

BYLAWS

DEPARTMENT OF ENGLISH

PREAMBLE

The mission of the English Department is to pursue excellence in teaching and scholarship through the study of literature, language, and the skills needed to master those fields of study. These bylaws constitute the means whereby the English Department agrees to conduct its internal affairs, and by which it shall address procedures and standards for faculty appointments, evaluations, promotions, and tenure recommendations. These procedures and standards shall comply with the general standards and procedures specified in the current contract.

1.0 **MEMBERSHIP AND VOTING.** The voting faculty of the English Department shall consist of all full-time members with the rank of instructor or above, not including the Department Head. A member of the department on leave retains all membership rights during the leave. A tenured person on reduced appointment retains all membership rights.

1.1. For all elected positions in the English Department, nomination and balloting procedures will be followed as outlined in the appropriate section of the bylaws. Whenever a candidate for an elected position runs unopposed, however, a formal ballot will be waived and the candidate will stand elected.

1.2. If the nomination process does not produce a candidate for an elected position, the department head may appoint someone to the position.

2.0 **DEPARTMENT HEAD**

2.1. **Role.** The Head shall conduct the business of the department in accordance with the Agreement and Bylaws of the department. The Head's decisions and recommendations shall be made in consultation with the appropriate committees of the department. In cases where his/her recommendations differ significantly from those of the Department Executive Committee, the Head shall send the Executive Committee's recommendations along with his/her own.

2.2. **Selection.** The Department's recommendations to the Dean, in selecting a Head shall be as follows:

2.3. When a department head position becomes vacant, the dean of the college, after consultation with the department, shall formulate specific guidelines regarding replacement procedures. These shall include:

- a. the specifications of whether internal and/or external candidates shall be considered;
- b. desired qualifications;
- c. budgetary considerations; and
- d. the size of the pool of recommended candidates that will be submitted to the dean for consideration.

2.3.1 The department will formulate its recommendation(s) among all candidates and forward same to the dean, with supporting rationale. When the department is able to find more than one (1) acceptable candidate, the department may rank order its list of acceptable candidates and give reasons for its ranking. If the department is able to find only one

(1) acceptable candidate, it shall recommend that candidate. The dean will review the departmental recommendation(s) with the Provost and Vice President for Academic Affairs. If the department's recommendation(s) is approved by the Provost and Vice President, the Provost and Vice President shall recommend the appointment of the candidate to the President of the University. If the University does not accept the recommended candidate(s), the University has the right to declare the search process has ended.

2.3.2 In the event a department head position is not filled in a timely fashion through the preceding procedures, the Board may appoint an acting department head for one (1) year; further, the Board has the right through this procedure to appoint the same individual to additional one- (1) year terms if the procedures specified in Sections 2.3 and 2.3.1 fail to produce agreement.

2.3.3 Department heads, directors, and the Dean of Academic Information Services will be evaluated triennially by the faculty in the appropriate academic unit.

2.4. **Evaluation.** The Head of the English Department shall be evaluated at least once every three years by the Executive Committee in consultation with the department.

2.5. **Acting Head.** During a brief absence of the Head, the Chair of the Executive Committee shall act as Head with the consent of the Dean.

3.0 **FACULTY SECRETARY**

3.1. **Appointment.** A member of the department shall be appointed annually by the Executive Committee to serve as Faculty Secretary.

3.2. **Duties.** The secretary's duties shall include the recording of minutes of the meetings of the English Department and the distribution of those minutes to members of the department; other duties may be assigned by the Executive Committee.

3.3. **Service.** Work performed by the Faculty Secretary shall be considered university service at the time of annual evaluation.

4.0 **ACADEMIC SENATORS**

4.1. In accordance with the Agreement between the NMU Board of Control and the American Association of University Professors, and the Constitution and Bylaws of the Academic Senate, the Department of English shall elect one of the English Department's Academic Senators during the ninth and tenth week of the winter semester. An Academic Senator shall have been employed at Northern for a minimum of three years.

4.2. **Election.** The procedure for the election shall be as follows:

4.2.1 The English Department Faculty Secretary shall distribute nominating petitions to all eligible voting members of the department. A nomination must contain the signature of the nominee indicating his acceptance of the nomination and the signature of three nominators.

- 4.2.2 Five working days after distribution, the nominating petitions will be counted by the Department Executive Committee. Within five working days of the count, ballots containing the names of all people nominated will be distributed to all eligible voting members of the department.
- 4.2.3 Five working days after distribution, the ballots will be counted by the Executive Committee. The nominee receiving the majority of the votes cast shall be declared elected.
- 4.2.4 Should there be no majority, a run-off election will be held immediately; ballots will list the two candidates receiving the most votes. The person receiving a majority cast in the run-off election shall be declared elected. A tie may be broken by the toss of a coin by the Chair of the Executive Committee.

5.0 BARGAINING COUNCIL REPRESENTATIVE

- 5.1. In accordance with the Agreement between the NMU Board of Control and the American Association of University Professors the English Department shall elect one of its members for a seat on the AAUP Bargaining Council during the ninth and tenth week of the winter semester.
- 5.2. **Election.** The procedure for the election shall be as follows:
 - 5.2.1 The English Department Faculty Secretary shall distribute nominating petitions to all department members. A nomination must contain the signature of the nominee indicating his acceptance of the nomination and the signatures of three nominators. The Department Head shall not participate in the selection of the department's Bargaining Council Representative or in other Association matters.
 - 5.2.2 Five working days after distribution, nominating petitions filed shall be counted by the Department Executive Committee. Within five (5) working days of the count, ballots containing the names of all people nominated will be distributed to all members of the department.
 - 5.2.3 Five working days after the distribution, ballots will be counted by the Executive Committee, and the nominee receiving the majority of the votes cast shall be declared elected.
- 5.3. **Service.** Work performed by the Bargaining Council Representative shall be considered University service, and taken into account in the annual evaluation.

6.0 REQUIREMENTS FOR ACADEMIC APPOINTMENTS

6.1. Minimum Requirements for Appointment

- 6.1.1 The normal degree required for appointment at the rank of assistant professor or above is the Ph.D. in English or other appropriate terminal degree in the field from an accredited institution. Examples of other appropriate degrees include the Doctor of Arts and Master of Fine Arts. For faculty who teach essentially in reading, developmental or journalism courses, the Master of Arts with extensive practical experience and/or a portfolio of publications in peer-refereed media is an appropriate degree (the distinction here is between those who teach students directly, as in the NMU English Department, and those who teach teachers, as in doctoral research institutions). Such appointments can be tenure earning.

- 6.1.2 The minimum requirement for appointment at the instructor level is an earned Masters Degree in the field from an accredited institution. Such appointments are not normally tenure earning.
- 6.1.3 The English Department, in accordance with the 1995-97 AAUP contract, supports the opportunity for faculty on continuing contract status prior to July 1, 1995, to seek conversion to tenure earning appointments. Such conversions are dependent upon the department's obtaining tenure earning lines from the Vice President for Academic Affairs and upon the other provisions of the contract.

