BYLAWS OF THE DEPARTMENT OF ENGLISH

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Article I—Faculty Members

All tenured/tenure-track (TT) faculty, academic professional track (APT) faculty in promotion-eligible tracks, faculty Specialists, and the Directors of First Year Writing and the Writing Center are the voting members of the Department.

All other faculty, including professors emeriti, term-limited lecturers, adjunct assistant professors, and GTAs, are members of the Department but do not have a vote on Departmental matters.

Article II—Faculty Executive Officers

II.1 The Chair

(See UTS 182 sec 1-8)

A. Eligibility
    The Chair must be a tenured professor in the Department and have demonstrated leadership, managerial, and administrative abilities as evidenced by holding other administrative appointments in the Department.

B. Selection
    The Chair shall be selected by the Dean with the concurrence of the Provost after an appropriate and inclusive search committee process. Voting members of the Department should be involved in the selection process, which includes engaging with the Dean on the Department's needs and expectations of the Department Chair. **The selection process should incorporate a search process, whether internal or external, to identify the best leader for the Department**. (See F. Reappointment and Review)

C. Appointment
    The Department Chair shall be appointed by the Dean with the concurrence of the Provost. The Chair is a member of and serves as the academic leader of the Department faculty and the designated administrator of the Department. The Chair reports to and serves at the will of the Dean with the concurrence of the Provost.

D. Term
    Department Chairs are appointed on the basis of a fiscal year (12 months). The term of appointment for a Department Chair is flexible, with standard terms being between three to five years. Terms may be renewed without limit following the procedure outlined in F. Reappointment and Review.

E. Evaluation

1) Department Chairs should be evaluated by Deans as part of the regular annual evaluation process. A Department Chair's performance should be reviewed relative to the assigned roles and responsibilities in UTS182 sec. 5., and as outlined in this document.
2) In addition to annual reviews, as per HOP AA-FPT-PO-06 and UTS 182 sec. 6, Deans shall initiate a periodic review of the Chair every **four years.** The voting members of the Department will elect the members of this review committee. The Periodic Review Committee (PRC) shall have at least five members and must be composed of at least 70% faculty, including at least one APT member of the voting faculty and one full-time staff member.
3) In addition to the review provisions described here, the voting members of the Department may by majority vote initiate a review of the Chair outside the schedule of periodic review, but not within two years of initial appointment, as provided in HOP AA-FPT-PO-06.

F. Reappointment and Review
1) If the Chair wishes to be considered for reappointment, the following procedure will be used. The Dean will initiate a review of the Chair's performance as outlined in E. Evaluation. As part of that review, the Advisory Board (see II.3) shall ensure a. the evaluation of its Chair by the voting members of the Department, and b. the communication of the results of that evaluation to the college before the Dean decides on reappointment or non-reappointment.
2) Therefore, no later than the beginning of the academic year in which the Chair's term is to end, the Associate Chair shall call the voting members of the Department together, in the absence of the Chair, to discuss the Chair's performance and to vote on a motion encouraging the Chair to stand for reappointment. The Committee shall then forward a report of the discussion, as well as a count of the vote, to the Chair of the Department and the Dean.
3) Should the Dean's decision differ from the Department's vote, the Advisory Board shall request that the Dean meet in closed session with its members to indicate the reasons for the Dean's decision to appoint or not to reappoint the Chair. If the Dean denies the reappointment of the Chair, a new Chair shall be selected following the procedure outlined in G. Vacancies.
4) If the Chair does not wish to be considered for reappointment or if the Chair resigns before the end of their regular term, Departmental evaluation need not be conducted, and a new Chair shall be selected following the procedure outlined in G. Vacancies.

G. Vacancies
Vacancies in the position of Department Chair shall be filled at the earliest possible date.

1) When the Chair resigns, declines serving another term, or is not reappointed by the Dean after Departmental and College review, the Advisory Board shall designate two of its members (one of whom must be tenured) as Organizers of the Chair Search. (For specific provisions for each circumstance, including procedure to be followed in the case of Interim Chair, see II.1.G.2 & II.1.G.3.) The duties of the Organizers of the Chair Search shall be to:
    a. solicit and formulate questions for the candidates to address in writing

b. draft a position description for Chair of the Department (based on this document and UTS182 sec. 5.) and present it to the voting members of the Department for approval

c. call for nominations (including self-nominations) for Chair. Any faculty member meeting the required qualifications who applies for the position must be considered by the Department. The organizers will consult with the Advisory Board if needed and will report to that body the resulting nominees (any organizer who is nominated and agrees to stand will resign from the position).

d. make candidates' application materials available to the voting members of the Department

e. arrange meetings at which candidates may make statements and answer questions in an open forum

f. distribute ballots to the voting members, tally the votes, and inform the candidates, the Department, and the Dean of the results

g. keep the Dean apprised of all stages of the process.

2) When the Chair does not seek reappointment to another term, notice should be given to the Dean and the Advisory Board no later than the beginning of the academic year in which the Chair's term is to end. Upon notice, following the procedure outlined above, the voting members of the Department will choose a Chair-Elect, who will "shadow" the Chair for their remaining tenure.

