

POLICIES AND PROCEDURES OF THE DEPARTMENT OF ENGLISH
Amended 5-1-07

Preamble

Academic governing procedures depend on the good faith of both University faculty and University administration. This document assumes good faith and mutual respect between the administration of the Department of English and its faculty. It provides guidelines for mediating differences of opinions, and offers through rules of procedure a clear, orderly description of the various units of the Department of English and their functions.

No document, however, can insure the smooth, orderly, efficient functioning of an academic department. What does insure such efficiency is the cooperation and responsible action of the administration and the faculty, acting individually and collectively for the common good of the University and its students.

Section I: The Faculty

1. The faculty consists of tenure-line faculty members and any visiting faculty, all with voting privileges.
2. In accord with the Governing Regulations of the University, and with the approval of the Dean of Arts and Sciences and the President, the faculty has jurisdiction over its internal policies and rules of procedure. The faculty establishes with the office of the Chair, the Chair's staff, and the various Departmental directors and committees certain responsibilities for carrying out its operations, as detailed in the following sections.
3. The faculty establishes educational policy in accordance with the rules of the Faculty Senate and the Governing Regulations of the University.
4. Any member of the faculty may, by written request to the Executive Committee, ask the faculty to discuss decisions arrived at by Departmental officers or committees. The Executive Committee will place such requests on the agenda of the next faculty meeting.
5. The faculty, or any individual faculty member, may submit to the Executive Committee a written proposal for a change in the academic program or the Departmental policies and procedures. The Executive Committee shall determine whether the proposal will be referred to a committee prior to its consideration by the faculty or be placed on the agenda of the next faculty meeting.
6. The faculty may make recommendations to any subfaculty grouping (the full professors, the tenured faculty, the graduate faculty) on those matters in which a subfaculty grouping has responsibility. The subfaculty grouping must consider the recommendations and report its decision to the faculty.
7. In instances when the Chair and the faculty differ on matters of internal policy, the faculty, through the Executive Committee, can seek clarification of existing rules from

the Dean of the College of Arts and Sciences or other appropriate authorities.

Section II: The Chair

1. The Chair is selected by the Dean of the College in consultation with the faculty. The Chair serves a term of four years, and may be reappointed. The Chair presides over all faculty meetings; serves as an *ex officio* member of all Departmental committees; implements the programs and policies of the Department; and speaks for the faculty in its relation with other departments, the College, the University, and the community. As liaison between the Department and the University and College administration, the Chair is guided by University policies as well as those of the Department.
2. The Chair does not institute educational policy independent of the faculty, but, in concert with the faculty, acts to correct problems with or deficiencies in the operations of the Department's educational programs and policies. Immediate responsibility for assisting the Chair is delegated to the Executive Committee.
3. If, as speaker for the Department, the Chair deems it necessary to differ from Departmental opinion, the Chair must communicate both the Department's opinion and his or her own, stating reasons for differing. As speaker, the Chair shall always notify the Department of such differences from Departmental opinion, and when possible the Chair will seek to notify the Department before acting.
4. According to procedures established by the College and the University, the chief administrative duties of the Chair are:
 - a. To recommend new appointments, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, and the granting of tenure.
 - b. To conduct faculty performance evaluations by procedures and criteria established by the University, College, and Department.
 - c. To submit the budget request for the Department following consultation with appropriate Departmental officers and committees. To administer the budget after its approval, according to Departmental and University policy. To make recommendations on salaries and salary changes.
 - d. To oversee the day-to-day operation of the Department.
 - e. In connection with the Chair's major administrative duties, to seek advice from members of the faculty, individually or as a group, or of appointed advisory committees.
5. The teaching load for the Chair is normally three credit hours per year.

Section III: The Chair's Staff

The following constitute the Chair's staff, who are appointed by the Chair with advice from the Executive Committee and the approval of the Dean of the College:

1. The Associate Chair, who has responsibility for the day-to-day operation of the teaching program and the routine business of the Department. Representing and consulting

regularly with the Chair, the Associate Chair oversees the implementation of the policies and procedures of the Department and serves generally as the coordinator of the Department's programs. The teaching load for the Associate Chair is normally reduced by three credit hours per semester.

