

ORGANIZATION BOOK

**DEPARTMENT OF ENGLISH
ILLINOIS STATE UNIVERSITY**

Adopted by the Department of English
May 12, 1973
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PREFACE

The Department of English operates within the framework of the Illinois State University Constitution and within the general guidelines of the University.

The Department of English Organization Book describes the organization, policies, and procedures of the Department of English. The document is intended for the use of members of the faculty and administration. Governance within the Department requires the closest possible attention and participation by all members to assure just and efficient operation.

This document is intended to be both descriptive and prescriptive. It may be changed from time to time through established procedures as circumstances warrant. Recommendations for change should be submitted to the Department Council. Changes approved by action of the Department will be issued to all persons on the distribution list.

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CENTRAL ADMINISTRATION

CHAIRPERSON OF THE DEPARTMENT

- I. The Department Chairperson is the Department's principal executive officer and is responsible to the faculty and staff of the Department and to the Dean of the College of Arts and Sciences and the Vice President of Academic and Affairs and Provost. The Chairperson is responsible for the welfare of the Department's students and faculty; for the day-to-day administration of the Department; and for maintaining the integrity of Departmental, College, and University policies and procedures. The Chairperson is the facilitating link among the Department's students, Department faculty, and the University administration and is expected to perform all duties in a manner that furthers the best interests of Illinois State University students and Department faculty.
- II. The Department Chairperson is a tenured faculty member of the Department, serves a term of five years, and is appointed by the President of the University on the recommendations of the Vice President for Academic Affairs and Provost and the Dean of the College of Arts and Sciences in consultation with the Department (as specified in the Administrator Selection and Search Policies section of the University's Policies, Procedures, and Guidelines). The Department Chairperson is evaluated annually following the guidelines in the Administrator Evaluation section of the University's Policies, Procedures, and Guidelines and may be removed from the position at any time by the Provost, upon the recommendation of the Dean.
- III. The Chairperson has five primary roles:
 - as academic leader of the Department;
 - as the representative of the Department and its faculty to the rest of the University, especially higher administration;
 - as the higher administration's representative to the Department and its faculty members;
 - as the manager of Department resources; and,
 - as the representative of the Department and University to external bodies.

The responsibilities of the Chairperson include, but are not limited to:

- coordinating and supporting the Department's efforts to ensure that its curricula and pedagogy continue to be informed by general developments in English Studies and the disciplines and fields that contribute to English Studies;
- coordinating the development and implementation of the Department Five-Year Vision and Goals Statement, and leading the Department effort toward achieving University and College goals and initiatives;
- developing the Department budget and managing its fiscal affairs;
- in coordination with the Directors of Graduate Studies, Undergraduate Studies, the Writing Program, and English Education, leading the development of the Department's curriculum and academic programs; ensuring the integrity of the Department's programs; and maintaining an appropriate coordination between the Graduate and Undergraduate programs and the Department's curricular areas;

- in coordination with the Directors of Graduate Studies, Undergraduate Studies, the Writing Program, and English Education, encouraging and exploring joint programs or other cooperative ventures with other Departments for Departmental review and action;
 - in consultation with the Department Council and in coordination with the Directors of Graduate Studies, Undergraduate Studies, the Writing Program, and English Education, developing the yearly schedule of courses to be offered and the assignment of faculty to these courses in a manner that balances the needs of the Department's programs and its student;
 - in consultation with the Department Council, assigning faculty workload including instructional, research, and service responsibilities and ensuring that the workload is equitable among faculty, enhances professional productivity, and addresses the Department's programmatic needs and needs of its students;
 - promoting excellence in instruction and research at Illinois State University;
 - leading and coordinating the governance of the Department;
 - leading the processes of faculty recruitment in conformity with Department DFSC procedures and University Policy;
 - coordinating the professional development of faculty members;
 - leading the evaluation of faculty members for retention, tenure, promotion in conformity with Department DFSC policies and procedures and in conformity with College and University policy and procedures;
 - providing recommendations to the Dean and Provost regarding sabbaticals and other leaves for faculty and staff;
 - promoting faculty morale and handling faculty grievances;
 - hiring and managing nonfaculty staff members;
 - recommending to the Dean of the College and to the Provost matters which should be considered for changes in procedures and policies or matters for which interpretation is sought;
 - developing, leading, and encouraging philanthropic, outreach and public service efforts.
- IV. The Chairperson of the Department is chairperson of the Department Council and Department Faculty Status Committee. S/he is ex-officio a member of all other Department committees.
- V. The Chairperson of the Department shall perform all such duties as may from time to time be assigned to him/her by higher authority; in all such cases, the Chairperson will explain such duties to the Department. (If the Department Chairperson is called upon to make nominations for any position outside the Department, s/he shall consult the DFSC, Department Council, and any other appropriate committees.
- VI. In the temporary absence of the Chairperson of the Department, the Chairperson will delegate necessary responsibilities for the period of the absence to other Departmental Directors and the Associate Chair and will inform the Department Council and Administrative Assistant of delegated responsibilities and their distribution.