6.2. **Other Considerations.** For both initial appointments (Section 5.3.) and promotions (Section 5.6.) to the ranks of Associate Professor and Professor, it is normally the case that the expected relevant professional experience will be within higher education. It is recognized, however, that there are circumstances when it is proper and necessary to consider other professional experiences which are relevant and sometimes required for a particular individual. The significance of and the level of responsibility within such experience must be assessed on an individual basis. Following are examples of types of professional experience which may be relevant:

- 6.2.1 Teaching at some K-12 level which enhances a person's back ground as an educator.
- 6.2.2 Working full-time on a curriculum project which will have an impact in the English curriculum at the K-12 or collegiate levels.
- 6.2.3 Developing professional experience in ancillary fields (journalism, publishing, etc.).
- 6.2.4 Teaching at institutions where there is no rank of Instructor or above but where the assigned responsibilities are similar to assignments given to those with ranks of Instructor and above.

7.0 TENURE POLICY

- 7.1. **Criteria.** Tenure shall be granted, subject to provisions of paragraph 5.5. of the Agreement. An applicant for tenure must meet the same standards as an applicant for promotion to Associate Professor.
 - 7.1.1 For faculty on continuing contract status as of July 1, 1995, who are subsequently converted to tenure earning status, the criteria for tenure are the same as for other tenure track faculty except that the terminal degree requirement is waived.
- 7.2. **Evaluation and Advisement.** All probationary faculty on tenure-earning appointments in the department shall be advised regarding their progress toward tenure through the annual evaluation process during their probationary period. The annual evaluation shall contain a description of the faculty member's current status and any remaining requirements or improvements necessary for achieving a favorable tenure recommendation. It is the responsibility of the faculty member being considered for tenure to demonstrate that he or she has met the criteria for tenure as specified in the Agreement (Article 5. passim), the departmental bylaws, and the annual evaluations during the cumulative evaluation process of the probationary period. The departmental evaluation committee shall submit a written report containing recommendations with all supporting documents for the award of tenure. In addition to the committee's recommendation, the Head shall provide an independent evaluation concurring or not concurring with the committee's report.

8.0 **PROMOTION AND TENURE APPLICATIONS**

Applicants for promotion and/or tenure should follow the procedures and processes outlined in Sections 5.4, 5.5, 5.6 and 5.7 in the Master Agreement.

8.1. **Judgmental Criteria for Promotion and/or Tenure**

8.2. The broad outlines of the judgmental criteria for promotion and tenure, focusing on the three judgmental areas of (1) assigned professional responsibilities, (2) professional development, and (3) service, are found in Section 5.6.3 of the Master Agreement. The more specific criteria contained in these bylaws, including the examples, must be understood to amplify the language in the Master Agreement, not diverge from it.

8.3. The following examples are not intended to be complete or ordered by rank. Other types of activities may be considered. The lists include common types of activities and are meant to establish a norm. Furthermore, where there are lists with optional activities, it is not expected that any individual will be active in all of the examples listed. When a promotion is being considered, a history of sustained professional achievements of the types listed, or comparable ones, will be expected.

The demonstration of achievements for promotion and/or tenure is understood to be cumulative since appointment at NMU or since application for promotion to the preceding rank at NMU (or since the beginning of the prior service period when prior service credit has been granted at the time of appointment).

8.4. **Promotion Criteria for Promotion to Assistant Professor**

8.4.1 Faculty hired into Tenure Earning positions at the rank of Instructor shall be advanced to Assistant Professor upon completion of the appropriate terminal degree qualifications as specified in their letter of appointment. This advancement will not count as a promotion when considering the faculty member's application for promotion to Associate Professor.

Salary rate adjustments as provided in the letter of appointment to Assistant Professor will be processed at the beginning of the fall or winter semester, whichever immediately follows degree completion.

8.4.2 For the judgmental areas of Professional Development and Service, the applicant, the departmental evaluation committee, and the department head must have agreed upon the relative emphasis between these two areas, and have discussed the kinds of achievements needed to meet the requirements of that relative emphasis.

8.4.3 **Achievements in Professional Development Activities** (for promotion to Assistant Professor)

Has adopted a professional development agenda, and works toward achievement of the agenda's goals, which should include engagement in various scholarly activities designed to enhance and maintain currency in one's academic field(s), such as (but not limited to) attending seminars and/or professional meetings, engaging in knowledge acquisition activities, applying scholarly ability to particular problems, creative endeavors, etc.

8.4.4 **Achievements in Service Activities for Assistant Professor**

Serving on one or more departmental committees; there should be involvement on multiple committees when this is the area emphasized.

8.5. Promotion Criteria for Promotion to Associate Professor

8.5.1 Achievements in Teaching and Other Assigned Responsibilities (for promotion to Associate Professor)

This must include nearly all items a through l for those seeking this rank.

- a. Solid understanding of the subject matter taught, and of the materials used as part of the courses.
- b. Creation of a positive learning environment through good organization and appropriate use of instructional techniques and instructional technologies.
- c. Effective rapport with students in the classroom that engages them in the learning process
- d. Positive evaluation by students and peers.
- e. Continuous work toward improvement in existing courses, modifying the course content, and enhancing pedagogy, including the utilization of student feedback.
- f. Availability to students for consultation outside of class.
- g. Involvement in shaping of specific courses, such as defining objectives, gathering relevant materials, or overhauling existing courses.
- h. Breadth--the ability to teach competently a wide variety of courses, and a demonstrated willingness to continue to broaden one's knowledge in order to teach in new areas.
- i. Preparation of instructional materials--the preparation of materials and methods of one's own courses; the recognition of the value of these materials and methods by others.
- j. Creative involvement in departmental curriculum development or implementation.
- k. Providing educational opportunities that would not otherwise be available.
- l. Fulfillment of duties outlined in the contract or as stipulated in university and departmental position descriptions (e. g., Director of the Journalism program, Director of Composition, Director of the Writing Center).
- m. Effective performance as an independent study director, thesis director, thesis reader, or other similar activity for which direct compensation of money or released time is received.
- n. Involvement beyond what is normally expected, in extension, ITV, online, and/or distance education efforts of the university.

8.5.2 For the judgmental areas of Professional Development and Service, the applicant, the departmental evaluation committee, and the department head must have agreed upon the relative emphasis between these two areas, and have discussed the kinds of achievements needed to meet the requirements of that relative emphasis.

8.5.3 Professional Development Achievements (for promotion to Associate Professor)

This must include items a through c for all seeking this rank. When this is the area of emphasis, it must also include four (4) or more quality achievements in categories c through m; it is possible that those four achievements could be concentrated in one of the categories, or spread over a number of categories.

- a. Adoption of a professional development agenda, and continued work toward achievement of the agenda's goals, which should include engagement in various scholarly or creative activities designed to enhance and maintain currency in one's academic field(s), such as (but not limited to) attendance at seminars and/or professional meetings, engaging in knowledge acquisition activities, applying scholarly ability to particular problems, etc.
- b. Sharing of knowledge with colleagues and students through seminars or other activities, or via speeches and other avenues outside the university community.

- c. Making presentations at professional conferences, scientific meetings, etc. which are based on one's scholarly or creative activity.
- d. Research, as evidenced by publication.
- e. Research, as evidenced by the presentation of works in progress.
- f. Research, as evidenced by resulting educational programs.
- g. Expository writing, such as textbooks, journal articles aimed at students, or journal articles for fellow teachers, critiques, reviews or abstracts.
- h. Creative endeavors.
- i. Professional activities, such as editing, preparing manuscripts, reporting.
- j. The acquisition of new knowledge and the sharing of this knowledge with colleagues and students, through seminars or special features.
- k. Receipt of competitive grants for the support of professional work.
- l. Involvement in curriculum development projects beyond the departmental level.
- m. Service as a professional consultant, either on or off campus.

