Table of Contents

1. Mission, Definition, & Values 2

1.1 Mission Statement 2

1.2 Definition of English Studies at NDSU 2

1.3 Departmental Values 2

2. General Responsibilities and Conduct 3

3. Department Membership & Roles 3

3.1 Department Chair or Head 3

3.2 Directorships involving release 4

3.2.1 Director of Graduate Studies 4

3.2.2 Director of Upper-Division Writing 5

3.2.3 Director of First-year Writing 7

3.3 Tenured faculty 8

3.4 Probationary, tenure-track faculty 8

3.5 Professors of Practice 9

3.6 Senior Lecturers 10

3.7 Lecturers 10

3.8 Adjuncts 11

3.9 Ph.D. Students 11

3.10 M.A. Students 11

3.11 Teaching Fellow 12

3.12 Administrative Assistant 12

4. Standing Department Committees Defined 13

4.1 English Education Advisory Committee 13

4.2 External Advisory Board 13

4.3 First-Year Writing Committee 14

4.4 Graduate Committee 14

4.5 Promotion, Tenure, and Evaluation Committee 15

4.6 Scholarship Committee 16

4.7 Undergraduate Studies Committee 16

4.8 Upper Division Writing Committee 17

5. Procedures and Policies 17

5.1 Guidelines for faculty meetings. 17

5.2 Voting procedures for department chair 19

5.3 Voting procedures for program directorship positions 19

5.4 Course Cancellation Policy 20

5.5.Teaching literature procedures for graduate students 21

5.6 Search committee creation guidelines 21

5.7 Search Committee Transparency & Recusal Process 21

5.8 Partner Accommodation Guidelines 22

# 1. Mission, Definition, & Values

## 1.1 Mission Statement

updated March 30, 2011
The mission of the English Department at North Dakota State University is to cultivate understanding, knowledge, and appreciation of the English language, its speakers and writers, and its literatures and cultures, such that students and department members use the language creatively, critically, and effectively to participate ethically in civic and professional life.

## 1.2 Definition of English Studies at NDSU

We offer two minors, a BA and BS degree in English, a BA and BS in English Education (in cooperation with the School of Education) an MA in English (Literature and Writing Studies tracks) and a Ph.D. in Rhetoric, Writing, and Culture.

Majors, minors, and students looking for a great General Education or elective course have an opportunity to explore British, American, and World literature; rhetoric, composition, and literacy studies; English Education; professional writing; creative writing; and linguistics.

* The study of literature fosters creative and critical abilities, promotes multiculturalism and tolerance in a globalized world, and fosters understanding of cultural, historical, ethical, aesthetic, and linguistic forces that shape our lives
* Effective writing makes social and professional engagement possible. The study of rhetoric, composition, literacy, and professional writing enhances facilities in writing, communication, and technology valued by local communities, industries, and organizations.
* Creative writing merges an interest in literary studies with the art of writing, encouraging students to create literary texts in a variety of media and genres, and emphasizing the power of the individual to respond to human experience in a changing world.
* The study of linguistics cultivates an appreciation for and understanding of the English language through study of its history, conventions, structures, and uses.
* English Education preparation develops and certifies students’ ability to teach the elements of English studies in a wide range of educational and professional settings.

## 1.3 Departmental Values

* Recruit and support high quality of our PhD, MA, and undergraduate programs through recruiting stronger students, structuring a more effective curriculum, raising expectations of student performance, and assessing student learning.
2. Publish quality research.
* Support quality teaching at all levels.
* Provide efficient and effective service that is balanced across all members of the faculty without overwhelming anyone’s research and teaching.
* Ensure good working conditions for all members of the department, from administrative assistants to graduate students to lecturers and faculty. Better salaries as possible, reasonable teaching loads, reasonable work loads in general. Good physical conditions: office space, heating and cooling, ergonomic work spaces, adequate computers and related equipment.
* Define and communicate individual and collaborative success: in part through mentoring (from undergraduate students to colleagues), clarifying expectations and markers of success, communicating achievements, encouraging and facilitating collaboration, and locating inter- and intra-departmental opportunities for growth.
* Reaching out--locally, nationally, and globally--to our NDSU colleagues, to state constituencies, to our professional colleagues, and to other key stakeholders.

# 2. General Responsibilities and Conduct

All members of the department must conduct themselves in accordance with theNDSU [Policy Manual](http://www.ndsu.edu/policy/), including the [Code of Academic Responsibility and Conduct](http://www.ndsu.edu/fileadmin/policy/335.pdf). Responsibilities and duties for individuals will be identified in letters of appointment. Members of the department will be expected to meet Writing Program Guidelines when teaching first-year writing or upper division writing courses.

# 3. Department Membership & Roles

## 3.1 Department Chair or Head

**Description**: The department chair or head is ultimately responsible for all facets of the department, from hiring of personnel to supervision, professional development, and promotion when appropriate. The head will be an experienced academic (advanced associate or full professor), accomplished in his or her subdiscipline, able to provide a vision for the department but also to carefully manage the department's people, resources, and programs. He or she should have previous administrative or relevant leadership experience.

**Terms:** The department chair is typically elected by the department to serve at least one 3-year term, and expected to step down after two 3-year terms as long as another eligible candidate is available (see election policies for more details). A department head may be hired for an indefinite term when appropriate. The department chair or head receives one course release per semester.

