By-Laws of the Department of English
Wayne State University

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I. Rules, Policies and Procedures

1. Rules describe the structure and main features of English Department organization and governance; where inconsistencies arise between the Department By-Laws and the College, University or applicable collective bargaining agreement, the latter shall prevail.

   Policies and Procedures records decisions the Department has made about the conduct of its business in the areas of administration, academic programs, and personnel. Operating policy normally evolves from several sources: (1) College of Liberal Arts and Sciences and University policy statements; (2) current bargaining unit agreements; and (3) departmental decisions approved by the Department Assembly. In some instances, long-standing practices or precedents shall be understood to constitute policy and changes shall be addressed as policy decisions by the Chair and the appropriate Standing Committee. The Policy Committee shall advise the Chair on questions of general policy. The Policy Committee may be addressed by any faculty member.

2. Amendments.

   A Motion to amend the By-Laws must be made by written notice submitted to the Department by a voting member of the Department Assembly at least one week before the assembly meeting at which they are to be considered. For adoption, a motion requires an affirmative vote of the majority of voting members present at the Department Assembly.

II. The Department Assembly

1. Membership and voting privileges.

   Membership in the Department Assembly shall be extended to full-time faculty and academic staff members, part-time and fractional-time teaching faculty, teaching assistants, and visiting faculty.

   Voting privileges in the Assembly shall be extended to full-time faculty and academic staff members, fractional-time teaching faculty on half-time assignment or more.

2. Meetings.

   Department Assembly meetings may be convened by the Department Chair or the Chair's designee, the Policy Committee, or seven voting members of the Assembly. The Assembly shall meet at least once each semester during the regular academic year. Meetings should be announced at least a week in advance.

   The Chair of the Department or her/his designee shall conduct the meetings of the Assembly according to Roberts Rules of Order.

3. Quorum.

   One third of the voting membership of the Department Assembly shall constitute a quorum. A quorum is required for a vote.

4. Records.

   The Department Chair shall appoint a Recording Secretary who will see that minutes of the Assembly meetings are posted to the membership within two weeks following each Assembly meeting. These minutes shall be retained permanently in the Office of the Department Chair or the Chair’s assistant.
III. Department Officers

1. Chair

A. Eligibility and Selection. The selection and appointment of the Chair will take place in consultation with the Dean of the College of Liberal Arts and Sciences and follow the procedures currently practiced in the College and specified by the AAUP-WSU contract.

B. Term of Office. The term of office, normally three to five years, will be determined by the Dean of the College. The chair may succeed himself or herself.

C. Vacancy. If the Chair is permanently vacated, an election for a permanent or acting Chair will be held by the Policy Committee within a month. Pending such an election, an Acting Chair will be appointed, in consultation with the Dean, by the Policy Committee.

D. Recall. The Chair may be asked to resign, and that recommendation forwarded to the Dean, for neglect of duties, failure to abide by the Department By-Laws, or frequent absences. Such an action will be initiated by a petition signed by one third of the voting members of the Department Assembly, in which case an Assembly meeting will be called by the Policy Committee, the Associate Chair or the Chair of the Policy Committee presiding. Following the meeting, the presiding officer will poll the voting members of the Assembly by mail. A majority of the voting members of the Assembly is necessary to recommend recall.

E. Responsibilities.
1. as Chief Executive Officer of the Department, is responsible for the orderly, equitable, and efficient functioning of the Department as a whole.
2. serves, ex officio, as non-voting chair of the Tenure and Promotion Committee and as a voting member of the Appointments Committee and Salary Committee.
Serves as ex-officio member of the Policy Committee, the Graduate Committee, and the Special Events Committee. Serves on the Course Scheduling Committee, which consists of the Chair, the Associate Chair, the Graduate Director, the Director of Composition, and the Department Academic Services Officer.
3. in consultation with the Policy Committee, recommends to the Dean administrative assistants, program directors, and the Associate Chair.
4. supervises the Department budget.
5. coordinates the activities of the Standing Committees.
6. conducts, or appoints a representative to conduct, the meetings of the Department Assembly.
7. appoints faculty to ad hoc committees as needed.
8. plans and supervises the functioning of the central office and office staff.
9. supervises the orientation of new faculty.
10. represents the Department to College, University, and extramural agencies.
11. undertakes or delegates departmental tasks not specifically assigned in the By-Laws.
2. Associate Chair

A. Eligibility. Any tenured Associate Professor or Professor in the Department shall be eligible for the office of Associate Chair.