8.5.4 Achievements in Service Activities (for promotion to Associate Professor)

For all applicants for this rank, there must be multiple instances of service in **a**, some instances of **b**, or instances of service in the other items. For applicants who have chosen this as their area of emphasis, there must be multiple instances under **b** and multiple instances of service in the other items; very heavy involvement in one position can substitute for multiple instances.

- a. Serving on departmental and university committees, or in the academic governance structure, with evidence of contributions to the work of the committee, such as authoring reports or holding office.
- b. Serving as an officer of a professional society, either on campus, or at regional or national levels, or other noteworthy service for such a society.
- c. Serving as advisor to student organizations or as a special counselor to students on an expanded basis in ways not outlined by contract or position description.
- d. Serving on regional or state-level educational committees.
- e. Involvement in programs which create lines of communication between the University and the public schools of the area, or between the University and other elements of the community.
- f. Writing grant proposals seeking external funding for the department.
- g. Effective performance as an independent study director, thesis director, reader, or similar activity for which direct remuneration is not received.

8.6. **Promotion to Professor**

8.6.1 Achievement in Teaching and Other Assigned Responsibilities (for promotion to Professor)

This must include nearly all items **a** through **j** from Section 8.5.1 for those seeking this rank. There must also be demonstrations that some of these achievements (or those in Items **j** through **m**) have grown in significance during the time period since promotion to or appointment to the rank of Associate Professor.

8.6.2 Achievements in Professional Development (for promotion to Professor)

This must include items **a** through **c** in 8.5.3. for all seeking this rank, as well as some items from **d** through **m**. When this is the area of emphasis, it must **also** include six (6) or more quality achievements in categories **c** through **m**; it is possible that those achievements could be concentrated on one category, or spread over a number of categories.

8.6.3 Achievements in Service (for promotion to Professor)

For all applicants for this rank, there must be, from the listings in 8.5.4, multiple instances of service in **a**, and some instances of **b** or some instances of service in the other categories. For applicants for whom this is their area of emphasis, there must be multiple instances under **a**, some instances under **b**, and multiple instances in the other categories; very heavy involvement in one position can substitute for multiple instances.

- 8.7. **Supporting Evidence.** Following are examples of supporting evidence for effectiveness and significant contributions. This list is not exhaustive; rather it covers the most common forms of evidence submitted in the English department.

8.7.1 Assigned Responsibilities

1. Student evaluations.
2. Peer reviews: class visits, review materials, syllabi.
3. Letters of testimony.
4. Achievements of one's students.
5. Copies of reports, course proposals.
6. Record of active advisees.
7. Record of special advisees. See Appendix 1 and 2 (Duties and Responsibilities of the Directors of the Master of Arts and Master of Fine Arts Programs) and Appendix 7 (Duties and Responsibilities of Director of English Education).

8.7.2 Professional Development

1. List of all publications, presentations, etc., with representative samples (copies).
2. Report on works in progress (can involve peer review).
3. Letters from colleagues.
4. Record of grants, awards, etc.

8.7.3 University Service

1. Copies of reports.
2. Letters from committee chairs and peers indicating type and level of committee participation.

9.0 **DEPARTMENTAL MEETINGS**

- 9.1. **Meeting Times.** The English Department shall meet at least once a month at a regularly scheduled time convenient to all members.
- 9.2. **Scheduling of Meetings.** Departmental meetings will normally be scheduled by the Head; however, additional meetings may be scheduled by the Chair of the Executive Committee or at the request of one-third of the department in residence.
- 9.3. **Circulation of Agenda.** The agent or agencies scheduling a meeting of the department shall be responsible for circulating a written agenda at least three days in advance of any meeting.
- 9.4. **Chairing of Meetings.** The Head will serve as chair of the meetings which he has scheduled. Meetings scheduled by the Executive Committee will be chaired by the chair of that committee. Meetings scheduled by one-third or more of the department faculty will be chaired by their designated agent.
- 9.5. **Parliamentary Procedure.** Meetings of the English Department will follow parliamentary procedure as established by the most recent edition of Robert's Rules of Order; the Head will annually appoint a Parliamentarian.

- 9.6. **Quorum.** Notwithstanding Robert's Rules of Order, a quorum of at least one-third of the English Department faculty in residence shall be required for the transaction of business at a meeting of the department.
- 9.7. **Mail Ballot.** In the absence of a quorum at a department meeting, the business may be conducted by a mail ballot. Except as herein otherwise specified, a matter submitted to mail ballot needs a simple majority of the department in order to be approved.
- 9.8. **Delegation of Business.** The department may delegate business to a standing or ad hoc committee.
- 9.9. **Distribution of Minutes.** Minutes of all department meetings will be taken by the English Department Faculty Secretary and circulated as quickly as possible to all members.

10.0 EXECUTIVE COMMITTEE

- 10.1. The Executive Committee shall serve as an advisory committee to the Department Head. It shall serve as representative of the department as a whole, concerning itself with all matters referred to it by the Department Head or any department member. All recommendations of the Executive Committee shall be directed to the Department Head and shall be recorded in the distributed minutes of the committee meetings (except the details of specific personnel matters).
- 10.2. **Composition.** The committee shall consist of six members elected at-large. The English Department Head shall be an ex-officio member of the committee (attending as necessary), but will not be the chair of the committee. The Chair of the Executive Committee will be elected annually by the six members of the committee.
- 10.3. **Election**
 - 10.3.1 The Executive Committee shall be elected during the ninth and tenth weeks of the winter semester. The newly elected members shall take office at the beginning of the fall semester.
 - 10.3.2 Two members shall be elected each year to three-year terms of office.
 - 10.3.3 At the specified time, nominating petitions shall be distributed to all eligible voting members of the department by the current Executive Committee. Nominations must contain the signatures of the nominees indicating their acceptance of the nominations and the signatures of the three nominators.
 - 10.3.4 Five working days after distribution, the nominating petitions filed shall be counted by the English Department Faculty Secretary. Within three working days of the count, ballots containing the names of all people nominated shall be distributed to all eligible members of the department.
 - 10.3.5 Five working days after distribution of the ballot, they will be counted by the English Department Faculty Secretary. The nominee receiving the majority of the votes cast shall be declared elected. A tie may be broken by the toss of a coin by the Chair of the current Executive Committee, provided he or she is not up for election.
 - 10.3.6 Should a vacancy occur, an election shall be held to fill the unexpired balance of the term in question.

10.3.7 No member of EDEC seeking promotion or tenure shall serve on the committee during the year in which promotion/tenure is sought. The faculty member shall notify the Department Head in the winter semester preceding the year in which promotion/tenure is sought so that a replacement can be elected. If such prior notice is not received or the election fails to identify an alternative, the Department Head shall appoint an alternate committee member for the year.

10.4. **Specific Duties.** In addition to those duties mentioned under 2.2-2.5, 3.1, 4.2.2-4.2.4, 5.2.2, 5.2.3, 6.2, and 8.2-8.4 above, the duties of the committee are as follows:

10.4.1 In the case of new and vacant positions (including graduate assistantships and part-time appointments),

10.4.1.1 To consider area priorities;

10.4.1.2 To recommend qualifications for the same, including appropriate terminal degrees;

10.4.1.3 To create Search Committees in consultation with the Department Head.

10.4.1.4 To screen and interview applicants for new and vacant positions;

10.4.1.5 To assess qualifications for adjunct faculty for course assignments and to rank-order them for appointment priority;

10.4.1.6 To present leading candidates to the Department Head for consideration and recommendation to the Dean.

10.4.2 To participate in the annual evaluations of department members after using all appropriate sources of information. Department members shall be contacted prior to the evaluation process, and requested to supply appropriate documentation.

