

CONSTITUTION OF THE DEPARTMENT OF ENGLISH

PREFACE

Updated 2018

This constitution is designed to ensure the operation of the Department of English as a cohesive unit. Its goal is to promote openness, collegiality, and a sense of Department unity. The policies and procedures described here comply with University policies and represent the Department's collective judgment as to the best means of achieving a balance between the professional goals of the Department's several components and those of the Department as a whole.

I. DEFINITIONS.

- A. The Department of English is made up of professors, career-track faculty, adjunct faculty, academic professionals, graduate and undergraduate students, and staff members. It comprises the following programs:
 1. Undergraduate Instructional programs: English (English, Creative Writing), the Writing Program, Honors in English.
 2. Graduate Instructional Programs: Creative Writing, English Applied Linguistics, Literature, and Rhetoric, Composition, and the Teaching of English.
- B. The Department of English is affiliated with Second Language Acquisition and Teaching (SLAT), and Gender and Women's Studies.
- C. The Voting Membership of the Department is made up of the following:
 1. All full-time (50% or more FTE) tenured and tenure-eligible faculty.
 2. All career-track faculty who are members of the General Faculty:
 - a. All full-time (50% or more FTE) career-track professors, lecturers, and senior lecturers holding multi-year appointments.
 - b. All full-time (50% or more FTE) lecturers who have held at least half-time year-to-year non-tenure-eligible faculty appointments for three (3) of the past four (4) years and who currently hold lecturer or ranked professorial titles that do not include an adjunct or visiting modifier.
 3. All full-time (50% or more FTE) continuing and continuing-eligible academic professionals.
 4. Two representatives of the graduate assistants and associates, elected by the English Graduate Union.
 5. One representative of the classified staff, elected by that group.
 6. One representative of the lecturers or adjunct faculty on an academic year appointment, elected by that group.
- D. At the beginning of each semester the Head of the Department provides a roster of the voting membership to all voting members. In this document,
 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.
- E. When time allowances of one or two weeks are specified in this document, reference is to periods when classes are in session.

II. DEPARTMENT OFFICERS.

A. Department Head. The Head is appointed by the Dean of the College of Social and Behavioral Sciences, and is the Department's principal representative to the University administration, the profession, and the public.

1. Term of Office.

The normal term of office for a Department Head is five years, though the Head may stand for renomination. If the Head or Acting Head does not complete a term, the voting members of the Department shall as soon as possible nominate to the Dean of the College of Social and Behavioral Sciences, according to the Bylaws of the Constitution, a new Head or Acting Head. The voting tenured and tenure-eligible faculty members of the Department may recommend to the Dean an extraordinary review of a Head upon an absolute majority vote. Such a vote may be taken at any time after the first six months of a Head's term and must be taken at a special meeting called for that purpose or by mail ballot following such a meeting.

2. Among the responsibilities of the Head are the following:

- a) To carry out administrative duties as assigned by the President (UHAP 5.03).
- b) To execute the provisions of this Constitution and its Bylaws and to maintain an up-to-date copy of the Constitution and Bylaws, incorporating amendments as they occur; to distribute copies to all new faculty; and to make copies available to Department members, at their request.
- c) To call regular meetings of the Department Council and to chair such meetings.
- d) To act upon the recommendations of the Department Council within the framework of University policies.
- e) To administer the routine business of the Department; in particular:
 - 1) To arrange the schedule of Department classes to make available, insofar as possible, a convenient time for meetings of the Voting Membership, and to ensure that other Department activities are not scheduled at that time.
 - 2) To keep a calendar of Department activities in order to avoid conflicts and to ensure that the Department does not fund two competing activities.
- h) To teach at least one course each calendar year.
- i) To consult periodically with faculty members, particularly junior faculty members, as to their professional progress.
- j) To deliver a State of the Department address at a meeting of the Department to be held in the first month of each fall semester.

B. Director of Graduate Studies.

The Head will appoint a Director of Graduate Studies to be confirmed by the Department Council. Responsibilities of the Director of Graduate Studies are to preside over meetings of the Committee on Graduate Studies; to maintain records on current students and gather information on the professional progress of program graduates; and to execute decisions of the Committee on Graduate Studies.

C. Directors of Instructional Programs (See Definitions, p.I).

During the Spring Semester of alternate years, after formal consultation with the membership of each instructional program, the Head will appoint or reappoint a tenured, tenure-eligible or continuing status faculty member as Director for each program, to be confirmed by the Department Council, and will notify the confirmed Directors in writing.