B. Selection. The Chair, in consultation with the Policy Committee, will normally recommend an Associate Chair to the Dean of the College. The selection and appointment of the Associate Chair will take place in consultation with the Dean of the College of Liberal Arts and Sciences and follow the procedures currently practiced in the College.

C. Term of Office. The term of office will be two years. The Associate Chair may succeed her/himself.

D. Responsibilities.
   1. supervises the day-to-day administration of the Undergraduate Program.
   2. supervises undergraduate advising.
   3. receives undergraduate student complaints.
   4. serves on the Course Scheduling Committee, which consists of the Chair, the Associate Chair, the Graduate Director, the Director of Composition, and the Department Academic Services Officer.
   5. administers faculty teaching observations and evaluations.
   6. serves on the Awards Committee and manages the Department’s writing and academic awards in conjunction with the Awards Committee.
   7. chairs, ex officio, the Undergraduate Studies Committee, and serves as an ex-officio member of the Policy Committee.
   8. keeps all records relating to the undergraduate program.
   9. takes general responsibility for the undergraduate program and curriculum and initiates changes to improve their quality and efficiency.

3. Director of Composition.

A. Eligibility. Any tenured or tenure-track member of the Department with appropriate credentials shall be eligible.

B. Selection. In all cases, the selection and appointment of the Director of Composition will take place in consultation with the Dean of the College of Liberal Arts and Sciences and follow the procedures currently practiced in the College. The Chair, in consultation with the Policy Committee, will normally recommend the Director of Composition to the Dean of the College.

C. Term of Office. The term of office will be two years. The Director of Composition may succeed her/himself.

D. Responsibilities.
   1. supervises the day-to-day administration of the undergraduate Composition Program.
   2. consults with the Director of Graduate Studies about the graduate program in composition.
   3. consults with the Associate Chair and the departmental Administrative Assistant or Academic Services Officer about composition course offerings.
4. serves on the Course Scheduling Committee, which consists of the Chair, the Associate Chair, the Graduate Director, the Director of Composition, and the Department Academic Services Officer.
5. keeps all records relating to the composition program.
6. serves ex officio as a voting member of the Undergraduate Studies Committee and as a non-voting member of the Policy Committee.
7. with the Appointments Committee, assesses applications of part-time instructors in composition.
8. appoints the Composition Committee, convenes it at her/his discretion, and reports its actions and recommendations to the Undergraduate Studies Committee.
9. consults with the Associate Chair on faculty evaluations of part-time instructors and teaching assistants as needed.
10. takes general responsibility for the composition program and curriculum and initiates changes to improve their quality and efficiency.

4. Director of Graduate Studies

A. Eligibility. Any tenured member of the Department shall be eligible.

B. Selection. In all cases, the selection and appointment of the Director of Graduate Studies will take place in consultation with the Deans of the College of Liberal Arts and Sciences and of the Graduate School and will follow the procedures currently practiced in the College and Graduate School. The Chair, in consultation with the Policy Committee, will normally recommend the Director of Graduate Studies to the Deans of the College and the Graduate School.