10.4.3 To recommend tenure, promotion, nonreappointment, and dismissal for cause of department members to the Department Head.

10.4.3.1 Candidates not recommended for promotion and/or tenure by the Executive Committee shall be provided a written statement of the reason(s).

10.4.4 To participate in retrenchment, should such action become necessary.

10.4.5 To establish a Search Committee for the selection of a Department Head, when necessary.

10.4.6 To determine membership of bargaining/union reps each fall. To determine membership of committees in consultation with the Department Head. To review the actions of other department committees as published in their minutes and in supplementary recommendations and reports to the Head.

10.4.7 To establish any additional committees it deems necessary.

10.4.8 To mediate grievances as an intermediary between a department member and the Association's Grievance Officer, if requested.

- 10.5. **Meetings.** The Executive Committee shall meet fortnightly (as necessary) during the academic year. Necessary additional meetings may be called by the Department Head, by the Chair of the committee, through a petition signed by three members of the committee, or through a petition signed by one-third of the voting members of the department.
- 10.6. **Agenda.** Whenever possible, a written agenda shall be made available by the Chair of the committee in advance of any meeting.
- 10.7. **Closed Meetings.** Meetings of the Executive Committee shall be open to the department membership, except in the following situations:
 - 10.7.1 Discussions of tenure, promotion, non-reappointment and dismissal for cause;
 - 10.7.2 Faculty evaluations;
 - 10.7.3 Salary discussions;
 - 10.7.4 Executive sessions as requested by the Chair of the Committee and supported by a majority of the committee members through a vote.
 - 10.7.5 Department members may be invited to attend discussions in the preceding situations if their presence is considered necessary by the Committee.
- 10.8. **Minutes.** Minutes of all meetings of the Executive Committee shall be distributed to members of the department as soon as possible.
- 10.9. **Service.** Work performed by members of the Executive Committee shall be considered department service and taken into account at the time of annual evaluation.

11.0 CURRICULUM COMMITTEE

- 11.1. The English Department Curriculum Committee shall represent the department as an advisory committee to the Department Head, concerning itself with all matters referred to it by the Head or by any department member. All recommendations and reports of the Curriculum Committee shall be made simultaneously to the Department Head and to the Chair of the Executive Committee. Any objections made by the Executive Committee to these recommendations must be forwarded in writing to the Department Head and the Chair of the Curriculum Committee within three working days after the next meeting of the Executive Committee.
- 11.2. The Curriculum Committee will be made up of at least five members of the English Department. In addition, one student representative from Sigma Tau Delta shall be appointed with voting power. The Committee shall select its own chair.
- 11.3. The Directors of Composition, English Education, Master of Arts, and Master of Fine Arts Programs as well as the Assistant Department Head will serve as ad-hoc members of the Committee with voting power.
- 11.4. **Duties.** The duties of the Curriculum Committee are as follows:
 - 11.4.1 To recommend the numbering, titles, descriptions, and prerequisites for department courses.

- 11.4.2 To recommend additions and deletions to departmental offerings after due consultation with the department.
 - 11.4.3 To assist department members in making course proposals.
 - 11.4.4 To recommend class size and oversee course enrollment figures, following the guidelines given below. Special exceptions to these limits may be approved by the Curriculum Committee, the Department Head, and the Dean of Arts and Sciences.
 - 11.4.4.1 Developmental courses numbered 001 to 109 shall not initially enroll more than twenty (20) students.
 - 11.4.4.2 EN 111, EN 211, and all other composition courses shall not initially enroll more than twenty-five (25) students.
 - 11.4.4.3 Literature courses numbered 100 to 282 shall not initially enroll more than thirty-five (35) students.
 - 11.4.4.4 Literature courses numbered 283 to 499 shall not initially enroll more than twenty-five (25) students.
 - 11.4.4.5 Writing Courses numbered 300 to 499 shall not initially enroll more than eighteen (18) students.
 - 11.4.4.6 Graduate writing workshops shall not initially enroll more than sixty (60) student credit hours total.
 - 11.4.4.7 Graduate seminars shall not initially enroll more than fifteen (15) students.
 - 11.4.5 The Committee will serve as an advising council to the Head and/or the Assistant Head in developing the course schedule for each semester, and will rank proposals for open topic courses.
 - 11.4.6 To recommend degree, certification, and program standards.
 - 11.4.7 To serve as a liaison to the Liberal Studies Division recommending, with the approval of the Head, appropriate courses for credit in the program and staff to teach such courses.
 - 11.4.8 The Committee will review and recommend appropriate course sequences, including Web, correspondence, and off-campus courses, and monitor their administration by the Office of Continuing Education and Sponsored Programs.
 - 11.4.9 To assist the Directors of English Education, Master of Arts, Master of Fine Arts, Composition, and Writing Center in carrying out their duties (see Appendices 1, 2, 4, 5, and 7).
 - 11.4.10 When problems or conflicts arise, to review syllabi in consultation with the Department Head to ensure adherence to course goals and descriptions.
- 11.5. **Meetings.** The committee shall meet as necessary through the academic year.
 - 11.6. **Agenda.** Whenever possible, a written agenda shall be circulated by the chair of the committee in advance of any meeting.

- 11.7. **Closed Meetings.** Meetings of the committee shall be open to the membership of the department, except in executive sessions as requested by the chair of the committee and supported by a majority of the committee members through a vote.
- 11.8. **Minutes.** Minutes of all meetings of the committee shall be distributed to members of the department as soon as possible after the meetings.
- 11.9. **Service.** Work performed by members of the committee shall be considered departmental service and taken into account at the time of annual evaluation.
- 11.10. **Curricular Oversight.** Curricular recommendations and proposals from the Composition, Masters, and Master of Fine Arts Committees, will be made in consultation with the Curriculum Committee prior to presentation to the department.

12.0 COMPOSITION COMMITTEE

- 12.1. The Composition Committee shall oversee matters dealing with the Composition Division of the Liberal Studies program, exclusive of evaluating faculty who teach these courses, unless delegated these duties by the Executive Committee, and shall make appropriate recommendations to the department on matters under its purview. The Committee is chaired by the Director of Composition. The Directors of the Writing Center and the Writing Proficiency Exam shall be *ex officio* members (with voting rights) of the Composition Committee. Four additional members of this Committee shall be appointed yearly by the Executive Committee, in consultation with the Department Head.

13.0 MASTER OF ARTS COMMITTEE

- 13.1. The Master of Arts Committee shall oversee the department's Master of Arts Program in English, shall make recommendations to the Department Head and Executive Committee, and shall advise the Curriculum Committee, as appropriate. The Master of Arts Committee shall review and recommend graduate faculty appointments, recommend graduate course offerings and instructors, oversee program assessment.
- 13.2. The committee is chaired by the Director of the Master of Arts Program in English and includes the Director of the MFA Program, at least three other faculty members appointed by EDEC, and two graduate student representatives appointed by the committee. The chair shall appoint or oversee the election of a secretary from among the other committee members.
- 13.3. The secretary shall distribute committee minutes to the members of the department as soon as possible after the meetings.