The Associate Chair:

- a. Substitutes for the Chair, when the Chair is absent, in all non-policy-making operations, and presides at faculty meetings.
 - b. Makes teaching assignments (in consultation with the Chair, the Teaching Area Committees, and the Directors of Graduate and Undergraduate Studies), and makes hour and room assignments for all courses, with the exception of those assigned to the administration of the Director of the Writing Program.
 - c. Administers registration and drop-add procedures; submits catalog revisions and emendations.
 - d. Carries out public relations and information services for the Department; receives and responds to student complaints.
 - e. Supervise Departmental elections; keeps non-financial records and statistics; maintains and distributes the Departmental newsletter.
 - f. Maintains a continuing study of enrollment patterns, student demand, program needs, equipment, and academic supplies (such as films, audio-visual equipment, etc.), and makes appropriate recommendations to the Department.
 - g. Serves as an *ex officio* member of Teacher Training Committee.
2. The Budget Officer, who is responsible for the day-to-day operations of the Department, including managing the budget, maintaining accounts and necessary records, and performing all payroll functions. The Budget Officer supervises the non-academic staff of the Department.
 3. The non-academic administrative and clerical staff. The administrative and clerical staff of the Department include:
 - a. secretary to the Chair,
 - b. staff assistant to the Center for English as a Second Language,
 - c. staff assistant to the Graduate Program,
 - d. staff assistant to the Undergraduate Program,
 - e. staff assistant to Writing Program,
 4. The professional staff. The professional staff of the Department include the Writing Program assistant director.

Section IV: The Faculty Meeting

1. The faculty extends to one undergraduate English major representative, as selected annually by the English undergraduate organization; one teaching assistant, as selected annually by the English Graduate Student Organization; and to one part-time instructor, as selected annually by the part-time instructors, the right to attend faculty meetings with voting privileges, except when the meeting votes to go into executive session for the purpose of discussing personnel matters pursuant to KRS 61.810(1)(g).
2. The faculty extends to undergraduate English majors, teaching assistants, part-time instructors, and full-time lecturers the invitation to attend faculty meetings and to participate in discussions, except when the meeting votes to go into executive session for the purpose of discussing personnel matters pursuant to KRS 61.810(1)(g).
3. The faculty will meet at least once each month of the academic year, the meeting to be scheduled by the Chair and the Executive Committee, except when in the view of the Chair and the Executive Committee a meeting is unnecessary. Faculty meetings may also be scheduled upon the written request of any five faculty members.
4. Minutes of faculty meetings are recorded by the Associate Chair and distributed to all faculty and voting representatives of other groups. The minutes are also kept in a permanent file in the office of the Department Chair.
5. For purposes such as set forth in the Governing Regulations, subfaculty groupings (the full professors, the tenured faculty, the graduate faculty) shall meet as necessary. Except for matters of faculty review, all faculty may participate fully in any subfaculty grouping.
6. A quorum for faculty meetings and subfaculty meetings is construed as one-half plus one of those eligible to vote.

Section V: The Departmental Directors

There are three Departmental directors, who are immediately responsible for specific areas of the Department's operations. The Director of Graduate Studies excepted, they are appointed by the Chair with the advice of the Executive Committee. The Chair oversees the performance of their duties. They report to the Chair and to the faculty.

1. The Director of Graduate Studies is appointed by the Graduate Dean, in consultation with the faculty, and is responsible to both the Graduate Dean and the Department for supervision of the graduate program. The Director is a tenured faculty member whose term is three years, renewable. The teaching load for the Director is normally three credit hours per semester.

Besides chairing the Graduate Committee, the Director:

- a. Assigns graduate advisors and presides (or appoints a delegate to preside) at final Ph.D. oral examinations. Recommends to the Dean of the Graduate School possible members of the special Doctoral Committees and of M.A. and Ph.D. examination committees.
- b. Serves the Dean in an advisory capacity on graduate admissions to the

Department and recommends in order of preference Departmental candidates for fellowships. Along with the Director of the Writing Program, recommends appointments of teaching assistants to the Chair.

- c. Serves as an *ex officio* member of Teacher Training Committee.
2. The Director of the Writing Program is responsible for the administration of all composition courses that fulfill in full or in part the Writing Program requirement. The teaching load of the Director is normally three credit hours per semester.

In addition to chairing the Writing Program Committee, the Director:

- a. Recommends the appointment of teaching assistants to the Chair.
- b. In consultation with the Associate Chair, is responsible for classroom and class assignments for the Writing Program.
- c. Serves as an *ex officio* member of Teacher Training Committee.