C. Term of Office. The term of office will be two years. The Director of Graduate Studies may succeed her/himself.

D. Responsibilities.
1. supervises the day-to-day administration of the Graduate Program.
2. consults with Directors of graduate-level programs about those programs and, as indicated, with members of the graduate faculty for their expert advice.
3. receives student complaints that pertain to graduate courses.
4. keeps all records relating to the graduate program.
5. rules on applications for admission to the graduate program and recommends to the Department Chair recipients of Teaching Assistantships and other forms of financial assistance.
6. serves as principal advisor for English graduate students.
7. appoints the Graduate Committee and reports its actions to the graduate faculty.
8. chairs, ex officio, the Graduate Committee and serves on the Course Scheduling Committee, which consists of the Chair, the Associate Chair, the Graduate Director, the Director of Composition, and the Department Academic Services Officer.
9. takes responsibility for the recruitment of graduate students.
10. takes general responsibility for the graduate program and curriculum and initiates changes to improve their quality and efficiency.
IV. Standing Committees

1. General Procedures

A. The Standing Committees. There are eight Standing Committees among which the regularly recurring work of the Department is distributed. The Department Chair in consultation with the Policy Committee shall assign new obligations which are expected to be ongoing to one of the Standing Committees. The eight committees, described in detail below, are as follows: Policy, Tenure and Promotion, Appointments, Salary, Awards, Special Events, Library, and Undergraduate Studies. The Department recognizes that service as the Recording Secretary or membership on the Graduate Committee or Composition Committee, although themselves not Standing Committees of the Department, constitutes service equivalent to membership on a Standing Committee.

B. The Standing Committees of the Department are expected to function with considerable autonomy, consulting with each other on matters of mutual interest and with the Department Assembly on matters of general policy.

C. The committees will keep the Department informed of their activities by publishing minutes for all meetings. In general, committee members will serve as secretary on a rotating basis and the chair will ensure that minutes are distributed.

D. All committee meetings will be open to any members of the Department, except when the meetings concern personnel matters.

E. Term of Office, Staffing, Chairs

1. The term of office for all Standing Committees is two years. Insofar as possible, no more than half the committee will be replaced each year.

2. Committee service will be distributed as widely and equitably as possible.

3. If a committee member cannot serve, the Policy Committee will appoint a replacement.

4. Any full-time member of the faculty is eligible to serve on any Standing Committee, except for the Promotion and Tenure Committee which must be made up of tenured faculty, and the Appointments Committee, which must be made up of tenured or tenure-track faculty or Senior Lecturers. Fractional-time teaching faculty on one-half time assignment or more may also serve on Standing Committees, but may opt not to do so without penalty. The Chair of the Department will be a voting member of all Standing Committees unless otherwise specified. With the exception of the Tenure and Promotion Committee and the Salary Committee, every Standing Committee will have one graduate student member. The graduate student member of the Appointments Committee will be appointed by the Director of Graduate Studies in consultation with the Graduate Committee. The graduate student member of the Undergraduate Committee will be appointed by the Director of Undergraduate Studies in consultation with the Undergraduate Committee, and the graduate student members of the Composition Committee will be appointed by the Director of Composition. The graduate student members of Policy, Special Events, Library, and Awards will be elected by the graduate students.

5. Election/Appointment of Committee Members. The Policy Committee will ask all faculty who are not continuing on a standing committee and who will not be on leave the following year to indicate three standing committees, in order of preference, on which they would be willing to serve. Guided by these preferences, the Policy Committee will produce a slate of candidates and conduct a mail ballot
election for the Policy, the Appointments, and the Tenure and Promotion Committees. The vacancies on elective standing committees will be filled by the corresponding number of faculty members who receive the most votes (a plurality). Run-off elections will decide ties, again by a plurality. This election will occur soon after Spring Break. After the election of the Policy, the Tenure and Promotion, and the Appointments Committees, an election for the Salary Committee will be held. The following September, the Policy Committee, again guided by faculty preferences, will appoint members to the remaining Standing Committees. The Policy Committee will attempt to achieve as far as possible a balance of groups (ranks, specialties, etc.) in the Department on each committee. The term of the new committees will begin in the following fall semester.

6. The Policy, Appointments, Awards and Special Events Committees elect a chair at its first meeting. The Tenure and Promotion and the Salary Committees must, by the terms of the AAUP Contract, be chaired by the Chair of the Department (who is non-voting in the case of the Tenure and Promotion Committee but who has a vote in the case of the Salary Committee). The Undergraduate Studies Committee is chaired by the Associate Chair of the Department.