3) In the case of a Chair's unanticipated departure, and when there is insufficient opportunity to follow the procedure for a Chair Search outlined above, an Interim Chair may be appointed by the Dean, after consultation with the faculty, for up to one year. On an exception basis, interim appointments may be extended by the Dean with concurrence of the Provost. Interim Chairs must meet eligibility requirements for Chair. (See UTS 182 sec 4.3.)

H. Duties

The Department Chair is responsible for the operation of the Department, including oversight and leadership of all Departmental units and activities. The Chair is responsible for consulting with and representing the interests of Department faculty and staff on policies, plans, and procedures that affect the Department. Among other responsibilities and activities, the Chair

1) pursues and achieves Departmental excellence in teaching, research, and service

2) executes decisions of the voting members and presides at Departmental meetings

3) serves as the liaison between the Department and the College of Liberal Arts, as well as other administrative offices of the university

4) administers the the Department's budget

5) in conjunction with the Department's Annual Evaluation Committees, evaluates annually the TT and APT professors and lecturers; supervises the evaluation of term-limited lecturers, adjunct assistant professors, GTAs, and staff

6) calculates and recommends to the College merit salaries for eligible faculty and supervises merit salary calculation and recommendations for adjunct assistant professors, GTAs, and staff

7) initiates the process for preparing materials for faculty being considered for promotion and/or tenure and makes recommendations to the Dean.

8) initiates the process and makes recommendations for the appointment of new faculty; supervises the hiring of staff

9) adjudicates personnel matters

10) oversees long-range plans for the Department in the areas of teaching, hiring, mentoring, research, and service in consultation with relevant Departmental bodies
11) provides oversight and leadership for all unit activities, including outreach
12) executes College and University policy in the Department effectively
13) represents the Department to CoLA and other university entities

II.2 Associate Chair

A. Eligibility

The Associate Chair must be a voting member of the faculty; hold the rank of Associate Professor, Professor, Associate Professor or Professor of Practice/Instruction, or Distinguished Senior Lecturer; and have demonstrated leadership, managerial, and administrative abilities as evidenced by holding other administrative appointments in the Department.

B. Selection

The Associate Chair shall be selected by the Department Chair with the concurrence of the Dean and may simultaneously hold another leadership role, such as of Director of Undergraduate Studies, Director of Graduate Studies, or Director of Digital Teaching and Writing in English. Eligible candidates for Associate Chair shall express interest in the position to the Chair in writing. The Chair will review applications of interest and select the candidate for the position.

C. Appointment

The Associate Chair reports to and serves at the will of the Chair with the concurrence of the Dean.

D. Term

The term of appointment for Associate Chair is three years. Terms may be renewed without limit following the procedure outlined in F. Reappointment and Review.

E. Evaluation

1) Associate Chairs should be evaluated by Chairs as part of the regular annual evaluation process. An Associate Chair's performance should be reviewed relative to the assigned roles and responsibilities as outlined in this document.
2) In addition to annual reviews, as per HOP AA-FPT-PO-06 Chairs shall initiate a periodic review of the Associate Chair every **three years.** The voting members of the Department will elect the members of this review committee. The Periodic Review Committee (PRC) shall have a minimum of five members and must be composed of at least 70% faculty, including at least one voting APT faculty member and one advisor.
3) In addition to the review provisions described here, the Department may by majority vote initiate a review of the Associate Chair outside the schedule of periodic review, but not within two years of initial appointment, as provided in HOP AA-FPT-PO-06.

F. Reappointment and Review

1) If the Associate Chair wishes to be considered for reappointment, the following procedure will be used. The Chair will initiate a review of the Associate Chair's

performance as outlined in E. Evaluation. As part of that review, the Advisory Board shall ensure a. the evaluation of the Associate Chair by the voting members of the Department, and b. the communication of the results of that evaluation to the Chair prior to reappointment or non-reappointment.

2) If the Associate Chair does not wish to be considered for reappointment or if the Associate Chair resigns before the end of their regular term, Departmental evaluation need not be conducted, and a new Associate Chair shall be selected following the procedure outlined in B. Selection.

G. Vacancies

Vacancies in the position of Associate Chair shall be filled at the earliest possible date.

H. Duties

Among other responsibilities and activities, the Associate Chair

1) supervises and undertakes performance reviews of the undergraduate advisors
2) leads faculty success initiatives, including:
3) chairing the Annual Evaluation Committee of track-appropriate faculty
4) with the Chair, meeting with faculty members to discuss progress toward promotion, professional goals, teaching performance, and well-being
5) stands in for the Chair on official occasions
6) assumes budgetary authority in the Chair's absence
7) performs other duties as assigned (rank permitting).
8) The Associate Chair may simultaneously hold one other leadership role, such as Director of Undergraduate Studies, Director of Graduate Studies, or Director of Digital Teaching and Writing in English.

