

**Department of English Bylaws**  
**Passed 4-2-2012**

These Bylaws shall constitute the method of governance of the Department of English at Winthrop University.

**Article I: Membership**

1. All professors (assistant through full) and instructors constitute the voting faculty of the department. Other members of the faculty are invited and encouraged to attend meetings and contribute to discussions, but they may not vote.
2. Sabbaticals and administrative appointments below the level of Dean do not affect faculty members' voting rights.

**Article II: Meetings**

1. The Chair will convene the first meeting of the department within two weeks of the beginning of the academic year. The Chair will establish a schedule for regular meetings.
2. Special meetings can be convened either by the Chair or by a petition of 25% of the voting faculty.
3. The Chair will circulate an agenda and appropriate support materials at least three business days prior to regular meetings (and as soon as possible before special meetings). Under extraordinary circumstances, the Chair may add items to this agenda but should inform faculty immediately of such additions.
4. Voting faculty, non-voting faculty, and invited guests may attend department meetings. A quorum is required for any business to be conducted at a department meeting. A quorum is a simple majority of the voting faculty.
5. The department can elect to conduct any vote by secret ballot, following the guidelines established in the most recent edition of *Robert's Rules of Order*.

**Article III: Administrative Organization**

**1. Chair**

The Chair serves at the pleasure of the Dean of the College of Arts and Sciences and with the consent of the Vice President for Academic Affairs and the President of Winthrop University. University policy stipulates that the Chair "is responsible for recruiting and evaluating faculty, advising student majors, continually reviewing curricula, arranging departmental meetings, scheduling classes, making budget recommendations, supervising fiscal and physical operations" (<http://www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=102>). These Bylaws clarify some of these duties and add others.

- a. The Chair will organize at least two regular meetings of the department each semester during the academic year, or more frequently should the need arise. The Chair will

conduct department meetings according to these Bylaws and the latest edition of *Robert's Rules of Order*. The Chair will solicit agenda items from faculty in time to circulate an agenda, with proper supporting materials, at least three weekdays prior to regular meetings. Under extraordinary circumstances the Chair may add items to this agenda but should inform faculty of such additions as soon as possible. The Chair will maintain the archive of minutes of department meetings.

b. The Chair will submit a budget report to the department at the final meeting of the spring semester.

c. The Chair solicits course and schedule requests from faculty, including special topics, makes teaching assignments, and develops fall, spring, and summer schedules.

d. The Chair consults with the Dean of the College of Arts and Sciences to allocate office space.

e. The Chair will gather travel requests from faculty and work with the Dean of the College of Arts and Sciences to administer travel funds.

f. The Chair is responsible for appointing the Composition Director according to the guidelines outlined in III.2.c. The Chair is responsible for appointing the Graduate Director according to the guidelines outlined in III.3.c. The Chair will annually review the performance of the Composition and Graduate Directors. The Chair will also appoint Coordinator Positions according to the guidelines outlined in III.5. The Chair will annually review the performance of all Coordinators.

g. The Chair assists the Composition Director in scheduling and staffing all sections of WRIT 101, as specified in III.2.d.

h. The Chair will charge departmental committees with assignments and call meetings if the senior member of the committee fails to do so (as outlined in IV.1.d). The Chair will solicit annual reports from chairs of committees and maintain an archive of annual committee reports (see IV.1.e).

i. The Chair will observe a tenure-track faculty member's teaching before the submission of materials for third-year review and tenure. The Chair will also observe faculty members, when invited, before other benchmark evaluations such as post-tenure or promotion reviews. Under other circumstances, the Chair may request the opportunity to observe a faculty member's teaching.

j. The Chair will provide opportunities for faculty development by arranging workshops, colloquia, and voluntary peer observation.

k. The Chair will complete annual evaluations of all full-time faculty by the end of each fiscal year.

l. As part of the Dean of Arts and Science's annual review of the chair, all faculty members will have the opportunity to evaluate the chair.

