

February 11, 2013

Department of English
University of Colorado Denver

Bylaws for the Department of English

I. Preamble

The department of English is organized and its affairs conducted in accordance with the Laws and Policies of the Board of Regents of the University of Colorado, and the policies of the University of Colorado system, of the University of Colorado Denver, Denver campus, and of the College of Liberal Arts and Sciences.

II. The Faculty.

A. Constitution: The Department of English shall consist of the English faculty. The faculty of the Department of English is defined as the tenured, tenure track and clinical teaching track members of the department.

B. Authority: The authority to make departmental policy rests with the faculty. Any member of the department may bring policy questions or proposals to the department for consideration. Formal proposals are submitted to the Chair, who will then schedule discussion at a departmental meeting.

C. Voting Rights: Voting members of the department shall comprise all members of the faculty as defined above. A quorum shall consist of those voting members present at any scheduled meeting of the department, as long as that number does not dip below half the number of faculty. A vote of each faculty member is required in the event of a vacancy for departmental Chair; in the case of tenure and promotion, appropriate faculty will be polled according to those rules that govern tenure and promotion (i.e., only full professors voting on promotion to full, only tenured faculty voting on tenure, etc.).

II. The Department Chair.

A. Responsibilities and Duties:

1. The Chair shall function as the representative of and administrator for the department.

2. He or she shall be responsible for: a. executing the policies established by the faculty of the department and within the framework and authority of the laws of the Regents; b. representing the department's interests with administrative officers of the College and the University at large, as well as with those associated with the academic and administrative entities of the other institutions on the Auraria campus; c. administering the departmental budget; d. referring all matters relating to the formulations of departmental policy to the faculty as a whole or to the appropriate faculty committee; e. supervising the hiring and reappointment of staff, tenured and tenure-track faculty, instructors, lecturers, Clinical Teaching positions, and teaching

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assistants; f. supervising staff; g. approving fiscal authority for Denver Writing Project, Writing Center, Composition Program; h. scheduling & chairing faculty meetings, according to faculty needs; i. overseeing minutes of meetings; j. appointing Ad Hoc committees as department and faculty needs warrant; j. appointing Honors Director, Graduate director, MA exam committee and academic advisors for the undergraduate and graduate majors

3. With the dean's approval, the Chair may select an Associate Chair. The Associate Chair shall then perform the mission of the 'acting chair,' as well as duties the Chair and the Associate Chair agree upon. The term of the Associate Chair shall be negotiated with the Chair. No person may serve more than two consecutive terms of three years.

B. Term of Office and Conditions of Holding Office:

1. The Chair shall have a three-year term of office and may be re-elected for a second term by the department faculty. No person may serve more than two consecutive terms. The department vote of the chair elect will be submitted to the dean for approval. 2. A new Chair shall take office on August 1, with the period of time after graduation and before the official start of duties being given over to training with the out-going Chair.

3. Only a faculty member of the department who holds continuous tenure shall serve as Chair.

4. The Chair shall normally teach two courses during the regular academic year and receive a remuneration package determined by the Dean.

5. In the event of his or her absence, the Chair shall appoint an "Acting Chair" who is both a senior member of the department and one well versed in its daily operations.

C. Election of the Chair:

1. Voting for Chair shall be conducted by the departmental Executive Committee no later than the sixth week of the Spring or Fall semester preceding the session in which the new Chair shall take office.

2. Nominations shall be invited from the faculty and the names of all candidates willing to serve in the office will be announced to all members of the department.

3. The Chair shall be elected by a majority vote taken by secret ballot of all voting faculty, as defined above. This choice must be submitted for approval to the Dean of the College of Liberal Arts and Sciences and the Chancellor of the University of Colorado Denver.

4. In the event that the search is conducted for a Chair from outside the department, a majority of the search committee shall consist of faculty members of the department.

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D. Vacancy of the Chair:

1. In the event that the Chairmanship becomes vacant before the term expires, the departmental Executive Committee shall first appoint an acting Chair and then, within one month nominate a new Chair of the department subject to final approval of the Dean of the College.