II.3 Advisory Board

A. Purpose

The Advisory Board is a representative faculty body that acts in an advisory capacity to and holds monthly meetings (as needed) with the Department Chair to discuss issues pertaining to governance, curriculum, staffing, and other concerns of the faculty. The Advisory Board will carry out the procedure for reviews of the Chair and Associate Chair as initiated by the Dean and Chair, respectively (II.1.F.1. and II.2.F.1). Designated members of the Advisory Board also serve as Organizers of the Chair Search (II.1.G.).

B. Composition

The Department of English's Advisory Board shall comprise four elected faculty representatives: two TT faculty (one of whom must be tenured) and two APT members of the voting faculty (one of whom must be at or above the rank of Senior Lecturer or Associate Professor of Instruction/Practice). Members of the Advisory Board will be elected by their representative cohorts and serve staggered two-year terms. Serving consecutive terms is not permitted.

Article III – Service Roles

III.1 Term-limited Roles

The following appointments are made by the Chair and have terms of three years with the possibility of reappointment to a second term. Under extraordinary circumstances, should the Chair be unable to fill the position, reappointment after two terms may be made on a year-to-year basis.

A. Director of Graduate Studies
1) Appointed by the Department Chair, after solicitation of interest from eligible candidates
2) All tenured faculty are eligible.
3) Responsible for implementing and enforcing Departmental policies and procedures for all aspects of the Department's graduate programs and recommending changes for consideration by the graduate faculty. Specifically
   a. Chairing the Graduate Studies Committee
   b. leading graduate curriculum revisions and initiatives
   c. implementing recruitment initiatives
   d. advising graduate students on courses, schedules, and degree plans
   e. reviewing dossiers of and admitting applicants to MA and PhD programs
   f. chairing the Graduate Admissions Committee
   g. managing the graduate course schedule, including soliciting course preferences and descriptions from faculty
   h. supervising the Coordinator of Graduate Studies

B. Director of Undergraduate Studies
1) Appointed by the Department Chair, after solicitation of interest from eligible candidates
2) All voting faculty at the rank of Senior Lecturer or above are eligible
3) Responsible for implementing and enforcing Departmental policies and procedures for all aspects of the Department's undergraduate programs and recommending changes for consideration by the voting members of the Department. Specifically:
   a. chairing the Undergraduate Studies Committee
   b. leading, or delegating and supervising, curriculum revisions and initiatives
   c. representing English on the CoLA Curriculum Committee
   d. managing the undergraduate course schedule in consultation with the Directors of FYW and DTLE and the Director of Graduate Studies, including soliciting course preferences and course descriptions from faculty
   e. reviewing syllabi from other universities to approve courses for transfer credit (working with Transfer Articulation in the Registrar's office)
   f. fielding student complaints and concerns before they reach the Chair or the grievance process

C. Coordinator of Technical Writing and Professional Design
1) Appointed by the Department Chair, with input from minor-specific faculty
2) All voting faculty teaching in that minor at the rank of Senior Lecturer or above are eligible
3) Appointment
   a. The Coordinator of Technical Writing and Professional Design shall be appointed by the Department Chair from among the eligible faculty to serve a term of three years,

subject to renewal by the Department Chair, in consultation with the rest of the members of the Technical Writing and Professional Design Committee.

b. At the end of the Coordinator's three-year term, the Department Chair shall meet with the Technical Writing and Professional Design Committee to discuss renewal or the appointment of a new Coordinator.

c. In the event of nonrenewal of a Coordinator, the members of the Technical Writing and Professional Design Committee shall self-nominate or nominate eligible candidates for the position.

d. Under ordinary circumstances, the Coordinator of Technical Writing and Professional Design shall serve no more than two full, consecutive, three-year terms, after which the Department Chair shall seek nominations and self-nominations from within the body of the Technical Writing and Professional Design Committee for consideration and appointment to the position. Should the Chair be unable to fill the position, reappointment after two terms may be made on a year-to-year basis

4) The Coordinator of Technical Writing and Professional Design is responsible for promoting and overseeing the various goals and activities of the introductory course in technical writing (ENGL 2338), TWPD minor, and TWPD professional certificate as specified in the following list of duties.

a. Chairs the Technical Writing and Professional Design Committee

b. Communicates with the Department Chair about staffing needs and participates in the hiring of new technical writing faculty

c. Serves as a liaison between the TWPD program and the Department as a whole, as well as other programs and colleges in the university, alumni of the program, and stakeholders in the community

d. Analyzes data from UTA, peer institutions, and industry to ensure the effectiveness, currency, and relevance of TWPD programming and course offerings

e. Leads efforts to publicize the program and recruit students to the minor, in coordination with the TWPD Committee and the undergraduate advisors

D. Coordinator of Creative Writing

1) Appointed by the Department Chair, with input from minor-specific faculty.

2) All voting faculty teaching in that minor at the rank of Senior Lecturer or above are eligible.