The Director shall be assisted by graduate students appointed by the Chair in consultation with the Director. They shall have at least one year of teaching experience; they shall be exempted from all or part of their teaching duties while serving as assistants.

3. The Director of Undergraduate Studies is immediately responsible for the administration of all policy concerning the Undergraduate Program except for the Writing Program. The Director is a tenured faculty member whose term of office is three years, renewable. The teaching load of the Director is normally three credit hours per semester.

Besides chairing the Undergraduate Committee, the Director:

- a. Advises the Associate Chair concerning the scheduling and staffing of undergraduate courses.
- b. Serves as an *ex officio* member of the Teacher Training Committee.

Section VI: The Executive Committee

1. The Executive Committee serves as a forum for the expression of faculty opinion. It is different from the Chair's staff or the Standing Committees. In its role as representative of the faculty the Executive Committee advises the Chair on the interpretation of policies and modes of procedures. It makes suggestions for action and periodically reports on its activities to the faculty. It acts for the Department faculty in academic emergencies.
2. The Executive Committee consists of the Chair of the Department and two groups of faculty. One group is elected by the faculty and consists of an assistant, associate, and full professor; the other group consists of three tenured faculty appointed by the Chair. These groups serve two-year, staggered terms.
3. The Executive Committee may advise on:
 - a. The implementation of program policy in teaching, research, and service.

- b. The administration of personnel policy: recruitment, interviewing, hiring, promotion, granting tenure (within the procedures stipulated by the University).
- c. Administrative policy: housekeeping, Xeroxing, typing, etc.
- d. The Chair's leadership and long-range planning.
- e. The Chair's staff appointments.
- f. The Chair's nomination of directors.
- g. The scheduling of faculty meetings and their agenda.

Section VII: The Standing Committees

The Department has seven Standing Committees that make recommendations to the faculty on matters of educational policy and advise the Chair on administrative matters: Graduate, Undergraduate, Events and Publications, Teacher Training, Writing Program, FMER/Salary, and the Teaching Area Committees. Every spring the Chair will solicit faculty preferences for appointed positions on committees and will circulate ballots for elected committee service for the next academic year. Normally faculty members serve on two committees. (Hiring committees count toward this committee service). As *ex officio* member of all Standing Committees, the Chair advises and provides information but does not vote. The Standing Committees may request assistance or advice from the Chair, the Associate Chair, the Budget Officer, or other members of the Chair's staff. The Graduate, Undergraduate, and Writing Program Committees report to the faculty at least once a semester; other committees will provide reports as needed.

1. The Graduate Committee consists of the Director of Graduate Studies as chair; four faculty members, selected by the Director of Graduate Studies in consultation with the Chair; and a graduate student representative selected by the English Graduate Student Organization. Two faculty members serve two-year terms, and two faculty and the graduate student representative serve one year-terms. The Graduate Committee helps to advise graduate students, prepares guidelines for masters and dissertation committees, approves rationales and reading lists for masters and written qualifying examinations, and may be consulted by the Director of Graduate Studies for approval of prospectuses for the oral qualifying examinations. The Committee consults with the Director of Graduate Studies about graduate student awards, the recommendation of candidates for fellowships and assistantships, and the admission of candidates into the graduate program.

The Graduate Committee's powers are delegated to it by the Department's graduate faculty of which it is the executive arm and to which it is responsible. Subject to the approval of the graduate faculty and ultimately of the Departmental faculty, it formulates, implements, and executes policy of the graduate program.

The Job Placement Committee is a permanent subcommittee of the Graduate Committee. It is chaired by a Director of Placement designated by the Director of Graduate Studies and additionally includes the Director of Graduate Studies and one other member of the Graduate Committee. This Committee plans various programs, at different times of the year, of interest to graduate students contemplating going on the job market or practicing marketing skills (interviewing, writing job letters, choosing dissertation topics, assembling dossiers, exploring postdoctoral opportunities, etc.).

2. The Writing Program Committee consists of the following members: the Director of the Writing Program, as chair; the Associate Director of the Writing Program; the Assistant Director of the Writing Program; the Writing Center Director; one full-time faculty member; one teaching assistant, chosen annually by the English Graduate Student Organization; and one part-time instructor and one full-time lecturer, appointed by the Chair in consultation with the Director of the Writing Program. Members may succeed themselves.