14.0 MASTER OF FINE ARTS COMMITTEE

- 14.1 The Master of Fine Arts (MFA) Committee is a standing committee that shall oversee the department's MFA Program in English. The MFA Committee shall represent the department as an advisory committee to the Department Head and Executive Committee, and shall advise and consult with the Curriculum Committee, as appropriate. The MFA Committee shall review and recommend graduate course offerings required in the MFA Program, recommend course scheduling and instructors, oversee program assessment and select graduate fellows.

- 14.2 The MFA Committee shall distribute committee minutes to the members of the department as soon as possible after meetings.
- 14.3 The Committee is chaired by the Director of the MFA Program and includes three to five other members of the graduate faculty in creative writing representing three genres—poetry, fiction, and creative nonfiction; one member of the graduate faculty whose specialty is not creative writing; the Director of the Master of Arts (MA) Program; and one graduate student representative appointed by the Committee. When the Committee discusses topics of a confidential or sensitive nature, including the selection and appointment of graduate fellows and assistants, the student representative(s) will be excused from the meeting. For the selection of graduate fellows and assistants, the Director of Composition and the Department Head (or designee), if they choose to do so, will join the committee as voting members.

15.0 WORKING CONDITIONS COMMITTEE

- 15.1. The English Department Working Conditions Committee shall represent the Department as an advisory committee to the Department Head, concerning itself with all matters referred to it by the Head or by any department members. All recommendations and reports of the Working Conditions Committee shall be made simultaneously to the Department Head and to the Chair of the Executive Committee. Any objections made by the Executive Committee to these recommendations must be forwarded in writing to the Department Head and the Chair of the Working Conditions Committee within three working days after the next meeting of the Executive Committee.
- 15.2. **Composition.** The Working Conditions Committee shall be composed of at least five members of the department and shall select its own chair.
- 15.3. **Selection.** The members will be selected at-large each April by the Executive Committee.
- 15.4. **Duties.** The duties of the Working Conditions Committee shall be as follows:
 - 15.4.1 To consider the appropriateness of requests for on-campus course overloads by individual department members, and to recommend action to the Head. Should such on-campus overload course become available, they shall be offered to regular faculty members first. In general, the English Department policy is to discourage overload teaching.
 - 15.4.2 To recommend the staffing of on-campus and extension courses with part-time adjuncts in accordance with Section 10, using the ranked adjunct list provided by the Executive Committee.
 - 15.4.3 To evaluate and rank within the department requests for various sabbaticals outlined in the Agreement.
 - 15.4.4 To recommend the disbursement of professional development funds and to review reports filed after professional travel or purchase.
- 15.5. **Meetings.** The Committee shall meet as necessary through the academic year.
- 15.6. **Agenda.** Whenever possible, a written agenda shall be circulated by the chairman of the committee in advance of any meeting.

- 15.7. **Closed Meetings.** Meetings of the committee shall be open to the membership of the department, except in executive sessions as requested by the chairman of the committee and supported by a majority of the committee members through a vote.
- 15.8. **Minutes.** Minutes of all meetings of the committee shall be distributed to members of the department as soon as possible after the meetings.
- 15.9. **Service.** Work performed by members of the committee shall be considered departmental service and taken into account at the time of annual evaluation.
- 16.0 **STUDENT GRIEVANCE COMMITTEE.** A student Grievance Committee consisting of three members of the English Department and one student shall be appointed yearly by the Department Head to adjudicate student grievances according to the procedures indicated in the current Student Rights and Responsibilities handbook.
- 17.0 **THESIS APPLICATION AND ASSIGNMENT COMMITTEE.** The Thesis Application and Assignment Committee will review applications for student thesis projects. It will also designate thesis directors and committees for approved projects and will endeavor to spread such assignments out equitably within the department.
 - 17.1. The Thesis Application and Assignment Committee will be composed of three to five members appointed by the Executive Committee.
 - 17.2. The committee will approve, reject, or require modifications in thesis applications to maintain appropriate thesis quality.
 - 17.3. The committee will assign the director and readers for each thesis, honoring student preferences whenever possible.
 - 17.4. The committee is responsible for maintaining the equitable distribution of thesis assignments, including a balance for individual faculty members between serving as directors and as readers.
- 18.0 **RELEASED TIME FOR THESIS AND INDEPENDENT STUDY DIRECTION AND ADVISING**
 - 18.1. Faculty shall be permitted to bank thesis and independent study direction for future released time.
 - 18.1.1 For independent studies, a faculty member shall receive released time or compensation as specified in the NMU-AAUP contract (See 9.1.4.3).
 - 18.1.2 For graduate thesis direction, a faculty member shall receive released time or compensation as specified in the NMU-AAUP contract (See 9.1.4.4.1).
 - 18.1.2.1 A faculty member shall not serve as director or reader on more than six (6) theses in any academic year (September 1 to August 31).
 - 18.1.2.2 Any Masters thesis in the English Department will be limited to a maximum of four credits, and any MFA thesis shall be limited to twelve (12) credits.
 - 18.1.2.3 Each MA thesis committee will consist of a director and reader; each MFA thesis

committee will consist of a director and two readers, at least one of which shall be a member of the creative writing faculty.

19.0 **GRADUATE ASSISTANT SELECTION COMMITTEE.** The committee will be chaired by the Director of the Master of Arts Program in English and includes the Director of Composition, the Department Head or his designee, and the remaining faculty members of the Master of Arts Committee. The committee will rank appointments for teaching assistantships within the department and recommend candidates for other assistantships.

20.0 **PROCEDURES AND CRITERIA FOR ASSIGNING COURSES**

20.1. Each fall, according to the administrative calendar, the Curriculum Committee, in consultation with the Head, shall publish to the faculty a list of courses to be offered for the following spring, summer, fall, and winter terms.

20.2. The Curriculum Committee shall then call for faculty to request, from this list, their choices of composition courses and preference courses for the coming year. The normal expectation is that regular faculty will be assigned four composition courses and two preference courses per year for their normal course loads.

20.2.1 Regular faculty shall be defined as all full-time members of the department except those on temporary (one-year) or special appointments.

20.2.2 The Curriculum Committee and the Working Conditions Committee shall work together on faculty teaching assignments for extra pay in the following manner: Curriculum shall rank proposals for courses with variable content (e.g., Special Topics, Major Authors, Seminars, and other open topic courses) on a scale of 1-10 (1 is high, 10 is low), with ties permitted. The Working Conditions Committee will use these rankings as a guide for assigning faculty to those courses. Where more than two points separate the Curriculum Committee's rankings, those rankings will be given priority. Where only one or two points separate the proposals, the Working Conditions Committee will give first priority to previous courses taught and other criteria to insure reasonable rotation of courses among qualified faculty. The Working Conditions Committee will recommend staffing for all summer courses for additional pay, extension courses, and annualizations; such recommendations will be based upon a ranking using the criteria in 19.2.5 below.

20.2.3 Preference courses shall be defined as all courses other than EN 080, 090, 101, 102, 111, and 211. In the interests of equity, and to distribute the departmental workload, the Curriculum Committee may choose to count an upper-division or graduate writing course as a composition course.

20.2.4 The Head shall announce to all appropriate faculty which courses are available for overload or extension teaching. Written requests for assignment shall be considered by the Working Conditions Committee. Its recommendations shall be forwarded to the Head, who shall make his or her recommendation to the appropriate Dean or Director.