E. Role of Chair in Personnel Cases:

1. Although the chairs for other personnel committees such as DAC and RTP on this campus serve as non-voting administrators during tenure and promotion meetings, the department chair votes on tenure and promotion cases because, unlike the other committees, the department chair serves in the department along with the candidate. As a member of the department, the chair has a vested interest in the candidate and does not leave the committee to return to a home department as occurs with DAC and RTP decisions. In promotion and tenure cases, the Personnel Committee reports to the Department; the Chair oversees the proceedings; the department faculty vote, and the Chair writes a summary letter for the dossier in which he or she reports the vote and the reasons for the outcome in accordance with CLAS guidelines (“Strategies for Success”).

III. Standing Committees.

A. The Executive Committee:

1. Authority: The Executive Committee of the department shall assist the Chair in making administrative decisions. Chief among their duties is review of Post Tenure cases and a written report to the chair for each case. The Executive Committee also serves to advise the Chair in whatever capacity he or she may wish.

2. Appointment: The Executive Committee shall consist of the Associate Chair and the three departmental members who chair the Standing Committees in Literature & Film (1), Creative Writing (1), Composition, Rhetoric, & Linguistics (1). If, however a chair of the standing committee is pre-tenure, he or she shall appoint another member of the respective committee to serve on Post-Tenure review cases.

3. Terms of Office: A term of office shall consist of three years that shall be staggered in one to three year increments to begin. Serving more than two consecutive three-year terms requires approval from the Chair.

a. The faculty in each of the three areas shall select a chair for that area.

b. Every year thereafter, an election shall be held in the same manner to replace the member of the Executive Committee whose term expires.

c. In the event of tie votes, a run-off election shall be held.

d. In the event that a member of the Executive Committee goes on leave, the chair, in consultation with the Executive Committee, shall conduct an election for a replacement to cover the period of absence.

e. If an Associate Chair has been appointed, the Associate Chair shall serve as acting chair of the Executive committee when the chair is temporarily unavailable. That member of the Executive Committee at the end of his/her three-year term shall serve as acting chair of the Executive Committee when the Chair and Associate Chair are unavailable.

4. All meetings of the Executive Committee shall be open to any member of the departmental faculty who wishes to attend.

B. The Salary Increment Committee:

1. The Salary Increment Committee shall consist of four subcommittees: one each for teaching, research, and service in review of Tenure Track Faculty, and one to review Instructor's teaching. Those faculty designated Clinical Teaching Track are evaluated according to their contracted percentages in each of the appropriate committees for teaching, research and service. Each subcommittee shall consist of three members appointed by the Chair. Members should have significant accomplishment in the area assigned. The responsibilities of the Salary Increment Committee are described in the Salary Increment Process section of this document.

2. Members serve staggered three-year appointments.

C. Creative Writing Committee:

1. The Creative Writing committee shall consist of faculty in that specialization. Their purview shall consist of event planning, curriculum development, outcomes assessment and other topics pertaining to the option of creative writing.
2. Instructors and lecturers are welcome to attend and contribute to the committee meetings. They are not required to do so, and they vote in compliance with Regental Law and Policies.
3. The committee shall elect a chair from among the faculty; the appointment shall be three years and the chair may be elected to an additional term but shall not serve longer than two consecutive terms

D. Rhetoric, Composition and Linguistics Committee:

1. The Rhetoric, Composition and Linguistics committee shall consist of faculty in those specializations. Their purview shall consist of event planning, scheduling and faculty rotation of courses, review of curriculum, outcomes assessment and other issues of discipline specific concern
2. Instructors and adjunct faculty are welcome to attend and contribute to the committee meetings. They are not required to do so, and they vote in compliance with Regental Law and Policies.

