

# DEPARTMENT POLICIES AND PROCEDURES

(SEPTEMBER 2008)

DEPARTMENT OF ENGLISH  
OHIO UNIVERSITY  
(Underlined text has not yet been approved.)

## I. Introduction

This policies and procedures manual, founded on the principle of faculty governance, is adopted to ensure fairness, order, and clarity in the administrative structure and operation of the Department of English. It supplements the Ohio University Faculty Handbook and other policies and procedures of the University to which the department and its faculty are subject. University rules, policies, and procedures, and any changes to them, take precedence over statements in this document. While this manual is subject to continuing revision and may be amended at any time, it must be reviewed and either revised or reaffirmed by the faculty on the appointment of a departmental chair.

## II. Administration

- A. **General Principle.** The department reaches administrative decisions in a number of ways, including by vote in faculty meetings, by vote in committees, and by the actions of administrators. We follow the general principle that the more important the matter to be decided, the more widespread and inclusive the deliberation about it should be. The department highly values open discussion as a means by which to reach decisions on matters of central importance.
- B. Department Chair
  1. Administrative Duties
    - a. The chair is the department's chief administrator and spokesperson. S/he has final departmental authority on all matters—instructional, personnel, financial, service, and operational.
    - b. The chair appoints faculty to serve in the following posts: Director of Graduate Studies, Director of Undergraduate Studies, Director of Composition, and Director of Creative Writing.
    - c. The chair appoints members to departmental committees.
    - d. The chair prepares an agenda and materials for all department and administrative committee meetings and presides at these meetings.
    - e. The chair serves as ex-officio member of both promotion committees and their subcommittees.
    - f. The chair is available for consultation with all members of the department regarding matters of professional concern. S/he meets annually with each probationary faculty member and, in consultation with Promotion Subcommittee B, writes a letter discussing the member's progress toward promotion and tenure.
    - g. The chair maintains a departmental archive, in which print copies of all minutes of faculty meetings, changes to departmental policies and procedures, and any other general records are preserved; this archive will be available and convenient for viewing by any faculty member.
  2. Selection
    - a. In the winter quarter of an incumbent chair's final year, there shall be a period of one month in which Group 1 faculty members may nominate

themselves or others for the position. Only tenured faculty may be nominated.

- b. When the list of nominees has been compiled, the chair shall immediately contact each nominee to confirm his/her willingness to serve, and to request that each candidate submit a one-page statement delineating her/his qualifications and interest in serving as chair. These statements will be distributed to all faculty members.
- c. Within one month of the distribution of statements, a forum will be held in which candidates will have the opportunity to discuss how they foresee serving the department and will take questions from all ranks of faculty and graduate students. To facilitate open discussion, the incumbent chair will not attend this forum.
- d. By the first faculty meeting of spring quarter, a secret ballot will be held to elect a candidate to be presented to the dean as the department's nomination for chair. In the case that there is only one candidate, there will be a simple up or down majority vote. In the case that there are two candidates, the winner of the election will also be determined by a majority vote. In the case that there are more than two candidates, there will be a preliminary heat in which the top two candidates are selected, followed by a run-off between those candidates in which the winner will be elected by a majority vote. As delineated by the Faculty Handbook, only Group 1 faculty may vote in this election.
- e. The department chair will then forward all voting results to the dean. If the dean agrees with the majority vote of the department, steps F-H below will follow. If the dean does not agree with the faculty's choice, the chair will request that the process be returned to the department for a re-voting procedure. In this procedure, the faculty may either A) re-vote on the candidates who were eligible but not the first choice and send a new nomination to the dean, or B) if it is determined that none of the remaining candidates has the support of the majority of the department, the chair will notify the dean and may request that the procedures for an outside search be put in motion.
- f. If the dean confirms the nomination of the department, the newly-appointed chair, by accepting the position, will be understood to be committing to a three-year term. This term can only be terminated prematurely by a no-confidence vote by a majority of the faculty, and may only be called after the chair has served one full year. Such a voting procedure must be initiated by petition to the Administrative Committee of a minimum of 1/3 of Group 1 faculty members; if such a petition is presented to the Administrative Committee, the committee must call a vote.
- g. In January of the third year, if the chair is willing to continue to serve, a three-year evaluation of the chair by the entire faculty will be overseen by the Administrative Committee, using the Arts and Sciences process and form for evaluating department chairs. In the case of a satisfactory evaluation by the faculty and dean, the dean may, on the recommendation of the faculty, offer the incumbent chair a one- or two-year extension of service, the length of the extension depending on the preference of the chair. If, however, after three years the chair wishes to end his/her term, the internal search procedure will be initiated again.