The Directors of Graduate Studies and of Undergraduate Studies and the coordinators of ENG 203-204 and of computerized instruction will receive meeting agendas and minutes; they may attend meetings of particular interest.

3. The Undergraduate Committee consists of the Director of Undergraduate Studies as chair, and four faculty members. The Committee will also include one undergraduate student selected annually by the undergraduate English organization.

The Undergraduate Committee studies and, with the consent of the faculty, recommends policy for all undergraduate courses in English, except those assigned to other committees, such as the Writing Program.

The Committee formulates a philosophy for undergraduate courses and programs, stipulating their uses and values; explores curricular and instructional innovations; reviews the English major requirements; and proposes new courses, course changes, program revisions.

In consultation with the English Graduate Student Organization and the Graduate Committee, the Undergraduate Committee assists the evaluation of teaching by reviewing and devising instruments and procedures of evaluation, and by assisting in the interpretation of evaluations. The Committee should make available to faculty members assistance and advice on the improvement of teaching. It should advise the faculty on teaching resources such as audio-visual materials and on the procedures for using such materials. It plans and carries out any required assessment procedures.

The Committee participates in the selection of and preparation for colloquium speakers and visiting lecturers. It supervises the awarding of undergraduate prizes, honors, and scholarships.

4. The Teacher Training Committee consists of the Associate Chair, the Director of Undergraduate Studies, the Director of Graduate Studies, the Director of the Writing Program, the Assistant Director of the Writing Program, a member of the Undergraduate Committee, a member of the Graduate Committee, and two additional faculty members, if available. The Committee oversees the training and mentoring of graduate teaching assistants in literature courses, decides on the renewal of teaching assistants, assigns summer teaching to teaching assistants, and chooses the recipients of the teaching assistant and part-time instructor awards.

The Committee is responsible for keeping itself and the Department informed on certification requirements; for insuring that those courses required for teacher certification are maintained and upgraded by the Department; for communicating regularly with the language program faculty in the College of Education about all of that college's programs in which English courses are required; for effective liaison with

English teachers through the Kentucky Council of Teachers of English and the Kentucky English Bulletin, through in-service programs in Kentucky high schools, through workshops on campus, and through pre-school yearly meetings in the state; and for scheduling information and orientation meetings with potential English teachers among graduating seniors.

5. The FMER and Salary Committee consists of three faculty, one elected from each rank, who serve two-year terms, with the provision that they cannot serve consecutive terms. They are charged with checking the evaluations that the Chair makes. Each Committee establishes the procedures by which it accomplishes that task; generally, all Committee members read each of the Chair's evaluations at the time when they are given to faculty members, who may appeal to the Committee and/or the Chair. The Committee reports its position to the Chair, specifying all disagreements, usually in writing. The Chair may then change the evaluations and provide further justification to the Committee. In cases where consensus is not achieved, the Chair's opinion carries, but the Chair must report the differences to the Dean. The Committee is also empowered to forward its evaluation when the Chair makes merit recommendations to the Dean. The Committee also advises the Chair on the disposition of the Chair's discretionary salary pool. Also see Section XIV: Faculty Performance Review.
6. The Events and Publications Committee is a permanent subcommittee of the Executive Committee. It consists of three faculty members, one serving as chair, and two members of the Executive Committee. It is responsible for coordinating the Department's programs and lectures for the year, although some events may be planned and carried out independent of the Committee. The Committee also oversees the Department newsletter, website, *Limestone*, and any new literary journals published under the auspices of the Department.
7. The Teaching Area Committees assist the Directors of Graduate and Undergraduate Studies and the Associate Chair in planning course offerings. Faculty align themselves with as many or as few areas as they deem appropriate, but must join at least one. Every year, the Chair appoints Teaching Area chairs (on a rotating basis, with ample provision for leave, among other considerations), who will be responsible for gathering and coordinating faculty course preferences in their area, including meeting times, according to the Department's target offerings. Each Teaching Area Committee establishes a grid of courses (including subtitles) it expects to offer over a two-year period and submits the plan to the Associate Chair and the Directors of Graduate and Undergraduate Studies, who make any necessary scheduling adjustments. Once the schedule is approved, the Associate Chair posts these probable two-year schedules on the Department website so that students can make realistic choices in planning their courses. These two-year plans will be updated at least once a year to make sure that students receive the most up-to-date information.