2. The Policy Committee

A. Membership. The Policy Committee is composed of six members representing so far as possible a balance of the principal groups (by rank, field of specialization, etc.) in the Department elected in accordance with IV.1.E.5 above in addition to a graduate student member. The Chair, the Associate Chair, the Director of Graduate Studies, the Director of Composition, and the Academic Services Officer are non-voting members, ex-officio, of the Policy Committee.

B. Responsibilities. Matters arising not within the domain of other Standing Committees shall generally be assigned to the Policy Committee. Among its specifically assigned duties are the following.

1. conducts elections and appointments to Standing Committees as specified in IV.1.E.5 above.
2. consults with the Chair regarding nominations for ad hoc committees and for appointment of administrative assistants, editors, the associate chair, program directors, and so on.
3. consults with the Chair on academic and office staff.
4. regularly reviews Departmental By-Laws.
5. formulates the Department Travel Policy on a yearly basis.
6. serves as the Budget Advisory Committee, consulting with the Chair on budget priorities.

3. The Tenure and Promotion Committee.

A. Membership. The Tenure and Promotion Committee shall be composed of six tenured faculty members, including three full professors and three associate professors, elected in accordance with IV.1.E.5 above. The non-voting chair of the Tenure and Promotion Committee, in accordance with the AAUP-WSU Agreement, shall be the chair of the Department.

B. Responsibilities.

1. regularly reviews and, if necessary, revises for Departmental approval the Department's statement of factors for promotion and tenure.
2. conducts a yearly review of faculty’s progress toward promotion and/or tenure.
3. makes recommendations to the Dean for the granting of promotion and tenure.
   a. The entire committee shall make recommendations for the granting of tenure. A two-thirds vote shall be required for an affirmative tenure recommendation.
   b. The entire committee shall make recommendations for promotion from Assistant to Associate Professor. A two-thirds vote shall be required for an affirmative recommendation.
   c. Only the Full Professors of the Committee shall make recommendations for promotion from Associate to Full Professor. A two-thirds vote shall be required for an affirmative recommendation.
4. makes recommendations concerning the renewal of probationary or terminal contracts for tenure-track faculty in accordance with Departmental, College, and University policies governing the length of such contracts.
5. conducts the yearly review of lecturers for reappointment and reposting.
6. reviews and ranks applications for sabbatical leave.
7. consults with the Chair on requests for unpaid leaves of absence.
8. selects Tenure and Promotion Committee representative(s) to present the Committee’s recommendations to the College Promotion and Tenure Committee.
9. recommends nominees for the Career Development Chair, Distinguished Faculty Fellow, Distinguished Graduate Faculty and Board of Governors Faculty Recognition Award.
10. supervises the Keal Fellowship competition.

C. Confidentiality. All proceedings of the Tenure and Promotion Committee shall be confidential and only the Chair shall speak for it. When University personnel procedures have been completed and all documents have been returned to the post-employment file, any recommended candidate shall have the right to see the Committee’s supporting statement.

4. Appointments Committee.

A. Membership. The Appointments Committee is composed of six elected faculty members, tenured or tenure-track, or Senior Lecturers; a non-voting graduate student member; and the Department Chair. Additional voting members may be appointed to serve on the committee by agreement of the Chair and the committee.

B. Responsibilities.
   1. surveys Departmental personnel needs and makes recommendations to the Department Chair.
   2. initiates advertisements for tenure-track, lecturer, and visiting positions, supervises the subsequent review of applications and dossiers, selects and interviews final candidates, and advises the Department Chair about all hiring decisions.
   3. appoints screening committees of faculty members in appropriate fields to do initial evaluation of applicants for positions.
   4. approves a list of qualified part-time faculty from which the Chair may select and assign persons for part-time teaching.

5. Awards Committee.
A. Membership. The Awards Committee is composed of six faculty members of the Department appointed by the Policy Committee in accordance with IV.1.E.5 above, a graduate student member, and the Associate Chair.