## **2. Composition Director**

a. The Composition Director will normally serve a five-year appointment, contingent on successful completion of duties as determined annually by the Chair. A faculty member is limited to two consecutive appointments as Composition Director; however, he or she may reapply in subsequent years.

b. In the final semester of the five-year appointment, the Chair will solicit applications (consisting of a letter of interest and a current vita) from eligible, interested parties. Tenured and tenure-track faculty are eligible to apply for the position. Candidates must be familiar with the department's Freshman Composition Program and its place in Winthrop's Touchstone Core. Preference should be given to applicants with background in rhetoric and composition and/or administration. "Background" is not limited to credentials such as a degree. The current director may reapply for a second five-year appointment.

c. The Chair, in consultation with former Composition Directors, will review the applications and select the new Composition Director.

d. In consultation with the department Chair, the Composition Director will schedule and staff WRIT 101, including recruiting and hiring part-time faculty.

e. The Composition Director is responsible for training and mentoring part-time faculty. As part of these duties, the Composition Director is responsible for the following:

i. conducting an opening meeting before the first day of classes to outline expectations and to clarify practical issues (copy codes, office keys, etc.);

ii. observing new part-time faculty teach a class at least once;

iii. debriefing new part-time faculty following observations;

iv. annually reviewing graded papers by new part-time faculty (and, when necessary, by returning part-time faculty);

v. organizing and leading occasional meetings of WRIT 101 faculty to help address program needs.

f. The Composition Director is responsible for standardizing and monitoring course content and course syllabi for WRIT 101.

g. The Composition Director will serve as the Chair of the Composition Committee. The director will also represent the department on college- and university-level committees, as requested.

h. The Composition Director is responsible for completing annual reviews for all part-time faculty.

### **3. Graduate Director**

- a. The Graduate Director will serve a five-year appointment, contingent on successful completion of duties as determined annually by the Chair. A faculty member is limited to two consecutive appointments as Graduate Director; however, he or she may reapply in subsequent years.
  
- b. In the final semester of the five-year appointment, the Chair will solicit applications (consisting of a letter of interest and a current vita) from eligible, interested parties. Senior faculty (associate and full professors) with graduate faculty standing are eligible to apply for the position. At this time, the current director may reapply for a second five-year appointment.
  
- c. The Chair, in consultation with former Graduate Directors, will review the applications and select the new Graduate Director.
  
- d. The Graduate Director's duties are stipulated by the Dean of the College of Arts and Sciences and by the Dean of the Graduate School. In addition, the Director will fulfill the following obligations to the department:
  - i. The Graduate Director consults with the Chair as the Chair schedules and staffs courses for the graduate program.
  
  - ii. The Graduate Director will represent the department on college- and university-level committees as requested.
  
  - iii. The Graduate Director will communicate with all applicants for admission into the program, admit new students into the program, advise graduate students, communicate departmental policies to graduate students, keep records of faculty participation in all theses and oral examination committees, schedule and attend all comprehensive oral examinations and thesis defenses, and take charge of program development.
  
  - iv. In conjunction with the Graduate Committee, the Graduate Director will review applications for admission into the program, applications for graduate assistantships and scholarships, and portfolios submitted for graduate assessment purposes.
  
  - v. In conjunction with the Events Committee, the Graduate Director will organize graduate academic and social events, such as the annual Graduate Scholar's Forum.
  
- e. The Graduate Director will assume the duties of the Assessment Coordinator for the MA in English.

### **4. Writing Center Director**

- a. The Writing Center Director is a professional-level, academic, faculty position, and the Director must possess specific professional credentials. Directors will be hired via a

national search, if possible.

b. The Writing Center Director is responsible for recruiting, training, and evaluating tutors, advising tutors, continually reviewing materials to keep current with composition research, arranging Center meetings, scheduling tutors, setting the Center's hours, managing the Center's budget, and supervising the Center's fiscal and physical operations.

c. The Writing Center Director is responsible for all assessment related to the Center. As part of these duties, the Writing Center Director is responsible for the following:

i. The Writing Center Director will assess clients' satisfaction with their tutorials;

ii. The Writing Center Director will assess tutor knowledge, effectiveness, professionalism, adherence to standards, and the general operation of the Center;

iii. The Writing Center Director will ensure that results of surveys and other assessment measures are implemented in an appropriate way to improve the Center's services;

iii. The Writing Center Director will write an annual report.

## **5. Coordinator Positions**

In cases where the Coordinator Position is not contractual, the Chair makes appointments. Appointments are contingent upon the successful completion of duties and continued willingness to serve. When a coordinator position becomes open, the Chair will solicit faculty interest.

### **a. Advising Coordinator**

i. The Advising Coordinator is responsible for oversight of the department's advising efforts.

ii. In consultation with the Chair, the Advising Coordinator will make advising assignments on behalf of the department.

iii. The Coordinator will meet with entering freshmen and with transfer students and will assist those students with their initial advising sessions before assigning them a faculty advisor.

iv. The Coordinator is responsible for helping to prepare new faculty for their assignments as student advisors.