3. The committee shall elect a chair from among the faculty; the appointment shall be three years and the chair may be elected to an additional term but shall not serve longer than two consecutive terms

E. Literature and Film Committee:

1. The Literature and Film committee shall consist of faculty in those specializations. Their purview consists of event planning and coordination, scheduling and rotations of courses, review of curriculum, outcomes assessment and other issues of discipline specific concern
2. Instructors, adjunct faculty are invited to attend and contribute to the committee's work. They are not required to do so, and they vote in compliance with Regental Law and Policies.
3. The committee shall elect a chair from among the faculty; the appointment shall be three years and the chair may be elected to an additional term but shall not serve longer than two consecutive terms

F. The departmental Chair shall serve as ex-officio member of all committees.

IV. Appointments within the Department:

A. The department currently has the following Faculty positions—(1.) Director of Composition, (2.) Writing Center Director, (3.) Graduate Director, (4.) Honor's Director. Maximum program effectiveness results when leadership and experience are combined with courtesy, clarity, responsibility, and fairness within the program, the department and the university community.

1. The Director of Composition oversees the composition program. The director, who has extensive and current knowledge of composition, sets high standards within the program. The director conveys goals and achievements to the various communities the program serves. The position of Director of Composition is unavailable to pre-tenured faculty due to the amount of work involved unless the candidate is hired into the position, and the responsibilities are outlined and agreed to as part of the teaching assignment of the faculty member in the letter of offer. The faculty member is required to have expertise in the teaching of composition. The chair in consultation with the writing faculty makes this appointment. Duties are outlined in the contract and/or negotiated with the department and dean; they usually include the following:

- a. The director is responsible for overseeing, administering, and developing the Core Composition courses, 1020 and 2030.
- b. The director oversees the Teaching Assistant program in composition.
- c. The compensation for the position is negotiated with the dean.
- d. No director may hold the position more than two consecutive terms of 3 years each without special permission by the chair and the dean or unless otherwise contracted.

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2. The Writing Center Director is currently an exempt professional position with a specialization in directing writing centers.

- a. The director is responsible for: a) overseeing the operations of the Writing Center; b) overseeing the budget; c) supervising, hiring & training the consultants (tutors).
- b. Compensation for the position is negotiated with the Dean

3. The Graduate Director is a tenure track faculty member appointed by the chair.

- a. The director a) is responsible for initial contact for all graduate programs; b) is liaison between graduate school and English advisors; c) informs graduate students of deadlines, etc. d) reviews applications; e) conducts the review for the Rex Burns Award, f) ensures the administration of the literature MA examination.
- b. The term is three years. No director may hold the position for more than two consecutive terms.

4. The Honor's Director is a tenure track faculty member appointed by the chair.

- a. The director is responsible for meeting with undergraduates who wish to complete an honors thesis or project, maintaining records, verifying that the students have met the requirements to warrant participation in honors, reporting the final honors to the chair and the CLAS advising office.
- b. The term is three years. No director may hold the position for more than two consecutive terms.

V. Changes in Bylaws.

Changes in the bylaws may be initiated by any faculty member at any time. The Executive Committee, however, shall schedule an annual review of the department's bylaws and shall solicit recommendations from the faculty. Adoption and subsequent changes in the rules of procedure herein described require a two-thirds vote of a quorum of the voting faculty. Notice of change must be offered at least one week prior to the meeting in which a vote is taken.

VI. APPENDICES

1. "English department General Criteria for Promotion and Tenure"

- a. Approved Fall 2007
- b. revised fall 2008 to consider NCA program review suggestions

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- c. revised 2009
- d. revised 2010

- 2. "Salary Increment Standards"
 - a. Approved Fall 2004
 - b. revised fall 2008 inconsideration of NCA program review suggestions
 - c. revised Fall 2010 to include CTT annual review criteria

- 3. "Clinical Teaching Track criteria for Promotion"
 - a. approved fall 2010

Document history: Approved by English department faculty

9/12/2008

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Revised July 2012

Approved by faculty September 2012 excluding Administrative sections under legal review

Approved by Provost:

(Signature and date)