1. Term of Office.
Directors of instructional programs serve two-year terms and may be reappointed at the discretion of the Head. Should a Director's term be interrupted, the Head will appoint a new Director after consulting with the members of the program, including the English Graduate Union representative, academic professionals, career-track faculty, and classified staff, when appropriate, and after confirmation by the Department Council. The Head may remove a program director following consultation with the program membership and with the ratification of the Department Council.
2. General Responsibilities of Program Directors.
 - a) To chair the meetings of their respective curriculum committees.
 - b) To administer the routine business of their programs such as scheduling courses, keeping enrollment data, preparing catalogue material, etc.
 - c) To provide for the advising of students, maintaining records on their progress, and assisting them in professional advancement beyond their degree work.
 - d) To review allocation of Department resources.
 - e) To prepare reports requested by the Head.
3. Additional Responsibilities of Directors of Graduate Programs.
 - a) To serve as members of the Committee on Graduate Studies.
 - b) To inform the Director of Graduate Studies of changes in policies or procedures within their programs.
4. Additional Responsibilities of the Director of the Writing Program.
 - a) To administer the Freshman Composition curriculum as approved by the curriculum committee of the program and the Department Council.
 - b) To administer the curriculum of advanced composition courses as approved by the Department Council.
 - c) To supervise the teaching of all composition courses.
 - d) To assign, with the approval of the Head, duties to faculty and graduate students as required.

III. THE DEPARTMENT COUNCIL.

The Department of English is a structure of integrated and coordinated programs that function as a coherent whole. Each program is responsible for determining its programmatic needs, and the Department as a whole discusses substantive matters of general concern. The Department Council provides the Head with a ready means to consult with representatives of all ranks and programs in the Department.

A. Membership in the Department Council.

1. One member from each of the following programs, elected by the group; faculty members who hold appointments in two or more of these groups may choose the group with which they will regularly vote.
 - a) Creative Writing
 - b) Rhetoric, Composition, and the Teaching of English

- c) English Applied Linguistics
 - d) Literature
2. Representatives elected by ranks, apportioned as follows:
 - a) Two professors, to be elected in alternate years
 - b) One associate professor
 - c) One assistant professor
 - d) One career-track professor of any rank who is a member of the General Faculty of the University or one academic professional with continuing or continuing-eligible status.
 - e) One career-track lecturer of any rank who is a member of the General Faculty holding at least half-time, year-to-year non-tenure-eligible faculty appointment for three (3) of the past four (4) years.
 - f) One graduate student (elected by the English Graduate Union)
 - g) One classified staff person
 3. The Head of the Department is ex officio a voting member of the Department Council.
 4. Members of the Council serve for two-year terms and may be elected to subsequent terms only at intervals of two years. Members representing programs are elected in even-numbered years; members representing ranks are elected in odd-numbered years.
 5. In the case of an interrupted term of a Council member, the constituency elects a replacement.
- B. Duties of the Department Council.
- The Department Council, acting upon advice of appropriate subcommittees from within its ranks, and upon recommendations of various Program Directors, has among its responsibilities the following:
1. To evaluate and coordinate curricular changes originating in the curriculum committees of the instructional programs.
 2. To evaluate and coordinate recommendations of recruitment committees, and to review recruitment policies and procedures as necessary.
 3. To receive, review, and publish reports of the Head on the implementation of recommended policies and procedures.
 4. To vote on appointments of such ad hoc committees as may be expedient in carrying out the above responsibilities.
 5. To interpret this Constitution and Bylaws. Such interpretations are to be reported to the Department and are subject to the same review as other actions of the Council.
- C. Faculty Review of Council Decisions.
- The Department Council reports all decisions to the Voting Membership. A decision passed by the affirmative votes of at least seven members of the Council becomes effective unless within one week of publication of the decision at least five voting members petition for full review by the Voting Membership. In this case a meeting to discuss the issue must be held within two weeks of presentation of the petition to the Council. In a subsequent mail ballot the decision of the Council may be overridden by an absolute majority of the Voting Membership. A decision passed by fewer than seven votes in the Council must go to the Voting Membership for discussion and vote. Confirmation of the decision requires a simple majority of those voting.

IV. DEPARTMENT STANDING COMMITTEES.

A. Curriculum Committees.

Instructional programs establish Curriculum Committees which report through the respective Program Directors to the Department Council. Faculty members of these committees are nominated by the Program Directors after consultation with the members of the programs and are appointed by the Head, with the advice and consent of the Department Council. Each Curriculum Committee will include at least one graduate student elected by the English Graduate Union. In addition to concerning itself with curricular matters, each curriculum committee oversees the general operation of the instructional program.

B. Committee on Graduate Studies.

The Committee on Graduate Studies consists of the directors of programs offering graduate studies, the Coordinator of Graduate Studies, the Head of the Department, the Director of the Writing Program, and one graduate student elected by the English Graduate Union, each of whom has a vote. The graduate student member does not vote on personnel matters. The Committee has the following responsibilities:

1. To recommend for appointment graduate assistants and associates in teaching.
2. To enforce the rules of the Graduate College.
3. To review criteria for admission to graduate programs in English.
4. To provide for the administration of the graduate examinations of the various programs.