### **b. Assessment Coordinator**

i. The Assessment Coordinator serves on both the College of Arts and Sciences' Assessment Committee and the English department's Assessment Committee. The Assessment Coordinator is responsible for oversight of the department's undergraduate assessment efforts.

- ii. The Coordinator is responsible for reporting all departmental assessment data to the department Chair and to the College of Arts and Sciences. This includes uploading template materials to the database maintained by the university.
- iii. The Assessment Coordinator presents regular reports during faculty meetings and one annual report.
- iv. The department will interpret assessment data and consider appropriate actions to address results.

**c. CRTW Coordinator**

- i. The CRTW Coordinator will serve as Chair of the CRTW Committee.
- ii. The Coordinator is responsible for oversight of the department's CRTW efforts and will serve as point person for reviewing CRTW assessment data in consultation with the Dean and Associate Dean of University College.

**d. Teacher Education Coordinator**

- i. The Teacher Education Coordinator will serve as Chair of the Teacher Education Committee.
- ii. The Coordinator is responsible for oversight of the department's teacher education program and will serve as point person for all related accreditation matters, including the role of lead author for all NCATE reports.

**e. Technology Coordinator**

The Technology Coordinator is responsible for developing, maintaining, and updating online and social media pages.

**6. Other Departmental Positions**

**a. Recording Secretary**

- i. The Chair will appoint a Secretary by the first meeting of the fall semester.
- ii. The Secretary will take minutes at all department meetings and submit them for approval at the next regular meeting of the department.

**b. Parliamentarian**

- i. The Chair will appoint a Parliamentarian by the first meeting of the fall semester.
- ii. The Parliamentarian will be responsible for bringing a copy of the Bylaws to each departmental meeting and settling procedural questions (based on the Bylaws and on the most recent edition of *Robert's Rules of Order*).
- iii. Whenever amendments to the Bylaws are approved, the Parliamentarian will ensure that they are entered into the Bylaws.

**c. Library Liaison**

i. The Chair will appoint a Library Liaison who will seek recommendations for library purchases from faculty and provide periodic reports to department faculty regarding all library matters.

ii. The Liaison will direct spending on the department's library resources budget and serve as the general contact with the university's libraries.

**7. Advisor Positions**

**a. Advisor to NCTE Student Affiliate**

The Chair will appoint the Advisor to the NCTE Student Affiliate. The Advisor is responsible for faculty oversight of the department's NCTE Student Affiliate.

**b. Advisor to Sigma Tau Delta**

The Chair will appoint the Advisor to the department's Sigma Tau Delta chapter. The Advisor is responsible for faculty oversight of the department's Sigma Tau Delta chapter.

**c. Advisor to the Winthrop Literary Society**

The Chair will appoint the Advisor to the Winthrop Literary Society. The Advisor is responsible for faculty oversight of the department's Winthrop Literary Society.

**d. Advisor for Service Learning**

The Chair will appoint the Advisor for Service Learning. The Advisor is responsible for faculty oversight of the department's Service Learning projects.

**e. Advisor for Internships**

The Chair will appoint the Advisor for Internships. The Advisor is responsible for faculty oversight of the department's internships.

**Article IV: Committees**

**1. Committee Structure**

a. The standing committees are Assessment, Composition, CRTW, Curriculum, Events, Graduate, Recruitment, Scholarships and Awards, and Teacher Education.

b. Each committee will include between three and five voting faculty members (except for Events, which may include up to seven voting and non-voting members). Each committee should include faculty from at least two ranks.

c. Faculty will submit a preference form to the Chair before the first day of classes in the fall semester, selecting or deselecting the committees upon which they would like to serve for the upcoming year. The Chair, along with the Composition Director and

Graduate Director, will make committee assignments according to faculty preference and departmental need and will announce those assignments by the first week of September.

d. Within one month of a committee's appointment, the committee's senior member will convene the members, who will select a chair and report their selection to the department Chair. If the committee's senior member fails to convene the committee, the department Chair will convene it. When possible, the department Chair will attend the first meeting of each committee.

e. Committee chairs will maintain a file of the committee's work during the course of the year. The chair of each committee will write a formal report of the committee's work and submit the report to the department at the last department meeting in the spring. These reports will be archived in a file maintained by the department Chair.

f. Except in cases of special need, department members will serve on no more than two standing committees annually.