**Responsibilities:** [NDSU Policy 327](http://www.ndsu.edu/fileadmin/policy/327.pdf) covers nine areas of responsibility and evaluation for department chairs and heads: leadership, planning, administration and management, affirmative action, instruction, outreach, development, personnel development, and assessment. The chair or head's position is further defined by the Dean's letter of appointment. Specific responsibilities include:

* hiring, supervising, supporting professional development of, and promoting personnel when appropriate.
* setting department and faculty meeting schedules and agendas; chairing those meetings. See policies for how to conduct the business of the department.
* overseeing staffing, enrollment, and course management.
* writing annual letters of evaluation for all members on contract.
* writing annual report (which should include assessment reports as appendices).
* representing and advocating for the department when and where appropriate.
* chairing appropriate department committees (typically the scholarship committee and advisory board).
* listening to the concerns of faculty, staff, and students; responding appropriately as needed.

## 3.2 Directorships involving release

**Announcement of positions**

When any directorship that involves course release is open (First-year Writing, Upper Division Writing, Graduate), the opening should be announced internally for ten working days in accordance with [NDSU Policy 103](http://www.ndsu.edu/fileadmin/policy/103.pdf), Equal Opportunity/Affirmative Action Policy On The Announcement Of Position Openings, because the position involves one course release per year. All eligible and interested candidates should be considered.

**Terms**

A Director is expected to serve one three-year term (except in the instance of an interim replacement); a Director is expected to step down after two three-year terms. Preference for Directorships is given to tenured faculty.

**Responsibilities**

Directors provide vision for their relative programs, try to stay up to date on current best knowledge and practices, call regular meetings, and set agendas for committees. Meeting minutes should be taken and made available to the whole department. Directors will take more active roles in getting program-specific committee work done than chairs on committees that do not involve course release. All directors shall take one day a week for non-program related work (such as research) and should have that day respected. Emergencies may be brought to the department chair on those days.

### 3.2.1 Director of Graduate Studies

**Description**

The Graduate Director will primarily coordinate the Graduate Program and its activities and oversee the assessment, development, and revision of the Graduate Program and curriculum. The Director also oversees department disquisition processes, program promotion, recruitment, and advising, and acts as the primary liaison between the department and the NDSU Graduate School.

**Terms of Position**

The election, terms, and evaluation of this position are determined by the English department's bylaws. This position is open to graduate faculty.

**Responsibilities**

The Director receives one course release per year and works with the Graduate Committee to do the following:

• Define the program's goals and policies

• Communicate these goals and policies to the department and, as appropriate, to the NDSU Grad School

• Organize events and workshops to achieve these goals

• Maintain documents and resources to support the MA and PhD program, including the Graduate Student Handbook and Graduate Program website

• Review graduate curriculum and recommend the revision or creation of graduate courses

• Coordinate the Summer Scholars Program in consultation with the Department Chair/Head

• Oversee graduate student advising, including maintaining and revising an advising handbook

• Act (in consultation with graduate advisors) upon all special requests (e.g., for exemptions to curriculum, transfer credits, course substitutions, and so forth) regarding academic and graduation requirements for the graduate program

• Coordinate assessment of the program

• Evaluate applications to the Graduate program and determine admission and assistantships in a timely manner

• Determine and award the annual Graduate Student Paper and Teaching awards in spring semester

• Determine nominees for the annual College Graduate Teaching and Research awards

• Promote the graduate program and recruit potential students; these efforts may include staffing booths or providing materials at local and regional graduate program fairs, creating or revising program brochures and other literature, and seeking internal and external funding to support the recruitment and retention of graduate students

The Director acting independently of the committee will be involved with the following:

• Teach English 760, Graduate Scholarship, if possible

• Maintain and revise NDSU Graduate Bulletin information

• Coordinate the annual Faculty and Graduate Student Meet and Greet event during the week before fall classes begin

• Circulate graduate student applications for their independent appraisal by voting members of the Graduate committee

• Coordinate the graduate committee’s assistantship recommendations with the department chair and Directors of First Year Writing (FYW) and Upper Division Writing (UDW), as appropriate, and in relation to the department’s funding capacity and instructional needs

• Communicate with the department chair and Directors of FYW and UDW, as needed, regarding issues of graduate student standing and progress

• Maintain admission, assistantship, and advisor information in the university's online application system

• Contact those students accepted to the graduate program and set reasonable deadlines for students to accept or decline the offer of admission and/or an assistantship

• Present the annual Graduate Student Paper and Teaching awards at the department spring luncheon or picnic

• Coordinate the collection (from faculty) and announcement of field experience opportunities for graduate students and communicate the titles, credit hours, and instructors for field experience courses to the Scheduling Coordinator in the Office of Registration and Records

• Collect and circulate graduate course descriptions before registration periods in the fall and spring

The Director's work shall be considered a substantial part of the faculty member's work responsibility for tenure and promotion. For those years when a faculty member is in director position, her or his workload percentages will include a redistribution so that 25% of the contract will be dedicated to administration.

See Graduate Committee for more detail.

### 3.2.2 Director of Upper-Division Writing

 **Description**

The UDW director will coordinate the participants in the Upper-Division Writing program (teachers, committee members, and stakeholders), create a multi-disciplinary conversation about the role of Upper-Division Writing in relation to the undergraduate writing program; graduate student teaching; and the English department, AHSS college, and University curriculum, and oversee the assessment, development, and revision of the Upper-Division Program and curriculum.

**Terms of Position**

The election, terms, and evaluation of this position is determined by the English department's bylaws. The Director will likely have training in rhetoric, composition, professional and technical communication, considerable teaching experience, and/or a strong interest in directing the program. Suggested professional guidelines for WPA positions were published as the Portland Resolution in 1992, and can be found at<http://www.wpacouncil.org/positions/portlandres.html>

**Responsibilities**

The Director receives one course release per year, and works with the UDW committee to:

• Define the program’s goals and policies

* Communicate with departments and units across campus to discover valued writing genres and practices.

