

DEPARTMENT OF ENGLISH  
ORGANIZATIONAL STRUCTURE AND RULES OF PROCEDURE  
(Approved December 19, 2024)

The Department of English consists of two Divisions: (1) Literature and Film (hereafter referred to as Literature) and (2) Creative Writing. All Department rules are subordinate to those set forth in the Governing Regulations (GRs), the Administrative Regulations (ARs), and College Rules, including those enacted after the adoption of these rules. Every effort has been made to keep the Departmental rules consistent with University Regulations and College Rules and any rules that are inconsistent are invalid.

I. PERSONNEL

A. Faculty

The Department defines “faculty” as anyone holding the rank of Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, or Professor, including faculty in the Regular, or Special Title Series. The voting membership includes all faculty members in the Department with Regular or Special Title Series appointments. Faculty with Adjunct, Visiting, and Temporary appointments do not have voting rights. The faculty delegates a graduate student representative from each Division, selected annually by the appropriate student group (the English Graduate Student Organization or the MFA Student Organization), the privileges of attending Divisional meetings, contributing to discussion and, where permitted by Governing Regulations, voting.

Each faculty member is appointed to one Division. Pursuant to KRS 61.800 to KRS 61.850, faculty meetings are open to the public. A faculty member may attend meetings of either Division (exclusive of executive sessions). However, they may only vote in their primary Division, except for curricular-related decisions (such as program changes and new courses). Members of the degree program’s Faculty of Record shall be consulted on these decisions regardless of Division membership. Each degree program in the Department shall have an established Faculty of Record comprised of those faculty members regularly teaching the program’s courses. The Faculty of Record are appointed by the Division Director and Director of Undergraduate or Graduate Studies, as appropriate, with final approval from the Department Chair.

Faculty members may request a transfer to another division provided they possess the professional expertise required by the receiving Division, as outlined in the Department's tenure and promotion guidelines for faculty within that Division, ensuring alignment with the unit's academic standards and expectations.

The procedures for Division transfers are as follows:

- A faculty member indicates an interest in transferring their appointment to a different Division by discussing the possibility with the Chair of the Department of English and the Director of the Division to which they wish to transfer.

- The faculty member prepares a summary letter detailing the rationale for the desired Division change. The letter should include relevant information about their scholarly profile and professional expertise, including teaching expertise.
- In circumstances involving faculty members in the Special Title Series, whose faculty appointments are tied to specific job descriptions, the Chair of the Department of English must ensure that the original job description, without revision, will be appropriate in the faculty member's new department. Any revisions to the original job description will require the approval of the Dean and the Provost.
- The receiving Division Director and Department Chair present the proposed transfer to Divisional faculty for discussion during executive session. The Division Director subsequently requests written judgements expressing support or opposition to the proposed transfer from each voting faculty member in the Division. However, these are opinions and not votes.
- After considering the written judgements of the consulted Division faculty, the Director shall submit a letter of recommendation to the Department Chair, along with letters from the unit faculty, the candidate's CV, and, as appropriate, the approved job description.
- The Department Chair shall forward these documents to the Dean along with their own letter evaluating the request.
- After considering the submitted materials, the Dean shall write to the faculty person under consideration, indicating the Dean's support or veto for the proposed transfer. The Dean's decision is final.
- The Dean's final letter shall be maintained in the faculty member's standard personnel file. The other documents, including the faculty member's statement of intent and faculty judgements shall be maintained by the Department Chair.

#### B. Staff

The Division Managers of Creative Writing and Literature report to the College of Arts and Sciences Department Manager Supervisor and the Chair of English. Each Division Manager is responsible for working with the Department Chair and the respective Division Director to manage all administrative business within their own Division. Departmental-level responsibilities and tasks will be proportionately shared by the Division Managers in conversation with the Department Chair and Division Directors.

