

Departmental Input Document (DID)

Department of English Language and Literature

The Departmental Input Document describes the committee structure and representatives within the English Department and the flow of information among them, the faculty as a whole, and the Department Head. The departmental committee structure is designed to facilitate departmental decision-making, particularly as it relates to the contractual provision for "meaningful faculty involvement in the area of selection and evaluation of faculty members, curriculum development, and utilization of financial resources." Nothing in the language describing the structure is to be understood as limiting the rights of either faculty or administration beyond the limitations that are specifically written into the Agreement currently in force between the administration and the AAUP.

In the interests of collegiality, it is understood that nothing in these procedures shall be interpreted as preventing the Department Head from consulting with individual faculty members or groups of faculty members if he/she deems it appropriate to do so in carrying out his/her department duties. These consultations with individuals or groups of faculty members shall not take the place of working with the committee structure for faculty input.

Departmental committees are expected to work closely with the Department Head. He/she may add items to the agenda for any committee meeting. He/she or a representative may attend any committee meeting as an Ex-officio member without vote, the sole exception being when, after discussion with the Head, the committee meets to write its own report on those instances where a report or recommendation is called for in the EMU/AAUP Agreement.

In matters of importance to the entire Department, it is the responsibility of the Department Head to schedule departmental meetings for discussion of issues before the recommendations are passed to the college level. Similarly, in matters of importance to the Department, it is the responsibility of involved faculty members and committees to follow input procedures that involve committee and departmental review. Faculty members and/or committees that have items to be added to the agenda for departmental meetings should notify the Department Head of those items.

Composition and responsibilities of each committee are described in the following sections of this document. A flow diagram illustrating the flow of information within the department and outline of committee functions are attached.

Committee Structure

The committee structure includes Standing Committees, which deal with issues across programs, and Area Committees, which focus on issues related to particular programs. The committee structure is governed by two types of criteria: election of members* and scope of function.

Of the Major committees, most consist of elected members who serve 2 or 3 year terms. In addition, individuals who serve as department representatives or have administrative responsibilities will serve 2 to 3 year terms.

Of the Area committees, only the Literature Committee has elected members.

Standing Committees

Major Standing Committees: All full-time faculty members of the department, with the exception of the Department Head, may be elected to serve as voting members of elected committees, with the following exceptions: membership on the Personnel & Finance Committee and on the Research & Sabbatical Leave Committee is limited to tenured faculty members; membership on the Graduate Committee is limited to faculty members who teach graduate courses.

A faculty member may not stand for re-election to a major Standing Committee until a year has elapsed after the end of his/her term. No faculty member shall serve on more than one major Standing committee at a time. Each of the large program areas within the department, particularly literature and writing, should work to ensure its representation on the major committees by asking faculty members from these programs to run for membership on these committees in departmental elections.

Major committees are designated by ** and include Personnel, Curriculum, and Graduate.

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*Personnel and Finance ***

The **Personnel and Finance Committee** consists of six members, two elected each year for three-year overlapping terms. Membership is limited to faculty members holding tenure and should represent the several programs within the department. The committee elects its chair from within its ranks each year.

The functions of the committee relate to those areas of the contract dealing with personnel and finance, specifically:

To develop criteria for appointment and reappointment, tenure, promotion, termination, layoff, merit pay, and other special recognition. Once developed, these criteria are to be approved by the department faculty and the Vice-President for Academic Affairs.

To provide for the evaluation of faculty members and prepare recommendations concerning the areas described above.

To develop policies and procedures by which these criteria are applied, such as the interpretation of criteria, definitions of equivalencies, guidelines, techniques and forms of evaluation. Major policies and procedures are approved by the department before submission to the administration and the college councils for their approval.

To make recommendations concerning professional responsibilities of the faculty.

To monitor personnel file policy, including content and access, according to provisions of the contract.

To recommend priorities for budget allocation; to solicit, evaluate and rank requests for funding student help, college Work Study help, services, supplies and materials (including travel), equipment, and other expenditures affecting the performance of faculty.

To establish procedures for dealing with changes in budgetary allocations.