3) Appointment

a. The Coordinator of Creative Writing shall be appointed by the Department Chair from among the eligible faculty to serve a term of three years, subject to renewal by the Department Chair, in consultation with the rest of the members of the Creative Writing Committee.

b. At the end of the Coordinator's three-year term, the Department Chair shall meet with the Creative Writing Committee to discuss renewal or the appointment of a new Coordinator.

c. In the event of nonrenewal of a Coordinator, the members of the Creative Writing Committee shall self-nominate or nominate eligible candidates for the position.

d. Under ordinary circumstances, the Creative Writing Coordinator shall serve no more than two full, consecutive, three-year terms, after which the Department Chair shall seek nominations and self-nominations from within the body of the Creative Writing

Committee for consideration and appointment to the position. Should the Chair be unable to fill the position, reappointment after two terms may be made on a year-to-year basis.
4) The Coordinator of Creative Writing is responsible for promoting and overseeing the various goals and activities of the minor as specified in the following list of duties:
   a. Chairs the Creative Writing Committee
   b. Coordinates curriculum development for the minor
   c. Communicates with the Chair about staffing needs and participates in the hiring of new creative writing faculty
   d. Meets with students interested in pursuing a graduate degree in creative writing and mentors them
   e. Promotes the CW minor through outreach activities including conferences, national websites, and other professional and informational sources and opportunities
   f. Assists in fund raising and developing a budget for the minor
   g. Serves as a liaison between the minor and the Department, as well as the university and the community
   h. Participates in the selection of visiting writers and helps facilitate their campus visit
   i. Reviews syllabi from other universities to approve courses for transfer credit (working with Transfer Articulation in the Registrar's office)

III.2 Roles with Terms

The following appointments are made by the Chair and have terms of three years with the possibility of reappointment.

A. Graduate Coordinator
   1) Appointed by the Department Chair, in consultation with the Director of Graduate Studies
   2) All voting faculty who hold a PhD are eligible

B. Internship Program Coordinator
   1) Appointed by the Department Chair, after solicitation of interest from eligible candidates
   2) ENGL 4390 will count as part of the Coordinator's course load
   3) All voting faculty are eligible

C. UEP Coordinator
   1) Appointed by the Department Chair
   2) All voting faculty are eligible

D. Website Coordinator
   1) Appointed by the Department Chair
   2) All voting faculty are eligible, although some expertise is required

III.3 Roles without Fixed Terms

Department members holding these roles have been hired into these positions. The term lasts for the duration of the employee's service in that position.

A. Director of First-Year Writing
1) Manages, schedules, and staffs all First-Year Writing courses for the Department of English
2) Trains and assists faculty in teaching FYW courses to align with the university's core requirements
3) Supervises the Assistant Director of FYW (an appointed doctoral graduate student)
4) Serves at the will of the Chair

B. Director of the Writing Center
1) Hires, manages, and schedules all Writing Center consultants and staff
2) Develops and oversees the center's year-round tutor education and evaluation programs for 20+ tutors
3) Supervises an Office Assistant II, an Assistant Director of the Writing Center (an appointed doctoral graduate student), and Executive Staff members (appointed doctoral students)
4) Serves at the will of the Chair

C. Director of Digital Teaching and Learning in English
1) Manages, schedules, and staffs all fully online and hybrid courses in the Department of English
2) Trains and assists faculty in creating, vetting, and maintaining hybrid and online courses in accordance with University procedures and industry standards for best practices in digital teaching
3) Supervises the Assistant Director of Digital Teaching and Learning in English and the Coordinator of AO Coaches
4) Serves at the will of the Chair

D. Assistant Director of Digital Teaching and Learning in English
1) Designs and distributes supplemental training materials for faculty teaching online courses
2) Onboards new instructors to online and hybrid courses and familiarizes them with digital teaching policies in the Department of English
3) Assists the Director with program development and administrative duties as needed
4) Serves at the will of the Director of DTLE

E. Coordinator of AO Coaches
1) Coordinates the recruitment, review, hiring, and onboarding of academic coaches in the Accelerated Online courses in the Department of English
2) Serves at the will of the Director of DTLE

F. Coordinator of Social Media
1) Manages the Department's social media presence in line with the Department's strategy for web presence and in response to both university-wide conversations and general social media trends
2) Creates and curates content for feeds

3) Supervises the social media interns
4) Serves at the will of the Chair

G. Faculty Undergraduate Advisor
1) Advises undergraduate majors and minors on courses, schedules, and degree plans, including facilitating student status changes and directing students toward appropriate University resources
2) Collaborates with the Director of Undergraduate Studies on course offerings and scheduling and works with faculty to promote courses, programs, and minors in the Department of English
3) Plans and participates in Departmental, College, and University recruiting events
4) Serves at the will of the Associate Chair

H. Staff Undergraduate Advisor
1) Advises undergraduate majors and minors on courses, schedules, and degree plans, including facilitating student status changes and directing students toward appropriate University resources
2) Works with faculty to promote courses, programs, and minors in the Department of English
3) Plans and participates in Departmental, College, and University recruiting events
4) Tracks undergraduate program retention
5) Serves at the will of the Associate Chair

I. Coordinator of Developmental English
1) Evaluates Developmental English (DEP) course curriculums, implementing all current Texas State Initiative standards, including course outcomes, current state developmental plans, and technology requirements
2) Staffs, schedules, and assigns DEP courses, including special summer programs
3) Teaches, coordinates, and oversees student success rates for DEP courses and provides the Director of First Year Writing with a yearly report
4) Serves at the will of the Director of First Year Writing

Article IV – Meeting Culture

IV.1 How

All meeting participants are encouraged to participate in respectful dialogue and actively listen to others' views. Meetings of the Department and its committees shall follow these general procedures.