Section VIII: Undergraduate Advising

All undergraduate majors will be assigned to a faculty member who can offer advice about the intellectual content of the major, career options, graduate school, etc. In addition, two graduate advisors staff the Advising Office on a regular basis. These advisors should have successfully completed the written qualifying examination. They are appointed by the Chair in consultation with the Directors of Graduate and Undergraduate Studies.

Section IX: Students, Teaching Assistants, and Part-Time Instructors

1. The faculty extends to one undergraduate English major representative, as selected annually by the English undergraduate organization, the right to attend faculty meetings with voting privileges, except when the meeting votes to go into executive session for the purpose of discussing personnel matters pursuant to KRS 61.810(1)(g). The faculty extends to all undergraduate English majors the invitation to attend faculty meetings and to participate in discussions, except when the meeting votes to go into executive session for the purpose of discussing personnel matters pursuant to KRS 61.810(1)(g). The Undergraduate Committee will include one undergraduate student selected annually by the undergraduate English organization.
2. As defined in the Governing Regulations, all teaching assistants and part-time instructors (referred to as TAs and PTIs) are academic staff of the University. Any Departmental rules, policies, and procedures concerning them shall be established with that professional stature in mind.
3. All graduate students, TAs, and PTIs in English automatically belong to EGSO, the English Graduate Student Organization. EGSO promotes professional excellence among its members and fosters a spirit of cooperation and congeniality among EGSO members and the faculty. EGSO elects representatives to the Graduate and Writing Program Committees; representatives may simultaneously hold another EGSO office.
4. EGSO is governed by its own by-laws and elects its Executive Board during the spring semester of each year. In the spring, EGSO also elects one TA and one PTI as Faculty Meeting Representatives. The Representatives have voting privileges, and they attend all faculty meetings for the next academic year, except when the meeting votes to go into executive session for the purpose of discussing personnel matters pursuant to KRS 61.810(1)(g).
5. As defined in the Administrative Regulations, TAs are assigned teaching responsibility requiring no more than 50 percent of their time. They are supervised in their duties and responsibilities by the Director of the Writing Program and his or her staff. TAs have voting privileges in faculty meetings through their EGSO representative.
6. When teaching or performing responsibilities related to their assistantships, TAs come under the jurisdiction of the Faculty Code. If a question arises concerning an individual's status as a TA or a graduate student, the decision shall be made jointly by the Director of Graduate Studies and the Chair, or by the Dean of the Graduate School and the Dean of Arts and Sciences, whoever has jurisdiction in the matter.
7. PTIs hold an official faculty appointment for the term of one semester, and participate substantially but always less than full time in the program of the Department of English. They have voting privileges in the faculty meetings through their selected EGSO representative, and they may serve on appropriate Departmental committees.
8. The Department will try to indicate in advance as accurately as possible the number of classes a PTI might teach during a semester. However, official confirmation of the terms and responsibilities of the appointment is set forth only in the PTI's semester's contract.
9. A statement of procedures concerning the appointment, reappointment, and termination

of TAs and PTIs shall be prepared by the Chair and approved by the faculty. It shall be made available to appointees when they receive an initial offer. These should include relevant policies concerning teaching duties, evaluation procedures, and any regulations governing appeals procedures.

Section X: Elections

Faculty elections and appointments stipulated in this document shall so far as feasible be made at least two weeks before the end of the semester preceding the semester in which they are to take effect. The choice of student representatives stipulated herein should be made within three weeks after the beginning of the academic term in which they are to take effect.

Section XI: Tenure and Promotion

See Appendix 1 for English Department Guidelines on Tenure and Promotion.