• Organize events and workshops to reach these goals

• Maintain documents and resources to support teaching in the program

• Coordinate and conduct assessment of the program, including creating assessment guides, rubrics, and writing an annual assessment report that will go to the Department Chair or Head, University Assessment Committee, and Chair of the General Education Committee

• Seek internal and external funding to help teachers of UDW with professional development

• Handle requests for, submissions for, and challenges to UDW courses

• Communicate with the book reps from the publishers

The UDW Director acting independently of the committee, will be involved with:

* Teaching an upper-division pedagogy, methods, and technology class for introducing PhD students into the Upper Division Writing program (as needed)
* Observing and evaluating new Upper-Division Writing class teachers
* The day-to-day issues that concern the smooth functioning of the UDW program
* The selection and supervision of Graduate Teaching Assistants, in conjunction with department chair, first-year writing director, and Graduate Committee
* The hiring and supervision of adjunct instructors, in conjunction with department chair
* The handling of student inquiries and complaints
* The supervision of and mediation with instructors as they handle possible cases of plagiarism and student conflict
* Communicating with the department chair about complaints, plagiarism and conflict
* Representing UDW on the FYC committee; working to create program continuity with the FYC Director

The Director's work shall be considered a substantial part of the faculty member's work responsibility for tenure and promotion. For those years when a faculty member is in director position, her or his workload percentages will include a redistribution so that 25% of the contract will be dedicated to administration. Suggested professional guidelines for WPA positions were published as the Portland Resolution in 1992, and can be found at<http://www.wpacouncil.org/positions/portlandres.html>

See [Upper-Division Writing Committee](http://englbylaws.wikispaces.com/committees#UDWCom) for more detail

### 3.2.3 Director of First-year Writing

**Description**

The Director of First-year Writing is responsible for the vision, development, and maintenance of the first-year writing program at NDSU (English 110, 112 (ESL), 120, and 122 (ESL)).

**Terms of Position**

The election, terms, and evaluation of this position is determined by the English department's bylaws. The Director will likely have training in rhetoric, composition, professional and technical communication, considerable teaching experience, and/or a strong interest in directing the program. Suggested professional guidelines for WPA positions were published as the Portland Resolution in 1992, and can be found at<http://www.wpacouncil.org/positions/portlandres.html>

**Qualifications**

The Director will likely have training in rhetoric and composition, considerable teaching experience, and/or a strong interest in directing the program.

**Responsibilities**

The Director works with the First-year Writing Committee to:

* Define the program’s goals and policies, and produce supporting documents.
* Communicate the program’s goals and methods to the department and the rest of the campus.
* Assess needs for professional development. Develop and organize the annual fall workshop (with the upper division director) and any additional professional development workshops as needed.
* Develop and maintain resources to support quality teaching in the program.
* Develop and coordinate assessment of the program and write an annual assessment report that will go to the Department Chair or Head, University Assessment Committee, and Chair of the General Education Committee.
* Communicate with program directors at other NDUS institutions and with State Board representatives regarding questions of alignment, legislative mandates pertaining to the program, etc.
* Seek supplemental internal and/or external funding to support the development of materials and professional development of the staff.
* Handle challenges to English 110 and 120.
* Coordinate the fall and spring administrative drops with the department’s administrative assistants and the Registrar’s office.
* Work on day-to-day issues that concern the smooth functioning of the first-year English program.

The Director, acting independently of the committee, will be involved with:

* Selecting and supervising Graduate Teaching Assistants (in co-ordination with the Graduate Committee, the chair, and the UDW director, when relevant).
* Hiring and supervising adjunct instructors (in co-ordination with the department chair and the UDW director, when relevant).
* Handling student inquiries and complaints.
* The supervision of and mediation with instructors as they handle possible cases of plagiarism and student conflict

The Director's work shall be considered a substantial part of the faculty member's work responsibility for tenure and promotion. For those years when a faculty member is in the director position, her or his workload percentages will include a redistribution so that 25% of the contract will be dedicated to administration. Suggested professional guidelines for WPA positions were published as the Portland Resolution in 1992, and can be found at<http://www.wpacouncil.org/positions/portlandres.html>

See First-year Writing Committee for more detail.

## 3.3 Tenured faculty

Tenured faculty are members of the department who have gone through the tenure process at NDSU and have earned the rank of associate or full professor and the distinction of tenure.

Terms: Tenured faculty are under contract with NDSU as along as they continue to meet their obligations as faculty members. Faculty who achieve tenure will be renewed annually barring exceptional circumstances.

Responsibilities: Tenured faculty must submit an annual activity report. Tenured faculty are expected to remain active and continue to excel in teaching, research, and service. Tenured faculty are expected to take on leadership roles within the department, college, and university.

Specific duties will be identified in one's letter of appointment; letters of appointment should be revised when individuals reach promotion and tenure milestones, or when individuals take on administrative duties. Additionally, members of the department, tenured and untenured, may draft statements of mutual expectations (SMEs) annually to identify shifts in responsibilities and goals. These statements should be signed by both the department chair/head and the faculty member. Faculty will be reviewed annually by the department chair or head who will take into consideration the duties and responsibilities laid out in the letter of appointment and/or the statement of mutual expectation, whichever is more current.

See department PTE guidelines for expectations regarding moving from Associate to Full Professor.

## 3.4 Probationary, tenure-track faculty

Probationary, tenure-track faculty are hired without tenure, typically but not exclusively in an assistant professor position. Tenure-track faculty typically have Graduate Faculty status as well.

Terms: faculty without tenure are hired into a probationary period, typically six years for new assistant professors, as few as 3 years for faculty who bring tenure credit from other institutions (Policy 350.1.4.a.1).