A. Timed Discussion
1) The meeting facilitator shall allot a time limit for the discussion of each topic on the agenda.
2) Contributors to the discussion will be allotted up to two minutes each and should refrain from repeating points that have already been made in order to conserve time and allow for as many voices as possible.

B. Sense Vote
Once discussion on a given topic has concluded, but before proceeding to a formal vote, the meeting facilitator may take a sense vote on the proposal(s) under consideration. To take a sense vote,
1) The facilitator restates the proposal
2) The facilitator takes a hand count on the following questions: Who likes the proposal? Who can live with the proposal? Who is uncomfortable with the proposal?
3) The facilitator repeats the process with all the proposals on a given topic.

C. Next Steps
The facilitator will determine next steps based on the results of the sense vote. Options might include (but are not limited to):
1) Conducting an official vote if 2/3 of the voting members like a proposal
2) Introducing a new proposal if the majority of the voting members could only live with the current proposal
3) Appointing voting members to draft a new proposal if the majority are uncomfortable with the current proposal(s)

D. Voting Eligibility
1) All TT faculty, APT faculty in promotion-eligible tracks, faculty Specialists, and the Directors of First Year Writing and the Writing Center are eligible to vote. Staff; term-limited lecturers; adjunct faculty; and Graduate Teaching Assistants are not eligible to vote. The Department Chair does not vote, but votes taken by the faculty are always advisory to the Chair. (See II.B. AA-FP-PO-01)
2) Votes may be taken by voice, show of hands, or ballot. Votes can only be taken if a quorum of one more than 75% of voting members is present. However, if motions to be considered have been announced in advance and a voting member has a valid reason for missing a meeting, such as being out of town or illness, absentee votes may be accepted or solicited at the discretion of the Chair and be counted toward the quorum.

IV.2 When

A. General Departmental Meetings
General Departmental Meetings will be held monthly during the academic year. An agenda for the meeting will be circulated by the Chair at least one week prior to the meeting. Minutes will be taken by the Department's administrative assistant and circulated to the voting members of the Department.

B. Annual Departmental Meetings
Annual Departmental Meetings ("the Big Meet") will be held at the end of each spring semester, after the final official day of classes and before commencement ceremonies. This meeting is a forum to conclude business from the academic year and to elect officers to vacant positions on standing and ad hoc committees, as well as other matters deemed relevant to the executive administrators and Advisory Board. The meeting shall be held in person, except in extreme cases where meeting in person would be impossible (such as during the quarantine

period during a global pandemic or other emergency). Minutes will be taken by the Department's administrative assistant (or a faculty member appointed by the Chair) and be circulated to the voting members of the Department. The business of the Annual Departmental Meeting shall include:

1) Nominations and elections of Department members to vacant positions on standing committees (see V.2. Process and V.3. Elections)
2) Nominations, elections, and/or appointments of ad hoc committees and their membership for the upcoming academic year (see V.2. Process and V.3. Elections)
3) Matters related to curriculum, hiring, etc., as needed
4) Revision of the Bylaws of the Department of English, as needed
5) Other matters determined by the Chair

Article V – Committees

V.1 Appointment

The Chair shall appoint members of standing and ad hoc committees as appropriate. When possible, Department members should strive to rotate leadership positions so all eligible members can serve on and lead different committees. A faculty member may only hold two simultaneous committee chair positions, unless acting in an ex officio capacity, in which case they may hold three. Terms of service are two years long, and they begin at the start of the next academic year.

V.2 Process

No fewer than three weeks before the Big Meet, the Chair and/or Associate Chair will send a list of service opportunities (non-elected committee assignments and roles) to the voting members of the Department. One week before the Big Meet, faculty will respond with their preferences for service opportunities and roles for the next academic year. At the Big Meet, the Chair and/or Associate Chair will present a Departmental Structure (exclusive of those committees to be elected at the Big Meet). After committee elections are completed, the voting members will ratify the Departmental Structure, either as is or by adopting changes suggested by the faculty.

The Chair and Associate Chair shall take care that service be (as much as possible) equally distributed, aligned with workload expectations, and a match to faculty interests and abilities.

V.3 Elections

All votes for committee membership will be conducted by ballot at the Big Meet. A person shall be declared to be elected when they have accepted their nomination and received a majority of the votes cast. If in any balloting no individual receives a majority vote, a run-off election shall be held between the two people who received the most votes.

If committee leadership roles are vacated prior to the Big Meet, the Chair will appoint an interim committee chair to serve out the remainder of the term.