DIRECTOR OF GRADUATE STUDIES

- I. The Director of Graduate Studies, under the direction of the Chairperson and in consultation with the Department Council, and in coordination with the Graduate Studies Committee, provides intellectual, pedagogical, curricular, and administrative leadership for the Department's graduate programs.
- II. The Director of Graduate Studies shall be a tenured member of the Department and a full member of the Graduate Faculty. The Director of Graduate Studies serves a single four-year

term (see Special Policies, section III for appointment process). A faculty member may be reappointed to the position after it has been occupied by one or more other faculty for a period of four years or more. Exceptions to this procedure may be made in such cases as the inability to find a viable Director to fill the vacated position or the need for the Director to continue in order to ease the transition of an incoming Chairperson. Such exceptions must be approved by the Council and the DFSC. The administrative performance of the Director of Graduate Studies shall be evaluated annually with input gathered from the graduate students, the faculty, and the staff. A majority of the Department Graduate Faculty can at any time request a review of the appointment by the Department Council and the DFSC.

- III. The Director of Graduate Studies chairs the Graduate Studies Committee, which will meet regularly throughout the entire academic year. The Director of Graduate Studies will chair at least one open meeting per academic year with the Graduate Faculty to discuss the Graduate Program.
- IV. The Director of Graduate Studies will work with the Graduate Studies Committee to ensure that the graduate programs are reviewed regularly. Curricular changes it has approved will be forwarded to the Department Council.
- V. The Graduate Studies Committee, as chaired by the Director of Graduate Studies, will serve as the curriculum committee for graduate level courses, and the Director of Graduate Studies will coordinate with the Director of Undergraduate Studies and the Undergraduate Studies Committee regarding decisions affecting joint undergraduate and graduate curricula. Decisions the Graduate Studies Committee has approved will be forwarded to the Department Council.
- VI. Within the guidelines of the University Graduate School, the Director of Graduate Studies will coordinate the graduate programs of the Department, with such duties and responsibilities as the following:
 - Reviewing or establishing policy and procedure concerning the graduate programs;
 - Coordinating graduate student recruitment and admissions with the Graduate Admissions Committee;
 - Maintaining records of students and alumni;
 - Evaluating student programs;
 - Scheduling and supervising examinations and defenses as specified in the various programs **and ensuring that important dates relative to graduate work are listed on the Department's master calendar;**
 - Acting as advisor to entering graduate students until those students choose permanent advisors;
 - Being available to current or potential students for inquiries or problem resolution;
 - Selecting and assigning teaching and non-teaching graduate assistants, in consultation with the Director of the Writing Program, and with the Graduate Admissions Committee, the Department Council, and the Chairperson, when appropriate;
 - Coordinating professional development activities for graduate students;
 - Coordinating and adjusting departmental graduate programs with the policies and/or programs approved by the Graduate Council and the Dean of the Graduate School;
 - Using data available through such mechanisms as Program Review, the Council of Graduate Studies, the MLA, or the ADE, the Director of Graduate Studies will rely on comparator data to assess the graduate programs' national status, as appropriate.

DIRECTOR OF UNDERGRADUATE STUDIES

- I. The Director of Undergraduate Studies, under the direction of the Chair and Department Council and in coordination with the Undergraduate Studies Committee and other Departmental constituents, provides intellectual, pedagogical, curricular, and administrative leadership for the Department's undergraduate academic programs.
- II. The Director of Undergraduate Studies shall be a tenured member of the Department. The Director of Undergraduate Studies serves a single four-year term (see Special Policies, section III for appointment process). A faculty member may be reappointed to the position after it has been occupied by one or more other faculty for a period of four years or more. The administrative performance of the Director of Undergraduate Studies shall be evaluated annually. A majority of the faculty assigned to undergraduate courses may at any time request a review of the appointment by the Department Council and DFSC.
- III. The Director of Undergraduate Studies chairs the Department Undergraduate Studies Committee, which will meet regularly throughout the academic year.
 - The Director of Undergraduate Studies and Department Undergraduate Studies Committee are responsible for keeping the undergraduate programs under continual review, and the Director, on behalf of the Committee, will recommend to the Department Council and the Department as a whole any changes they deem necessary.
 - The Department Undergraduate Studies Committee will function as the curriculum committee for undergraduate level courses, and the Director of Undergraduate Studies will coordinate with the Director of Graduate Studies and the Graduate Studies Committee regarding decisions affecting joint undergraduate and graduate curricula. Decisions of the Undergraduate Studies Committee regarding curricula will be forwarded to the Department Council for approval.
- IV. The Director of Undergraduate Studies will
 - lead the curricular planning and on-going assessment of the undergraduate programs to maintain the currency of the programs, to guide the Department in developing new emphases as appropriate, and to ensure quality of delivery;
 - work closely and collaboratively with the Undergraduate Studies Committee of which s/he is the Chair in such curricular planning and assessment;
 - coordinate with the Chair, Departmental Council, other Departmental committees, and Department as appropriate in reviewing and ratifying changes in the undergraduate program;
 - coordinate the different undergraduate tracks and programs so that they complement and reinforce each other and so that the interaction of these tracks and the Department's curriculum contribute to and are consistent with the Department's English Studies model;
 - direct the scheduling of undergraduate classes, in coordination with the Chair, to address the needs of students in the Department's different tracks and programs;
 - promote the general welfare of undergraduate majors by, among other things, helping to arrange for the continued functioning of such groups as Sigma Tau Delta and the English Studies Association, promoting opportunities for student development (career workshops, etc.), and helping to support departmental activities that create dialogue among students, students and faculty, and students and the various fields of English Studies;
 - work with the Chair and Director of Graduate Studies to maintain appropriate curricular and administrative articulation between the Undergraduate and Graduate Programs;