Untenured assistant professors will be evaluated during their third year in the department; this review will evaluate progress towards tenure and may include issues of collegiality for consideration of renewal.

According to policy 350.3, “A probationary appointment may be terminated, without cause, with notice to the faculty member that the appointment will not be renewed.

Notice shall be given:

1) At least 90 days prior to termination during the first year of probationary employment at the institution.

2) At least 180 days prior to termination during the second year of probationary employment at the institution.

3) At least one year prior to termination after two or more years of probationary employment at the institution.”

See policy 350.3 for further information.

Responsibilities: Specific duties will be identified in the faculty member’s letter of appointment; letters of appointment should be revised when individuals reach promotion and tenure milestones, or when individuals take on administrative duties. Tenure-track faculty must submit an annual activity report. Additionally, members of the department, tenured and untenured, may draft statements of mutual expectations (SMEs) annually to identify shifts in responsibilities and goals. These statements should be signed by both the department chair/head and the faculty member. Faculty will be reviewed annually by the department chair or head who will take into consideration the duties and responsibilities laid out in the letter of appointment and/or the statement of mutual expectation, whichever is more current. See the Department's Guidelines for Promotion and Tenure for more detail and an exact description of the annual, third-year, and promotion reviews. All faculty members are full voting members of the department.

## 3.5 Professors of Practice

NDSU Policy 350.1 defines Professor of Practice: "The designation, Professor of Practice, shall be for faculty members whose primary function is to teach in their academic discipline and carry out other responsibilities assigned at the discretion of the department or college, including apportionment of their time to service and/or other professional responsibilities. Appointments at the Assistant, Associate, and Full Professor of Practice are based on academic qualifications."

Terms: The length of appointment may be 1-3 years (assistant), 1-4 years (associate), 1-5 years (full), renewable every year upon satisfactory performance of assigned responsibilities, the majority of which will be instructional activities and practice. See policy 350.1.13.i for further detail about rank.

Responsibilities: Professors of Practice have their appointment expectations spelled out in their letter of appointment, and generally have expectations consistent with that of their expertise. The level and nature of service will be worked out on a case-by-case basis; Professors of Practice are not required to do research, but doing so will be beneficial if they seek promotion or wish to apply for a tenure-track position. Professors of Practice with primary assignments in English will be full voting members of the English department unless they do not have graduate faculty status, in which case they will not vote on issues related to the graduate program.

## 3.6 Senior Lecturers

The College of Arts, Humanities, and Social Sciences Faculty Handbook defines the position of Senior Lecturer as "a special one designed for lecturers who demonstrate truly distinguished teaching skills and a strong commitment to professional development." For advancement, the English Department considers both teaching skills and professional development broadly, and includes a wide range of criteria such as a record of outstanding teaching, unique skill-sets (such as teaching specialities, technological expertise, or professional work experience) and continuing commitment to professional development.

Terms: Like other senior lecturers in the College of AHSS, senior lecturers "are appointed annually (or for a longer period with the approval of the Provost/Vice President for Academic Affairs) at a salary appropriate for their qualifications, responsibilities, and department." Annual appointments are renewable.

Responsibilities: Senior lecturers have their expectations spelled out in their letter of appointment and must file an annual activity report. They generally have expectations that exceed that of lecturers, either pedagogically or professionally. Senior lecturers will be full voting members of the department, except on issues related to Promotion and Tenure of tenure-track faculty and Professors of Practice and to the graduate program.

Promotion criteria and processes: The college criteria for “elevation to the position of senior lecturer include:

• At least four years of service as a lecturer at NDSU. [Exception: spousal/partner accommodation. See section 5.7.]

• Distinguished teaching performance, reflected in high quality, creativity, demonstrated mastery of a range of materials in a variety of classes, and skilled use of contemporary pedagogical techniques and methods.

• Continuing commitment to professional development, reflected in progress toward advanced degrees, scholarly and creative activities, and/or fundamental improvement of course content.”

Consult the English Department Promotion, Tenure, and Evaluation Handbook for procedures and deadlines for advancing to Senior Lecturer.

## 3.7 Lecturers

The position of lecturer is a teaching-focused position. Lecturers in the English department typically teach four writing courses per semester, although lecturers can teach other courses as the need arises, particularly when they have special training or expertise in an area. Summer teaching is also available to lecturers on an as-needed basis.

Terms: Lecturers can be renewed annually, but instructors in such positions cannot assume renewal. Lecturers may request an appointment to Senior Lecturer if they bring to the department exemplary teaching and demonstrated professional development. See section 3.6 Senior Lecturers and the English Department Promotion, Tenure, and Evaluation Handbook.

Responsibilities: Lecturers have their appointment expectations spelled out in their letter of appointment, and must file an annual activity report. Lecturers do not typically have research or service expectations (beyond that which directly impacts teaching such as participation in program assessments and core program professional development workshops), but individuals are welcome to contribute service to the department and pursue creative activities as part of their own personal and professional development. Lecturers do not have full voting rights within the departmental governance structure, but may vote on Lecturer-specific issues such as appointment of Lecturers to departmental committees, are encouraged to attend College meetings, and may participate in College activities as designated by the College Handbook. In other votes, the Senior Lecturers are their representatives.

## 3.8 Adjuncts

Section in development.

## 3.9 Ph.D. Students

Ph.D. students seek the highest degree awarded by the department and university. They typically take 2 or 3 courses per semester until required course work has been completed, followed by the comprehensive exam and dissertation, and they typically teach two courses per semester as graduate assistants. Ph.D. students, however, are not required to teach.