V.4 Standing Committees

A. Advisory Committee on Tenure and Promotion

- Purpose: Conducts annual reviews of TT faculty. Evaluates applications of Assistant Professors going up for tenure and promotion and Associate Professors seeking promotion to Professor. Conducts Comprehensive Periodic Evaluations of tenured faculty. Provides mentoring to TT faculty regarding tenure and promotion.
- Eligibility: Tenured faculty
- Chair: Elected from among the faculty serving on the committee
- Membership: Five members, elected by TT faculty
- Term: two years; members shall hold staggered terms and may be re-elected; committees considering a promotion to Professor must have at least three members at that rank
- The Department's Tenure and Promotion Policy is available on SharePoint
- Relevant HOP: AA-FPT-PO-01

B. TT Faculty Annual Evaluation Committee
- Purpose: Conducts annual reviews of TT faculty. Calculates teaching load and merit scores based on yearly performance. Advises Department Chair on merit calculations.
- Eligibility: TT faculty
- Chair: Department Associate Chair, if TT; otherwise elected from among the TT faculty serving on the committee
- Membership: three-member committee, elected by TT faculty
- Term: two years; members cannot serve consecutive terms
- Criteria for Annual Review Evaluation of TT faculty is available on SharePoint
- Relevant HOP: AA-FPT-PO-05

C. APT Faculty Promotion Committee
- Purpose: Evaluates APT faculty promotion applications
- Eligibility: APT faculty at the rank of Distinguished Senior Lecturer or above
- Chair: Elected from among the faculty serving on the committee
- Membership: Five members, serving staggered two-year terms. Three members will be elected from the tenured faculty. Two will be elected from ranking APT faculty (Distinguished Senior Lecturers and Assistant Professors of Practice and Instruction); in the case of promotions to ranks where there are not sufficient APT faculty to serve, the Chair of this committee will recruit external faculty members at the appropriate rank(s) to temporarily supplement the tenured members of the committee
- Term limit: two years; members concluding terms will spend at least one year off the committee and only then be eligible for re-election, unless there are no other eligible faculty to replace them
- Relevant HOP: AA-FPT-PO-07

D. APT Faculty Annual Evaluation Committee
- Purpose: Conducts annual evaluations for promotion-eligible APT faculty members. Calculates teaching load, service, and merit scores based on yearly performance. Advises the Department Chair on merit calculations.
- Eligibility: Voting faculty members
- Chair: Department Associate Chair if APT; otherwise elected from among members serving on the committee

- Membership: four or five APT faculty members, depending on the rank of the Associate Chair, elected by the APT faculty, and one TT faculty member, elected by the TT faculty
- Term: two years; members shall hold staggered terms and are eligible to serve two consecutive terms
- The APT faculty annual evaluation instructions, annual teaching, service, and merit criteria, and promotion policy are available on SharePoint. Collectively, these documents provide all necessary information regarding service requirements, merit opportunities, annual evaluation documents and process, and expectations and process for promotion.
- Changes to these policies can be proposed at any time by the Department Chair, Associate Chair, or three members of the promotion-eligible APT faculty. If a change is proposed, the proposers should ask that the proposal be an agenda item at an upcoming faculty meeting. The proposers should send the proposal to all voting members of the Department at least two weeks prior to the meeting at which it will be presented.
- These policies will be reviewed by an ad hoc committee every three years. The Department Chair will appoint an APT faculty member to chair this committee. The APT voting faculty will elect two APT faculty members who have completed three years on their track. The TT faculty will elect one TT faculty member who has completed three years on their track.

E. **Adjunct Faculty Evaluation Committee**
- Purpose: Conducts annual evaluations and quinquennial peer observations of adjunct faculty members not otherwise evaluated or observed by the DTLE or FYW Committees and makes recommendations to the Chair about contract renewal
- Eligibility: Voting members of the faculty
- Chair: Voting faculty member, appointed by the Department Chair
- Membership: four-person committee
- Eligibility: Voting members of the faculty
- Term: two years; members may be reappointed

F. **Graduate Studies Committee**
- Purpose: Decides policy and curriculum for the Department's MA and PhD programs. Approves petitions from MA and PhD students. Assists the Director of Graduate Studies in publicizing and recruiting for the MA and PhD programs.
- Membership: All TT faculty
- Chair: Director of Graduate Studies
- Terms: Members: no term limit while holding graduate faculty status; Chair: three years
- Relevant HOP: AA-UA-PO-03

G. **Graduate Admissions Committee**
- Purpose: Reviews PhD applications and makes recommendations for admission and Graduate Teaching Assistant appointments to the Director of Graduate Studies
- Eligibility: TT faculty
- Chair: Director of Graduate Studies
- Membership: three members appointed by the Department Chair

- Term: two years; members may be reappointed

H. Undergraduate Studies Committee
- Purpose: Coordinates the development of the Department's undergraduate curriculum, primarily by vetting and approving new course proposals, revisions, and deletions
- Eligibility: Voting members of the faculty
- Chair: Director of Undergraduate Studies
- Membership: seven-person committee (including the chair). The Director of First Year Writing, Director of Digital Teaching and Learning in English, and the Faculty Undergraduate Advisor are ex officio members; other members shall be appointed by the Department Chair, with a balance of TT and APT faculty
- Term: two years; members may be reappointed

