

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 Voting 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. When “majority” is unqualified by either “absolute” or “two-thirds,” it refers to simple majority by default.

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 a simple majority vote of those present and voting, excluding abstentions, at meetings having a quorum. Proxy voting is prohibited. All resolutions are subject to electronic ballot if called for by a majority vote; such resolutions require a majority vote for passage. Absentee ballots are permitted upon matters which have been announced in the call to meeting. Such ballots are to be collected and reported by the committee chair or Head, as appropriate. All elections and personnel decisions are by secret ballot.
 - b. Amendments to Department Constitution and Bylaws require a two-thirds majority of Voting Membership. Amendments require an electronic 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) If only one candidate is nominated, their 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 their discretion,

nominate person or 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

1. In the year prior to the last year of a Head's term, usually in Fall, the Head and Dean confer to discuss whether to seek reappointment.-
2. If the Dean seeks a reappointment of the current Head or Acting Head, and the Head or Acting Head is amenable, the Dean consults with the department for its recommendation. In addition to any feedback the Dean requests (e.g. survey, meeting discussion, etc.) the members also vote on whether the reappointment shall be recommended to the Dean. A Head or Acting Head is recommended for reappointment by an absolute majority vote of the Voting Membership of the Department.
3. If the Dean and the Head or Acting Head do not seek reappointment or if the Dean decides not to reappoint after the departmental vote, then (a) the voting membership of the department vote to recommend to the Dean an internal or an external search, which may include internal candidates, and (b) a slate of five nominees for the search committee will be sent to the Dean's office to be considered. The faculty of the graduate programs (Literature, RCTE, Creative Writing, EAL) and the Writing Program separately select one nominee from their respective programs for that slate. Additional nominations presented to the Dean will include one representative from and selected by each of the following groups: graduate students; continuing status/eligible and career-track faculty; and staff.
4. The Dean appoints an individual, external to the department, to serve as chair of the search committee. The Dean may also augment the final search committee by appointment or appointments. Appointments for the search committee follow applicable guidelines for faculty governance (e.g. the memorandum of understanding on shared governance, faculty advisory council review).
5. The search committee drafts a job description in line with the job descriptions for Heads and Directors at the college level. The Dean or chair of the search committee issues a call for applicants. The search committee collects applicant materials and ascertain each applicant's eligibility (following eligibility criteria for Head as set by Faculty Affairs and any other applicable policy).
6. At a time during the academic year, the search committee presents to the voting members of the Department a slate of nominees including any supplementary materials (e.g. CV, letter of intent) for the position of Head.
7. The search committee's nominees are asked to give a brief presentation to the department prior to voting. The search committee is responsible for scheduling and administering those presentations, as well as for facilitating any discussion and feedback following them.
8. After presentations by the candidate(s), an acceptability vote for all nominees put forward by the search committee in E.6 is taken by secret ballot of the voting membership. In addition to the vote for acceptability, the ballot also includes an opportunity for qualitative feedback (i.e. a comment box) on each candidate's strengths and weaknesses. The Dean and the Chair of the Search Committee are responsible for administering and collecting this vote and feedback. The results of the acceptability vote only (not the qualitative feedback) are reported to the department.
9. Also after presentations, a single supplementary advisory poll of the same format (i.e. acceptability vote and qualitative feedback) is taken from all non-voting members of the English department (including staff, graduate students,

non-voting adjunct and career-track faculty) for all of the nominees put forward by the search committee in E.6. The process and results of this poll preserve anonymity and are taken by the Dean and the Chair of the Search Committee.

10. After acceptability has been assessed, the department, in addition, registers its preference among those nominees. Any nominee who fails to receive a majority vote on the Voting Membership acceptability ballot (item E.8) is eliminated from further consideration for the departmental election of preferred nominee.
11. 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.
12. Each voting member casts a secret ballot for one of the finalists. A nominee must receive a two-thirds majority to be nominated as the department's preferred nominee to the Dean for appointment as Department Head.
13. Should neither finalist receive a two-thirds majority after three ballots, the names of the finalists and all nominees who received a majority vote in the acceptability vote (item E.8) are forwarded to the Dean, together with the tally of votes received by each.
14. The results of the vote for preferred nominee are reported to the department by the Chair of the Search Committee.
15. The results of the vote for preferred nominee, as well as the results of the acceptability vote, qualitative feedback, and acceptability poll (E.8 and E.9) are all sent as advisory to the Dean by the Chair of the Search Committee.
16. The Dean appoints the next Head of the department.

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 suggestions from each program regarding their most pressing hiring need 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.