Ph.D. students become candidates for the degree once they have passed their comprehensive exams and have an approved prospectus for the dissertation. They are considered ABD (all but dissertation) at this point.

Terms: When Ph.D. students are admitted to the degree program, their letter of acceptance will establish their teaching load and level of financial support. Students who perform well in their own course work and as instructors will typically receive 5 years of funding, subject to funding availability. Ph.D. students are expected to complete an annual activity report, and they should seek observation and feedback from their advisors or other department members.

Responsibilities: Ph.D. students are expected to treat their own courses and advancement towards their degree as their top priority, and treat their teaching responsibilities as their secondary role, although certainly closely related to their professional development and future success. While graduate students are not required to do departmental service, select committees allow and encourage graduate student participation. Graduate student membership on those committees is determined by a vote of the departmental graduate student organization. Ph.D. students do not have voting rights within the departmental governance structure, but may vote within their student organization(s).

**See the Graduate Handbook for detailed policies and procedures regarding the Ph.D.**

## 3.10 M.A. Students

M.A. students are students within the English department seeking the penultimate degree awarded by the department and university. They typically take 2 or 3 courses per semester until required course work has been completed, followed by a major paper or thesis, and they typically teach two courses per semester as graduate assistants. M.A. students, however, are not required to teach.

Terms: When M.A. students are admitted to the degree program, their letter of acceptance will establish their teaching load and level of financial support. Students who perform well in their own course work and as instructors will typically receive 3 years of funding, subject to funding availability. M.A. students are expected to complete an annual activity report, and they should seek observation and feedback from their advisors or other department members.

Responsibilities: M.A. students are expected to treat their own courses and advancement towards their degree as their top priority, and treat their teaching responsibilities as their secondary role, although certainly closely related to their professional development and future success. While graduate students are not required to do departmental service, select committees allow and encourage graduate student participation. Graduate student membership on those committees is determined by a vote of the departmental graduate student organization. M.A. students do not have voting rights within the departmental governance structure, but may vote within their student organization(s).

**See the Graduate Handbook for detailed policies and procedures regarding the M.A.**

## 3.11 Teaching Fellow

Terms: Teaching Fellows are graduate students who teach a heavier load. The department offers this position sparingly on an as-needed basis because we believe a student’s primary focus should be on her/his scholarship. The Teaching Fellow position can be awarded to an advanced M.A. student or Ph.D. student and is one-year, renewable.

Responsibilities: A Fellow teaches one more course per semester than the typical graduate student teaching load (3 Fall/3 Spring or the equivalent), but at the same per-course salary. A Fellow is benefited, although he/she does not receive spousal tuition waiver as one of the benefits. In all other respects, a Teaching Fellow is still a Ph.D. or M.A. student or candidate.

## 3.12 Administrative Assistant

The English department's primary Administrative Assistant is responsible for working with the department chair to ensure the smooth functioning of the department's operations.

Terms: The position is reviewed annually. The department chair or head writes an annual evaluation.

Responsibilities: Administrative Assistant responsibilities are detailed in the contract, but include providing support to the department chair or head regarding staffing, scheduling, budget, safety and security, and office management. The administrative assistant will attend faculty meetings and keep notes. Part-time assistants and work-study students may report to this individual unless indicated otherwise in their work contracts. The administrative assistant will have a full vote for the department chair but will otherwise be a nonvoting member of the department.

# 4. Standing Department Committees Defined

The department strives to keep committee participation as efficient and equitable as possible. Un-tenured assistant professors should serve on no more than one committee, tenured faculty should serve on two committees, perhaps a third when needed (such as when a search is underway). Directors of programs should chair the committee they are responsible for and participate on or chair two other committees. The Department Chair or Head should chair no more than two committees at any given time. Typically, s/he chairs the Scholarship Committee and the External Advisory Board Committee.

Committee membership should generally be three years for faculty, renewable. Lecturers are elected by their peer group and serve three-year terms. Graduate students are elected by their peer group and serve one-year terms. Committee assignments for a school year should be determined at the first meeting of the school year.

Directors should chair the committees they are responsible for. Other committees will elect a chair at their first meeting of the semester.

## 4.1 English Education Advisory Committee

Section in development.

## 4.2 External Advisory Board

The External Advisory Board will meet once a year to provide an external perspective on our curriculum, advise the English department on skill or content needs for students and graduates, and suggest strategies for growth and improvement.

The EAB will consist of the following members:

* The department chair.
* At least two representative members of the dept (by area and rank), serving three year terms.
* No more than two alumni.
* Relevant professionals from the area, region, nation, perhaps internationally. Ideally, members will be
* An educator (7-12) or public school administrator.
* A professional writer / editor.
* Business person with English / humanities background.
* Administrator in the non-profit sector.

The English department members of the EAB will, in consultation with the rest of the faculty, be responsible for:

* Recruiting external advisors.
* Communicating with advisors the work of the dept.
* Organizing the annual meeting (likely the last Friday of the spring semester).
* Bring suggestions of EAB to faculty for consideration and possible implementation.

Recruiting and keeping advisory board members requires listening carefully to their advice and making a good faith effort to implement it, when it fits reasonably within state, university, and college policies and procedures.

## 4.3 First-Year Writing Committee

The First-year Writing Committee serves as an advisory, planning, and support committee for the first-year writing program at North Dakota State University: English 110 and 120, English 112 and 122. The Committee is not responsible for, but can work with English 121, Honors (responsibility of the Honors Program). See the [Director's position description](http://englbylaws.wikispaces.com/members#FYW) for more details about the committee's responsibilities.