- h. The chair will only under unusual circumstances be asked to serve longer than five years. Such an action will require a vote for his/her retention by a minimum of 3/4 of the faculty.

### 3. Evaluation

- a. In addition to receiving research, teaching, and service scores from the Budget and Rating Committee, the department chair will be evaluated by the full Group 1 and Group 2 faculty each academic year. This evaluation must be completed before February 15.
  - b. For the purposes of this evaluation, the department will use the Arts and Sciences Chair Evaluation Form.
  - c. The evaluation of the chair will be coordinated by the evaluation subcommittee, which will consist of the two tenured elected members of the Administrative Committee. This process will be as follows:
    - 1. The evaluation subcommittee will distribute the Chair Evaluation Form and the chair's annual self-evaluation to Group 1 and Group 2 faculty members with instructions and a deadline for completing the evaluation form. Evaluation forms will be color-coded according to faculty groups (1 or 2) so that the concerns and opinions of each group can be tracked and reported.
    - 2. Faculty members will return completed forms to the department administrator, who will preserve respondents' anonymity by transcribing the responses and distributing that transcription to the evaluating committee, along with a table indicating the numeric responses of faculty to each question.
    - 3. The evaluation subcommittee will analyze the numeric and narrative responses and write a draft summary evaluation of the chair.
    - 4. In addition to his/her self-study, the chair may request a meeting with the evaluation subcommittee to discuss his/her goals and activities over the past year. The subcommittee may also request such a meeting in order to solicit more information about the chair's activities during the previous year.
  - d. The draft results of the evaluation will be presented to the full Administrative Committee before being finalized and forwarded on to the chair, the faculty, and the Dean of Arts and Sciences. The dean will receive the original evaluation forms filled out by faculty along with the Department's summary evaluation.
  - e. In the event of a negative evaluation, defined as an average score below "5" on at least five of the first ten evaluation categories or an average score below "5" on the final "Summary Evaluation" category, the procedures enumerated in II.B.2.f above will be followed.
- C. **Department Administrator:** The department administrator supervises the department's staff and manages its general operating processes, such as putting together the quarterly departmental class schedules, coordinating searches, preparing and monitoring budgets, facilitating instructors' teaching and research activities, and editing the department's weekly newsletter.
- D. **Director of Composition:** The Director of Composition has responsibility for the department's composition program. Graduate and undergraduate general teaching concerns regarding composition should be directed to him/her. S/he deals with textbook

selection, handles student grievances, oversees all writing classes, and assigns instructors to classes. S/he chairs the Composition Committee.