#### C. Students

Both undergraduate and graduate students are critical components of the Department and often hold part-time research, teaching, and staff positions. Undergraduate Majors and Minors are represented in the Department by their respective Directors of Undergraduate Studies. Graduate Students are represented in the Department by their respective Directors of Graduate Studies, student-elected officers of the English Graduate Student Organization and the MFA Student Organization Officers, and by the Graduate Faculty members appointed by the Dean of the College of Arts and Sciences and the Dean of the Graduate School.

## II. DEPARTMENT OFFICERS

### A. The Chair of the Department

The Department Chair is appointed by the Board of Trustees on the recommendation of the faculty and the Dean; the Chair serves at the pleasure of the Dean and the appointment is typically four years in length and determined by the Dean. The Department Chair has administrative responsibility for implementing the Department's programs. The Department Chair is responsible for the overall operation of the Department and such other matters as have been delegated by the faculty and shall create ad hoc committees as the Department Chair or the faculty deem necessary. When considering an administrative decision that may reasonably be expected to affect the working conditions of one or more members of the Faculty, the Chair shall seek the advice of the Division Directors, appropriate Departmental committees, and/or faculty members. The Department Chair shall seek budgetary guidance from the Planning Committee and provide an annual budget report to the faculty, sharing the allocation to each line item.

The Chair has final authority on all decisions, budget allocations, and personnel actions as stipulated in the College of Arts and Sciences Rules of the Faculty. The Chair shall speak for the Department. If the Chair believes it necessary to depart from the opinion of the Department faculty and Division Directors, the Chair must notify the Department or Division (as appropriate) faculty of such action. Departmental personnel, including faculty, staff, and graduate students, report to the Chair who is responsible for personnel actions.

### B. Division Directors

Each Division, Literature and Creative Writing, will have its own Director.

The Division Director is appointed by the Dean upon the recommendation of the Department Chair and inclusive of faculty input. The Director serves at the will of the Dean, with a typical appointment of four years as determined by the Dean and is expected to work closely with the Chair as appropriate on all administrative and academic responsibilities. The Division Director has the authority to represent their respective Division and interests.

The Division Director collaborates with the Director of Graduate Studies and the Director of Undergraduate Studies to manage academic programs, curricular oversight, academic policies, collection and approval of syllabi, and course development. The Division Director advises the Chair on personnel decisions and actions, including periodic evaluations of faculty; faculty progress reviews; DOE's; faculty hiring and retention; faculty raises; and promotion and tenure procedures. The Division Director is responsible for faculty mentoring to ensure academic career success and timely promotion and tenure.

The Division Director has operational oversight and is responsible for the promotion of the Division's scholarly activities, including research and instruction. The Director develops and submits budget requests to the Department Chair; collaborates with the respective Directors of Graduate Studies to manage and allocate graduate funding; and convenes regular faculty and committee

meetings within their respective Division. Division Directors collaborate with the Department Chair to address faculty grievances and requests.

### C. Director of Graduate Studies

Each Division, Literature and Creative Writing, will have its own Director of Graduate Studies. Directors of Graduate Studies are appointed by The Graduate School at the recommendation of the College Dean, Department Chair, Division Director, and inclusive of input from the Division faculty. The typical appointment term is three years and determined by the Dean. In addition to the responsibilities outlined below, the Director of Graduate Studies role is governed by the Policies and Procedures of The Graduate School

Specific responsibilities of the Director of Graduate Studies include recruiting new graduate students, administering a recruitment strategy; advising all incoming graduate students; acting as their mediator with the Graduate School; maintaining proper and up-to-date records of all official correspondence between graduate students, the Division, the Department, and the Graduate School; executing all policies and decisions pertinent to the graduate program and graduate students that have been ratified by the faculty; overseeing the administration of all written and oral examinations and thesis and dissertation defenses, in consultation with the student's adviser; disseminating updated information to graduate faculty and students; monitoring student progress; organizing workshops, such as mock interviews and other activities related to the job search and designed to prepare graduate students for the profession; deciding, in conjunction with their respective Graduate Studies Committee, which students to nominate for fellowships and awards.