- work with the Undergraduate Studies Committee to involve faculty in decisions about the Undergraduate Program and to keep faculty informed about the state of the Undergraduate Program and internal and external issues and developments relevant to it;
- coordinate those people who have lead responsibility for aspects of the Undergraduate Program (such as the Internship Coordinator, the TESOL Coordinator, English Education Director, etc.) to ensure the overall cohesion of the Undergraduate Program;
- plan and manage the marketing of undergraduate programs in a manner that reflects the Department's program and that contributes to maintaining strong and diverse enrollments;
- Supervise and promote the Departmental Honors Program.
- **Collecting and maintaining a file of syllabi for all undergraduate courses;**
- **Keeping information current on the Department website regarding the Undergraduate Studies Program;**
- **Distributing each semester undergraduate course descriptions and making them available to undergraduates.**

DIRECTOR OF THE WRITING PROGRAM AT ILLINOIS STATE UNIVERSITY

- I. The Director of the Writing Program, under the direction of the Chairperson and in consultation with Department Council, and in coordination with the Writing Committee, provides intellectual, pedagogical, curricular, and administrative planning and leadership for all writing classes that fulfill basic University-wide writing requirements (currently English 101 and 101.10) and for those lower-division writing courses that fulfill Illinois Articulation Initiative requirements and other program and college requirements (currently English 145 and English 145.13). In addition to directing first-year writing, the Director of the Writing Program helps articulate the role of writing and writing instruction as a central component of an ISU education. S/he also works with the Directors of Graduate Studies and Undergraduate Studies and with other department committees and writing faculty to address issues relating to first-year writing, undergraduate writing curricula, and graduate writing curricula.
- II. The Director of the Writing Program serves a three-year renewable term (see Special Policies, section III for appointment process). The Director of the Writing Program must be a tenure-line or tenured member of the Department, with a strong preference for a tenured faculty member, who is active in the profession and can and will represent the program to the wider academic community, including attending and presenting at regional and national meetings, publishing, and sustaining communication with other programs and leaders in the field. The administrative performance of the Director of the Writing Program shall be evaluated annually. A majority of the Department faculty in writing may at any time request a review of the appointment by the Department Council and DFSC.
- III. The Director of the Writing Program serves as Chair of the Writing Committee and meets with various committees throughout the university to maintain communication: these include the General Education Committee, various curriculum committees, the Academic Affairs Committee of the Academic Senate when appropriate, and other governing groups on an ad hoc basis.
- IV. The Director of the Writing Program will
 - ensure that the content and pedagogies of English 101, 101.10, 145, 145.12, and 145.13 continue to engage current theories, research and pedagogies;
 - develop and maintain appropriate policies and procedures for these courses;
 - develop and maintain suitable training for GAs who teach in the Writing Program and (in

- consultation with the Director of Graduate Studies) assess and review the performance of GAs who teach in the Writing Program;
- lead the ongoing assessment of the Department's delivery of these courses to ensure their effectiveness and regularly report to the Department on the Writing Program's goals, methodologies, and effectiveness;
 - consult regularly with other Writing Faculty in the Department about the Writing Program's goals, pedagogy, and organization;
 - meet regularly with the Chair, Director of Graduate Studies, and Director of Undergraduate Studies in order to consult directly about the relationship between the writing program and its needs and other department endeavors;
 - work with the Chair and Director of Graduate Studies to provide adequate staffing for courses in the Writing Program.

DIRECTOR OF ENGLISH EDUCATION

- I. The Director of English Education, under the direction of the Chairperson, in consultation with Department Council, and in coordination with the Director of Undergraduate Studies, the Undergraduate Studies Committee, and the English Education Committee, provides intellectual, pedagogical, curricular, and administrative leadership for the Department's English Education program.

- II. The Director of English Education serves a three-year renewable term (see Special Policies, section III for appointment process). The Director of English Education must be a tenure-line or tenured member of the Department, with a strong preference for a tenured faculty member. The administrative performance of the Director of English Education shall be evaluated annually. A majority of the Department faculty may at any time request a review of the appointment by the Department Council and DFSC.

- III. The Director of English Education will
 - represent the Department on the University's Council for Teaching Education and coordinate with the College of Education to ensure that the Department and its program continue to meet University, State of Illinois, and NCATE requirements;
 - chair the English Education Committee;
 - lead English Education faculty and staff in developing and maintaining effective, current curricula and program policies, practices, and standards that support the missions of the program, Department, and University;
 - coordinate with the Director of Undergraduate Studies and Department advisors the development of effective advising protocols for English Education students;
 - coordinate with the Director of Undergraduate Studies; program staff, and the appropriate staff in the College of Education clear, effective, and equitable procedures and policies for the placement and supervision of student teachers;
 - serve ex-officio on the Undergraduate Studies Committee to articulate the programmatic needs of English Education within Undergraduate Studies;
 - develop and maintain inservice programs and clinical opportunities for English Education students;
 - develop and support programs, such as IATE, that serve the professional needs of in-service teachers;

- coordinate with the Chair the recruitment, assigning, and supervision of clinical faculty to supervise student teachers and develop partnerships with schools and cooperating teachers to host student teachers;

ASSOCIATE CHAIR

- I. The Associate Chair, under the direction of the Chairperson and in consultation with the Department Council, assists the Chairperson in the management and administration of the Department and in the development of its programs.
- II. The Associate Chair serves a term of three years (see Special Policies, section III for appointment process). The Associate Chair shall be a tenured member of the Department.

The administrative performance of the Associate Chair shall be evaluated annually. A majority of the voting members of the Department may at any time request a review of the appointment by the Department Council and DFSC.