B. Responsibilities. The Awards Committee manages regularly recurring academic events that the Department participates in, such as the various department writing contests (Tompkins, Bruenton) and the Celebration of the Arts awards. In assembling programs, the committee works in conjunction with the Associate Chair, who is in charge of the academic awards.

6. Special Events Committee.

A. Membership. The Special Events Committee is composed of six faculty members of the Department appointed by the Policy Committee in accordance with IV.1.E.5 above, a graduate student member, and the Department Chair.

B. Responsibilities. This Committee's main responsibility is to make arrangements for departmental social events such as the holiday party. It also attends to other special events as they arise.

7. Undergraduate Studies Committee.

A. Membership. The Undergraduate Studies Committee is composed of six faculty members of the Department appointed by the Policy Committee in accordance with IV.1.E.5 above, a graduate student member, two undergraduate English majors, The Director of Composition as a voting member ex-officio, the Undergraduate Advisor (non-voting ex-officio), and the Associate Chair of the Department who also serves as chair of the Committee.

B. Responsibilities. The Undergraduate Studies Committee is responsible for all academic matters pertaining to undergraduate English courses and students. Among its duties are the following:
   1. establishes and keeps current the undergraduate curriculum of the Department.
   2. advises the Department Chair on the approval of proposals for new undergraduate courses.
   3. administers “Assessment of Student Knowledge in the Major” by reviewing Writing Intensive submissions on a tri-annual basis.
   4. considers undergraduate petitions or appeals for exemption.
   5. adjudicates undergraduate scholarship awards and the Academic Achievement Awards.

8. The Salary Committee.

A. Membership. The Salary Committee is composed of seven full-time faculty: the Department Chair, three members selected by the Tenure & Promotion Committee from its members, and three other faculty elected by the Department. The election shall take place immediately after the formation of other Standing Committees.

B. Responsibilities. The Salary Committee shall carry out the yearly evaluation of full-time faculty as prescribed by the University, the College, and the AAUP-WSU Agreement.
9. The Library Committee.

A. Membership. The Library Committee is composed of six faculty members of the Department appointed by the Policy Committee in accordance with IV.1.E.5 above, and a graduate student member.

B. Responsibilities. The Library Committee serves as liaison between the Department and the University libraries. It advises the libraries on holdings important to the teaching and research activities of the Department and its members, and provides the Department with information about library facilities and resources.
Part 2: Policies and Procedures

1. English Department Tenure and Promotion Factors  Adopted 9/89 (revised, 2006; revised 2011).

Preamble

The English Department serves many publics. It embraces a wide range of scholarly and creative activities. The Department is committed to supporting scholarship and creative work, effective teaching, and significant service.

Tenure candidates will be evaluated on each of the three categories specified in the WSU-AAUP Agreement: scholarship, teaching, and non-instructional service. Creative work such as poetry, drama, and fiction is considered the equivalent of scholarship. Judgments of professional achievement are based on the quality and quantity of the candidate’s work.

Tenure decisions play a vital role in the long-term shaping of the Department; they are therefore concerned with probable future performance and potential for growth as well as with past performance. Tenure deliberations take a candidate's entire record into account, though emphasis may be placed on more recent performance. Promotion deliberations, while weighing the entire record, are concerned chiefly with performance since the candidate's last promotion.

Tenure and Promotion Process

The decision to recommend a candidate for promotion or tenure is made by the Department's elected Tenure and Promotion Committee and separately by the Department Chair. As part of its assembling of relevant materials, the Tenure and Promotion Committee solicits letters from evaluators outside the University. Departmental recommendations are forwarded to the College Tenure and Promotion Committee. (Candidates should read "Factors for Promotion and Tenure, College of Liberal Arts and Sciences.")

Scholarship

The English Department considers the continuing intellectual development of its faculty to be of paramount importance. It requires all candidates for tenure and promotion to engage in scholarly research and/or creative writing and to publish their work.

