

Updated 2018

BYLAWS TO THE CONSTITUTION
OF THE DEPARTMENT OF ENGLISH

I. DEFINITION OF QUORUM

- A. A quorum consists of a majority of the members of any group. No business of the Department may be conducted without a quorum present.
- B. This document refers to absolute majority, two-thirds majority, and simple majority.
 - 1. An absolute majority means more than one-half the votes of the Membership of the Department.
 - 2. A two-thirds majority means more than 66% of Voting Membership.
 - 3. A simple majority means more than one half of the votes cast when a quorum is present.

II. THE CONDUCT OF MEETINGS

- A. Meetings of the Voting Membership of the Department are normally led by the Head. All other meetings are led by the chair of a group, though the chair may designate a substitute.
- B. The Head of the Department annually designates a Parliamentarian, who rules on procedural matters in accordance with the most recent edition of Robert's Rules of Order, except when specific rules are prescribed by the Department Constitution or Bylaws.
- C. The Head of the Department provides for the preparation, distribution and storage of minutes which record the voting results of all substantive measures considered at all meetings of the full Voting Membership.
- D. Voting.
 - 1. Resolutions and Amendments.
 - a. Unless specified otherwise in the Department Constitution, resolutions pass by an affirmative majority vote of those present and voting, excluding abstentions, at meetings having a quorum. Proxy voting is prohibited. All resolutions are subject to mail ballot if called for by a majority vote; such resolutions require the usual majority vote for passage. Absentee ballots are permitted upon matters which have been announced in the call to meeting. Such ballots are to be deposited with the committee chair or Head, as appropriate. All elections and personnel decisions are by secret ballot. Other decisions are by show of hands unless there is a call for a secret ballot.
 - b. Amendments to Department Constitution and Bylaws require a two-thirds majority of Voting Membership. Amendments require a mail ballot.
 - 2. Election Procedure.

- a) Nominations for election may be made by any eligible voter.
- b) When there are more than two nominees, voting will proceed to eliminate the nominee with fewest votes after each ballot, until one nominee receives a majority of the votes cast.
- c) When elections are to be conducted by mail ballot, nominations will be made by written petition. Every nomination must be supported by the signatures of five (5) eligible voters. When there is more than one nominee for a given position, the election shall proceed in accordance with II.D.2.b above. If only one candidate is nominated, his or her name shall be submitted to the faculty for approval; to be approved, a candidate must be affirmed by a majority of the votes cast. If no one is nominated by petition, the Head shall, at his or her discretion, nominate two persons for the position in question, and the election will then proceed in accordance with the procedures detailed above.

E. Election of the Department Head

In March prior to the last year of a Head's term--or, if a Head or Acting Head does not complete a term, as soon as possible--the voting members of the Department meet to consider a Head's or Acting Head's appointment or reappointment.

1. The Department Parliamentarian presides.
2. If the Head or Acting Head seeks reappointment, the members vote on whether the reappointment shall be recommended to the review committee set up under University Procedures (UHAP 5.09). A Head or Acting Head is recommended for reappointment by an absolute majority vote of the Voting Membership of the Department.
3. If the Head or Acting Head does not seek reappointment or if the motion to recommend reappointment fails, the members present elect five faculty representing all four graduate programs and the Writing Program to be nominated to the Dean of SBS to serve on a search committee to consider candidates for the Headship. Additional nominations presented to the Dean will include one representative from and elected by each of the following groups: graduate students; academic professionals and career-track faculty; and classified staff. The committee may be augmented by an appointment or appointments made by the Dean to the final search committee. At this meeting the members vote to recommend to the Dean an internal search or an external search, which may include internal candidates.
4. The Dean requests authorization from the administration (through the Recruitment/Hiring process) to begin the search for a new Head.
5. At an appropriate time during the academic year, the search committee presents to a meeting of the voting members of the Department a slate of nominees for the position of Head.
6. After discussion, each voting member indicates on a secret ballot the names of all nominees acceptable as Head. Any nominee who fails to receive a majority vote on this ballot is eliminated from further consideration.
7. If there are more than two acceptable nominees, each voting member votes by secret ballot for one. The two who receive the most votes are finalists.

8. Each voting member casts a secret ballot for one of the finalists. A nominee must receive a two-thirds majority to be nominated to the Dean for appointment as Department Head.
9. Should neither finalist receive a two-thirds majority after three ballots, the names of all nominees who received a majority vote on all ballots in item 6 are forwarded to the Dean, together with the tally of votes received by each.
10. A poll shall be taken from all non-voting members of the English department (i.e. staff, graduate students, non-voting academic professionals and non-voting adjunct and career-track lecturers). The results should be reported by the search committee to the voting membership before the department votes for Head.

III. APPOINTMENTS.

The Head of the Department and Directors of Instructional Programs may appoint ad hoc committees to carry on routine business. All major policy decisions are subject to review by the Department Council.

IV. MEETINGS OF THE DEPARTMENT COUNCIL

The Department Council meets at least once monthly, at a place and time designated by the Department Head. Upon a request to the Head by any two members of the Council, a meeting will be held within one week. Minutes of the Department Council meetings are distributed to the voting members of the Department no later than two weeks after a Council meeting.

V. RECRUITMENT

- A. Early in the Spring Semester, the Department Head solicits from programs suggestions for positions to be filled and takes them to the Department Council for evaluation and determination of priorities.
- B. In consultation with the programs, the Head of the Department appoints ad hoc search committees, approved by the Department Council, to conduct searches for personnel to fill the designated positions in each program. All search committees will include a graduate student representative elected by the English Graduate Union. Committees may also include members of the classified staff, academic professionals, and career-track faculty. For example, in searches conducted in the Writing Program, a career-track lecturer currently teaching in the writing program should also be included on the committee.
- C. In consultation with the ad hoc committees the Head writes notices describing each position and takes them to the Department Council for evaluation. At this time a Recruitment/Hiring form is initiated and approval to conduct a search is requested.
- D. Each ad hoc committee conducts an appropriate search, adhering to University directives regarding Affirmative Action and Equal Opportunity Employment. At the end of the search period, each committee presents to the Department Council the names of finalists to be approved for campus visits.
- E. Prior to campus visits of candidates, the Head makes available to the members each candidate's Vita, publications, and other supporting material.
- F. If a recruitment committee determines that an offer of tenure should be made to an untenured candidate, or an offer with promotion should be made, the complete dossier of such a candidate is sent to the Department P&T committee for a decision. A negative decision on the part of the P&T committee precludes an offer of tenure

or promotion. A positive decision sends the matter to the Voting Membership for final action.

- G. The Voting Membership votes on the acceptability of candidates in each field at a meeting called for that purpose. An affirmative majority vote of those tenured and tenure-eligible faculty, continuing-eligible and continuing status, and career-track professors present and voting, excluding abstentions, is required for acceptance.