20.2.5 Both the Curriculum and Working Conditions Committees shall be guided by the following considerations in assigning courses:

20.2.5.1 The first consideration shall be the qualifications of the faculty member. Qualifications must include but are not necessarily limited to the following:

1. Graduate preparation in the subject area, and/or professional work experience in the subject area (e.g., editing, high school teaching);
2. Published writings in the subject area;
3. Presentations at state or national meetings;
4. Completed but unpublished writings in the subject area;
5. Previous teaching experience in the subject area;
6. A convincing willingness to devote the time and energy necessary to developing expertise in the subject area.

20.2.5.2 For on-campus courses, including on-campus overloads, the second Consideration shall be least recent assignment to the course, and the number of preference courses recently assigned.

20.2.5.3 If the course is to be taught on extension, the second criterion in the order of preference shall be what faculty member, if any, has been especially requested by the extension group.

1. If the course is to be taught for additional pay, preference at this point shall be given to the person with the fewest number of extra assignments, including banked courses.
- 2.
3. Should the number be the same, the course shall be assigned to the person with the least recent "extra assignment."

20.2.5.4 The third consideration shall be length of service as a full-time teacher.

20.2.5.5 The fourth consideration shall be annualization of teaching load.

20.2.5.6 Regular faculty shall not normally be allowed more than four credits of additional assignment during any fall or winter semester and not more than eight credits of assignment during the combined intersession and summer sessions of any given year, including courses scheduled for annualization. Exception to this rule requires approval by the Working Conditions Committee and Department Head.

20.2.5.7 A faculty member returning from sick leave of a month or more shall not be eligible for extra assignments during the semester in which the sick leave occurs or during the first full semester (fall or winter) after the return to full-time teaching. A faculty member on leave during the winter semester will also not be eligible for summer teaching. Exceptions to this rule require the approval of the Working Conditions Committee and the Department Head.

21.0 PROCEDURES AND CRITERIA FOR ALLOTING PROFESSIONAL DEVELOPMENT FUNDS

21.1. All full-time department members may apply for and expect to receive professional development funds for conference travel

- 21.2. Carryover of professional development funds will be restricted to one year. Requests for carryover must be submitted to the Working Conditions Committee by March 1. Such requests are subject to the approval of the Working Conditions Committee and the Department Head of English.
- 21.2.1 Faculty applying for a one-year carryover of travel funds must complete a Travel Fund Carryover Request Form, available in the English Department office. On this form, the faculty member must identify the purpose, approximate dates, and amount of requested funding.
- 21.2.2 In any travel request, beyond the yearly contract allocation, faculty may ask for additional funds from the department's carryover pool for presenting a paper, chairing a session, serving as an officer, or other activity beyond simple attendance at a conference (see 20.4.1).
- 21.3. Requests for professional development funds for purposes other than travel must be made on the Professional Development Request form and approved by the Working Conditions Committee and English Department Head. Items to be funded should fall outside areas normally available for funding from other sources. The committee will normally look more favorably on requests which benefit the English Department or university as well as the individual.
- 21.4. All requests for professional development funds (including carryovers) must be submitted to the Working Conditions Committee before March 1 of the academic year in which the funds are allocated. Travel using these funds should begin during the academic year in which the funds are allocated (July 1 to June 30). Travel beginning before or after these dates should be funded from the allocations for the previous or subsequent year's allocation. Travel using carryover funds from a previous year should begin during the academic year in which the funds were carried over to (July 1 to June 30). If any faculty member does not communicate in writing by March 1 his or her intentions for using the professional development funds, on June 30 the money shall go into the department's reserve pool of travel and professional development funds for appropriate distribution by the Working Conditions Committee to other faculty in the following year.
- 21.4.1 The Working Conditions Committee will provide additional funding for the professional activities of department members. It will set appropriate amounts at the start of each academic year, based on the funds available, for each of the following activities:
1. Presenting conference papers;
 2. Organizing conferences, sections, and panels;
 3. Chairing sections and panels;
 4. Giving invited readings of original work;
 5. Serving as major officers of state and national organizations;
 6. Serving as official respondents to conference papers.
- 21.5. Completion of a reasonable report is required for each use of professional development/travel funds. The reconciliation form will not be forwarded without such a report attached.

22.0 PROCEDURE FOR USE OF BANKED RELEASED TIME

- 22.1. All earned released time plans of work must be consistent with departmental program and course requirements. Plans for using such hours must be approved by the Head in consultation with the Working Conditions Committee.

- 22.2. Normally, such a request shall be granted. However, in cases in which department programs would be damaged by such a proposal, the Head can make a counter-recommendation.
- 22.3. Plans should be submitted one semester in advance. Plans for using more than four credit hours must also be approved by the Vice President for Academic Affairs.

23.0 **AMENDMENTS**

- 23.1. **Circulation to Department.** Proposed amendments to these bylaws shall be circulated in writing to all members of the department at least one week in advance of the meeting at which they are to be discussed and voted upon.
- 23.2. **Required Vote.** A two-thirds vote of the members of the English Department shall be required for adoption of any amendment.
- 23.3. **Approval Outside the Department.** Amendments must be approved by the College Advisory Council, the Dean of Arts and Sciences, and the Vice-President of Academic Affairs.

APPENDICES

BYLAWS - DEPARTMENT OF ENGLISH

1.0 **DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF THE MASTER OF ARTS PROGRAM IN ENGLISH.** The principal responsibilities of the Director of the Master of Arts Program in English are to supervise the departmental Master of Arts Program, to coordinate program assessment, to advise graduate students participating in the program, and to promote the program both within and outside the University.

1.1. Supervision

- 1.1.1 Provides leadership in upholding standards set by the University's Graduate Programs Committee in matters of program and appointment to the Graduate Faculty.
- 1.1.2 Keeps abreast of developments in the field through contact with other schools, through appropriate reading in professional literature, and through attending regional and national meetings.
- 1.1.3 Chairs the English Department's Master of Arts Committee.
- 1.1.4 Chairs the Graduate Assistant Selection Committee and facilitates graduate assistant applications.
- 1.1.5 Serves on the Curriculum and MFA Committees. Cooperates with the chair of the Curriculum Committee and the Director of the MFA program to insure that the needs of instructors and students are being met in an efficient and productive manner.
- 1.1.6 Implements and oversees the assessment plan, including filing an annual report with the Department Head on the state of the Master of Arts Program in English and recommendations regarding the program's direction.
- 1.1.7 Works with the Department Head on budgetary matters pertaining to the Master of Arts Program in English.
- 1.1.8 Corresponds with and provides information to program applicants. Evaluates and recommends all applications for admission into Master of Arts Program in English.
- 1.1.9 Oversees the web site for the Master of Arts Program in English.
- 1.1.10 Arranges necessary conferences and meetings with faculty, students, and administrators.
- 1.1.11 Submits a brief (1-2 pages) annual report by June 1 to the Department Head.

1.2. Advisement

- 1.2.1 Oversees all Master of Arts student advising.
- 1.2.2 Oversees the development, approval, and completion of each student's graduate plan of study.

- 1.2.3 Provides appropriate forms, deadlines, and assistance to assure the timely completion of each student's capstone project.
- 1.2.4 Holds sufficient office hours in the department to provide reasonable accessibility and accommodation for students.