- E. **Director of Creative Writing:** The Director of the Creative Writing Program provides leadership to the faculty and students in that program by developing a sense of community, calling meetings, making decisions about course offerings, advising students, and interacting with prospective students.
- F. **Director of Graduate Studies:** The Director of Graduate Studies advises graduate students regarding their academic programs and registrations. S/he promotes the graduate program and manages the recruitment and admission of graduate students. S/he oversees the budget for graduate teaching stipends and the funds for graduate student travel. The Director of Studies also teaches English 777 each term. S/he chairs the Graduate Committee, which is responsible for handling graduate curriculum matters, including approving new graduate courses.
- G. **Director of Undergraduate Studies:** The Director of Undergraduate Studies chairs the Undergraduate Committee. The committee is responsible for overseeing the undergraduate curriculum and the undergraduate major and for proposing or reviewing course approvals, changes, and deletions. The Undergraduate Committee also assesses the undergraduate program. The Director of Undergraduate Studies assigns English majors to faculty advisors, monitors changes in the department's major and minor as well as Arts and Sciences requirements for our majors, and makes decisions about course exceptions and substitutions for individual students. The Director also coordinates recruitment activities with the College of Arts and Sciences.
- H. **Administrative Committee**
  - 1. The Administrative Committee advises the chair in situations when it is necessary to call a quick meeting, makes necessary decisions regarding procedural matters, and helps frame issues for department meetings.
  - 2. The Administrative Committee is made up of eight tenured and tenure-track faculty: the chair, the Director of Undergraduate Studies, the Director of Graduate Studies, the Director of Creative Writing, the Director of Composition, and three elected members.
  - 3. The elected members of the committee, elected for three-year terms, include two tenured associate or full professors and one assistant professor.
  - 4. Associate or full professors are elected to the committee by a vote of the entire department faculty. This election will take place each fall or as needed in response to vacancies.
  - 5. The assistant professor representative is elected to the committee by a vote of the assistant professors only. This election will take place each fall or as needed in response to vacancies. If the assistant professor representative is promoted to associate professor before the end of his/her term, a new assistant professor will be elected to represent the junior faculty.
  - 6. In the case that an appointed position on the committee, such as the position of Director of Composition, is held by a non-tenure-track faculty member, the chair will instead appoint a tenured faculty member to this position.
- I. **Director of Studies, Honors Tutorial Program:** As mandated by the Honors Tutorial College, Directors of Study for HTC programs will serve a term of at least three years, with the possibility of an additional two years, unless the Dean of the Honors College concludes that early removal is warranted (principally for dereliction of duty toward students or failure to carry out the directives of the College) or in cases of family/medical or faculty fellowship leave. The guidelines for selecting a DOS are as follows:

1. The DOS position is open to all tutors who have served in the English Tutorial Program for at least one academic year. Tutorial faculty members do not include those who have served only in the capacity of HTC thesis advisor.
2. During fall quarter of the academic year when her or his term is due to expire, the current DOS will send a call for candidates for succession to all eligible faculty members. Included with this call will be a detailed description of the responsibilities that the position entails.
3. Candidates expressing interest in the job must meet with the current DOS to discuss the aims, goals, and general operations of the program. Candidates must agree that if selected, they will shadow the current DOS through the student recruitment process (including application selection, informational meetings, and student interviews on Interview Weekends) during winter quarter.
4. The current DOS will send a list of the candidates detailing their suitability for the job to the Dean of the Honors Tutorial College and the department chair; both are encouraged to review the list and discuss any concerns they might have about the candidates with the DOS.
5. After consulting together, the HTC Dean, department chair, and current DOS will select a new Director of Studies no later than the end of fall quarter.

### III. Department Meetings

- A. All tenured and tenure-track faculty members are encouraged to attend all department meetings and have full voting rights. The chair is authorized to invite all other members of the department to attend department meetings with the understanding that they may participate in discussion but not vote.
- B. Voting in Department Meetings
  1. Any vote on a departmental issue must be announced in advance. To assure that all eligible faculty members are given the opportunity to participate fully in the deliberative process, no vote on a departmental issue may be taken in the same meeting in which an issue is introduced.
  2. No vote on a departmental issue may be taken if less than a quorum is present; however, if a quorum is present and the vote has been previously announced, voting can take place and proxy votes will be counted in the final tally. A quorum is defined as at least one more than one-half of the tenured and tenure-track faculty not on leave.
  3. Even in the case where a vote has been previously announced and a quorum is present, any faculty member present may request that a vote be delayed if he/she feels that the department should not vote in the absence of certain members centrally concerned with the issue. Such a vote for delay will require a simple majority to pass. If it doesn't pass, the vote will take place.
  4. At faculty meetings where no quorum is present, ordinary voting can take place on procedural issues and minor policies on a simple majority basis. In such cases, any faculty member present may request that a vote be delayed if he/she believes that the issue or policy under consideration should require a quorum to be present. Such a vote for delay will require a simple majority to pass. If it doesn't pass, the vote will take place.
  5. Proxy votes may be delivered and counted unless otherwise precluded.
  6. Any ballot may become a secret ballot at the request of any faculty member present. The chair is not required to get a majority vote from the faculty to convert the public vote to a private one.