C. The Promotion and Tenure Committee.

1. Membership of the P&T Committee

The P&T Committee consists of a four-member core made up of two tenured full professors elected by the Voting Membership and two tenured full professors appointed by the Head and approved by the Department Council. Every effort will be made to ensure that the core committee is diversified and has representation from different programs and across the tenured full professors in the department. The two elected members are to be elected in alternate years to serve two-year terms and are eligible for re-election after an interval of one year. The two appointed members serve for one year and are not eligible for reappointment in consecutive years. For each case for reappointment, promotion, and/or tenure before the committee, two additional members of appropriate rank and professional expertise are appointed by the Head, in consultation with the P&T Committee.

2. Procedures of the P&T Committee.

- a) The Head gives the charge to the committee and is responsible for presenting to them the promotion and tenure policies of the Department of English, the College of Social and Behavioral Sciences, and the University of Arizona.
- b) In accordance with these policies the six-person committee of tenured professors evaluates the professional performance of each faculty member being considered for reappointment, promotion, and/or tenure, assembling an appropriate dossier for the purpose.
- c) After evaluating the assembled material and taking into account scholarship or creative writing, teaching, and service, the committee votes by secret

ballot whether to recommend reappointment, promotion, and/or tenure. A vote of four to two in favor of reappointment, promotion, and/or tenure constitutes a positive recommendation.

- d) In the case of a negative decision by the committee, the candidate has the option of requesting a review by faculty of appropriate rank, appointed by the Head. None of the faculty members participating in this review shall have been a member of any P&T Committee that has previously reviewed the candidate. The results of this review will be forwarded to the Dean of the College of Social and Behavioral Sciences, along with the reports of the P&T Committee and the Head of the Department, but will not be construed as superseding those reports.
- e) 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 eligible Voting Membership for final action.

D. The Annual Performance Review Committee

- 1. Membership of the Annual Performance Review Committee
(Amended September 27, 2002)

The Annual Performance Review Committee of tenured and tenure-track faculty consists of **five** tenured or tenure-track faculty members, **three** members elected by the Voting Membership and **two** members appointed by the Head and approved by the Department Council. No more than two elected members will be from any one rank or program. Every effort will be made to ensure that the committee is diversified and has representation from all programs. Three members will be elected in consecutive years to serve three-year terms and are eligible for re-election after an interval of one year. (To implement this increase in number and length of service, two members will be elected in the first year, one to serve a two-year term and one to serve a three-year term.) The two appointed members serve for one year and are not eligible for reappointment in consecutive years. The Chair of the committee will be an elected tenured faculty member.

- 2. Procedures of the Annual Performance Review Committee

Each calendar year, the committee will evaluate the Annual Reports of all tenured and tenure-eligible faculty members, excluding the Head and themselves, and excluding Program Directors in their administrative capacities, and will make recommendations to the Head regarding merit ratings. The Annual Reports of the committee members and the administrative service of Program Directors are to be evaluated by the Head. The Annual Report of the Head is to be evaluated by the Dean.

V. MEETINGS OF THE VOTING MEMBERSHIP.

A meeting of the Voting Membership will be held at least once each semester. Additional meetings may be held at the call of the Head or Department Council; all voting members are to

be notified in writing of such meetings at least one week in advance. A meeting must also be called by the Head upon receipt of a written request signed by five voting members and setting forth the reason for the meeting. Such a meeting must be held within two weeks of receipt of the request. The business of meetings of the Voting Membership will be conducted in accordance with the Bylaws.

VI. REVIEW OF THE DEPARTMENT.

At least every seven years a Departmental Academic Program Review will be conducted as specified in Section 2-208 of Policies of the Arizona Board of Regents (ABOR 3/85, 2/88). For this purpose the Voting Membership of the Department will nominate to the Head for submission to the Dean five persons to be appointed to the Coordinating Self-study Committee which will compose the Department's report. Material for the report will be supplied by ad hoc committees appointed by the Head in consultation with the Department Council. In addition, the Voting Membership will select and forward to the Dean for submission to the Provost the names of persons deemed best qualified for service on the University Review Committee and the External Review Committee.

VII. BYLAWS.

Bylaws to this Constitution set forth specific working procedures for the Department. Additional Bylaws may be proposed by written petition of five voting members in the form of a call for a meeting, and may be adopted by a two-thirds majority of the Voting Membership. If fewer than two-thirds of the voting members are present, the vote will be taken by mail ballot. Amendments to the Bylaws may be proposed and adopted in the same way.

VIII. METHOD OF AMENDMENT.

A proposed amendment to this Constitution must be signed by at least ten voting members of the Department and submitted in writing to the Head. Upon receipt of the proposed amendment, the Head will immediately distribute it to the voting members and call a meeting to be held in the second week after its distribution. A proposed amendment will be adopted upon approval by a two-thirds majority of the Voting Membership. If a two-thirds majority is not present at the meeting, the vote may be taken by mail ballot.