To submit its recommendations in writing, where appropriate, to accompany those of the Department Head to the Dean of the College and other administrators.

Decisions reached by the committee are reported to the faculty and Department Head. Appropriate matters are presented to the faculty for approval.

*Graduate ***

The Graduate Committee consists of six members, two elected each year for three-year overlapping terms, and one current graduate student. Faculty membership should represent the programs within the department that maintain programs for graduate degrees: Literature, Written Communication, Linguistics, Children's Literature, and Creative Writing. The committee is chaired by the Director of Graduate Studies.

The committee oversees policies that affect the graduate programs in English. When reviewing applications for graduate assistantships, the committee invites the help of the Director of the Writing Center, Director of First-Year Writing, and the editors of journals housed within the department. The committee takes all of its proposals that involve changes in policy to the department faculty for review and vote. The committee's duties include:

- Graduate recruitment
- Review of proposals for graduate courses
- Review of general requirement for graduate admissions
- Assignment of graduate assistantships
- Review of departmental policies that affect graduate studies in English

Decisions reached by the committee are reported to the faculty and Department Head. Appropriate matters are presented to the faculty for approval.

*Curriculum ***

The Curriculum Committee consists of six members, two elected each year for three-year overlapping terms. Membership should represent the several programs within the department. The committee is chaired by the Director of Undergraduate Studies.

The committee is concerned with all curricular developments and changes. Specific duties include:

- Assessing potential new programs and courses
- Evaluating the effectiveness of current programs, courses, and the societal and professional needs met by them
- Evaluating independent study and special topics proposals for courses taught through Continuing Education
- Setting guidelines for scheduling classes and course offerings throughout the year
- Maintaining a file of representative syllabi for all courses taught in the department

Decisions reached by the committee are reported to the faculty and Department Head. Appropriate matters are presented to the faculty for approval.

*Research and Sabbatical Leave **

The Research and Sabbatical Leave Committee consists of six members, two elected each year for three-year overlapping terms. Membership is limited to faculty members holding tenure and should represent the several programs within the department.

Members are expected to have shown an interest in research by having engaged in recent scholarly activity. The committee elects its chair from within its ranks each year.

The committee is concerned with disseminating information about sabbatical leaves and research grants to department faculty. Specific duties include:

- Screening applications for sabbatical leaves and research grants following evaluations procedures established by the university and college
- Forwarding applications with the committee's recommendations to the Department Head and university administrators
- Receiving, evaluating, and forwarding to appropriate administrative officials the final reports submitted by grant and leave recipients
- Assisting faculty members seeking grants by providing advice on the preparation of proposals

*Publications **

The Publications Committee consists of two members, one elected each year for two-year overlapping terms. The committee is concerned with policies related to the department's creative and scholarly publications.

Technology

Membership on the Technology Committee is on a self-selected basis and is made up of faculty members with interests in uses of technology within the department. The committee meets to deliberate and recommend actions concerning the purchase, distribution, and use of technology by programs, faculty, adjuncts, and students within the department. Its recommendations are reported to the faculty and Department Head. The committee is chaired by the Technology Coordinator.

Coordinating Committee

Membership on the Coordinating Committee is made up of faculty who receive administrative releases and the Department Head. The committee meets regularly and as seems necessary to the chairpersons or the Department Head for the purpose of mutual exchange of information and ideas and for the presentation of recommendations from the committees to the Department Head for action by the Head and/or the department where appropriate. The Committee acts in an advisory capacity only to other committees and to the Department Head.

The Coordinating Committee serves as an advisory committee in the following ways:

- * Hear and discuss proposals from various departmental committees
- * Exchange information among programs and the Department Head
- * Enhance flow of information between the Department Head and committees
- * Review financial and other resources
- * Facilitate ongoing conversations about departmental goals and objectives
- * Review policies and allocation of release time within the department

Area Committees

*Literature**

The Literature Committee consists of six members elected from faculty whose primary responsibility it is to teach courses in the Literature majors and is chaired by the Literature

Coordinator. Two faculty members are elected each year for **three-year overlapping terms**. In addition, the committee includes **one member** from the **Children's Literature faculty** selected by that faculty. The **committee members** work on **issues related to curriculum development, course content, and other questions** that arise **related to the Literature majors**.

