

## **UNCG Department of English Instrument of Governance**

Approved January 28, 2014

For more than two decades shared governance has been a fundamental principle of the English Department. The Head, Associate Head, program directors, and committee chairs work with other faculty through meetings, policies, and procedures that demonstrate collegiality and transparency.

In the case of any unforeseen conflict of the Department of English "Instrument of Governance" with any of the College, University, or North Carolina governing documents, the provisions of those governing documents will supersede this departmental "Instrument of Governance."

### 1. Department Head

Following consultation with the department faculty, the Dean of the College of Arts and Sciences will recommend appointment of the Head to the Provost. The appointment is normally for a four-year term and the department's strong preference is that the Head serve no more than two consecutive terms. The Head is responsible for budget, planning, personnel, scheduling, and other issues related to department management. In accordance with College and University regulations and in consultation with faculty, the Head recommends faculty appointment, promotion and tenure, and non-reappointment to the Dean. The Head makes teaching and other faculty assignments in accordance with the Faculty Workload Policy.

### 2. Faculty meetings

The provisions in this section apply to the regular business meetings of the faculty. Tenured faculty meetings on reappointment and on promotion and tenure are scheduled by the Head, and conducted in accordance with the department's "Promotion and Tenure Guidelines," and College and University regulations. With the exception of quorum for promotion and tenure decisions, which is set in 2.a. below, the procedures governing such meetings are described in those documents. Meetings on the appointment and promotion of Academic Professional faculty are conducted in accordance with the department's "Academic Professional Guidelines and Procedures" and College regulations.

The Head schedules meetings, prepares agendas, and presides, but normally does not vote, except to break a tie on policy or curricular issues. Full-time Academic Professional, tenure-track, and tenured faculty, as well as faculty on phased retirement (hereafter collectively referred to as "the voting faculty"), may attend and vote on all regular business, including hiring priorities and decisions, and programmatic curricular changes recommended by standing committees. (“Programmatic” changes are those that alter requirements for a degree; however, they do not include the proposal of courses that would fulfill an existing degree requirement.) In addition, two graduate student

representatives may attend and participate in the initial faculty discussions concerning graduate program issues but will leave the meeting before a vote is taken.

By state law, all personnel discussions are confidential.

a. Quorum

For a departmental vote to be binding, a quorum of faculty members must be present. Quorum for a given semester will be based on the number of the voting faculty not including faculty on phased retirement and faculty formally on leave that semester, and not including the Head. (If they decide to be present at a meeting, faculty members on phased retirement and those currently on leave can count toward the required number of faculty for quorum.) In the following cases, more than two-thirds of the voting faculty in residence must be present: (1) votes involving programmatic curricular decisions; (2) votes involving the allotment of and search procedures for tenure-line faculty positions; and (3) votes involving the hiring of tenure-line faculty. For votes involving other departmental business, more than one half of the voting faculty in residence must be present.

For votes on promotion and tenure cases, more than two-thirds of eligible tenured faculty in residence, or full professors in residence, as required by the case, must be present.

b. Proxy/Absentee Voting

In departmental votes, absentee ballots and proxy voting shall not be allowed.

c. Secret Ballot

All hiring decisions require a secret ballot. For other decisions in regular faculty meetings, any member of the voting faculty may ask the Head to conduct the vote by secret ballot.

3. Associate Head

The Associate Head, normally a tenured faculty member, is appointed by the Head, usually for a term of two or three years. The Associate Head will assist the Head in scheduling, hiring and supervising non-tenure track teaching lecturers, and in policy formulation and implementation, and serves as an ex officio member of the Advisory Committee. At the Head's direction, usually in the case of illness or extended absence, the Associate Head may chair department meetings, attend Administrative Council, coordinate daily departmental business, or undertake other appropriate action on the Head's behalf. Other specific duties of the Associate Head may be agreed upon at the time of the Associate Head's appointment.

4. Program Directors

Five Program Directors are responsible for overseeing the department's various curricular and degree programs: Director of Graduate Studies, Director of Undergraduate Studies, Director of English Education, Director of College Writing, and Director of the M.F.A. Creative Writing Program. The Directors serve as chairs of the Standing Committees and fulfill other duties related to the curricular and degree programs overseen by those committees (see 8 below).

Past practice has ordinarily been for the Head to appoint current members of the faculty as Program Directors, in consultation with faculty in the relevant program. New internal appointments normally are made in the academic year preceding the assignment. If the faculty member is tenured, the appointment is for a term mutually agreed upon, usually two to four years. (It is not usual for an untenured tenure-track faculty member to be appointed as a Director.) If the faculty member is Academic Professional faculty, the appointment is defined by the length of the contract, but may be repeatedly renewed at the Head's discretion, contingent on the performance of the faculty member as Program Director.

In consultation with the Head, the voting faculty may decide to search for and hire a new faculty member specifically to become a Program Director. The search and hiring procedures and decisions will be those appropriate to the desired rank and specialty. If a tenured faculty member is hired for such a position, the Directorship would ordinarily be understood to be an additional term-limited appointment added to the faculty appointment. If an Academic Professional faculty member is hired as a Director, the faculty position itself may be defined as including the Directorship; this would be governed by the Memorandum of Understanding generated at the time of hire.