Directors of Graduate Studies have programmatic oversight. They should direct curriculum revisions and development and participate in graduate course scheduling. Directors of Graduate Studies are responsible for preparing and submitting graduate degree program and course proposals. They advise on Teaching Assistant assignments and supervision in their respective Divisions. Directors of Graduate Studies are responsible for ensuring students receive adequate mentoring and should collaborate with the Division Director and Department Chair to address student concerns. Directors of Graduate Studies are responsible for graduate student learning outcome assessment. All decisions should be made in consultation with the Division Director and the Graduate Studies Committee.

### D. Director of Undergraduate Studies

Each Division, Literature and Creative Writing, will have its own Director of Undergraduate Studies. The Director of Undergraduate Studies is appointed by the Dean on the recommendation of the Department Chair, Division Director, and inclusive of input from Divisional Faculty. The typical appointment term is three years.

Specific responsibilities of the Director of Undergraduate Studies include promoting the major and minor; certifying graduating majors and minors, granting Departmental Honors, overrides, transfer equivalences, and degree exceptions; communicating regularly with majors and minors about relevant campus-wide events; deciding, in conjunction with their respective Undergraduate Studies Committee, which students to nominate for fellowships and awards; and collaborating

with program faculty to develop and offer co-curricular programming and high-impact learning experiences.

The Director of Undergraduate Studies serves as a resource for faculty on matters related to the undergraduate program and academic policies. They have oversight, with the Division Director, Faculty of Record, and Undergraduate Studies Committee, over the curriculum, including new course proposals, program changes, and internship and independent studies courses. The Director of Undergraduate Studies is responsible for preparing and submitting undergraduate degree program and course proposals. The Director of Undergraduate Studies is responsible for undergraduate student learning outcome assessment.

### III. THE DIVISION MEETINGS

Each Division will independently deliberate and hold its own vote on issues specific to their Division. Division meetings are held regularly to facilitate faculty governance, including the sharing of information, the administration of degree programs, and the development and implementation of educational policies, including course and curriculum-related decisions. During Division meetings faculty advise the Director and/or Chair on Departmental business and administration. The Director of Graduate Studies, Director of Undergraduate Studies, and Committee Chairs should be given an opportunity to report to the faculty and propose items for discussion at each meeting.

Voting members of the Department and each Division shall consist of all members of the faculty as defined in section I-A. A quorum is defined as one-half of those eligible to vote at a particular meeting. Written or electronic votes are required in cases of faculty hiring, but other decisions may be made by voice or electronic vote, and in either instance a simple majority shall suffice. Any member present may request a private vote for personnel matters or especially contentious issues. Matters that impact the entire Department, such as changes to the Organizational Structure and Rules of Procedures, must come before the entire Departmental faculty for a vote.

The Division Director is responsible for scheduling and chairing Divisional Meetings. Each Division meets as business necessitates during the academic year, but not less than twice per semester. Every effort will be made to hold meetings during a time that does not conflict with faculty teaching schedules. All faculty members are expected to attend. Meeting agendas are provided by the Division Director in advance and voting members may request the addition of items for discussion. At the discretion of the Division Director and/or the Chair, short notice meetings may be called, ideally during a time that does not conflict with faculty teaching schedules. Divisional Meetings are governed by a simplified version of Robert's Rules of Order, included as an Appendix to this document.

The Division Meeting shall be open in accordance with the Kentucky Open Meetings Law. In those personnel matters where the law permits the meeting to go into executive session, the meeting may be closed upon a majority vote.

All Divisional votes will be recorded in meeting minutes, including electronic votes taken after the meeting's conclusion. Minutes will be taken by the Department Manager or an appointed

faculty member. Once the meeting minutes are approved by voting members at a subsequent meeting, minutes will be stored in a shared digital folder for all faculty to access. Division Directors and the Department Chair are responsible for ensuring that faculty decisions are implemented; they should collaborate with appropriate department members (e.g., DGS, DUS) to ensure implementation.