The Department expects candidates to have records of substantial scholarship that has appeared in or been accepted by refereed journals or presses as articles, chapters, monographs, books, creative works, etc, whether print or electronic. Translations, textbooks, and edited anthologies will be evaluated in terms of their contributions to scholarship. Other forms of scholarly or pedagogical publication, including electronic publication, may be considered as well. Papers read at conferences, funding for support of research from internal and external sources (especially national agencies), awards and prizes from national organizations, invitations to speak at or participate in professional meetings, memberships on editorial boards of scholarly journals, and invitations to referee manuscripts for presses or journals will also be considered, as will contributions to the scholarly/creative life of the Department.
Primary factors in evaluating scholarship or creative works, whether print or electronic, are the quality of the publications and their significance as contributions to scholarship or literature. In establishing the quality of written work, the Department will consider its nature and scope, the selectivity and reputation of the journals and presses in which it appears, and evaluations from recognized authorities.

Teaching

The Department expects its members to be effective, conscientious teachers. Departmental assessment of teaching involves review of course design and observation of classroom teaching as well as student course evaluations. Advising or mentoring graduate students, including serving on Qualifying Examination committees, master’s project committees, and dissertation committees, is also an important part of departmental teaching. Teaching awards and contributions to the curriculum, such as the development of new courses, teaching materials, or programs, also provide evidence of accomplishment in teaching, as does willingness to teach in areas of special Department need.

Service

All faculty members should join in the work necessary to the functioning of the Department, the College, and the University. Participation appropriate to rank in departmental, College, and University committees as well as workshops, training, and mentoring programs is taken into consideration of service. Service to interdisciplinary programs is taken into account as well. Community service in a professional capacity and work done in national professional organizations is also be evaluated as part of a faculty member's non-instructional service. The opportunity and responsibility to serve, especially at the College and University levels, increase with seniority and are expected for promotion from associate to full professor.

Weighing of Factors

The English Department expects, and is committed to supporting, effective performance in all areas of its faculty's work. Substantial scholarly and/or creative achievement is the single most important consideration in tenure and promotion deliberations, but for positive recommendations, the Department also requires solid evidence of good teaching and professional service.
2. English Department Equitable Workload Policy  Adopted 12/10/90 {reviewed 2006}

Workloads for faculty members consist of a combination of three kinds of activities: scholarly research and publication, teaching and instructional preparation, and service. The Chair will review the performance of each member of the Department to determine which faculty members, if any, might receive reductions from the normal assignments for teaching and/or service and which, if any, might receive additional assignments. The Chair, after discussing the provisional assessment with any individual who might qualify for a differential workload, will consult with the Tenure and Promotion Committee on these assessments. (The Chair will consult with the Policy Committee concerning the assessments of faculty members serving on the Tenure and Promotion Committee.) These committees are responsible for conducting a peer evaluation in each case. The Chair and the committees will use for assessment the categories of evidence described in the Department’s Promotion and Tenure Factors, adapted to the deliberations appropriate to EWL assessments; they will consider the rank and length of service of each faculty member, with emphasis on performance over the past five years. For the teaching category, the Chair and the Tenure and Promotion and Policy Committees will take into consideration efforts for directed study or masters and doctoral students beyond normal classroom assignments, as well as teaching performance. The assessments of the Committees and the Department Chair should not be taken to imply any commitment regarding an individual's promotion, tenure, or reappointment.

3. Faculty Absences. If a faculty member must be absent for illness or some professional reason, s/he must notify the Department (see Travel, above) and attempt to insure that provision has been made for covering the missed class or classes. If s/he anticipates the possibility of prolonged absence from classes, the Associate Chair or the Chair should be informed promptly.

