessment Committee will report to the Policy Committee and will forward to the Policy Committee any recommendations requiring ultimate approval of the departmental faculty.

E. Other Standing Committees and Service Responsibilities

1. Present standing committees of the department, such as the Technology Committee and the Scholarly Speakers Committee, shall continue as presently constituted. (For the role of the Policy Committee in making recommendations about appointments and reappointments, see V.C.3.) The Policy Committee may recommend discontinuance of any of these committees when they are no longer needed.

2. Sigma Tau Delta

   a. The Department of English is the academic home of the Alpha Nu Pi chapter of Sigma Tau Delta, the international English Honor Society.

   b. The faculty advisor is appointed by the chair, in consultation with the Policy Committee, based on the appointee's experience and interest in Sigma Tau Delta and in the responsibilities of advisorship.

F. Course and Staff Committees

Faculty who regularly teach a particular course or whose primary teaching assignment is in a particular area may organize themselves into course or staff committees to help insure coordination in multi-sectioned courses or for purposes of professional development, generation of proposals to appropriate department committees, cooperation with other departments or agencies of WMU, or other appropriate activities. Such committees shall elect a chair and keep the department chair and the Policy Committee informed of their activities.

G. Ad Hoc Committees

1.   Chairs of all standing and ad hoc committees in the department may appoint ad hoc subcommittees to deal with particular problems falling within their committee's jurisdiction.

2.   Special ad hoc committ

VIII. CLASS SIZE POLICY

2. writing instructive courses, in which the central aim is to teach writing in one of its many specialized contexts;

3. writing intensive courses (fulfilling the baccalaureate writing requirement of WMU), in which writing within the discipline is highly utilized as a mode of learning about English language or literature;

4. reading and discussion courses, in which writing is not formally taught, although it is used to promote understanding of literature or to evaluate student progress;

5. reading and lecture courses, in which writing is used occasionally;

6. writing and reading pedagogy courses, in which reading and writing focus on the teaching of language, writing and literature.

INTRODUCTORY WRITING COURSES (15-22 STUDENTS)

Including English 1000, 1050, and 1100, these courses hold a special position in either WMU or English Department requirements.

(English 3200, 3210, 3300, and 3310), which require English 1100 as a prerequisite and anticipate the students' subsequent enrollment in the department's 4000-level and 5000-level literature courses. English 3820 and 3830 are similarly important to the department's Elementary Education curriculum. All of these course(s) should be firmly capped at thirty-five students to allow our majors and minors to ask questions and discuss textual intricacies both among themselves and with their instructors.

The other subcategory consists of most of the department's courses for general education credit, including English 1070, 2230, 2520, 3070, 3110, 3120, 3130, 3140, and 3150. One course that is in fact sui generis but most nearly fits into this group is English 2100 (Film Interpretation). Because of its different medium and the special requirements of both scheduling and technical apparatus for this course, the department allows its cap to go to forty-five. However, its goals in terms of interpretive competence as well as its pedagogical use of writing and discussion, are similar to those of other courses in this group.

READING AND LECTURE COURSES (50-200 STUDENTS)

Relying heavily upon an instructor-centered pedagogy, these courses offer less opportunity to use writing and less scope for student discussion than do smaller sections. These courses may be