Decisions reached by the committee **are reported** to the **Curriculum Committee, Graduate Committee, and Department Head, as appropriate**. If action is to be taken on any decisions reached by the committee, **standard departmental input procedures are followed, with documents submitted to appropriate committees and administrators**. **The committee elects** its chair from among its members.

Writing

The Writing Committee consists of faculty members whose primary responsibility it is to teach courses in the various writing majors and is chaired by the Written Communication Coordinator. The members work on issues related to curriculum development, course content, and other questions that arise related to these majors.

Decisions reached by the committee are reported to the Curriculum Committee, Graduate Committee, and Department Head, as appropriate. If action is to be taken on any decisions reached by the committee, standard departmental input procedures are followed, with documents submitted to appropriate committees and administrators. The committee is chaired by the Coordinator of Written Communication.

First-Year Writing ¹

The **First-Year Writing Committee** consists of **faculty members, graduate teaching assistants, and lecturers with concerns about the teaching of first-year writing courses** and is chaired by the **Director of First-Year Writing Courses**. Typically, membership includes **two faculty members in addition to the Chair, two first-year graduate teaching assistants, one or two second-year teaching assistants, and two lecturers**, though this membership configuration is not required. The members work on issues related to course development and content and to other questions that arise related to first-year writing.

Decisions reached by the committee are reported to the Writing Committee and Department Head, as appropriate. If action is to be taken on any decisions reached by the **committee**, standard departmental input procedures are followed, with documents **submitted** to appropriate committees and administrators. The committee is chaired by the **Director of First-Year Writing**.

Linguistics

The Linguistics Committee consists of faculty members whose primary responsibility it is to teach courses in the Linguistics major and is chaired by the Linguistics Coordinator. **The** members work on issues related to curriculum development, course content, and other questions that arise related to this major.

Decisions reached by the committee are reported to the Curriculum Committee, Graduate Committee, and Department Head, as appropriate. If action is to be taken on any **decisions** reached by the committee, standard departmental input procedures are followed, with documents submitted to appropriate committees and administrators. **The committee elects** its chair from among its members.

English Education

The English Education Committee consists of faculty members whose primary responsibility it is to teach courses concerned with the teaching of English and is chaired by the English Education Coordinator. The members work on issues related to curriculum development, course content, and other questions that arise related to these courses. In addition representatives of this committee serve as departmental representatives in a variety of matters related to teaching methods, including serving on the University Methods Committee and on the College of Education's Basic Programs Committee.

Decisions reached by the committee are reported to the Writing Committee, Curriculum Committee, and Department Head, as appropriate. If action is to be taken on any decisions reached by the committee, standard departmental input procedures are followed, with documents submitted to appropriate committees and administrators.

Children's Literature

The Children's Literature Committee consists of faculty members whose primary responsibility it is to teach courses in the Children's Literature major. The members work on issues related to curriculum development, course content, and other questions that arise related to the major.

Decisions reached by the committee are reported to the Literature Committee, Curriculum Committee, Graduate Committee, and Department Head, as appropriate. If action is to be taken on any decisions reached by the committee, standard departmental input procedures are followed, with documents submitted to appropriate committees and administrators.

Technical Communication

The Technical Communication Committee consists of faculty members whose primary responsibility it is to teach courses in the Technical Communication major. The members work on issues related to curriculum development, course content, and other questions that arise related to the major.

Decisions reached by the committee are reported to the Writing Committee and Department Head, as appropriate. If action is to be taken on any decisions reached by the committee, standard departmental input procedures are followed, with documents submitted to appropriate committees and administrators.

Journalism

The Journalism Committee consists of faculty members whose primary responsibility it is to teach courses in the Journalism major. The members work on issues related to curriculum development, course content, and other questions, such as technology and scheduling issues, that arise related to the major.