7. Any vote may become a ballot taken outside of the meeting at the request of any faculty member present. Such a proposal will require a simple majority to pass. If it doesn't pass, the vote will take place within a regular meeting. If it does pass, the chair will set a deadline for all ballots to be cast; these ballots will be collected, tallied, and reported to the faculty by the Department Administrator.
8. In an emergency situation, the chair may call an unscheduled faculty meeting and call for a vote on a departmental issue as long as a quorum is present. In such cases, the chair should nevertheless circulate an agenda and/or description of the issues or policies to be addressed prior to the meeting.

#### C. Recording Minutes

1. Minutes will be taken at all faculty meetings, which will include recording the number of faculty members in attendance, the major agenda items, votes taken on agenda items, and topics of discussion other than those listed on the agenda. Results of votes taken by ballot outside of faculty meetings will be recorded in the minutes for the meeting in which the ballot vote was arranged.
2. Minutes will be distributed to all Group I, Group II, and Group IV faculty members and approved at the next meeting.
3. Copies of minutes will also be archived by the chair, along with copies of the agenda and of any handouts or proposals which were discussed and/or voted on at the meeting.
4. Copies of the archived minutes will be kept in the chair's office or at another designated place in the English Department offices;
5. A pool of three minutes takers will be appointed by the chair on an annual basis.

#### IV. Hiring Procedures

##### A. Search Committees and Departmental Votes on Hiring

1. Each year, the Administrative Committee will meet to compose a list of potential faculty searches for the next school year. These proposals will be presented to the faculty and discussed in a department meeting. Additional search areas may be proposed by any member of the faculty during this department meeting. Faculty members will then vote for their preferences in a subsequent meeting.
2. Once the faculty members have ranked the department's proposals for possible hiring, the chair is responsible for presenting these proposals to the college during the annual staffing process.
3. If the department is allowed to conduct one or more searches, the chair will appointment a search committee chair and, in consultation with that chair, a committee to conduct each search. In appointing such committees, the chair should weigh the following considerations, in order of importance:
  - a. Faculty members working in the search area
  - b. Faculty members working in congruent areas of scholarship and/or creative activity
  - c. Faculty members not working in congruent areas of scholarship and/or creative activity
4. A search committee generally consists of five members. The general presumption is that a search committee's membership will reflect the diversity of the department's faculty, including the addition of faculty members from other program areas (i.e., literary studies, creative writing, composition and rhetoric, or English education) when beneficial, as determined by the department chair in consultation with the committee chair.

5. Probationary faculty should only chair a search committee in extraordinary circumstances.
6. The chair of a search committee, in consultation with the department chair, is responsible for filling out the College of Arts and Sciences Search Plan, which must be approved by the dean before the search can take place.
7. The search committee will review applications for faculty positions and select applicants to be interviewed at MLA or elsewhere. The general presumption is the search committee will select a diverse pool of candidates to interview.
8. After interviewing the candidates, the search committee will select a small number (usually three) to invite for campus interviews. The committee will make its selection based on majority vote.
9. Based on the candidates' campus visit, on the department evaluation sheets, and on a review of the candidates' application materials, the search committee will rank the candidates and present this ranking to the department for a vote. Once the committee members have agreed on a ranking, they will present their recommendations to the department for a vote. If a majority of the committee members do not agree on a top candidate, the procedures described in section IV.B.12 are to be followed. The search committee does have the prerogative to exclude a candidate from consideration.
10. The tenured and tenure-track faculty will meet to vote on the search committee's rankings. Before the vote, the search committee will make a brief presentation to explain the rationale behind its rankings, and the faculty will have an opportunity to ask questions about this rationale. During this meeting, any faculty member may call for a straw vote on the search committee's rankings before the actual vote is taken. After such a vote, the members of the committee may decide to present further information explaining their rankings.
11. The tenured and tenure-track faculty will then vote yes or no on each candidate, in order of ranking. The top-ranked candidate receiving a yes vote will be offered the position. If s/he declines it, the department will offer the position to the next-ranked candidate receiving a yes vote, and so on.
12. Alternative to ranking
  - a. If a search committee finds itself deeply conflicted about the candidate ranking and believes that a single ranking will misrepresent its sense of conflict or if a majority of the committee members do not agree on a top candidate, it should forego ranking the candidates. Members of the search committee will instead present to the department their individual assessments of each candidate's strengths and weaknesses. This option requires a majority vote of the search committee members.
  - b. In such a case, the tenured and tenure-track faculty will make a single vote on all the candidates, each faculty member voting for one candidate:
    1. If a candidate receives more than 50% of the vote, he or she is offered the position. If he or she declines it, then the candidate with the second-most votes is offered the job, and so on.
    2. If no candidate receives more than 50% of the vote, then a run-off vote takes place between the two candidates receiving the most votes. The department offers the position to the winner. If he or she declines it, the department offers the position to the runner-up. If he or she declines it, the department offers the position to the candidate who was excluded at the run-off vote.