## **2. Standing Committee Descriptions**

### **a. Assessment Committee**

i. The Assessment Coordinator will be a voting, ex officio member.

ii. The Assessment Committee's job is to review the effectiveness of the department. The committee works in consultation with the department Chair and the department's Assessment Coordinator (III.5.b) to identify assessment needs, develop assessment instruments, make assessment plans, review assessment results, and report those results to the department.

iii. The Assessment Committee will share its results with the Curriculum Committee so that the department can act on issues revealed by the assessment process.

### **b. Composition Committee**

i. The Director of the Writing Center will be a voting, ex officio member.

ii. The Composition Committee will discuss issues concerning first-year writing and make recommendations to the department for its consideration.

iii. The committee is responsible for designing curricula and standardizing and monitoring course content and textbooks for Writing 101.

iv. The Composition Committee will make available the appropriate support for teaching WRIT 101.

### **c. CRTW Committee**

i. The CRTW Coordinator will serve as the chair of this committee.

- ii. The committee will discuss issues concerning CRTW 201 and make recommendations to the department for its consideration.
- iii. The committee is responsible for designing curricula and standardizing and monitoring course content and textbooks for CRTW 201.
- iv. The CRTW Committee will make available the appropriate support for teaching CRTW 201, including sharing of materials and methods, conducting workshops and colloquia, and providing other opportunities for development.
- v. The CRTW Committee will organize and run all training activities for preparing new faculty to teach CRTW.

**d. Curriculum Committee**

- i. The Curriculum Committee will discuss issues concerning the curriculum and make recommendations to the department for its consideration.
- ii. The committee will review proposals for new courses and other changes to curricular programs and requirements. The committee will make recommendations to the department.
- iii. The Curriculum Committee will review assessment data and address needs that result from assessment reports.

**e. Events Committee**

- i. The Events Committee will organize events designed to support the department's students, faculty, alumni, and curriculum such as the Collegial Café, the annual Department of English Undergraduate and Graduate Research Conference, the Graduate Scholar's Forum, and the department's holiday and spring parties.
- ii. The committee will act as an informal liaison between the department and the Winthrop Literary Society, Sigma Tau Delta, the Winthrop University NCTE chapter, and alumni.
- iii. The Coordinating Faculty Advisors of the Winthrop Literary Society, Sigma Tau Delta, and the Winthrop University NCTE chapter will serve as voting, ex officio members of the committee.
- iv. The committee will be responsible for maintaining a calendar of events to be shared with department faculty and students.

**f. Graduate Committee**

- i. The Graduate Director will serve as Chair of the Graduate Committee.

ii. The Graduate Committee advises the Graduate Director in matters pertaining to recruitment and admissions.

iii. The Graduate Committee reviews curriculum and program issues and makes recommendations to the department.

iv. The committee assists the Graduate Director with assessment and proposes changes to curriculum and program in response to assessment data.

**g. Recruitment Committee**

i. The Recruitment Committee coordinates student-recruiting activities on behalf of the department.

ii. The committee is responsible for developing, maintaining, and updating recruiting materials (brochures, pamphlets, posters, online and social media pages, etc.) and for attending and recruiting other faculty and students to attend various College and University recruiting events (Preview Day, Winthrop Day, etc.).

**h. Scholarships, Fellowships, and Awards Committee**

i. The committee will act in conjunction with the College of Arts and Sciences Fellowships, Scholarships, and Awards Procedures to oversee and coordinate the review of candidates and select recipients for departmental scholarships, fellowships, and awards for students and faculty, when it is appropriate to do so.

ii. Committee members who are candidates for departmental teaching, research, or service awards must recuse themselves from deliberations.

iii. The committee will keep a record of distributed scholarships and awards funds.

iv. The committee will arrange an annual departmental awards ceremony where all scholarship and award winners for the academic year will be recognized and celebrated.

**i. Teacher Education Committee**

i. The Teacher Education Coordinator will serve as the chair of this committee.

ii. The committee is responsible for designing curricula and for standardizing and monitoring course content for the department's Teacher Education Track.

iii. The Teacher Education Committee is responsible for assisting the Teacher Education Coordinator with all assessment activities and reports related to teacher education in the department, including accreditation reports for NCATE.

iv. Members of the Teacher Education Committee will represent the department on all college- and university-level committees related to teacher education.