- III. Major duties and responsibilities of the Associate Chair include:
 - Assisting the Chair in the day-to-day management of the Department, and when requested by the Chair, taking the Chair's place in these matters in his/her absence;
 - Coordinating and facilitating Departmental communications, both within the Department and with other ISU units and external constituencies;
 - Supporting alumni relations;
 - Supporting faculty and Departmental research;
 - Working with the Chair and the Department's committees to identify budgetary needs and to develop budget requests;
 - Assisting the Chair, Director of Graduate Studies, and Director of Undergraduate Studies in developing course schedules;
 - Attending Department committee meetings on behalf of the Chair on an as-needed basis without voting privileges to facilitate administration-faculty communication;
 - Regularly meeting with the Chair, Administrative Assistant, Director of Graduate Studies, Director of Undergraduate Studies, and Director of the Writing Program;
 - Helping to coordinate and conduct research and analysis, under the Chair's direction, in support of the Long-Range Planning Committee;
 - Performing additional Department work as directed by the Chair.

COMMITTEES

COMMITTEES IN GENERAL

- I. Except for the Department Council and the Department Faculty Status Committee, which are elected according to specific rules outlined hereafter, all standing committees are appointed for the upcoming academic year at the end of the spring semester by the Chairperson of the Department in consultation with the Department Council.
- II. The standing committees of the Department are:
 - Department Council
 - Department Faculty Status Committee
 - Long-Range Planning Committee
 - Graduate Studies Committee
 - Undergraduate Studies Committee
 - Writing Committee
 - English Education Committee
 - Diversity Committee
 - Professional Growth Committee
- III. Ad hoc committees may be appointed as necessary and their chairpersons named by the Chairperson of the Department, in consultation with the Department Council. Normally, such a committee will be assigned a specific task and will be dissolved upon completion of its report or action.
- IV. Insofar as possible no Department member should serve on more than two Department committees.
- V. All Department members should be consulted before being asked to serve on committees.
- VI. Student members of those standing committees which have student members are elected according to rules developed and implemented as outlined hereafter.
- VII. The Chairperson of the Department chairs the Department Council and the Department Faculty Status Committee. The Director of Graduate Studies chairs the Graduate Studies Committee; the Director of Undergraduate Studies chairs the Undergraduate Studies Committee; the Director of the Writing Program chairs the Writing Committee; and the Director of English Education chairs the English Education Committee. All other standing committees elect (or re-elect) their chairpersons at their first meetings early in the academic year.
- VIII. All standing committees will meet weekly unless the committees themselves vote to meet less frequently. Each standing committee will meet at least once each semester.
- IX. In all committees a simple majority of the members shall constitute a quorum. All votes shall be reported in minutes by number.

- X. Members of standing committees shall serve until relieved by regular successors unless they cease to be members of the Department. Replacements to committees will be made in the same manner as the original appointment.
- XI. Outgoing representatives on standing committees should be personally responsible for the thorough orientation of their replacements and pass on their files on committee business.
- XII. Committee agendas should be clear, detailed, and posted no later than two class days before committee meetings. All meetings (except Department Faculty Status Committee meetings and executive meetings of the Department Council) are open to general attendance.
- XIII. Minutes (unapproved) of all standing committees (excluding the Department Faculty Status Committee) will be distributed in full to the Department and archived on the Department's web site. All minutes must be approved by the originating committee at the next meeting.
- XIV. Outgoing members of the Department Council and the Department Faculty Status Committee will serve jointly with their successors during the summer so that a sufficient number of members will be present to conduct necessary business. The terms of the outgoing members of both these committees will expire on the opening day of registration for the University each fall.
- XV. No committee action (excepting the Department Faculty Status Committee decisions) shall be effected until approved by the Department Council and—if appropriate—by the entire Department.
- XVI. Excepting the Department Council and the Department Faculty Status Committee, each committee will submit a report in writing to the Department by May 1 of each year. This report will briefly summarize the work of the committee for the academic year just completed and recommend agenda items for the coming year. These reports will be posted and archived on the Department's web site.

DEPARTMENT COUNCIL

- I. The Department Council of the English Department advises the Chairperson on the administration of the Department and makes recommendations on the decisions s/he must make in fulfillment of the duties and role of the Chairperson as defined above. The Department Council also serves as a departmental Executive Committee with the responsibility to review and facilitate the recommendations of the Department's committees and to ensure the shared governance of the Department.
- II. The Department Council consists of four voting members elected by the entire Department. Each tenure-track and tenured rank (Assistant Professor, Associate Professor, and Full Professor) shall have at least one elected member on the Council. The fourth elected member may be a tenure-track professor, tenured professor, full-time Non Tenure-Track Professor, or full-time Administrative Professional. The Chairperson of the Department, who is the fifth voting member, shall chair the Department Council. The Department Chairperson shall keep the Council fully informed about administrative matters and shall consult the Council in all policy decisions.