B. Exceptions to the Normal Hiring Process for Tenure-Track Hiring

1. Joint Hires with Other Departments

- a. When the English Department agrees to search for a joint position with another department, the department chair should negotiate the procedures for the search with the other department chair or program director before the search gets underway. The chair should consult with the Administrative Committee in determining these procedures.
- b. If the joint procedures deviate from the department's normal search process, they must be presented to the English Department's Group 1 faculty before candidates are brought to campus for final interviews.
- c. The general presumption is candidates will at least give a reading or a research presentation to the department.

2. Opportunity Hires

- a. **General Principle:** In order to foster an intellectual environment that represents and embraces different cultures, we affirm our commitment to increase the presence of underrepresented groups in our department through opportunity hiring when circumstances are deemed appropriate by the majority of our faculty members. This commitment does not, however, create any entitlement to tenure-track employment for opportunity hire candidates; rather, all such hiring must include widespread and inclusive deliberation by the faculty and is subject to majority approval.
- b. When the department chair would like to propose hiring a fully qualified person from an underrepresented group without a national search, s/he must first propose this hire to the faculty in a department meeting.
- c. This initial proposal should answer the following questions:
  1. What are this candidate's qualifications?
  2. What contributions would this candidate's hiring make to the department?
  3. How does s/he fit into the current and long-range needs of the department?
  4. How would this position be funded?
- d. If at least 60% of the faculty members present at the meeting vote to pursue this opportunity hire, the department chair will consult with the Administrative Committee to develop a suitable hiring procedure. In most cases this procedure will parallel the normal search procedures outlined in IV.A., but the Administrative Committee may vote to require additional information from a candidate or to dispense with some of the requirements. Although the Administrative Committee has some case-by-case discretion in determining these search procedures, the general presumption is that the candidate will at least submit letters of recommendation, lead a colloquium, and give a reading or a research presentation to the department. Once the procedure is approved by the Administrative Committee, it should be announced to the faculty as a whole.
- e. Once the hiring procedure is completed and the department has had the opportunity to consider the candidate, the tenured and tenure-track faculty will vote by ballot on whether to hire him or her. If the

candidate receives more than 50% of the vote, the department chair is authorized to forward the department's request for the hire to the dean.

### 3. Spousal/Partner Hires

- a. **General Principle:** In order for the department to compete effectively in the recruitment and retention of faculty, we affirm our commitment to spousal/partner hiring when circumstances are deemed appropriate by the majority of our faculty members. This commitment does not, however, create any entitlement to tenure-track employment for trailing spouses/partners; rather, all such hiring must include widespread and inclusive deliberation by the faculty and is subject to majority approval.
- b. When the department chair would like to propose hiring the spouse or partner of an external candidate or current faculty member, s/he must first propose this hire to the faculty in a department meeting.
- c. This initial proposal should answer the following questions:
  1. What are this candidate's qualifications?
  2. What contributions would this candidate's hiring make to the department?
  3. How does s/he fit into the current and long-range needs of the department?
  4. How would this position be funded?
- d. If at least 60% of the faculty members present at the meeting vote to pursue a spousal/partner hire, the department chair will consult with the Administrative Committee to develop a suitable hiring procedure. In most cases this procedure will parallel the normal search procedures outlined in IV.A., but the Administrative Committee may vote to require additional information from a candidate or to dispense with some of the requirements. Although the Administrative Committee has some case-by-case discretion in determining these search procedures, the general presumption is that the candidate will at least submit letters of recommendation, lead a colloquium, and give a reading or a research presentation to the department. Once the procedure is approved by the Administrative Committee, it should be announced to the faculty as a whole.
- e. Once the hiring procedure is completed and the department has had the opportunity to consider the candidate, the tenured and tenure-track faculty will vote by ballot on whether to hire him or her. If the candidate receives more than 50% of the vote, the department chair is authorized to forward the department's request for the hire to the dean.