Decisions reached by the committee are reported to the Writing Committee and Department Head, as appropriate. If action is to be taken on any decisions reached by the committee, standard departmental input procedures are followed, with documents submitted to appropriate committees and administrators.

Public Relations

The Public Relations Committee consists of faculty members whose primary responsibility it is to teach courses in the Public Relations major. The members work on issues related to curriculum development, course content, and other questions that arise related to the major.

Decisions reached by the committee are reported to the Writing Committee and Department Head, as appropriate. If action is to be taken on any decisions reached by the committee, standard departmental input procedures are followed, with documents submitted to appropriate committees and administrators.

Creative Writing

The Creative Writing Committee consists of faculty members whose primary responsibility it is to teach courses in the Imaginative Creative Writing major. The members work on issues related to curriculum development, course content, and other questions that arise related to the major.

Decisions reached by the committee are reported to the Writing Committee and Department Head, as appropriate. If action is to be taken on any decisions reached by the committee, standard departmental input procedures are followed, with documents submitted to appropriate committees and administrators.

Departmental Coordinating Committee

In addition to Area and Standing committees, a departmental Coordinating Committee, consisting of representatives recommended by the Personnel Committee and appointed by the Department Chair, functions in an advisory capacity to the Department Chair. These positions are granted released time to compensate for the extended time spent in Area and Departmental administration. Members of the Departmental Coordinating Committee include Area chairs, the Graduate Coordinator, the Undergraduate Coordinator, and others as designated by the Department Chair. Members of the Coordinating Committee serve three year terms with a maximum of two consecutive terms.

Representatives and Officers

CAS Council Representative

The CAS Council Representative acts as the department's representative at the meetings of the College of Arts and Sciences Council and reports back to the faculty and Department Head on actions taken that affect the department or its members. One representative is elected for a two-year term.

CAS Research & Sabbatical Leave Representative

The CAS Research and Sabbatical Leave Representative acts as the department's representative on the Research and Sabbatical Leave Committee of the College of Arts and Sciences Council and reports back to the faculty and Department Head on actions taken that affect the department or its members. One representative is elected for a two-year term.

Faculty Council Representative

The Faculty Council Representative acts as the department's representative at meetings of the university's Faculty Council and reports back to the faculty and Department Head on actions taken that affect the department or its members. One representative and one alternate are elected for two-year terms.

Graduate School Council Representative

The Graduate School Council Representative acts as the department's representative at meetings of the Graduate School Council and reports back to the faculty and Department Head on actions taken that affect the department or its members. One representative is elected for a two-year term.

Basic Programs Representative

The Basic Programs Representative acts as the department's representative at meetings of the Basic Programs Committee, which is administered through the College of Education. The committee coordinates undergraduate programs between the College of Education and College of Arts and Sciences. Its members work on issues related to curriculum development, course content, and other questions that arise related to teaching basic programs. Each year the English Education Committee selects one of its members to serve a one-year term as the department's representative on the Basic Programs Committee.

Library Representative

The Library Representative acts as liaison between the department and the University Library and represents the department at meetings of the University Library Committee. The representative also processes orders for videos, books, journal subscriptions and other materials that department members would like to have in the library's holdings.

Elections Officer

The Elections Officer is elected by the department to carry out the duties related to conducting annual departmental elections and any supplementary elections that may be required. One faculty member is elected for a three-year term. The duties include:

- Distributing a memo to solicit nominations for elected departmental committees, representatives, and officers and volunteers for non-elected departmental committees.
- Preparing the election ballot and the process for voting.
- Tabulating results of the annual election and volunteers for non-elected committees.
- Distributing lists of members on elected and non-elected committees.

AAUP Steward

The AAUP Steward acts as a faculty member's representative at meetings with the Department Head or other university administrative officers in which problems concerning faculty performance are presented. The steward also acts as the department's representative at meetings with the AAUP concerning the contract Agreement. One representative and one alternate are elected for two-year terms.

Amendments

Amendments to the Departmental Input Document should be initiated in the appropriate departmental committee and approved by the department faculty and Department Head. Amendments require the written approval of the Dean of the College of Arts and Sciences before they can be put into effect.