- III. The authority for academic issues, faculty affairs issues, and educational issues related to student life reside in and with the faculty. The Department Council, in its role as the Department's Executive Committee, is to consider and make recommendations to the Department on all policies involving such issues and on the implementation of policies on such issues, whether the recommended policy or action originates in one of the Department's committees or originates within the Council. The Council will bring all policy proposals concerning academic issues, faculty affairs issues, and educational issues related to student life that relate to the Department and its programs to the faculty of the Department for discussion, possible modification, and vote at an officially-convened Department meeting. In the exceptional circumstance that the Chair believes it is necessary to reject or modify a Department Council recommendation or a Departmental vote pertaining to academic issues, faculty affairs issues, or education issues related to student life in order to meet his or her responsibilities as specified in the University's Policies, Procedures, and Guidelines, the Chair will, in the interest of open communication, explain in person or in writing or both to the Council and to the Department the rationale for the modification or rejection of the recommendation and, should the Council so instruct, shall invite the Dean and College Council to review the matter and make a recommendation.
- IV. The Department Council shall meet weekly throughout the entire academic year and more frequently as necessary. An agenda will be posted at least two school days before the next meeting, although the Council reserves the right to alter the agenda if an essential matter arises and to call emergency meetings without posting an agenda. Members of the Department are invited to present their views in writing on any item on the agenda or any item to be added to future agenda. These should be given to the Council members prior to meetings. All regular meetings except executive sessions will be open; but non-members will be regarded as auditors, not participants. The Council will go into executive session whenever necessary. Any member of the Department may ask or be asked to meet with the Council to discuss a matter of special concern.
- V. The Council shall review the minutes of every Department committee meeting (except the Department Faculty Status Committee). Action items reported forward from the Department's committees and action items originating in the Council are to be finalized in one of the following ways.
- If the Committee proposing the action and the Council upon its review deem the proposed action a routine academic matter (such as establishing a prerequisite, establishing a new course, modifying a requirement within an existing program), the Council shall circulate the action item in writing to the Department, indicating its intention to approve the action item or disapprove it. Members of the Department shall then have five days to respond to the Council in writing to raise issues, propose modifications, to request that the Council reconsider its decision, and/or to ask the Council to place the item on the agenda of the next Department meeting for discussion and formal action by the Department as a whole. After the five days for written response has passed, the Council will either finalize its approval or disapproval of the action item, or it will place the item on the agenda of the next Department meeting.
 - Normally, the Council will approve or disapprove procedural matters, whether reported forward by another departmental Committee or originating in the Council, without bringing such matters before the faculty of the Department for discussion at an officially-convened Department meeting. Such actions will be reported to the Department in writing, and members of the Department shall have five days to

request in writing that the item be placed on the agenda of the next Department meeting for discussion. In cases not clearly distinguishable as policy matters or administrative procedures, the Council reserves the right to declare for one or the other.

- VI. The Council shall regularly review, on behalf of the Department, the allocation of its resources and the protocols and policies for the distribution of its resources (including support for professional travel, reassigned time for administrative duties related to Departmental leadership positions, for scholarly service such as journal editing, and for research) and advise the Chairperson on these matters.
- VII. The Council, working with the Department Chairperson, is responsible for appointing faculty to serve on all standing and ad hoc Departmental committees where members are not elected by the Department. The Council shall, as well, review and advise the Chairperson on any service assignments that would exempt a Department member from serving on a committee or which would involve reassigned time from teaching.
- VIII. The Department Council shall, each spring, review the Organization Book to ensure that the structures, policies, and procedures it defines are continuing to meet the needs of the Department, and it shall recommend possible changes to the Department for review and action (usually at the start of the fall semester). Any member of the Department and any Departmental Committee may also propose changes to the Organization Book (see Special Policies, section I.D.4).
- IX. Election of Council Members:
 - A. The four elected members of the Council serve two-year staggered terms, with two of the four elected members elected each year by secret ballot late in spring.
 - B. The election procedure shall be as follows:
 - 1. Each of rank without a continuing representative shall caucus to nominate two persons from that rank (see Nominating Caucuses in Special Policies and Procedures). Each of the persons nominated must receive a majority of votes cast by the nominating caucus.
 - 2. The entire Department shall then elect by secret ballot one person from each pair of nominated candidates.
 - C. Rank representatives promoted during their elected terms of service shall continue to serve until August 15, at which time they shall resign from the Council. Ranks left without a representative shall nominate a new representative for Department election as outlined above. Individuals elected to replace a person promoted while in office shall complete the unexpired term of office only. Similarly, in the case of vacancy (or vacancies) on the Council for reasons other than promotion, a special election, following the same procedures used for regular Council elections, shall be conducted immediately to maintain the elected membership of the Council.
 - D. Persons may not be elected to two successive two-year terms on Council. After the lapse of one year, however, a former Council member will be eligible for re-election. In the case of a member filling another person's unexpired term, the member may be re-elected for a two-year term, but no person shall serve more than three consecutive years.
 - E. The Associate Chair, the Director of Graduate Studies, the Director of Undergraduate Studies, the Director of the Writing Program, the Director of English Education, and the Department Faculty Status Committee members cannot serve on the Council. Council members cannot serve on any other standing Department committee.