#### IV. THE DEPARTMENT MEETING

The Department meets once per semester and as business necessitates during the academic year. The Department meeting shall be conducted in accordance with the rules and procedures defined in section III. The Department Chair is responsible for scheduling and chairing Department Meetings.

#### V. DEPARTMENTAL COMMITTEES

The Department Chair is an ex officio member of all committees. The Literature Division Director is an ex officio member of all committees in Literature. The Creative Writing Division Director is an ex officio member of all committees in Creative Writing. Each May faculty members are invited to nominate colleagues, including themselves, for appointed positions on committees as well as vote for Division Executive Committee members. The Planning Committee will make every effort to ensure broad representation across ranks and title series within each Division as next year's committee assignments are equitably decided. In addition, committee assignments will consider the Department's Distribution of Effort Guidelines when constituting committees. Committee appointments are for two academic years, however the Planning Committee may adjust committee assignments as needed (e.g., to accommodate sabbatical leaves, etc.). Departmental and Divisional Committees are required to meet at least once each semester. The Committee Chairs should report meeting discussions and votes at Divisional and/or Departmental Meetings at least once each semester.

Ad hoc committees may be formed as needed, with members either appointed by the Department Chair or elected by the faculty, as determined by the specific needs of the committee. All faculty members and committees share the collective responsibility to prioritize fairness and broad representation, ensuring that these principles are integrated into all discussions, decisions, and actions.

##### A. Planning Committee

The Planning Committee consists of the Department Chair, the Division Directors (2), the Directors of Graduate Studies (2), the Directors of Undergraduate Studies (2), and a committee-appointed member of each Divisional Executive Committee (2). The committee collaboratively oversees departmental administration and supports the interests of students and faculty. The committee advises the Department on budgeting, strategic planning, Departmental priorities and policies, and curriculum, including course scheduling. The Planning Committee advises on faculty appointments to Departmental and Divisional committees. Additionally, the Planning Committee

collaborates with the Outreach, Engagement, and Alumni Relations Committee to oversee the Department's website, social media, and engagement efforts.

#### B. Undergraduate Committee

The Undergraduate Committee consists of the Directors of Undergraduate Studies from each Division and three appointed members, including representatives from each Division. The committee has oversight of undergraduate curriculum planning and innovation. It leads assessment efforts to measure and improve student progress; cultivates mentoring relationships to foster both academic and professional development; oversees the distribution of student awards; and fosters opportunities for student internships. The committee also seeks to enrich the learning experience of undergraduate students by exploring new pedagogical approaches and curricular innovations. The Undergraduate Committee is responsible for approving faculty undergraduate course syllabi.

#### D. Outreach, Engagement, and Alumni Relations Committee

The Outreach, Engagement, and Alumni Relations Committee consists of four appointed members and includes representation from each Division. The Committee is responsible for organizing and promoting alumni and community engagement, including communications and events. The Committee supports faculty and students within the entire Department and collaborates with the Department Chair and Division Directors to organize events such as the annual Awards Ceremony and visiting speakers' events. Additionally, the Outreach, Engagement, and Alumni Relations Committee collaborates with the Planning Committee to oversee the Department's website, social media, public relations, and engagement efforts.

### VI. DIVISION COMMITTEES

#### A. Division Executive Committees (one in each unit)

Each Division will have an Executive Committee. Each Committee consists of the Division Director and four members: two elected by the Division faculty and two appointed by the Planning Committee. Executive Committee elections should be held in May as needed and all faculty members, as defined in section I.A., are eligible to serve.

The Executive Committees advise the Division Directors and Department Chair on Faculty Merit, Evaluation, and Reviews (FMER), ensuring fairness and transparency in faculty assessments and advancement. Additionally, it provides oversight of faculty mentoring to ensure faculty members are supported in achieving their professional goals; recognize excellence by facilitating nominations for faculty awards; and oversee faculty peer teaching observations. As advisory bodies to Departmental leadership, the committee provides guidance on strategic personnel and Divisional matters and uphold rules and procedures.