I. Research Committee
- Purpose: Mentors faculty members on applying for research grants and awards. Evaluates applications for Faculty Development Leaves (FDLs) and Research Enhancement Proposal (REP) grants. Forwards its evaluations to the CoLA Research Committee, with the committee chair also serving as the Department's representative on that committee. Nominates faculty members for university research awards and for emerita/emeritus status.
- Eligibility: Voting members of the faculty
- Chair: Tenured faculty member appointed by the Department Chair
- Membership: three members appointed by the Department Chair
- Term: two years; members may be reappointed

J. Technical Writing and Professional Design Committee
- Purpose: Coordinates strategic planning, policy, and curriculum for the Department's undergraduate TWPD programs. Assists the TWPD Coordinator to develop promotional materials, organize events, and perform other tasks supporting TWPD programs.
- Eligibility: Voting faculty with one or more of the following qualifications:
  - Research and/or industry experience in technical writing and professional design
  - Publications in academic or trade journals related to technical writing
  - Teaching experience in technical and/or professional writing, design, or other related fields
- Chair: Coordinator of Technical Writing and Professional Design (see III.1.C for appointment and duties)
- Membership: five-seven members appointed by the Department Chair, in consultation with the Coordinator of Technical Writing and Professional Design, including the Director of First Year Writing and the Director of Digital Teaching and Learning in English, who serve in an ex officio capacity. One graduate student representative may be appointed by the Coordinator of Technical Writing and Professional Design to serve in an advisory capacity.
- Terms: Members: two years; members may be reappointed. Chair: three years, as per III.1.C.

K. Creative Writing Committee
- Purpose: Coordinates strategic planning, policy, and curriculum for the Department's undergraduate minor in Creative Writing. The Creative Writing Committee assists the Coordinator of Creative Writing in performing tasks related to running and supporting the Creative Writing minor, including the development and distribution of promotional materials, organizing events, and assisting the Chair of the Department in the selection of Coordinators of the minor, as well as other tasks related to the operation of the minor.
- Eligibility: Members of the voting faculty with either of the following qualifications:
  - An MFA or PhD in Creative Writing
  - Active publication in a creative writing field
- Chair: Coordinator of Creative Writing (see III.1.D for appointment and duties)
- Term: Members: No limit while holding status as creative writers assigned to teach courses in the minor, per the eligibility requirements outlined above; Chair: three years

L. Scholarships and Awards Committee
- Purpose: Solicits nominations for and selects award recipients for all Department awards, including those for GTAs and undergraduates. Organizes and hosts annual awards brunch.
- Eligibility: Voting members of the Department
- Chair: Appointed by the Department Chair
- Membership: Four members appointed by the Department Chair
- Term: two years; members may be reappointed

M. Hearing Panel
- Purpose: Hears student grievance cases and makes recommendations about them to the Chair.
- Eligibility: Voting members of the Department
- Chair: Appointed by the Department Chair
- Membership: Three members appointed by the Department Chair
- Term: two years; members may be reappointed.
- Relevant HOPs: SL-G-PO-06

N. Digital Teaching and Learning in English Committee
- Purpose: Oversees the vetting of fully online and hybrid courses in the Department to ensure the quality of the Department's online course offerings and to train faculty members in best practices for creating digital classrooms. Reviews and approves funding for faculty members to attend conferences in the field. Appoints mentors to faculty members who are developing online courses. Conducts annual evaluations and makes recommendations to the Chair about contract renewal.
- Eligibility: Voting members of the Department
- Chair: Director of Digital Teaching and Learning in English
- Membership: Five members, including the Director and Assistant Director of Digital Teaching and Learning in English and two-three additional members of the voting faculty (to be appointed by the Director of DTLE)
- Term: two years; members may be reappointed

O. First-Year Writing Committee
- Purpose: Oversees the planning and teaching of the First-Year Writing program. Advises on assessment of writing programs. Coordinates activities of the First-Year Writing program and the Writing Center. Conducts annual evaluations and quinquennial peer observations of adjunct faculty members teaching FYW and Developmental English courses and makes recommendations to the Chair about contract renewal.
- Chair: Director of First-Year Writing
- Membership: seven-eight members, including the Director of the Writing Center, Director of Digital Teaching and Learning in English, Coordinator of Developmental English, and the professor of record for ENGL 5389, who serve in an ex officio capacity, and one-two members of the voting faculty (to be appointed by the Director of First-Year Writing, with a balance of TT and APT faculty)
- Term: two years; members may be reappointed

P. GTA Committee
- Purpose: Oversees GTA evaluations, mentorship, development, and overall professional support of GTAs, including those holding executive staff positions in the Department and the Writing Center. Provides professional development for GTAs. Reviews the nominations for and selects recipients of the O'Neill GTA Awards for Teaching and Scholarship. Implements and oversees policies concerning GTA expectations, including governance of any potential GTA contingent support plans or disciplinary action. Conducts biyearly GTA teaching observations, and semester-by-semester WC evaluations, and makes recommendations to the Chair about whether GTA appointments should be renewed.
- Co-Chairs: Directors of Graduate Studies, First-Year Writing, and Writing Center
- Members: three-four members of the graduate faculty, appointed by the Department Chair
- Terms: Chairs, none; Members, two years