### 4. Teaching Faculty (Group 2) Hires

- a. **General Principle:** In order for the department to compete effectively in the recruitment and retention of a stable and qualified teaching faculty, we affirm our commitment to hiring faculty members whose primary duty is instructional when circumstances are deemed appropriate by the majority of our faculty members. This commitment does not, however, create any entitlement to Group 2 employment; rather, all such hiring must include widespread and inclusive deliberation by the faculty and is subject to majority approval.

- b. When the department chair would like to propose hiring a Group 2 faculty member, s/he must first propose this hire to the faculty in a department meeting.
- c. This initial proposal should answer the following questions:
  - 1. What are this candidate's qualifications?
  - 2. What contributions would this candidate's hiring make to the department?
  - 3. How does s/he fit into the current and long-range needs of the department?
  - 4. How would this position be funded?
- d. If at least 60% of the faculty members present at the meeting vote to pursue a Group 2 hire, the department chair will consult with the Administrative Committee to develop a suitable hiring procedure. Although the Administrative Committee has some case-by-case discretion in determining these search procedures, the general presumption is that the candidate will at least submit letters of recommendation and provide a portfolio of his or her teaching philosophy, materials, and evaluations and that the candidate will be interviewed by the Administrative Committee.
- e. Once the candidate has been interviewed and the department has had the opportunity to consider him or her, the tenured and tenure-track faculty will vote by ballot on whether to hire him or her. If the candidate receives more than 50% of the vote, the department chair is authorized to forward the department's request for the hire to the dean.

#### V. Promotion and Tenure

- A. Professors of English may concentrate in a number of fields, including Literature, Creative Writing, Rhetoric/Composition, English Education, and Critical Theory. Though fields and forms of study and publication are constantly changing, scholars and creative writers are generally expected to do their most substantial teaching and publishing in their area of specialization. Teaching, scholarship or creative production, and service are the areas of evaluation for tenure and promotion.
- B. Evaluation of Candidates for Promotion and Tenure
  - 1. Membership of Committees
    - a. Tenure and Promotion Committee A, which decides on the promotion of associate professors to the rank of full professor, is made up of all full professors in the department.
    - b. The department chair will appoint a subcommittee, Promotion Subcommittee A, which is responsible for annually reviewing the progress of all associate professors. If the evaluation process results in the decision to consider a faculty member for promotion to full professor, the faculty member will be so notified by the chair. The faculty member will then have the opportunity to submit relevant materials.
    - c. Promotion Committee B, which decides on the promotion and tenuring of assistant professors, is made up of all tenured faculty members.
    - d. The department chair will appoint a subcommittee, Promotion Subcommittee B, which is responsible for annually reviewing the progress of all probationary faculty members and for sending them

letters notifying them of their evaluation by February 1. Members of Promotion Subcommittee B will receive copies of the letters of evaluation sent to probationary faculty. If the evaluation process results in a decision to consider a probationary faculty member for tenure and promotion in the following year, the faculty member will be so notified by the chair. Following this notification, the chair will meet with the candidate and his/her tenure advocate to review the tenure process and the materials required, and to assure that the candidate has, for instance, had adequate peer evaluation, has retained appropriate records, and understands the process fully. If necessary, the department chair will advise the candidate in the choice of an advocate and facilitate that relationship.

- e. The department chair serves ex officio on both Promotion Committee A, Promotion Committee B, and their subcommittees.
- f. In accordance with the Faculty Handbook section II.E.3. "the annual evaluation of a faculty member's promotion and tenure is advisory. If a faculty member believes that his or her case for promotion or tenure would be evaluated differently if a complete promotion (tenure) dossier were available, the faculty member may choose to submit a complete dossier to the department committee, even if the annual assessment is negative, provided that department and college rules governing minimum years in rank before promotion are not violated."