DEPARTMENT FACULTY STATUS COMMITTEE

- I. The Department Faculty Status Committee (DFSC) of the Department of English is, on behalf of the Department and in accordance with Illinois State University ASPT policies and procedures, responsible for supervising annual reviews of tenure-track and tenured faculty; conducting the Department's tenure, promotion, and post-tenure reviews; and supervising the recruitment of faculty. The DFSC is advisory to the College Faculty Status Committee (CFSC) of the College of Arts and Sciences. The entire ASPT process of the University assumes and assures peer review and evaluation. All ASPT actions and recommendations are advisory to the Dean, Provost, President and—ultimately—to the Board of Regents.
- II. The Chairperson of the Department shall not make any ASPT decision without consulting the DFSC. Differences which are unresolved by the DFSC members shall be sent to the CFSC.
- III. The DFSC shall, annually, review the Department's DFSC guidelines. Proposed changes must be ratified by Department vote and be reviewed and approved by the CFSC before taking effect. The current DFSC Guidelines will be maintained on the Department web site.
- IV. Responsibilities of the DFSC:
 - A. Appointments: The DFSC assists the Department Chairperson in recruiting new faculty members in accordance with the Department's DFSC Guidelines, University ASPT Guidelines, and University policies and initiatives. The Chairperson shall not recommend hiring any faculty member without the advice of the DFSC.
 - B. Tenure and Promotion: The DFSC shall annually recommend for tenure and/or promotion those Department members who have met all ASPT and Departmental criteria for promotion as stated in University and College policies and as outlined in the Department's DFSC Guidelines.
 - C. Salaries: The DFSC shall use ASPT guidelines for annual review and evaluation of the work of every Department member in the areas of teaching, scholarship, and service, and recommend raises based on these evaluations. Each review cycle, the DFSC shall provide a written report to the Department explaining the pattern of salary incrementation for the current review cycle.
- V. Selection and Organization of the DFSC:
 - A. The DFSC shall consist of five voting members. The Department shall elect by secret ballot four members for two-year staggered terms, two members being elected in the spring of each year. The Chairperson of the Department shall be an ex-officio member with voting rights. A majority of elected members must (per University policy) be tenured.
 - B. A representative from each of the three tenure-track and tenured ranks of the Department faculty shall be elected as follows:
 1. Eligible members of each rank where a vacancy is to occur shall caucus to nominate two persons from that rank. Each of the persons nominated must receive a majority of votes cast (see Nominating Caucuses in Special Policies and Procedures).
 2. All probationary and tenured members of the Department shall elect by secret ballot one person from each pair of submitted nominees.

C. After the election for rank representative has been held, all tenure-track and tenured faculty in the department shall elect by secret ballot a tenured at-large representative for a two-year term. Balloting shall continue until one person has received a majority of votes cast.

D. Rank representatives promoted during their elected term of service shall continue to serve until August 15, at which time they shall resign from the Committee. Ranks left without a representative shall nominate a new representative for Department election as outlined above. Individuals elected to replace a person promoted while in office shall complete the unexpired term of office only.

E. Persons may not be elected to successive two-year terms on the DFSC. After the lapse of one year, however, a former DFSC member will be eligible for re-election. In the case of a member filling another person's unexpired term, the member may be re-elected for a two-year term, but no person shall serve more than three consecutive years on DFSC.

F. Faculty may not (per University policy) serve on DFSC during the year in which they are being considered for tenure.

G. Only probationary and tenured members of the English Department who have completed at least one semester at the University shall be eligible to participate in any election or voting on DFSC matters. Faculty members who will be on leave the following semester may vote but not stand for election.

H. The Associate Chair, the Director of Graduate Studies, the Director of Undergraduate Studies, and the Director of the Writing Program, the Director of English Education, and members of the Department Council may not serve on the DFSC.

LONG-RANGE PLANNING COMMITTEE

- I. The Long-Range Planning Committee consists of the Chairperson of the Department and the Chairpersons of the Curriculum, Graduate, and Freshman English Committees, plus three members appointed from the Department at large by the Chairperson of the Department in consultation with the Department Council.
- II. The Committee shall coordinate the goals of the Department with the Master Plan of the University and shall make recommendations to the Department Council on staff needed, new trends in curricula, and new programs.
- III. The Committee shall prepare Department long-range reports that may be required by the College or the University.

GRADUATE STUDIES COMMITTEE

- I. The Graduate Committee of the Department of English will consist of at least five faculty appointed by the Department Council to represent the various areas of English Studies; two graduate students; the Director of Graduate Studies, who will serve as chair; and the Director of the Writing Program (or his or her designee). All members of the committee will have full voting rights.

- II. The Graduate Studies Committee, working with the Director of Graduate Studies, is responsible for the coherence, integrity, and quality of the Department's graduate program. This includes:
- Reviewing or establishing policy and procedure concerning the graduate programs;
 - Maintaining a continuing review of the Department's graduate programs and course offerings in light of national trends in English Studies and local needs and forwarding proposals for curricular change to the Department Council;
 - Nominating faculty members eligible for Full or Associate Graduate Faculty status;
 - Creating subcommittees, as appropriate;
 - Reviewing all graduate course proposals and curricular proposals;
 - Mediating graduate student concerns and communicating with graduate students about pertinent issues;
 - Reviewing the program's curricular and examination structures;
 - Serving as representatives at proposal defenses;
 - Revising graduate program documents as appropriate.
- III. The Graduate Admissions Committee is a subcommittee of the Graduate Studies Committee that is comprised of the Director of Graduate Studies, the faculty members appointed by Council to serve on the Graduate Studies Committee, and the Director of the Writing Program (or his or her designee). The Graduate Admissions Committee is responsible for:
- Graduate admissions;
 - Selecting graduate assistants after reviewing the credentials of all candidates;
 - Ensuring that applications from students whose area of expertise is not represented by faculty on the committee are reviewed by specialists in the appropriate area, who will then make advisory recommendations to the Graduate Admissions Committee.