Q. Outreach and Engagement Committee
- Purpose: Focuses on critical outreach and engagement initiatives for the Department of English, including but not limited to recruitment, retention, enrollment, placement, alumni support, university and area community partnerships
- Eligibility: Voting members of the Department
- Chair: Appointed by the Department Chair
- Membership: Four-six members, appointed by the Department Chair with input from the Committee Chair
- Term: two years; members may be reappointed

VI.5 Ad Hoc Committees

At any time during the academic year, the Chair may appoint committees composed of three or more permanent faculty members with terms of limited duration to assist in specific matters or

to serve as fact-finding bodies. Ad hoc committees shall report their findings to the Chair and the appropriate constituencies. If the work of an ad hoc committee extends beyond one academic year, the Chair may propose that the ad hoc committee be converted to a Standing Committee according to the procedure for amending the Bylaws (VI.1).

A. Hiring Committees

All hiring committees are constituted on an ad hoc basis.
1) Tenure Track
   a. The Department Chair shall appoint a recruitment and hiring committee for the purpose of conducting TT hires. The Hiring Committee shall consist of at least three members of the TT faculty, one APT member of the voting faculty, and one member from outside the College.
   b. The Department Chair shall appoint the chair of the hiring committee. The hiring committee chair must be at the rank of Associate Professor or higher and shall assume the primary responsibility for conducting and coordinating the search, to include the writing of the job advertisement, reviewing the candidates' applications, conducting first-round interviews, selecting a short list, and organizing the candidates' visits and job talks. After internal committee discussion and vote, the committee will formally submit to the Department Chair the committee's ranked recommendation for appointment. The Hiring Committee shall also present its recommendation to an assembly of the Department, to include all voting members.
   c. Those present at the Hiring Committee's presentation of the rankings shall vote to accept the Hiring Committee's recommendation or establish a different ranking based on the results of the vote. Voting shall be conducted in person, by ballot.
   d. Only voting members of the Department present for the Hiring Committee's presentation of their recommendation are eligible to vote.
   e. The results of the vote shall be recorded by a Departmental administrative staff member, or, in the absence of an administrative staff member, an official representative selected by the Department Chair.
   f. Where matters of procedure are in question, the Department Chair and Hiring Committee members shall operate in accordance with the UT System HOP 3.1.3 Hiring, Promotion, and Transfer of Employees guidelines.
2) Academic Professional Track
   a. The Department Chair shall appoint a hiring committee for the purpose of conducting APT hires. The Hiring Committee shall consist of three APT members of the voting faculty, including the chair of this committee, and one T/TT faculty member.
   b. The Department Chair shall appoint the chair of this committee. The Chair should be an APT member of the voting faculty, at or above the rank of Senior Lecturer or Associate Professor of Practice/Instruction, and shall assume the primary responsibility for conducting and coordinating the search, to include the writing of the job advertisement, reviewing the candidates' applications, conducting first-round interviews, selecting a short list, and organizing the candidates' visits and job talks.
   c. After internal committee discussion and vote, the committee will formally submit to the Department Chair the committee's ranked recommendation for appointment. The Hiring Committee shall also present its recommendation to an assembly of the Department, to include all voting members.

d. Those present at the Hiring Committee's presentation of the rankings shall vote to accept the Hiring Committee's recommendation or establish a different ranking based on the results of the vote. Voting shall be conducted in person, by ballot.
e. Only voting members of the Department present for the Hiring Committee's presentation of their recommendation are eligible to vote.
f. The results of the vote shall be recorded by a Departmental administrative staff member, or, in the absence of an administrative staff member, an official representative selected at the start of the meeting by a vote of the faculty present at the Hiring Committee's presentation of its recommendation.
g. Where matters of procedure are in question, the Department Chair and Hiring Committee members shall operate in accordance with the UT System HOP 3.1.3 Hiring, Promotion, and Transfer of Employees guidelines.

Article VI – Bylaws: How and When to Revise

VI.1 Bylaws Revision Process

A. Bylaws Revision Procedure
1) A proposal for a change in the bylaws shall be initiated by no fewer than three voting members of the Department and must be submitted in writing to the Department Chair.
2) The proposal will appear as an agenda item at the next Big Meet.
3) After the proposal has been read, discussed, and potentially amended at the Big Meet, the proposal shall move to a vote by the voting members present at the meeting.
4) The members present will vote on whether to ratify the proposal and incorporate it into the Bylaws. The vote to ratify an amendment to the Bylaws requires a quorum of the voting members of the Department and a 2/3 majority in favor of the proposed amendment. The Department Chair will report the results of the vote to the Department and amend the Bylaws accordingly.

VI.2 Bylaws Distribution

The Departmental website will include a link to the Bylaws of the Department of English.