## 2. Procedures

- a. The candidate, with the assistance of his or her advocate and the department chair, is responsible for preparing the tenure and/or promotion case for consideration by the appropriate committee.
- b. After presentation of the candidate's case to the appropriate committee by the candidate's advocate, the committee will vote on the nomination by secret ballot. The committee may take a straw poll before taking a final vote to determine the level of support or dissent. Additional discussion of the case may then follow.
- c. For a nomination to be passed forward to the College of Arts and Sciences, the candidate must receive a positive vote from two-thirds of the committee members. If a candidate does not receive the minimum number of votes on the first ballot, up to two more votes may be taken.
- d. After the appropriate departmental Promotion and Tenure Committee votes, the chair will provide the faculty member with a written statement of its decision and the reasons for it. In the event of a positive recommendation from the committee, the chair will also forward that statement to the dean, along with his/her own positive or negative recommendation.

## 3. Criteria

- a. **Teaching:** Candidates for tenure and promotion need to demonstrate their effectiveness in teaching and facilitating student learning. Faculty members are expected to contribute to the entire mission of the department, but are especially encouraged to develop a coherent body of courses in their area of specialization that contribute to students' completion of majors, general education requirements, and degrees. Their teaching effectiveness and student success may be demonstrated through, among other things, student evaluations, peer

evaluations, course materials, samples of student products, teaching awards, and student placement.

- b. **Research, Scholarship, and Creative Activity:** Scholarly and creative work including books, journal articles, works of literature, electronic scholarly or creative publications, bibliographical projects, papers delivered or works read at professional meetings, workshops requiring scholarly preparation, grants and other awards, and editorships all demonstrate scholarly and creative productivity. For tenure and promotion to the rank of Associate Professor, a record of high-quality performance, including but not limited to the production of published texts, is required. This work must also demonstrate the candidate's capacity and potential for continued productivity. Promotion to the rank of Full Professor requires a mature body of high quality work that is recognized in appropriate scholarly and creative communities and that indicates growth and development beyond that work presented for tenure.
- c. **Service and Contribution to Governance:** Faculty members are expected to participate in department governance, and where possible and appropriate, to serve the college and university also. A broader range of service is also recognized, including service to extramural groups, academic or otherwise, and the offering of professional skills or expertise to the national and local communities.

#### VI. Honors Tutorial Rotations

- A. In keeping with our goal to include as many faculty members as possible as instructors in the English Tutorial Program, the following guidelines outline the procedure for tutorial rotations.
- B. Tutors will be selected from among the tenured (Group I) faculty in the department, except in circumstances where tenured faculty are unavailable or disinclined to participate. The extended contact hours (up to 12 hours of instruction per week) required of tutors might adversely affect the research agendas that probationary faculty must adhere to, so their participation in the program as instructors is not recommended. However, probationary faculty are more than welcome to direct the final thesis projects of English Tutorial students.
- C. Because continuity is extremely important to the operation of this program, tutors must ideally be able to teach three successive sections of the same tutorial. A longer or shorter time commitment may be allowed in exceptional circumstances. For instance, the lack of available tutors in a particular area might warrant a longer term from a faculty member, while a tutor's decision to retire, go on sabbatical, take family/medical leave, or accept a different administrative position might warrant a shorter term. A tutor's inability to complete a three-year term will require the Director of Studies to appoint another faculty member to that position as either a permanent or temporary replacement.
- D. The procedure for selecting new tutors is as follows:
  - 1. No later than the end of fall quarter of each academic year, the Director of Studies (DOS) will solicit the names of tenured (Group I) faculty who express a desire to teach in the program.
  - 2. After meeting with the DOS for a basic review and explanation of the program, prospective tutorial faculty must discuss at length the responsibilities of the position with the current tutor in the faculty member's area of expertise (a prospective tutor in the Renaissance will meet with the current Renaissance tutor, etc.). These sessions are meant to insure that prospective tutorial faculty understand the requirements of the job, and have ample opportunity to determine if would suit their teaching methods and goals.

3. When these meetings are completed, prospective tutorial faculty will contact the DOS with their final decision of whether or not they choose to join the program at this time. If they decide to participate, they will be slated to teach in the program as soon as the term of the current tutor has expired, or as scheduling permits. In the event that two prospective tutorial faculty who have never taught in the program apply for the same position simultaneously, priority will be given to the faculty member with the longest tenure in the department.