All new faculty, full or part-time, will be evaluated once during their first year.
Lecturers and adjunct faculty will be evaluated every fourth year thereafter.
Tenure-track junior faculty will be evaluated the semester of, or the semester prior to, departmental consideration of their tenure case.
Graduate Assistants will be evaluated during the first semester of their first year, and once during their second year.
Any instructor may request additional classroom visitation on an ad hoc basis. Graduate assistants or adjuncts about to enter the job market, for example, might want to invite the Graduate Director or a faculty mentor to visit a current class.
Additional evaluations of any instructor may also be authorized by the Chair or Associate Chair when the situation seems to warrant such visitation: when an instructor is being considered for a teaching award, when she or he is experiencing difficulties in the classroom, or when other legitimate reasons for such visits arise.
4. PROCEDURES FOR INSTRUCTOR OBSERVATIONS

1. The instructor and the observer will arrange a mutually convenient time for the class observation. When an instructor teaches off-campus, is not readily available by telephone, or does not regularly use departmental communications resources (i.e., mailboxes, e-mail), it is useful for the instructor to initiate contact with the observer.

2. The objectives of these observations are: (a) to provide guidance for new instructors as necessary; (b) to avert potential problems; (c) to enhance the instructor’s dossier and to supplement student course evaluations for instructor recommendations or departmental teaching awards.

3. In addition to visiting a class, the observer will read the instructor’s syllabus and a sample of marked student papers accompanied by the instructor’s assignment. Observers prefer to receive a copy of the syllabus and any supplementary materials prior to the day of observation.

4. Following the classroom observation, the observer and the instructor may meet for discussion.

5. The observer will write an observation report covering such items as course content, syllabus and supplementary materials, teaching methods, and grading practices. The mode of the observation report may be descriptive or evaluative. Most observers choose a combination of the two. Samples of past evaluations are available for first-time observers.

6. Before submitting the report, the observer will give it to the instructor for her or his signature. The instructor’s signature indicates only that the instructor has had the opportunity to read the observation report.

7. Once both the parties have signed the observation report, it should be turned in to the Associate Chair (by either party).

8. If the instructor disagrees with the observer’s report, or takes issue with portions of it, the instructor may submit a written response to accompany the observation report, and/or request an additional observation by a different faculty member. Responses, if any, should be turned in only after the signed observation report has been submitted.
5. ENGLISH DEPARTMENT MENTORING POLICY

We recognize that mentoring junior faculty is an essential and multi-faceted endeavor, and that tenure-track junior faculty are best served when they engage in formal and informal mentoring activities with multiple mentors who have complementary and clearly-defined levels of responsibility. We also recognize that mentoring can take the form of support and advice in teaching, research, and service and also in acclimation to the institution. In the Department of English, formal mentoring is carried out primarily by the Chairperson, particularly in disseminating specific information about Department expectations for promotion and tenure and annual reviews. The Chairperson is assisted by both assigned senior faculty mentors and by informal mentoring activities in the goals of institutional and research mentoring.

1. Informal Mentoring

   A. The department Policy Committee develops new tenure-track faculty orientations and maintains a resource site for mentors and mentees that includes internal grant information, departmental bylaws, committee assignments, contract information, and other relevant information.

   B. Junior faculty meet as a cohort at least once per semester to attend Department workshops that engage subjects specific to their needs, collaboratively defined.

   C. The Chairperson stands ready to mentor all junior faculty informally on an individual basis.

2. Formal Mentoring

   A. Per the AAUP-AFT Contract, all tenure-track faculty are reviewed annually by the Department Promotion and Tenure Committee and the Chair and provided with detailed reviews.

   B. If interested, all tenure-track faculty within their first two years of employment may be enrolled in the Research Mentors Program for New Faculty, which is sponsored by the Division of Research. In this program, junior faculty members are paired with senior faculty in the Department to focus on submitting a grant proposal for external funding.

   C. Shortly after the hiring process, the Appointments Committee, in consultation with the Chairperson and the newly-hired junior faculty member, recommends a senior faculty member as a mentor for the first year of employment as part of a complete mentoring plan.
D. After the first year, the Promotion and Tenure Committee will assign senior faculty mentors for all tenure-track junior faculty members, ensuring that each junior faculty member has a mentor throughout his/her period on the tenure-track. Junior faculty members will be asked to nomin ate 2-3 faculty members as possible mentors.