1.3. **Appointment**

- 1.3.1 With the advice of the Executive Committee, the Department Head will select the Director of the Master of Arts Program in English before the end of the previous academic year.
- 1.3.2 The position will be held by a member of the English graduate faculty who has experience teaching at the graduate level.
- 1.3.3 The appointment will normally be for a one-year renewable period.
- 1.3.4 Compensation for the Director of the Master of Arts Program in English will be one-sixth released time per year.

2.0 **DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF THE MASTER OF FINE ARTS PROGRAM.** The principal responsibilities of the Director of the MFA Program are to supervise and assess the MFA Program, to advise MFA students participating in the program, to coordinate the Visiting Writers Program during fall and winter semesters, to coordinate the Summer Visiting Writers Program, and to promote the MFA Program both within and outside the university.

2.1. **Supervision**

- 2.1.1 Provides leadership in upholding standards set by the university's Graduate Programs Committee (GPC) in matters of program and appointment to the Graduate Writing Faculty.
- 2.1.2 Keeps abreast of developments in the field through appropriate reading in creative writing and professional literature and by attending the annual AWP (Associated Writing Programs) Conference and other relevant conferences.
- 2.1.3 Serves on the MA Committee and cooperates with the Department Head, the Director of the MA Program and the Chair of the Curriculum Committee to insure that the needs of instructors and students are being met in an efficient and productive manner.
- 2.1.4 Chairs the MFA Committee.
- 2.1.5 Implements and oversees the MFA Program's assessment plan, including the filing of an annual report with the Department Head on the state of the MFA Program, attaching his or her recommendations regarding the program's direction.
- 2.1.6 Supervises the selection of MFA Graduate Teaching Fellows and Graduate Assistants.
- 2.1.7 Schedules class visits of MFA Graduate Teaching Fellows and Graduate Teaching Assistants by members of the MFA Committee and tracks their written evaluations.

- 2.1.8 Helps to assure coordination of MFA Program and MA Program course scheduling.
- 2.1.9 Works with the Department Head on budgetary matters pertaining to the MFA Program.
- 2.1.10 Arranges necessary conferences and meetings with staff, students, and administrators.
- 2.1.11 Corresponds with and provides information to applicants interested in applying for admission to the MFA Program.
- 2.1.12 Oversees the MFA Program Web site.
- 2.1.13 Updates, and submits in a timely manner, ads for Poets and Writers, The Writer's Chronicle, and other relevant publications.
- 2.1.14 Coordinates the Visiting Writers Program during fall and winter semesters.
- 2.1.15 Coordinates the Summer Visiting Writers Program.
- 2.1.16 Contacts and corresponds with prospective visiting writers.
- 2.1.17 Schedules radio, television, and newspaper interviews to promote readings and events of visiting writers.
- 2.1.18 Places ads in local publications, oversees the design and distribution of promotional posters, and prepares and submits press releases and calendar announcements, all in a timely manner.
- 2.1.19 Books lodging for visiting writers and organizes their schedules.
- 2.1.20 Sees that visiting writers sign contracts and receive compensation in a timely manner.
- 2.1.21 Submits a brief (1-2 pages) annual report by June 1 to the Department Head.

2.2. Advisement

- 2.2.1 Oversees all MFA student advising to assure the timely and successful completion of students' programs.
- 2.2.2 Advises all MFA students with the development, approval, and completion of their plan of study to assure that all requirements of the program are met.
- 2.2.3 Works with MFA students and their thesis directors to assure the timely completion of thesis applications and theses.
- 2.2.4 Provides MFA students with all appropriate forms, deadlines, and assistance to assure the timely completion of the program.
- 2.2.5 Holds ample office hours to provide reasonable accessibility in order to accommodate the needs of MFA students in a timely manner.

2.3. Appointment

- 2.3.1 With the advice of the MFA Committee and the Executive Committee, the Department Head shall appoint the Director of the MFA Program on an annual basis before the end of the previous academic year.
- 2.3.2 The position of MFA Program Director will be held by a member of the Graduate Writing Faculty and the MFA Committee who has considerable experience in teaching writing at the graduate level in poetry, fiction, or creative nonfiction.
- 2.3.3 The published work and professional development of the MFA Program Director will clearly indicate that faculty member's ability in at least one of the three genres taught in the MFA Program: poetry, fiction, and creative nonfiction.
- 2.3.4 The MFA Program Director may resign, or the Department Head may appoint a replacement, with the advice of the MFA Committee.
- 2.3.5 Compensation for the MFA Program Director will be in the form of one-third released time per semester.

3.0 DUTIES AND RESPONSIBILITIES OF THE EDITOR-IN-CHIEF OF PASSAGES NORTH. Passages North is a literary magazine prepared by the Department of English and distributed nationally. The principal responsibilities of the Editor-in-Chief are to establish clear directives for the overall operation of the magazine and for the position of Managing Editor, a graduate assistant appointment, to meet production and publication goals and to promote the magazine within and outside the university.

3.1. Supervision

- 3.1.1 Upon approval of the candidate for Managing Editor by the Director of the MA Program or the MFA Program, Department Head, and the Graduate College, interviews, selects, and trains each Managing Editor.
- 3.1.2 With the Managing Editor, creates a schedule for magazine office hours and for volunteer hours.
- 3.1.3 Interviews and hires a layout and design person.
- 3.1.4 Evaluates the performance of the Managing Editor in the winter term, for renewal or non-renewal of position.
- 3.1.5 Publishes one (1) to two (2) issues per year.
- 3.1.6 Works closely with the Poetry, Fiction, and Creative Nonfiction Editors to select submissions from emerging and established writers. Edits the final text of each issue and works in close collaboration with contributing authors.
- 3.1.7 Solicits and trains volunteers from the undergraduate and graduate student population for general office work, publicity, fundraising, magazine production, advertising, consignment sales, and manuscript reading.
- 3.1.8 Gives presentation to new graduate students each fall to familiarize them with the magazine and its operation.
- 3.1.9 Runs an active subscription campaign.

- 3.1.10 Runs poetry, fiction, and nonfiction contests.
- 3.1.11 Establishes a close relationship with both the MA and MFA Programs by placing ads on each program in the magazine and through co-sponsoring visiting writers' events.
- 3.1.12 Assumes responsibility for all financial matters—use of funds allotted each academic year under the umbrella of the MFA Program as well as discretionary use of the Passages North Development Fund for general operation expenditures, including office supplies and computer and computer related expenses, payment to vendors who print each issue, commercial advertising, contests and awards, and necessary part-time student labor.
- 3.1.13 Participates in professional organizations, such as the Associated Writing Programs (AWP) Conference held annually, to promote the magazine.
- 3.1.14 Submits a brief (1-2 pages) annual report by June 1 to the Department Head.
- 3.2. **Appointment.** With the advice of the MFA Committee and the Executive Committee, the Department Head will select the Editor-in-Chief of Passages North.
 - 3.2.1 The position of Editor-in-Chief will be held by a member of the department who has experience teaching creative writing courses on the graduate level and has publications in poetry, fiction, or creative nonfiction.
 - 3.2.2 It is desirable for the Editor-in-Chief to have prior experience in the operation of a literary review.
 - 3.2.3 The Editor-in-Chief may resign, or the Department Head may appoint a replacement, with the advice of the MFA Committee.
 - 3.2.4 Compensation for the Editor-in-Chief will be in the form of one-third released time per semester.
- 4.0 **DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF COMPOSITION.** The principal responsibility of the Director of Freshman English is the administration of the courses labeled EN 080, EN 090, EN 111, and EN 211. The Director carries out these duties in consultation with the Department Head and the Composition Committee. The Director's duties are as follows:
 - 4.1. **Leadership**
 - 4 1.1 Provides leadership in meeting the standards set by CUP for composition courses.
 - 4 1.2 Develops or reviews new courses together with modifications of existing ones to insure that they meet the objectives and policies as defined by CUP and approved by the Academic Senate.
 - 4 1.3 Encourages efforts for continuing improvement in these courses by conducting appropriate meetings with the teaching staff, when issues such as grading need review.
 - 4 1.4 Keeps abreast of developments in the field through contact with other schools, through reading appropriate books and journals, and through attending regional and national professional meetings.