The committee will consist of the following members:

* 2 Writing Program Directors (First-Year and Upper Division). The First-Year and Upper-Division Director positions are defined elsewhere.
* 2 graduate students . These members are appointed by EGO.
* 2 lecturers or Senior Lecturers, elected by the lecturer group.

Committee Member Responsibilities

* Regularly attend meetings.
* Participate in fall and spring workshops, both as participants and as collaborative facilitators.
* Support the director’s assessment initiatives.
* Brainstorm strategies for curriculum changes, implementing new genres, and improving the program as needed.
* Contribute to regular review of materials such as textbooks.

## 4.4 Graduate Committee

* The committee will consist of the following members:
* Graduate Studies Director (chair). The Director position is described elsewhere
* 2 additional faculty members (representing different sub-specialties within the department)
* 2 graduate students (one MA and one PhD)
* The Graduate Studies Committee works with the Graduate Director to do the following (see the Director's position description for more details about the committee's responsibilities):
* Develop the program's goals and policies for consideration of the faculty and communicate them to the department and graduate school
* Organize events and workshops to achieve these goals
* Maintain documents and resources to support the MA and PhD program, including the Graduate Student Handbook and Graduate Program website
* Review graduate curriculum and recommend the revision or creation of graduate courses
* Oversee the Summer Scholars Program
* Oversee graduate student advising, including maintaining and revising an advising handbook
* Act upon all special requests (e.g., for exemptions to curriculum, transfer credits, course substitutions, and so forth, in consultation with advisors when appropriate) regarding academic and graduation requirements for the graduate program
* Coordinate assessment of the program (including the collection of graduate student year-end reports in spring semester)
* Participate in activities and seek internal and external funding that supports the recruitment and retention of graduate students
* Evaluate applications to the Graduate program and determine admission and assistantships in a timely manner
* Determine and award the annual Graduate Student Paper and Teaching awards in spring semester
* Determine nominee for the annual graduate student College Teaching and Research awards

## 4.5 Promotion, Tenure, and Evaluation Committee

The committee will consist of tenured associate or full professors (based on interest), ideally representing a balance of the different sub-specialties within the department.

The Promotion, Tenure, and Evaluation Committee will perform the following duties:

* Meet with promotion, tenure, and third-year review candidates during the spring semester before their material is due in order to explain the evaluation process to them.
* Conduct third-year reviews of tenure-track faculty members.
* Conduct promotion/tenure reviews of tenure-track faculty members during the final probationary year of their contracts.
* Conduct promotion reviews of associate professors applying for promotion to full professor.
* In collaboration with department staff, insure that documents relevant to the review of promotion and tenure candidates reach the Dean's Office in sufficient numbers for distribution to AHSS College PTE members and the Dean by the appropriate date.
* Review the department's promotion, tenure, and evaluation guidelines when requested to, bring suggested changes to the faculty for discussion, and inform the Dean and the College PTE Committee of any such changes.
* Develop peer review of teaching schedules for tenure track and tenured faculty members.
* Provide judgments about promotion readiness to associate professors who request a readiness review.
* Encourage those associate professors to apply for promotion to full professor who appear to be qualified, and, with the assistance of the department chair and the department staff, assist them in producing the required promotion dossier, including all dossier copies.

## 4.6 Scholarship Committee

The Scholarship Committee is chaired by the Department Chair or Head as long as he/she serves. Additional members should consist of the undergraduate and English Education advisors and the graduate director.. Student participation would not be appropriate. Meetings are called as needed, but at least once per semester.

The committee duties include:

* Providing an advisory role to the local Sigma Tau Delta Honors Society Chapter.
* Soliciting and evaluating undergraduate and graduate student applications for departmental scholarships.
* Sharing additional scholarship information with students as effectively as possible.
* Supporting the chair in scholarship fundraising efforts.

## 4.7 Undergraduate Studies Committee

The Undergraduate Studies Committee reviews and provides input on all matters related to undergraduate English majors and minors and all undergraduate English courses not approved for General Education Category 1: Communications (with the exception of ENGL 358: Writing in the Humanities and Social Sciences, which will be coordinated with the UDW Committee).

Membership: At least two faculty of different sub-specialities, plus the academic advisor.

Meetings: the committee should meet at least 3 times per semester.

Responsibilities:

* + Periodically review the Department’s outcomes for English majors and recommend changes, if any, to the Chair and to the Department.
	+ Periodically review curriculum guides for the majors and minors and recommend changes, if any, to the Chair and to the Department.
	+ Establish and review basic standards for progress for English majors (e.g. required grades in certain classes and/or overall grades in English classes).
	+ Review and make recommendations regarding proposals for new undergraduate courses, temporary courses, special topics courses, course changes, and course elimination. (Classes at the 400/600 levels would need approval from both the Undergraduate and the Graduate Studies Committees.)
	+ Participate in the assessment of the undergraduate majors.

## 4.8 Upper Division Writing Committee

The UDW Committee will be chaired by the Director of UDW. For full director responsibilities, see the position description.

Membership shall consist of, at minimum:

* The Director of First-Year Writing (to enhance continuity between programs).
* Two lecturers on full year contracts (including senior lecturers). These members are designated by the lecturers.
* Two graduate students, preferably PhD students teaching UDW courses, but MA students with an interest in UDW are welcome. These members are appointed by the English Graduate Student Organization.

Committee Member Responsibilities

* Regularly attend meetings.
* Participate in fall and spring workshops, both as participants and as collaborative facilitators.
* Support the director’s assessment initiatives.
* Facilitate area group meetings (collect minutes and distribute to group and UDW director).
* Brainstorm strategies for curriculum changes, implementing new genres, and improving the program as needed.