1. In the spring before they are eligible, the Chair informs each eligible member of the faculty, asking them to declare their intentions to ask or not to ask for promotion. All faculty seeking promotion will receive copies of the College and University guidelines on tenure and promotion. Faculty who seek tenure and promotion whose employment began on or after the fall of 2005 will be given a copy of the Department's guidelines on tenure and promotion; faculty who seek promotion to full professor on or after the fall of 2005 will receive a copy of the Department's guidelines.
2. In the spring before candidates become eligible, the Chair solicits two sets of recommendations for outside reviewers, one from the candidate and one from faculty members who are knowledgeable in the field. The Chair will secure outside reviewers, two from the candidate's list and four from faculty recommendations (known as the Chair's list), and provide the final list to the College of Arts and Sciences.
3. Candidates must provide a complete set of publications, leaving ample time for photocopying, to be sent to outside reviewers no later than August 1. If evaluators require materials earlier, candidates must ensure that they will be available. Candidates must provide the Department with a complete set of teaching materials by the second week of the semester. (Candidates who initiate promotion procedures in the spring rather than the fall semester must arrange deadlines that provide ample time for duplicating and review of materials by outside evaluators and Department members).
4. Faculty who ask for promotion and those who are due to be considered for promotion and tenure will receive procedures and enclosures from the Dean and the Provost describing the process.
5. The Chair appoints two tenured faculty members with higher rank than the candidate, one to present the candidate's scholarship, the other her/his teaching and service, to the appropriate faculty meeting. (Only tenured faculty attend meetings on tenure cases; only full professors attend promotions to full professor. The votes of all other faculty who have been here more than two years are solicited but not required).
6. The candidate's dossier will be available in the Chair's office at least two weeks before the meeting. All appropriate faculty should have read the materials before the meeting.

7. At the faculty meeting, after moving into Executive Session, one colleague presents the teaching, with principal emphasis on the teaching evaluations, and service. A second colleague, preferably in the candidate's field, presents the scholarship. These reports, meant to initiate discussion, should not exceed 15 minutes each.
8. After questions have been asked of the presenters, an unsigned written straw vote on the candidate's promotion and/or tenure will be taken to assess the amount of additional discussion needed.
9. Discussion will then go around the table, with each faculty member being asked to give an assessment.
10. The meeting should not exceed two hours. If a particular meeting takes as long as two hours, consensus will determine whether or not to continue the meeting for future discussion at another time.
11. The candidate's materials will remain in the Chair's office for one week after the meeting.
12. A written judgment, with analytic comments supporting the vote, will be submitted by each appropriate faculty member no later than one week after the meeting. The Chair will review all letters sent and compose his/her own letter expressing a judgment of the merits in the candidate's case. All faculty and the Chair's letters will be submitted to the Dean of the College, as stipulated by the Academic Regulations (Section III, C of AR 11-1.0-1).

Section XII: Recruiting and Hiring

1. Each year, the Department will establish its recruiting priorities at the earliest possible time.
2. Initial screening of applicants will be done by a committee composed of the Chair and three members elected in the fall of the recruiting year from a slate of faculty nominated by themselves or the Chair, who have agreed to serve. Normally, they will be faculty members whose research or teaching interests are closest to those of the candidates sought. In the case of multiple searches, different screening committees will be elected for each one. Participation on a search committee counts toward normal committee service.
3. Job listings for available positions will request that candidates submit letter, CV, dissertation abstract or description of current project, and letters of recommendation.
4. The Search Committee will engage in an active campaign to attract applicants prior to the appearance of the MLA (or other relevant) job list.
5. Each member of the Committee will make a timely assessment of each application and decide whether a writing sample (and teaching portfolio where appropriate) will be required. (Any other faculty member may also determine that a writing sample of a particular candidate be requested). The Committee shall keep a file of candidates in the office of the Chair's secretary, which may be consulted by any member of the faculty; evaluations by the faculty are encouraged at every stage.