The Divisional Executive Committee will evaluate faculty merit reviews and provide recommendations to the Division Director. The Division Director will submit FMER recommendations to the Department Chair and the Department Chair is responsible for completing and submitting the

merit review to the College. The Department Chair shall ensure that faculty in both divisions are fairly evaluated according to established FMER guidelines.

#### B. Division Graduate Committees (one in each unit)

The Graduate Committees operate as two distinct entities in their separate Divisions and consist of the Director of Graduate Studies and three appointed members. They oversee admissions and recruitment; curriculum planning and course scheduling; graduate student awards; graduate policies and procedures; mentoring; course syllabi; and TA observation and feedback. The Graduate Committee provides guidance and support to graduate students.

#### C. The Literature Teaching Excellence Committee

The Teaching Excellence Committee in the Literature Division consists of three appointed members. The committee provides guidance and support to graduate teaching assistants (TAs) through training and professional development initiatives. It oversees the content of ENG 611, which is the course designated for equipping TAs with the essential skills and knowledge needed for effective teaching. The committee is responsible, with the Undergraduate Studies Committee, for approving syllabi designed by TAs who serve as instructors of record in many UK Core courses, ensuring alignment with Departmental standards and pedagogical best practices. Furthermore, the committee organizes workshops and pedagogy discussions as part of its mission to foster a culture of collaboration and excellence in teaching. The committee oversees and serves MA and PhD teaching assistants and those MFA students teaching literature and film courses in a given semester. Workshops and trainings are open to all graduate students in the Department.

### VII. PROCEDURES FOR APPOINTMENT, REAPPOINTMENT, PROMOTION, AND TENURE

Department procedures for faculty appointments, reappointments, promotion and/or tenure will follow the University's administrative regulations and any other guidelines set forth by the University or College. The Department Chair will conduct promotion and tenure discussions and has oversight of tenure and promotion processes, including communications with external reviewers and the assemblage of the candidate's dossier. Promotion and tenure reviews will be conducted within the faculty member's Division except for those faculty members hired prior to August 1, 2025, who opted, in writing, to be reviewed at the Department level. The Division Directors will conduct faculty progress and reappointment reviews with oversight from the Department Chair. Progress reviews will be conducted within the faculty member's Division except for those faculty members hired prior to August 1, 2025, who opted, in writing, to be reviewed at the Department level.



## VIII. HIRING DECISIONS AND PRIORITIES

Each Division will discuss and determine its own hiring priorities. The Chair, in consultation with the Division members and Directors, will determine the rank order for each Division's hiring priorities as required by the Dean of the College of Arts and Sciences.

Each Division has primary responsibility for conducting its own search. In consultation with the Division Director and Divisional Executive Committee, the Chair shall appoint a Search Committee to draft the position description, recruit applicants, and determine the pool of applicants presented to Divisional faculty for consideration. If the position will require the faculty member to contribute to both Divisions, then the Chair should appoint a faculty member from the non-hiring Division, in consultation with the Division Directors, to the committee. The finalists for interviews shall be voted upon by the faculty members in the hiring Division. The Graduate Student representative delegated to attend faculty meetings will be asked to provide graduate student feedback on the candidates.

All Department members, including faculty, graduate students, and staff, are invited to participate in candidate visits, including presentations and roundtable discussions. After the interview process is completed, a Divisional meeting must be held to discuss the proposed hire and a majority vote, held in person or electronically, will determine which candidate (if any) should be offered a position. Faculty members in the non-hiring Division will be asked to provide feedback on the proposed hire if so desired. Graduate students in each Division will also be granted an opportunity to provide feedback on proposed hires. All feedback will be provided to the Division Director and/or Department Chair and subsequently presented in summary fashion to the Divisional faculty members in advance of the vote. Voting procedures for hiring decisions are as follows: each voting member is permitted to cast one vote for a single candidate on each ballot. Ranking candidates (e.g., 1st, 2nd, 3rd) is not allowed. The candidate receiving the most votes and securing more than 50 percent of the total votes will be declared the department's top candidate. If no candidate achieves more than 50 percent of the vote, a run-off vote will be held between the top two candidates. Second place will be decided through a separate vote where members can cast one vote for their preferred remaining candidate (see Appendix II). Members not in attendance at Divisional Meetings considering recommendations about new appointments and hires may cast proxy votes electronically.