UNDERGRADUATE STUDIES COMMITTEE

- I. The Undergraduate Studies Committee consists of the Director of Undergraduate Studies, who chairs the committee; five faculty appointed by the Department Council; the Undergraduate Advisor; the Director of English Education, and one undergraduate English major. Appointments to the Committee will be as closely allied as possible to the disciplines taught in the Department. All members of the committee will have full voting rights.
- II. The Undergraduate Studies Committee, working with the Director of Undergraduate Studies, is responsible for the coherence, integrity, and quality of the Department's undergraduate program. The Committee is responsible for:
- Coordinating the undergraduate curriculum as a whole;
 - Considering such curricular matters as may be referred to the Committee by the Department Council;
 - Reviewing proposed new undergraduate courses as these are submitted by faculty;
 - Maintaining a continuing review of undergraduate course offerings in light of local needs as well as national trends in English Studies;
 - Considering such problems as the introduction of new curricula, programs, and teaching fields; the addition or deletion of requirements in teaching fields or programs, including General Education; changes in content, numbering, or credit for existing courses; the adding and dropping of courses;
 - Meeting as needed with the Graduate Studies Committee to consider and, if necessary, reconcile to Committee's decisions on courses open to both undergraduate and graduate students (most 300-level courses);

- Setting up opportunities for interaction among faculty teaching different sections of the same course (especially English 100 and English 300) before the semester in which the sections are to be taught;
- Assisting with the administration of the annual Undergraduate Symposium;
- Fostering interaction between students and faculty on research projects;
- Coordinating the administration of the Undergraduate Honors Program;
- Overseeing the assessment of the undergraduate major;
- Reviewing and approving student proposals for undergraduate independent studies.

WRITING COMMITTEE

- I. The Writing Committee is advisory to the Director of the Writing Program. Its area of responsibility is all writing classes that fulfill basic University-wide writing requirements (currently English 101, 101.10, and 145.12) and those lower-division writing courses that meet Illinois Articulation Initiative requirements (currently English 145 and 145.13). The Writing Committee also works with other department committees and writing faculty to address issues relating to first-year writing, undergraduate writing curricula, and graduate writing curricula.
- II. The Writing Committee is chaired by the Director of the Writing Program, and its members are appointed by the Chairperson of the Department in consultation with the Department Council and the Director of the Writing Program.
- III. Members of the Committee keep themselves informed of emerging research, theory, practice, texts, and other materials and use them to promote professional development among writing instructors. The Committee may submit recommendations for changes to the Undergraduate Studies Committee or the Graduate Studies Committee.
- IV. The Director and the Committee provide leadership, guidance, and support to the University community regarding University-wide writing instruction and writing assessment.
- V. The Committee assists the Director in supporting and training new instructors.

ENGLISH EDUCATION COMMITTEE

- I. The English Education Committee advises the Director of English Education on the English Education program's intellectual goals, pedagogy and curriculum; its collaboration with the University's other teacher training programs; and its programmatic collaborations with secondary schools and in-service teachers.
- II. The English Education Committee is chaired by the Director of English Education, and its members are appointed by the Chairperson of the Department in consultation with the Department Council, the Director of English Education, and the Director of Undergraduate Studies.
- III. The Committee is responsible for:
 - monitoring the integrity English Education curriculum and the quality of its delivery to maintain their currency and to keep them appropriately articulated with University, State of Illinois, and national standards and requirements;

- reviewing curricular changes and recommending them to the Undergraduate Studies Committee for possible adoption;
- establishing appropriate criteria for admissions to the program and clear and appropriate standards for progress within the program and to qualify for student teaching and certification;
- supporting the Director's work to create and maintain an advising system for English Education students, both majors and minors, that addresses their particular needs within the Department and for their required course work in the program offered through other departments;
- supporting the English Education program's efforts to partner with regional and national organizations to support the professional development and success of both new and established teachers;

PROFESSIONAL GROWTH COMMITTEE

- I. The Professional Growth Committee initiates and supports opportunities for professional growth and development of the teaching faculty and the graduate students of the Department by planning and coordinating lecture series, readings, and other events; organizing Department forums; and identifying and promoting other Departmental Professional Growth initiatives.
- II. The Professional Growth Committee also works to clarify the Department's identity for fundraising initiatives, so that the Department can cooperate effectively with the ISU Foundation and English faculty, students, alumni, and friends of the Department to increase external funding in support of faculty research and teaching and the Department's mission.

STUDENT REPRESENTATION ON DEPARTMENT COMMITTEES

- I. Students may serve on the following committees: Writing, Undergraduate Studies, Graduate Studies, and English Education.
 - A. Writing Committee: The Writing Committee will recruit two undergraduate students, one an English major and one neither a major nor minor in English, each September to serve on the Writing Committee for the academic year as non-voting student liaisons.
 - B. Undergraduate Studies Committee: One undergraduate English major shall be elected at the beginning of the fall semester by the undergraduate members of Sigma Tau Delta to serve on the Undergraduate Studies Committee.
 - C. Graduate Studies Committee: Two graduate students in English shall be elected each September to the Graduate Studies Committee. The graduate students in the Department shall elect these representatives from among their own number. Student members of the Graduate Studies Committee will be excused when the Committee is discussing such matters as content of examinations, appointment of graduate assistants, evaluation of student performance, and the like.
- II. On all committees on which they serve, unless otherwise noted, students are full voting members.
- III. All student terms are for one year. A student may be re-elected for one additional year, but thereafter s/he may not serve again on the same committee.