### **3. Special Committees**

a. Personnel Committee

i. The personnel committee evaluates candidates for pre-tenure review, tenure, and promotion.

ii. The Chair, in consultation with the Dean, appoints an ad hoc committee for a faculty member's post-tenure review.

iii. All actions taken by the Personnel Committee or by an ad hoc committee are subject to the guidelines published on the Arts & Sciences Faculty Resources Web page and in the *Winthrop University Faculty Manual*.

b. Search Committee: see Article V.

c. Hiring Committee: see Article V.

### **4. Ad Hoc Committees**

The Chair will form ad hoc committees as needed. Like other committees, ad hoc committees will select a Chair and file an annual report.

### **Article V: Personnel Searches**

The Department of English will conduct all searches in conjunction with the policies outlined in the *Winthrop University Faculty Manual*. It may be found online at <http://www.winthrop.edu/uploadedFiles/FacultyManual.pdf>. All search committees will read and follow the policies outlined in "Policies and Procedures for Recruitment of Unclassified Personnel." It may be found online at [http://www2.winthrop.edu/acad\\_aff/RecruitManual/default.htm](http://www2.winthrop.edu/acad_aff/RecruitManual/default.htm)

#### **1. Searches for Tenure-track Positions Other Than Chair**

a. The Chair and Dean, in consultation with the voting members of the department, establish job vacancies as outlined in the *Winthrop University Faculty Manual* and subject to approval by the Vice President.

b. Job ads are placed in appropriate publications such as the *MLA Job Information List* and *The Chronicle of Higher Education* in a timely manner.

c. A search committee is an ad hoc body appointed by the Chair and will consist of five voting members, including at least two with senior rank (associate and above). Instructors may serve on a search committee. The Chair may task the search committee with more than one search or appoint separate committees. The Chair may select the committee's Chair.

d. The search committee will establish criteria for ranking the candidates, set a timetable, review applications, and conduct phone interviews. The search committee will identify and agree on the top candidate for the position.

e. Ideally, candidates are interviewed by the Chair and a subset of the search committee at appropriate national conventions such as MLA, NCTE, and CCCC.

f. The search committee, in collaboration with the Chair and Dean, sets the dates and schedule for on-campus interviews. Search committee members are responsible for directing candidates around campus.

g. When possible, more than one candidate is interviewed on campus.

h. On-campus interviews typically include interviews with the search committee, Chair, Dean, and Vice President; open meetings with the department and students; a sample class; and a presentation of research or creative work.

i. The search committee solicits feedback from voting members of the department and makes a ranked recommendation to the Chair of candidates deemed to be acceptable.

j. The Chair passes the search committee's recommendations and his/her own to the Dean of Arts and Sciences.

## 2. Searches for Lecturers and Adjuncts

a. The Chair and Composition Director are responsible for hiring lecturers and adjuncts.

## 3. Searches for Instructors

a. The Chair announces instructor vacancies in the department and advertises them on the university's Human Resources website.

b. A hiring committee, consisting of the Chair and at least three additional voting members of the department (selected by the Chair), will review candidates for the position.

c. Dossiers will be available for viewing by voting members of the department, who may send feedback to the hiring committee.

d. The hiring committee interviews candidates, ranks them, and forwards recommendations to the Dean.

e. If necessary, the hiring committee will interview additional candidates or reopen the search in order to locate a person who will be suitable for the position.

f. Under special circumstances, assistant professor searches may be conducted in the same manner.

## Article VI: Amendment Procedure

Any member of the voting faculty may propose an amendment to the Bylaws. Such proposals must be published to all faculty members, in writing, at least one week prior to a regular department meeting. At that meeting, the amendment will be presented for information without discussion. At the following meeting, the amendment will be discussed and voted on. An amendment passes by a two-thirds majority of voting faculty.

### Appendix

All materials appended here are not part of the Bylaws; these sections exist for informational purposes only.

#### Overview of College of Arts and Sciences Evaluation Procedures

<b>Category of Action</b>	<b>Membership</b>	<b>Method of Selection</b>	<b>Duties Mapped Out on A&amp;S Faculty Resources Page</b>
Pre-Tenure Review	At least 3 tenured	Chair appoints.	Yes
Tenure	No fewer than 5 tenured	Chair appoints, in consultation with the Dean.	Yes
Post-Tenure Review	3 tenured persons, including 1 from outside the department	Chair selects majority of committee from list submitted by the candidate; Dean approves committee list.	Yes
Promotion	No fewer than 5 tenured	Chair appoints, in consultation with the Dean.	Yes