If a Division is asked to consider an opportunity hire (partner or other) that is not included in its hiring priorities, all Division faculty members will be provided an opportunity to review the candidate's CV and to vote on whether the Division should consider the opportunity hire. If the majority agrees to proceed, the search should be conducted in accordance with the procedures detailed above.

### I. AMENDMENTS

Amendments to the Organizational Structure and Rules of Procedure may be proposed by the Chair or by any member of the faculty and must be included as a specific item or set of items on a Departmental Meeting agenda before being brought up for a vote. Votes may be held in person

or electronically. A simple majority of all members of the voting faculty is necessary to adopt a proposed amendment.

No amendment may contravene the GRs, the ARs or the College Rules.

## **APPENDIX I: SIMPLIFIED ROBERT'S RULES OF ORDER**

### **Key Principles of Robert's Rules**

1. Everyone is equal – Every member has an equal right to speak, vote, and participate.
2. Only one subject at a time – Focus on one motion or issue before moving to the next.
3. Respect the majority and protect the minority – Majority votes decide, but everyone gets heard.
4. Quorum matters – A minimum number of members must be present to make decisions official.

### **Basic Meeting Agenda (Order of Business)**

1. Call to Order – Chair begins the meeting.
2. Approval of Minutes – Review and approve the previous meeting's notes.
3. Reports – Officers, committees, or special groups present updates.
4. Unfinished Business – Address topics from the previous meeting.
5. New Business – Discuss new topics or motions.
6. Adjournment – Meeting officially ends.

### **How to Handle a Motion (Propose an Idea or Action)**

1. A member says, "I move that..." – This is how new business is introduced.
2. Another member must second the motion. – If no one seconds it, the motion dies.
3. Chair states the motion for discussion.
4. Members debate the motion – Take turns speaking (usually limited to two times per person, with a time limit).
5. Call for a vote– Chair asks, "Are you ready to vote?"
6. Vote is taken – Common methods:
  - Voice vote: "All in favor say aye, all opposed say no."
  - Show of hands or written ballots if needed.
7. Chair announces the result – Motion is either adopted or rejected.

### **Basic Types of Motions**

1. Main Motion – Proposes new actions or decisions.
2. Amendment – Changes the wording of a main motion.
3. Table – Postpones discussion on a motion until later.
4. Previous Question – Ends debate and forces a vote.
5. Point of Order – Corrects a procedural error.

### **Other Useful Actions**

- Quorum Check – Ensure enough members are present to proceed.
- Point of Information – Ask for clarification about the discussion.
- Motion to Adjourn – Ends the meeting officially.

## **APPENDIX II: Additional Guidelines on Hiring Votes**

As soon as is feasible following the conclusion of the candidate interviews and campus visits, the Division Faculty will meet to hear the recommendation of the Hiring Committee and to vote on the slate of candidates. When the Faculty meets to vote on hiring decisions, no other business will be conducted during that Faculty Meeting. The meeting is to be conducted following the procedures of a regular Faculty Meeting in Executive Session. Whether the meeting is held in person or remotely (e.g., via Zoom, MS Teams, or other format), the Division Director should ensure that each faculty member attending can contribute to the discussion. The meeting will begin with the Search Committee report (a 10-to-15-minute oral presentation). The Committee will rank the candidates and give their recommendation. Following the report, questions will be asked of the Search Committee prior to voting.



**Organizational Structure and Rules of Procedure**

**College: College of Arts & Sciences**

**Unit: Department of English**

**Approved by Provost: Tannock, 1/8/2025**

**Approved by College Dean: 12/19/2024**

**Approved by Unit Director (Indicating Approval by Faculty): 12/19/2024**