SPECIAL POLICIES

I. Department Meetings and Voting:

A. Time and place of meetings:

1. The Department of English will hold regular meetings, usually once a month. The Department Council and Chairperson shall, each semester, establish days and times for the meetings based on the teaching schedules of faculty and shall announce the dates and times of the planned meetings at the start of the semester. The Department Council and Chairperson may schedule additional meetings as needed and change the date and time of scheduled meetings if circumstances warrant. The agenda for Department meetings will ordinarily be circulated three days before the meeting. The Department Chairperson is responsible for reminding Department members by memoranda one school day before every regular or special meeting. Memoranda which announce or remind faculty of meetings shall contain the agenda for the meetings.
2. Special meetings may be called at any time by written petition by one third of the voting members of the Department. Special meetings are limited to the purposes for which they are called, and the agenda for a special meeting may not be modified except by the consent of two-thirds of the members present. At least three school days' notice should be given of any special meeting and the agenda posted on the Department bulletin board three school days before the meeting.

B. Quorum: For a quorum, both a majority of tenure-track and tenured faculty and a majority of all voting members (see I.C.1) shall be present. Faculty who are on full-time administrative appointment outside the Department, those on sabbatical, and those on medical leave will not be considered in calculating a quorum unless the individual faculty member notifies the Council that s/he intends to participate in Department meetings. The number to be used to determine a quorum will be announced at the beginning of the semester, and should there be a change during the semester that, too, will be announced.

C. Voting procedures and eligibility:

1. All full-time Administrative Professionals who participate in the academic program, all full-time Non Tenure-Track faculty, and all tenure-track and tenured faculty are members of the Department of English. All members of the Department of English are eligible to vote in Department meetings unless more restrictive franchise is imposed for special matters by the College of Arts and Sciences or the University.
2. Voting shall normally be by voice vote. If the Department Chairperson is unable to determine a majority by a voice vote, s/he may call for a show of hands, a roll call vote, or a written ballot. A majority of those present may demand a written ballot or a roll call on any vote.
3. The Department Council may, at its discretion, have the Department vote on a motion by paper ballot distributed to all voting members of the Department with ballots cast outside of a Department meeting. This procedure is considered appropriate for motions of such fundamental importance that all members should have the option to

vote even if the member was not at the Department meeting where the motion was introduced and discussed. This procedure may also, at the Council's discretion, be used for matters which have been on the agenda for a Department meeting, been discussed at an open meeting, but where the motion could not be brought to a vote for lack of a quorum. The Council should use such a paper ballot only when the public discussion of the motion shows that the matter is not controversial.

D. Procedural Matters:

1. Robert's Rules of Order shall be parliamentary authority for conducting meetings of the Department.
2. Ordinarily, Department meetings will not be held in the summer session. If meetings become necessary during these periods, decisions reached at them must be reviewed during the first two weeks of the regular academic year when the full faculty is present.
3. The agenda for any meeting will be distributed to the Department at least three school days before a meeting.
4. Motions to amend the Department's Organization Book should first be addressed to the Department Council for review. Motions to amend the Organization Book must be circulated in writing to the Department at least one week before the Department meeting at which the motion is to be considered. Motions to amend the Organization Book require an affirmative vote by a majority of those eligible to vote in Department meetings and such votes shall be by paper ballot distributed to all voting members of the Department following the meeting or meetings at which the amendment has been discussed

NOTE: BECAUSE FULL FACULTY PARTICIPATION IS NECESSARY FOR THE EFFICIENT OPERATION OF THE DEPARTMENT, ALL DEPARTMENT MEMBERS ARE EXPECTED TO ATTEND ALL DEPARTMENT MEETINGS, EXCEPT FOR OCCASIONS OF PREVIOUS OFFICIAL ASSIGNMENT OR ILLNESS.

II. **Procedures for Appointing Directors and the Associate Chair:**

When a Director of Graduate Studies, Director of Undergraduate Studies, Director of the Writing Program, Director of English Education, or Associate Chair is to be appointed, the Chairperson, Department Council, and DFSC shall initiate and announce a procedure that enables all interested faculty to be considered and that solicits advice both from the Department as a whole and from any special constituencies related to the position. Once nominations and self-nominations have been received, candidates will prepare a written statement explaining their interest, qualifications, and goals for the position. Members of the Department will then offer advice, in writing, to the Chairperson, Council, and DFSC on the candidates. In soliciting advice from the Department, the Council and DFSC shall make sure to include the specific faculty, student, and/or staff constituencies served by the position. The Council and DFSC may, at their discretion, schedule public forums for the candidates as part of the process, either with the Department as a whole and/or with specific constituencies served by the position. The Council and DFSC (with the Chairperson or separately, if the Council and DFSC should prefer) will then interview candidates. The Council, DFSC, and

Chairperson will then meet to review the candidates and to decide who should be appointed. The faculty member appointed shall be acceptable to the Chairperson and to the members of Council and DFSC, expressed either as the consensus of the Council and DFSC members or as a majority vote of the members should they prefer.

III. Nominating Caucuses:

- A. Faculty participate in Nominating Caucuses to determine candidates for Department Council and DFSC based on current rank (i.e. faculty who have been notified of promotion but have not yet started serving in the new rank caucus with the faculty from the rank they are leaving).
- B. Faculty members who have been notified of promotion but have not yet started serving in the new rank are eligible to be nominated on the basis of the rank they are joining.
- C. When faculty ranks caucus to nominate candidates for Department Council and DFSC, each ballot shall be secret, and each ballot shall be to determine only one nominee. To be nominated, a faculty member must receive a majority of ballots cast (this may take multiple rounds of balloting). Once the caucus has nominated its first candidate; it shall then conduct the balloting to determine the second nominee. In no case shall the caucus select two nominees from a single ballot.