#### 5. Advisory Committee

This four-member, elected committee advises the Head on policy, budget, work-load, and hiring of lecturers. The Head schedules meetings and presides. The voting faculty are eligible for membership; terms are three years, staggered. Elections are held early in the Fall semester to fill open positions for the academic year. On a schedule set by the Head, nominations, and the nominee's decision to accept or decline nomination, are posted in hardcopy at a designated location in the department. The voting faculty submit secret paper ballots, again at a location designated by the Head. Ordinarily the election is completed and the new member(s) announced no later than the beginning of the third week of the academic year in which the terms begin.

#### 6. Evaluation Committee

This four-person committee advises the Head on annual evaluation of faculty performance. Members are Professors and Associate Professors, who are appointed by the Head to represent the department's teaching areas. Terms are two years, staggered; the Head appoints two members at the beginning of each academic year. By state law, personnel discussions are confidential.

#### 7. Faculty Development Committee

This committee has two primary charges: identify and nominate appropriate faculty for College and University awards; and advise the Head in the selection of Departmental awards, including the Class of 1952 Professorship, the Friedlaender Faculty Development Fund, and any other development funds that may be established for the department. The Head appoints three tenured faculty, two full professors and one associate, representing the teaching areas of the department, to a one-year term. The term may be renewed for

no more than three consecutive years. Members are ineligible for nomination for the awards overseen by the committee while they serve.

#### 8. Standing Committees

There are five Standing Committees: Graduate Studies, Undergraduate Studies, English Education, College Writing, and M.F.A. Advisory. The Head annually appoints members of the voting faculty to these committees, with the exception of the MFA Advisory Committee: its membership consists of the full-time members of the Creative Writing faculty, including the Associate Director of the MFA Program. The members of the other four Standing Committees are appointed for one-year terms and may be reappointed for additional terms. As their membership is indicated in the descriptions below, the committees select appropriate student members for one-year terms. As chair, the appropriate Program Director convenes the committee and sets its agenda, which may include issues brought up by members, other faculty, or the Head. Ordinarily the Program Director will convene the Committee for a face-to-face meeting no less than once per semester.

A primary function of the Standing Committees is their oversight of various segments of the department's curriculum.

New course proposals and routine or other changes to current courses are reviewed by the appropriate Standing Committee, which then makes a recommendation to the Head as to whether the proposal or change should be approved. The Head circulates all such recommendations to the voting faculty, any member of which may request that consideration of this proposal or change be put on the agenda of a regular faculty meeting. In the absence of such a request, the Head will decide whether to accept the Committee's recommendation and act accordingly.

Programmatic changes to the curriculum proposed by faculty members to the Committee, or by the Committee itself, will be reviewed by the Committee. The Committee will then make a recommendation to the voting faculty, which will consider the recommendation and take a vote as appropriate, with the Head then acting according to the voting faculty's decision.

The Graduate Studies Committee, which is chaired by Director of Graduate Studies, consists of three or four additional faculty members and two graduate student members. The Director and the committee are responsible for recruiting and admissions into the M.A. and Ph. D. programs, for reviewing and recommending to the Head graduate course proposals, for reviewing and recommending to the voting faculty programmatic changes in degree requirements and policies, and for recommending fellowships and awards for students. The Director oversees the M.A. and Ph. D. Programs and advises students in them.

The Undergraduate Studies Committee, which is chaired by Director of Undergraduate Studies, consists of three or four additional faculty members and two undergraduate student members. The Director and the committee are responsible for reviewing and recommending policies, courses, and programmatic curricular changes for the major, the minor, and the academic concentration; they participate in recruiting and retention efforts and recommend awards and scholarships for students. The Director also manages assessment, transfer and study abroad credit, supervision of advising, and other aspects of the major.

The English Education Committee, which is chaired by Director of English Education, consists of three or four additional faculty members, including a liaison from the School of Education. The Director and the committee are responsible for reviewing and recommending policies, courses, and programmatic curricular changes for the B. A. in English with Teacher Licensure. The Director serves as a liaison with the School of Education, prepares accreditation documents, and advises and supports advising of licensure majors.

The College Writing Committee, which is chaired by the Director of College Writing, consists of three additional faculty members and two graduate student members, including the Assistant Director. The Director and the committee are responsible for administration of the writing program and for establishing, reviewing, revising, and assessing policies, procedures, and awards relevant to this program. The Director provides orientation, training, and supervision of teaching assistants, schedules their teaching assignments, directs production of relevant manuals and publications, and responds to student appeals in these college writing courses.

The M.F.A. Advisory Committee, which consists of full-time faculty teaching in the program including the Assistant Director, is responsible for recruitment and admission of students to the M.F.A. program and for reviewing and recommending policies, courses, and programmatic curricular changes for the program. The Director administers the program, coordinating nominations for fellowships and assistantships, and advising students.

#### 9. Ad Hoc Committees

When tenure-track searches are authorized by the Dean of Arts and Sciences, the Head recommends the chair and members of a search committee to the Dean, who appoints them.

When Academic Professional track searches are authorized by the Dean of Arts and Sciences, an ad hoc Academic Professional Committee will be appointed by the Head in accordance with the provisions in the department's "Academic Professional Guidelines and Procedures."

When required by the review calendar, the Head appoints a Post-Tenure Review Committee in accordance with College and University regulations.

The Head appoints other ad hoc committees as needed.

10. Amendments

This instrument may be amended by a majority vote of the voting faculty, with the concurrence of the Head.

Original instrument adopted February 4, 2005

Amended November 11, 2006 & March 28, 2007

Amended October 8, 2008

Revised October 23, 2013 & March 19, 2014

Amended January 28, 2015