6. Once all writing samples and dossiers have been evaluated, the Committee will draw up a list of candidates, which will be forwarded to the Executive Committee where the final list of candidates will be determined. This list will be made available for faculty comment before the Executive Committee meets.
7. At the MLA or other relevant recruiting site, the Department Interviewing Committee will consist of the Search Committee, supplemented by other faculty attending the conference. In cases of multiple searches, the three person MLA Interviewing Committee will be elected from the available selection committee members. In all cases, the Interviewing Committee should include specialists in the area of the hire(s). The three elected members and the Chair will interview all candidates.
8. The decisions concerning on-campus interviews will be made by those who have interviewed at MLA. The Chair shall invite candidates for on-campus interviews at MLA or as soon thereafter as possible. On-campus visits should be scheduled as soon and as close together as circumstances allow.
9. Visiting faculty who apply for regular positions will be treated the same as normal, off-campus applicants.
10. Each search committee will be responsible for complying with the College's affirmative action procedures.
11. The faculty meeting to make a hiring recommendation will proceed as follows:
 - a. When the Department meets to vote on a job candidate, no other business will be conducted.
 - b. Some attention will be given to the physical space of the conference room. Faculty will be positioned so they can face each other.
 - c. The meeting will begin with the Search Committee report (10–15 minute oral presentation). The Committee will rank the candidates and give their recommendation.
 - d. Following the report, questions will be asked of the Search Committee.
 - e. Subsequently, a straw vote will be taken to assess the amount of faculty discussion needed. Faculty will vote Yes or No on the ranked recommendation of the Search Committee.
 - f. Discussion will ensue in clock-wise fashion. Each faculty member will offer their comments and ranking. Faculty can choose to “pass” or abstain.
 - g. The official ballot will be presented to the faculty. Faculty will rank candidates in 1-2-3 order, assigning a rank to all candidates. “Unacceptable” will not be a possibility because it essentially functions as a personal veto; all votes possess equal value.
 - h. Faculty who do not attend the meeting can submit absentee ballots (ranked; with comments) to the Chair before noon of the day of the meeting.

- i. All ballots will be counted at the meeting. These ballots will constitute a binding vote. The vote will be tallied on the board, as follows:

Candidate A			Candidate B			Candidate C		
#1s	#2s	#3s	#1s	#2s	#3s	#1s	#2s	#3s
x	y	z	x	y	z	x	y	z

If necessary, a numerical value will be assigned to the votes (3 points for each #1 vote; 2 points for each #2 vote; 1 point for each #3 vote). In the event of a tie, a run-off ballot between the two candidates will take place.

12. If the offer to the first-place candidate is not accepted, the official ballot authorizes the Chair to seek approval from the Dean to make an offer to the second-ranked candidate. If that offer is not accepted, the Chair will convene a meeting with the Search Committee and the Executive Committee to discuss the viability of the third candidate.

Section XIII: Faculty and Staff Performance Evaluation

1. Tenured faculty members will complete the faculty merit evaluation review (FMER) process on a two-year cycle. Untenured faculty members and full-time lecturers will complete the process every year.
2. After receiving instructions from the College, relevant faculty members will complete the review documents, giving attention to Research, Teaching, Service, and Administration. The standard distribution of effort (DOE) in the English Department is 55 percent Research, 40 percent teaching, and 5 percent Service.
3. The Chair will evaluate each FMER portfolio, providing both a narrative and numerical evaluation for most DOE activities; the Chair will not evaluate administrative activities related to units outside the English Department. The Chair's rating standards will remain on file in the English Department.
4. The completed Rating Sheets will be returned to faculty members as quickly as possible, typically by the end of November. At the same time, full sets of Rating Sheets will be provided to the FMER and Salary Committee, which reviews the Chair's ratings and provides guidance for the Chair's subsequent discussions with the Dean of the College (see Section VII.5).
5. Staff members are evaluated annually. Each staff member's immediate supervisor will complete a Performance Evaluation Form, as follows; all evaluations will be supervised and approved by the Chair before being submitted to the Dean of the College:
 - a. The Chair will evaluate the Chair's secretary and the Department Budget Officer.
 - b. The Director of the Center for English as a Second Language, in conjunction with the Department Budget Officer, will evaluate the staff assistant to the Center for English as a Second Language.
 - c. The Director of Graduate Studies, in conjunction with the Department Budget Officer, will evaluate the staff assistant to the Graduate Program.

- d. The Associate Chair, in conjunction with the Department Budget Officer, will evaluate the staff assistant to the Undergraduate Program.
- e. The Assistant Director of the Writing Program, in conjunction with the Department Budget Officer, will evaluate the staff assistant to Writing Program.
- f. The Writing Program Director, in conjunction with the Department Chair, will evaluate the Assistant Director of the Writing Program.

Section XIV: Approving and Modifying Department Rules

1. A majority vote of all voting members of the Department is required for the initial approval of the Department Policies and Procedures.
2. Any proposed amendment to this document shall be circulated in writing to all voting members at least two weeks before the meeting at which it is to be debated. After debate, if it has not been further amended, the proposal shall be carried if two-thirds of those eligible to vote accept it either by a written ballot or by a voice vote. If during debate the proposal is further amended from the floor, the revised amendment shall be circulated in writing prior to being put to a mail ballot or voted on at the next meeting.