- 4.1.5 As a member of the Curriculum Committee, chairs the Composition Committee, which assists the Director in administering the program.

4.2. **Supervision**

- 4.2.1 Supervises the formulation and implementation of curriculum policies pertaining to EN 080, EN 090, EN 111, and EN 211.
- 4.2.2 Advises the Department Head on the composition curriculum.
- 4.2.3 Arranges classroom visits, conferences, and meetings with staff, students, and administrators to the extent necessary to carry out these functions.

4.3. **Cooperation with Writing Center**

Works with the Director of the Writing Center to see that needs of both instructors and students in composition courses are being met in an efficient and practical way.

4.4. **Additional Duties**

- 4.4.1 Participates with the Graduate Assistant Selection Committee and the MFA Committee in the review and recommendation of candidates for teaching assistantships.
- 4.4.2 Orients first-year graduate teaching assistants to the workings of the department.
- 4.4.3 Details teaching responsibilities to graduate assistants and supervises their selection of text books, preparation of syllabi, and teaching of composition.
- 4.4.4 Arranges for the teaching of EN 509, Teaching Colloquium.
- 4.4.5 Assists and reviews graduate assistants' classroom work by assessing their materials and methods and by visiting their classes.
- 4.4.6 Conducts periodic meetings for all composition faculty on the teaching of college composition.
- 4.4.7 With assistance and advice from the Composition Committee, administers, monitors and refines the Placement Program in composition for new NMU students, including preparing written materials and arranging for oral presentations to these students.
- 4.4.8 Submits a brief (1-2 pages) annual report by June 1 to the Department Head.

4.5. **Special Functions**

- 4.5.1 Supervises special activities, such as review of text books and selection of winners for the Barnard and Houston Awards.
- 4.5.2 Assists the Head in handling complaints of students or staff that pertain to the composition program.
- 4.5.3 Recommends disposition of student requests for course waivers or advanced placement pertaining to composition courses, when such requests have been sanctioned by the Registrar's Office.

4.6. Terms of Appointment

- 4.6.1 With the advice of the Executive Committee, the Department Head shall appoint the Director of Composition each year; the Head should do so before the end of the previous academic year.
- 4.6.2 Compensation for the Director of Composition will be in the form of one-third released time per semester.
- 4.6.3 Evaluation of the Director is made by the Department Head in consultation with the Executive Committee.

5.0 DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF THE WRITING CENTER. The principal responsibilities of the Director of the Writing Center are to conduct and administer the Writing Center. The Director carries out these duties in consultation with the Department Head and the Composition Committee. The Director's duties are as follows:

5.1. Staffing the Writing Center

- 5.1.1 Staffs the Writing Center personally for 3-6 hours each week.
- 5.1.2 Selects peer tutors by consulting with members of the English Department and other faculty.
- 5.1.3 Trains peer tutors and graduate assistants as tutors in both pedagogical techniques and bookkeeping requirements of the Writing Center.
- 5.1.4 Supervises all tutoring done in Writing Center, handles complaints from students or teachers, and provides for substitute tutors as needed.
- 5.1.5 Serves as ex officio voting member of the department Composition Committee.

5.2. Maintaining the Writing Center

- 5.2.1 Assists the Department Head in supervising the financial affairs of the Writing Center:
- 5.2.2 Promotes the Writing Center, especially near the beginning of each semester, by sending out memos, visiting classes, and conducting Writing Center orientations.
- 5.2.3 Maintains the equipment and materials in the Center in an organized and useful fashion.

5.3. Reporting on Writing Center Use

- 5.3.1 Insures that Writing Center records are kept up-to-date and accurate.
- 5.3.2 Insures that bi-weekly reports are sent to those instructors whose students have studied in the Writing Center.
- 5.3.3 Submits a brief (1-2 pages) annual report by June 1 to the Department Head.

5.4. Terms of Appointment

- 5.4.1 With the advice of the Executive Committee, the Department Head shall appoint the Director of the Writing Center.
- 5.4.2 Compensation for the Director of the Writing Center will be in the form of one-third released time per semester.
- 5.4.3 Evaluation of the Director is made by the Department Head in consultation with the Executive Committee.

6.0 DUTIES AND RESPONSIBILITIES OF THE ASSISTANT DEPARTMENT HEAD. The principal responsibility of the Assistant to the Department Head is to carry out the assigned administrative tasks in such a way as to assist the Head in promoting the smooth and orderly functioning of the Department.

6.1. **Duties.** The specifics of the Assistant to the Head's responsibilities shall be worked out between the Head and the Assistant to the Head; these responsibilities may include representing the Department on standing or ad hoc University committees, chairing ad hoc departmental committees, serving ex officio on the Department Curriculum Committee, reviewing and updating Bulletin copy, and devising course scheduling and staffing projections. This list is neither exhaustive nor mandatory, only illustrative. Whatever the assigned responsibilities, they shall not be of a policy-making nature, nor shall they include matters dealing with faculty evaluation, promotion, or retention, except as consultant to the Head, who has primary responsibility for such areas.

6.2. Terms of Appointment

- 6.2.1 With the advice of Executive Committee, the Department Head shall appoint the Assistant to the Department Head each year; the Head should do so before the end of the previous academic year.
- 6.2.2 The Head and Assistant to the Head shall normally work out in writing the Assistant's responsibilities.
- 6.2.3 Compensation for the Assistant Department Head will be in the form of one-third released time per semester.
- 6.2.4 Evaluation of the Assistant to the Head is made by the Department Head in consultation with the Executive Committee as part of the regular faculty evaluation.

7.0 DUTIES AND RESPONSIBILITIES OF THE DIRECTOR(S) OF ENGLISH EDUCATION

- 7.1. Serves as liaison between the high schools and the English Department and University.
- 7.2. Cooperates with school personnel in a manner that will enhance the partnership between the department and university and the school systems.
- 7.3. Identifies and recommends potential supervising teachers.
- 7.4. Recommends assignments of student teachers.
- 7.5. Serves as a resource person for the supervising teacher and the student teacher.
- 7.6. Observes students while they are student teaching, for a minimum of three visits per student, and keeps informed of students' progress.

- 7.7. Receives released time for student teacher supervision according to formulas or guidelines established by NCATE.
- 7.8. Initiates conferences, as needed, with students, supervising teachers, and others concerned with student progress.
- 7.9. Confers and cooperates with the supervising teachers in evaluating students' progress.
- 7.10. Acts to enhance the growth and quality of the student teaching program.
- 7.11. Assumes the role of advisor for Secondary Education English majors when they reach second semester junior status or upon their admission to the "Methods" phase of the Education Program.