# 5. Procedures and Policies

## 5.1 Guidelines for faculty meetings.

**A.** The department faculty (in this case including full time professors of practice and senior lecturers teaching primarily in our department) will have a regular meeting at least once a month during the academic year, and every two weeks as needed. The quorum for the purpose of conducting business will consist of more than half of the faculty as defined above. These meetings will be chaired by the Department Chair or Head or, in his or her absence, one of the department's program directors.The Department Chair or Head may participate in discussions as a faculty member and not simply an impartial facilitator.

**B.** The agenda for each regular meeting will be set one week before the meeting. The chair of each standing committee will report, as needed, to the faculty as a whole about routine business transacted by the committee. Concerning more substantive issues, the committees will make recommendations in the form of motions (already seconded), recommendations which the faculty should discuss and vote on. All important policy decisions should be based on written material approved for distribution to the faculty by the Department Chair or Head, and this material should ideally be distributed with the agenda, or at least 48 hours in advance of the meeting. If a vote is necessary, only tenured and tenure-track faculty will be eligible to vote on issues relevant to the tenure-track faculty (Promotion and Tenure issues, Graduate Program issues), and a quorum of graduate faculty will need to be present in order to conduct the vote. The full faculty will be eligible to vote on other issues; a majority of the eligible voters present will need to vote for a motion in order for it to pass. Paper ballots (in rare cases anonymous electronic vote may be used) will be used for voting, and results announced at the meeting in which the vote was held.

**C.** An effort will be made to leave a time at the end of each meeting for all members of the department to bring new business to the attention of the department. Matters brought to the department’s attention in this way or to the Department Chair or Head will normally be referred to the relevant standing committee. New business items can also be used to set the agenda for the next meeting, i.e. if a committee knows that it will be bringing an item to the department for discussion soon, it could alert the rest of the faculty by identifying new business for the next meeting.

**D.** [The Democratic Rules of Order](http://democraticrules.com/tips.html) will govern department meetings, but the DRO recommends that organizations run themselves with the level of formality appropriate to the size and culture of the organization. The DRO is meant primarily to be a resource for organizing and running good meetings, and should not become a hindrance or obstacle to discussion and the conduct of business.

**E.** Any motion passed by the faculty or any action of the departmental administration or any of its committees may be reviewed upon presentation of a petition signed by at least 25% of the faculty. The petition should clearly identify why the signees think a decision or action should be reviewed, and the petition can contain an amendment to a previous motion and decision, or it can make a motion to rescind an earlier decision. The petition, however, does not need to include a motion and can just ask for further discussion of an earlier decision. The petition and any related motion will be treated like important policy decisions described in 4.1.B above, and must be put on the agenda and shared at least 48 hours, but ideally one week, before the next scheduled meeting. The petition will be treated like a motion that has already been seconded, and can move directly in to discussion.

**F.** This description of how faculty meetings will be transacted, or any other aspect of the department's bylaws, may be amended by a two-thirds vote of the tenure-track faculty. Proposed amendments to the bylaws must be presented one week in advance of a regular faculty meeting as a motion to be included on the agenda.

**G.** This description of how the department will conduct its meetings will become effective as soon as it is approved by a two-thirds vote of the faculty in attendance at a regularly scheduled departmental meeting.

## 5.2 Voting procedures for department chair

Department chair positions are three-year terms, renewable one time. All positions that involve financial compensation or course releases must be announced in accordance with NDSU Policy 103: “announced internally within the unit (and to other relevant internal units as appropriate to the position). . . the unit supervisor must . . . accept applications for at least ten working days.” When a position is announced, interested applicants will be asked to submit a short (no more than 500 words) statement of interest and vision and a CV for the position to the department chair and dean, who will in turn circulate that statement to the entire department. Open forums for discussion, questions, and answers will be organized if there is more than one candidate and timing permits. Otherwise, the circulated statements will function as the application.

Chair positions are voted on by faculty (includes voting-eligible professors of practice--determined by contract and position, assistant, associate, and full professors) and senior lecturers at a regularly scheduled faculty meeting after a position has been announced and applications have been received. If only one person expresses interest in a position, the department will still hold a yes/no vote. In the event that a term cannot or will not be completed, regular voting procedures will be followed to find a replacement.

## 5.3 Voting procedures for program directorship positions

All positions that involve financial compensation or course releases must be announced in accordance with NDSU Policy 103: “announced internally within the unit (and to other relevant internal units as appropriate to the position). . . the unit supervisor must . . . accept applications for at least ten working days.” When a position is announced, interested applicants will be asked to submit a short (no more than 500 words) statement of interest and vision for the position to the department chair, who will in turn circulate that statement to the entire department.

Open forums for discussion, questions, and answers will be organized if there is more than one candidate and timing permits. Otherwise, the circulated statements will function as the application. If only one person expresses interest in a position, she or he may be awarded to the position by acclamation. Lecturers may vote on writing program directorships but should not vote on the graduate director position.

Terms

The department encourages faculty members to take at least one year off from directing programs and/or the department every six years; ideally, one should not move directly from 2 consecutive 3-year terms to another position or term. Faculty can serve a three-year term in one position, then a three-year term in a second position (chair or program directorship). In the event that a term cannot or will not be completed, regular voting procedures will be followed to find a replacement.

## 5.4 Course Cancellation Policy

In order to assure effective use of resources, meet student interest where it exists, and strive for equitable student-load distribution among faculty, course enrollment each semester will be monitored by the department chair or head. The following guidelines will be applied when considering class cancellations.

A. The decision to cancel a course will be made by the chair or head on the last Friday before contracts begin in August, the last Friday of exam week in December, and the last Friday of the semester in May. An instructor may request a cancellation before then if he or she would prefer a longer prep period for the new course.

B. Enrollment needed for a course to be offered:

* 4 students in a 700 level class.
* 8 students (any combination) in a 400/600 level class.
* 10 students in a 100, 200, or 300 level class.

C. Exceptions to these guidelines include:

* Courses required of our undergraduate majors or graduate students. Such courses may still be canceled, but that decision will have to look at factors like "when will this course be offered again?" "will a cancellation prevent students from graduating," "is there a reasonable alternative course that can function as a substitution for the required course?"
* New courses. A course offered for the first time can run with as few as 3 students (700 level), 5 students (400/600 level), or 7 students (100-300 level).
* Infrequently offered free electives can run with as few as 3 students, 6 students, and 8 students, although the goal of a free elective course should be to appeal to broad student interest (e.g., Poetry of Rock and Science Fiction and Fantasy) and therefore likely generate enrollment.

Instructors of new courses and infrequently offered free electives are encouraged to advertise their courses in advance of registration. The chair or head should communicate clearly with instructors which category courses fall under: required, new, or free elective.

D. Instructors will have three options if a course is canceled:

* Teach a new section of a course that is already being offered that same semester. This course will have a large enough waiting list, or large enough enrollment, that two sections of the same course would both be viable. This course is likely to be a 200 level required course like 271 or 275 or a survey of literature course with an enrollment over 30.
* Teach a course in the Writing Program as determined by wait list needs and courses previously taught.
* Teach an overload the following semester (fall or spring). The first two options are much better than this option, but in a semester where there is no obvious need for an additional course, this option can be considered.

## 5.5.Teaching literature procedures for graduate students

* Students should be required to take the Teaching Literature course, combined with a one credit Field Experience first.
* Typically, literature classes at the 200-level may be available to graduate students. Exceptions may be approved by the graduate faculty.
* There will be an application process, including a proposal with syllabus for a specific class. Decisions will be made through discussion among the Department Chair, immediate supervisor, Graduate Director, and academic advisor.

Progress towards degree and/or GPA should be part of the approval process.

## 5.6 Search committee creation guidelines

In order to get thought diversity on search committees, but also to introduce candidates to the range of specialties and personalities in our department, search committees for a faculty position ideally will have:

· 3 tenured or tenure track faculty members: one member with similar academic-disciplinary ties to the position being advertised, one more broadly in the area (literature, linguistics, rhetoric, English education, etc.) and one outside the area.

· 1 senior lecturer (where appropriate and available)

· 1 graduate student (PhD preferred), non-voting

A committee should also strive for rank and gender distribution.

Search committees should be created by the department chair or head, following these guidelines and taking into account the current service load and interest of department members.

## 5.7 Search Committee Transparency & Recusal Process

In support of search committee efforts to be transparent and avoid possible bias, department search committees will employ the following procedures in the event a former student, colleague, or collaborator applies for a position the department has advertised. Although this document cannot outline all possible relationships that would warrant recusal, some examples of such relationships would be a co-author of a published article or grant; director of a thesis or dissertation; a friend or colleague from graduate school, a member’s own thesis or dissertation director, a student for whom one has been a primary advisor. Any committee member who has such a relationship with the candidate should

* upon receipt of the application, indicate the relationship to the entire committee.
* excuse her or himself from an official ranking of that candidate.
* at the search committee level, recuse herself or himself from votes concerning this candidate.
* within the committee, avoid discussing the candidate. Offer to leave the room during this discussion, if necessary.
* during departmental discussions, avoid discussing the candidate. Offer to leave the room during this discussion, if necessary.

The committee chair will notify the department chair of any recusal.

Additionally,

* If any committee member is concerned about the appearance of bias, s/he may ask for another member to be added to the committee.
* If any committee member feels that the committee member with a relationship to the candidate has employed bias or attempted to bias the process, an outsider should be requested to attend subsequent meetings. If the outsider feels process was violated, s/he will notify the department chair. The department chair will make necessary changes to the committee.
* If the department chair has a relationship with a finalist brought forward from the search committee, s/he will acknowledge the relationship to the faculty and document the criteria by which the final choice is made.
* Only under unusual circumstances should the department chair/head serve on the search committee for a tenure-track employee.
* At the department faculty meeting level, all faculty members should have one vote on the final decision.

## 5.8 Partner Accommodation Guidelines

Approved April 11, 2012

The English department will consider a partner accommodation at the lecturer, senior lecturer, or faculty rank when appropriate if:

* Funding for that line does not come out of the English department’s appropriated lines, unless a line is currently vacant and the scholar being accommodated matches the department’s current needs. The department will also consider sharing the funding in situations in which the scholar will provide an enhancement to the department.
* The scholar coming into the department has an appropriate degree in English or a closely related field.
* The scholar coming into the department is qualified to teach existing or needed courses.
* The scholar coming into the department shows the potential to be a positive colleague and, when appropriate with tenure track appointments, meet the department’s expectations for promotion and tenure.

Candidates being considered for accommodation should:

All

* Submit a CV and a cover letter that articulates how they see themselves fitting into the department as a teacher, scholar, and community member.
* Meet with faculty, including those in the areas in which this person will be teaching, to discuss teaching philosophy, likely approach to specific courses, and other pedagogical issues.
* Provide a teaching demonstration or be observed teaching a regular class when possible.

Tenure track

* Submit writing samples and a research plan.
* Give a research talk.
* Participate in an interview with the PTE committee, including the discussion of teaching under bullet two above, but also including discussion of research and service.

Tenured and tenure-track faculty (plus senior lecturers for lecturer positions) will have access to the candidate’s materials and be asked to vote on the hiring of the scholar at either a regularly scheduled faculty meeting or a special meeting if necessary.