Appendix 1

English Department Tenure and Promotion Guidelines 9/13/04

Promotion to Associate Professor with Tenure

Faculty evaluation for promotion and tenure will be based upon a continuing record of high-quality, effective teaching and advising at multiple levels of instruction; substantive, original and innovative scholarship, and effective service.

Candidates should also familiarize themselves with the University's criteria for tenure and promotion, accessible at http://www.as.uky.edu/Admin/Faculty/Review/fac_review_rts.html (College of Arts and Sciences) and <http://www.uky.edu/Regs/AR/> (University).

Candidates are required to provide complete, good-faith information in and about their tenure file.

Scholarship

The successful candidate for promotion and tenure must demonstrate substantive, original, innovative intellectual contributions to scholarship through publication or dissemination of research in appropriate peer-reviewed venues. Faculty must demonstrate that they have established an independent research agenda and a long-term trajectory for their research. The candidate must show evidence of a sustained, long-term commitment to scholarly research and publication.

Because English is a diverse, changing field and the Department includes many subfields, no single hierarchy of presses and journals can be specified. While the quality and significance of published work are more important than the place of publication, the Department strongly encourages its members to publish in selective outlets that are highly regarded within (and preferably beyond) their subdisciplines. The applicant's scholarly record should consist primarily of work that is peer-reviewed. For outlets in which the extent of peer review may vary, such as electronic sites and essays in edited collections, the Department may solicit information about the review process. Normally, work published while the candidate was in graduate school will not be considered. All candidates for promotion and tenure must demonstrate that s/he has established an independent research profile.

The research record will generally take one of two forms. In one form, a standard profile consists of the publication of a scholarly or creative book with a major, respected press, generally accompanied by a small number of articles and/or creative pieces. The candidate must provide evidence of full, unconditional acceptance of the book; a contract based on an incomplete manuscript or contingent upon substantial revisions will not fulfill the research requirement. Whether or not a candidate publishes a version of the dissertation, s/he must demonstrate what research, writing, and publishing has been done during the probationary period. In the case of a coauthored book, the candidate must demonstrate the extent of the collaboration.

In the other form, candidates may present a series of scholarly articles, poems, essays, and/or short stories equivalent to a book in substance, published in selective, peer-reviewed outlets. In some subfields this may be the preferred form of publication. This second path is a legitimate one for tenure, if quantity and quality are substantial.

Candidates taking either path may also show evidence of sustained scholarly and/or creative activity in other ways such as editing books and special journal issues, and writing textbooks. In addition to these publications, other forms of professional engagement such as delivering conference papers and refereeing professional publications are also relevant. However, while all of these contributions amplify a candidate's file, they do not substitute for scholarly and/or creative work published by respected journals and presses.

Teaching

All applicants must demonstrate high-quality, effective teaching and academic advising at both the undergraduate and graduate level. Effective teachers in the Department of English must show concern for their students' academic success, encourage students' interest in the subject and expect substantial accomplishment from them, successfully communicate their knowledge to students, respond to student work constructively and grade it fairly, and make themselves accessible to students. Evidence of effectiveness includes strong teaching evaluations and documentation of challenging, useful, and carefully designed courses that reflect the current state of knowledge in their field. The Department will also take account of other contributions to instruction such as planning and teaching new courses, transforming seminars into large lecture courses due to University needs, and training graduate teaching assistants.

Service

Although the service responsibilities assigned to assistant professors are generally modest, it is required that all faculty members contribute conscientiously to the collective growth and development of the Department, College and University.

Promotion to Full Professor

Research

Candidates must have achieved a substantial research record in the form of a book, a series of articles, or a series of creative pieces as described above, to have been produced after tenure was conferred, and must show the promise of continuing productivity. The candidate should also demonstrate a firmly established international reputation well beyond what is expected for tenure.

Teaching

Candidates must demonstrate sustained teaching excellence as described above. If appropriate to their subfield, they should also demonstrate involvement in the graduate program by teaching graduate classes, chairing and/or serving on graduate committees, and guiding graduate students to the successful completion of their degree.

Service

The candidates for promotion to full professor are expected to contribute more to the service mission than probationary faculty, and it is expected that these contributions will extend beyond the Department.

DEPARTMENT OF ENGLISH ADMINISTRATIVE ORGANIZATION:

