**Central Connecticut State University**

**Department of English**

**Bylaws**

Approved 5/5/2011, amended 8/25/11, 12/1/11, 11/21/13, 3/24/15, 8/31/17, 11/30/17, 2/5/2020.

ENGLISH DEPARTMENT MISSION STATEMENT

(approved 3/24/15)

The English Department at Central Connecticut State University offers courses and programs in literature, writing, linguistics, and cinema that immerse students in intensive study of how language, literature, and writing shape the world and our experience of it. The sustained and rigorous study of literature and language sharpens students' skills as readers and writers, deepens their cultural knowledge, and broadens their engagement with the diversity of human thought and experience. The critical and analytical skills students develop prepare them to be productive and active citizens of a dynamic and pluralistic society. Our graduates are prepared for careers in teaching, writing, and publishing, as well as any pursuit that requires skills in written and oral communication and clear and creative thinking.

The study of literature is the primary focus of the department’s major programs and one of the core pillars of the humanistic tradition of liberal arts education, but also key training for a 21st century work force. Our faculty and courses help students build a foundation of literary, historical, and cultural knowledge based in the multiple traditions of literary texts and the worlds they reflect and express. Likewise, our writing and linguistics courses and programs of study provide crucial opportunities for building skills in communication, analysis, and reflection; these courses promote students’ critical skills while they prepare them for a variety of careers and opportunities to continue their education.

Our faculty make significant contributions to their fields in books and other research, but also actively participate in their students’ educational experiences through advising, guided individual research projects, and mentoring both of individual students and student organizations and publications. The English Department faculty shares the university’s commitment to our graduates and prepares them to contribute to the vitality and growth of the economy and communities of Connecticut and beyond.

I. DUTIES AND RESPONSIBILITIES

A. Department Chair

The English Department Chair’s position is a 12-month position (see CSU-AAUP/BOT Contract Article 10.6.1.1). The Chair provides leadership for all full-time and part-time faculty of the department in fulfilling the department’s academic and personnel responsibilities; oversees and facilitates the functioning of the department in the fulfillment of its mission to students, the faculty, and the University; and represents faculty and departmental concerns to the administration and serves as the department’s channel of communications with the rest of the University. Specific responsibilities include:

* Supervising the ongoing review and assessment of the composition, literature, linguistics and cinema studies curricula and the undergraduate and graduate programs offered by the department, implementing improvements and changes when appropriate
* Supervising and organizing the department’s advising system and advising students as needed
* Managing the scheduling and teaching assignments of all faculty members
* Managing the hiring of full-time and part-time faculty in the department. Tenure-track hiring is done in conjunction with the department’s Appointments Committee; non-tenure track full-time and part-time hiring is done in consultation with relevant faculty members when appropriate.
* Serving as *ex-officio*, voting member of all department committees
* Preparing the department’s Annual Report, sharing it with the department, and conveying it to the appropriate administrators
* Overseeing placement testing for the department’s Wrt 100, Wrt 105 and WRT 110
* Observing at least one class of all first-semester adjunct faculty before rehiring them for subsequent semesters
* Supervising the operation of the Writing Center~~.~~
* Overseeing acceptance to the department’s programs when appropriate.
* Evaluating requests for transfer credit as ENG, LING, and CINE courses for classes taken at other universities, in consultation with specialist faculty when appropriate.
* Evaluating requests for overload enrollments in ENG courses and for the waiving of requirements for enrollment in ENG courses
* Adjudicating, formally or informally, grade appeals and other matters between students and faculty, as well as matters between members of the faculty
* Being present during the summer to handle placement issues, scheduling adjustments, hiring of adjunct faculty, and advising
* Supervising the department’s support staff, including the Department Secretary and Administrative Coordinator.

B. Assistant Chair

The Assistant Chair is appointed by the Chair of the Department, except during the last year of a sitting Chair's service, during which time the Chair-Elect serves as Assistant Chair. The Assistant Chair might be asked to take on the Chair's responsibilities if and when the Chair is away on sabbatical or other approved absence from campus. However, under normal circumstances, the Assistant Chair's responsibilities include keeping minutes of departmental meetings and retreats, oversight of the department equipment and budgets, and general assistance to the Chair, as needed. More specifically, the Assistant Chair:

* Serves as an *ex-officio* member and Chair of the Departmental Inventory and Budget Committee (see bylaws for this committee), keeping track of the departmental operating and discretionary budgets, including the approval of budget request forms and meetings with administrators about budget issues, and the annual inventory of computers and other equipment.
* Collects donations for, manages, and makes appropriate expenditures from the Faculty's Hospitality Fund, which is normally used for paper product supplies in the eating area of the main office, some food for special occasions (like the Department Holiday Party), and flowers, donations, or cards for occasions of serious illness, injury, or death affecting colleagues in the department.
* Takes minutes during faculty meetings and departmental retreats and types them up for the Chair, who reviews and distributes them when complete. If the Assistant Chair is not able to attend such a meeting or retreat, s/he is responsible to find someone else to take minutes.
* Assists the Chair as needed in serving as an Alternate to committees when the Chair is unable to attend a meeting, staffing tables at open houses and other promotional events for the department and its programs, assisting with student advising and mentoring, and providing counsel and other help as requested by the Chair.

C. Support Staff

As delineated below, the Department Secretary and Administrative Coordinator fulfill different roles in their support of departmental operations, and should not be asked to do each other’s work, or work not usually within their purview, in the absence of exceptional circumstances. In a department of more than thirty full-time faculty and almost that number of part-time faculty, the ability of a two-person office staff to respond to individual faculty needs is limited, but in the absence of pending departmental business, faculty may ask the department secretary for assistance with their own work.

The mailbox area will be open twenty‑four hours a day and faculty with keys will have access at will to department office common areas, but access to the support staff’s workspaces will be limited to the hours staff are at work. Faculty are asked to respect the support staff’s space and hours.

Faculty are responsible for their own document preparation and duplication, although assistance with the latter may be requested from the department secretary. Smaller copying jobs may be done on the department’s photocopier, but whenever possible, larger jobs like course syllabi and exams should be done through the University Copy Center using the department’s account. Unusual or especially large jobs should be submitted for approval to the Assistant Chair.

The Department Secretary serves as the interface between the department and all those who have business with it, including students, staff, and the public. The secretary works closely with the department Chair, who oversees and evaluates the secretary’s work. The duties of the department secretary include

* Serving as the department’s receptionist: answering the department’s phone and greeting walk-in students, faculty, and others, assisting them or directing them to the appropriate person
* Maintaining inventory of office supplies and equipment; ordering materials as necessary
* Assisting the Assistant Chair in monitoring of office budget
* Scheduling appointments and managing walk-in traffic for the Chair
* Arranging professional program interviews
* Managing the department’s film library by maintaining the inventory list, keeping track of materials borrowed by faculty members, and ordering new materials as requested by faculty members within the constraints of the department budget
* Managing departmental paperwork, including
  + Maintaining departmental files
  + Distributing mail
  + Preparing part-time faculty appointment forms
  + Preparing summer session faculty appointment forms
  + Designing posters for events and other departmental publicity
  + Preparing speaker honorarium forms
  + Managing departmental course evaluations, including receiving completed forms, sending forms in need of processing to the proper office, and distributing completed forms to faculty after grades have been submitted
  + Managing payroll forms, including tracking and properly coding faculty absences
  + Maintaining files and correspondence for faculty searches
* Handling individual requests for assistance from faculty as time allows

The department’s Administrative Coordinator manages the department’s administrative needs, working with the Chair to maintain departmental records and to coordinate departmental interaction with other offices of the university. In doing so, the coordinator will endeavor to meet the needs of individual faculty members, but faculty are reminded that the coordinator’s abilities are limited by the needs and requirements of the department and the university. The coordinator’s responsibilities include

* Assisting the Chair in preparation of faculty schedules and course set up for department’s undergraduate and graduate programs.
* Preparing departmental statistics and maintaining computerized databases.
* Collaborating with faculty and administrators in the Dean’s Office and Registrar’s Office in collecting data and maintaining faculty load records.
* Assisting the Chair in collecting and reviewing course descriptions.
* Coordinating with the Registrar’s Office and the Office of Continuing Education in scheduling special classroom use and department events needs.
* Coordinating support and interaction between the institution and department and all appropriate university administrators, faculty, and facility personnel.
* Acting as liaison with Student Disability Services, Academic Center for Student Athletes, and minority student programs, and supporting their special needs in English course enrollment.
* Providing administrative support to faculty in Banner, Pipeline, and other technical needs.
* Coordinating student placement, and enrollment of incoming and continuing students. Assisting in solving course enrollment problems and checking test score history.
* Coordinating all English Department book orders with University Book Store, helping faculty with desk copy requests, providing publishers’ representatives with correct information, and building relationships with publishers.
* Protecting students’ confidential information.
* Helping international students to understand University and Department course requirements and other concerns.
* Assisting the Chair and Assistant Chair in building support among faculty, students, parents, and community.

D. Faculty

Both the principles of academic freedom and the customs of departmental culture grant faculty considerable autonomy. However, in order to facilitate student success, departmental self-governance, and the smooth day-to-day functioning of the department, English Department faculty accept certain responsibilities.

* All full-time faculty are required by the AAUP/BOT contract to hold five office hours each week, scheduled over at least three days (see Article 10.9). At the beginning of each semester each faculty member will submit to the department secretary a list of office hours
* Faculty are expected to be present for their office hours. If for pressing reasons faculty cannot be present for office hours, they are expected to notify the department secretary, and if possible inform students by e-mail or other electronic medium.
* If faculty are ill or otherwise unexpectedly unable to meet their classes, they are expected, as soon as possible, to (1) inform the Department Secretary, who will post a notice in the classroom for students, and (2) e-mail their students to inform them of the class cancellation
* Faculty who will be absent from campus due to illness, personal leave, or professional travel must inform the Department Secretary, who is responsible for tracking faculty attendance for payroll purposes. Faculty whose professional travel does not involve missed classes or requests for reimbursement must still inform the Department Secretary and complete the Travel Authorization Form for insurance purposes
* At the beginning of each semester faculty will submit to the Chair a copy of their syllabi for the semester
* All full-time faculty members are expected to attend all department meetings unless they have a class scheduled at the same time. Part-time faculty members are welcome, but not required, to attend department meetings.
* All full-time faculty members are expected to participate in academic advising, in a manner agreed upon by the department. Before each semester’s registration advising period, all full-time faculty will post sign-up sheets listing their availability for advising appointments; availability should be sufficient to accommodate the faculty member’s advisees. Faculty members are expected to be present for their advising appointments. Faculty members not comfortable with advising procedures may request advice or training from the Chair or another experienced advisor.
* Faculty members should respond in a timely fashion to requests from the Chair, Department Secretary, or Administrative Coordinator concerning scheduling preferences, book orders, and other time-sensitive administrative matters. Department staff will make every effort to give faculty adequate time to respond to these requests, but are often limited in their ability to do so by requirements imposed by other administrative offices.
* Full-time faculty members are expected to participate in departmental governance and management by serving on departmental committees. Faculty members self-nominate for committee service according to their interests and aptitudes, but all faculty are expected to take on an equitable share of committee service. At a minimum, because there are more seats on departmental committees than there are full-time faculty, all faculty members are expected to serve on *at least* one departmental committee, in addition to any extradepartmental service obligations they may have.
* All faculty are expected to participate fully in departmental assessment activities, as designed by the Assessment Committee and approved by the department.
* All faculty are required to administer end-of-semester course evaluations in all of their classes according to the procedures laid out in the AAUP/BOT Contract article 4.11.8, using evaluation forms approved by the department. Faculty may also use forms of their own design in addition to (not instead of) departmentally-approved forms.
* With the exception of faculty not returning, new faculty, and faculty on leave, all full-time tenure-track and tenured faculty are expected to attend Commencement every other year. Each year, the Chair will distribute a list of those faculty expected to attend.
* Faculty are responsible for their own document preparation and duplication, whether using the departmental copier or the University Copy Center. For more on copying policies, see section C above.

II. DEPARTMENT STANDING COMMITTEES

A. Preamble

In keeping with the principles of shared governance and service to the university, the English department recognizes both the necessity and the value of committee work by its members. Accordingly, the department expects its members to take on an equitable and appropriate amount of committee responsibility in keeping with the members’ interests and aptitudes and to fulfill those responsibilities conscientiously. At a minimum, because there are more seats on departmental committees than there are full-time faculty, all faculty members are expected to serve on *at least* one departmental committee, in addition to any extradepartmental service obligations they may have. The department will also recognize the importance of such service in the evaluation of faculty for renewal, tenure, and promotion, and calls upon the university's administration and the Board of Trustees to do the same. The department will also give, and asks the administration and the trustees to give, appropriate weight to the time and talent invested by members on university-wide committees.

B. General Principles

1. Election to any committee will be for a three-year term to begin and end on the first day of the fall semester. Members are eligible to be re-elected to a second consecutive term. No member is eligible to be re-elected or appointed to a committee immediately after having served for six consecutive years.

2. All elected department committees will have three elected members. Exceptions are the Curriculum Committee which shall have five members including the department’s representative to the University Curriculum Committee; the Composition Committee which shall have six members including the Director of Composition, the Developmental Writing Specialist, the Writing Center Director, and a member of the part-time composition faculty; and the Graduate Committee which shall have four members including the Director of Graduate Studies and the instructor of ENG 598.

3. Elections to all departmental committees shall be conducted by the Nominations and Elections Committee in the first ten days of April, with results announced no later than April 15.

4. Election to any office will require a simple plurality of votes cast.

5. All *ex-officio* members of committees are voting members. The Department Chair is an *ex-officio* and voting member of all committees.

6. Committees will organize themselves in August of each year, at which point they will choose a chair and a secretary (or devise another method of taking minutes). The exception is the Department Evaluation Committee, which must select its chair for the coming year by April 15.

7. Committees will generally operate by consensus, but when necessary will conduct business according to *Robert’s Rules of Order*.

8. All committee decisions made by voting must be approved by a majority vote of the entire membership of the committee. All committee members must be given adequate opportunity to vote. Voting by e-mail is acceptable.

9. With the exception of the Department Evaluation Committee, all committee meetings are open to all members of the department. Whenever possible, committees should announce their meetings and agendas to the department in advance via e-mail, especially when an agenda includes an issue which would alter the department’s policies or programs.

10. Any department member proposing a change in departmental policies or programs must submit the matter to the appropriate committee for discussion before the matter is brought before the department. If the committee endorses the proposal, it shall be brought before the department by that committee at the next department meeting. If the committee rejects the proposal, the member is free at that point to ask the Chair to include the proposal on the agenda of a future department meeting. In either case, the proposal and any accompanying materials will be circulated in advance of the department meeting at which it is to be discussed.

11. All committees will be invited to present reports at each department meeting to keep the department apprised of developments. Pressing matters may be circulated to the department via e-mail.

12. All committees shall keep records of their activities, which shall be made available to the department on the S: Drive. These records may be in the form of meeting minutes or an annual report submitted at the end of the spring semester (or earlier for committees whose work concludes before the end of the semester).

C. Committees

**1. Alumni Relations and Careers**

The Alumni Relations and Careers Committee is responsible for maintaining a list of departmental alumni; maintaining contact with those alumni; managing content for the department’s Alumni Group Facebook page and other alumni-related web presence; and programming events for alumni. It is also responsible for working with the department’s Administrative Coordinator to manage content for the department’s alumni- and career-related content; maintaining the department’s publications on careers for majors and minors; and programming career-related events. The committee will include three members elected by the department, plus the department Chair as an *ex-officio* member.

**2. Appointments Committee**

The Appointments Committee is not elected annually but instead constituted by the Chair when a search for a tenure-track faculty member is to be conducted. When the committee must be constituted, the Chair shall invite members of the department faculty whose areas of specialization or other expertise most closely match the area of the pending hire. The Chair shall communicate the proposed membership of the committee for the department’s approval; approval shall be by consensus, though any member of the department may require that the membership of the committee be subject to a departmental vote. The committee will include three members, plus the department Chair as an *ex-officio* member.

All committee members will participate substantially during all stages of the search process, to include attending mandatory diversity training, preparing job descriptions and advertisements, vetting applications, and conducting telephone interviews and on-campus interviews of finalists. The committee will consider input at all stages from all committee members and all interested faculty, but only committee members who have reviewed/interviewed/met all the relevant candidates at any stage of a search may participate in the vote at that stage.

The committee will follow the procedures for each search as guided by the university’s Hiring and Search Manual and the Office of Diversity and Equity. Furthermore, it must recognize that Central Connecticut State University is an equal opportunity, affirmative action employer and shall abide by procedures stated in the CSU-AAUP/BOR contract.

**3. Assessment Committee**

The Assessment Committee is charged with overseeing assessment of student outcomes in the English Department.

The committee is made up of three members elected to staggered three year terms. The Chair of the English Department, the Director of Graduate Studies, and the TESOL Director are members *ex officio*.

The committee drafts and periodically reviews outcomes for each program to be brought before the department for discussion and approval, and works with the University Office of Institutional Research and Assessment to develop means of assessing these outcomes. Each semester the committee establishes the assessment plans for both the graduate and undergraduate programs for that semester. The committee presents an initial report of each year’s assessment data to the department. Further analysis of data will be performed by the appropriate department committee(s). The committee is responsible each year for preparing the formal report of our assessment findings, which is given to the university’s Academic Assessment Committee and included in the department’s annual report.

**4. Composition Committee**

The Composition Committee oversees the department’s composition courses: WRT 100, 105, 105P, 110, 202, and 401.

The committee consists of one elected member from the English Department’s full-time faculty, one elected member from the department’s part-time faculty (elected by the part-time faculty), and four *ex-officio* members: the Director of Composition (who serves as chair), the Developmental Writing Specialist, the Writing Center Director, and the Department Chair. The Director of Composition will be responsible for calling regular meetings throughout the academic year.  The committee will elect a secretary among the members to take minutes and manage correspondence for the meetings.

The Director of Composition is appointed by the Department Chair. The duties of the position include

* In consultation with the Composition Committee and the Department, designing curriculum for WRT 105 and 110
* Coordinating the implementation of curriculum in all sections of WRT 105 and 110
* Consulting with Department Chair on staffing and enrollment issues involving WRT 105 and 110
* Chairing the Composition Committee
* Coordinating assessment of WRT 105 and 110 objectives with departmental Assessment Committee
* Providing professional development opportunities for departmental writing faculty
* Acting as composition program liaison to school and university administration and other projects as needed.
* Consulting on curriculum implemented in other courses in the composition sequence: WRT 100, 105P, 202, and 401

The Developmental Writing Specialist (appointed by the department Chair)

* Creating and maintaining models for tracking developmental writing students’ progress toward degree
* Developing curriculum for and teaching courses in and about developmental writing
* Recruiting, training, and evaluating developmental writing teachers
* Collaborating with the Director of Composition to align goals and standards for developmental writing with primary composition sequence
* Administering summer Bridges program
* Evaluating and revising placement procedures for developmental writing as necessary
* Ex-officio member of Composition Committee

The Writing Center Director (appointed by the department Chair)

* Administering Writing Center operations, including but not limited to, developing and maintaining a pedagogical vision, semester scheduling, interdisciplinary and cross-campus outreach, promotional materials, and budgeting
* Recruiting, training, mentoring, and supporting a full staff, including undergraduate and graduate tutors, work-study administrative assistants, and part-time faculty
* Researching and assessing, including but not limited to, data collection and analysis, reporting to upper administration, and active participation in writing center scholarship and community
* Supporting CCSU community success, retention, and engagement through Writing Center services
* Ex-offico member of Composition Committee

The Composition Committee is responsible for setting and implementing placement policies concerning students for WRT 100, 105, 105P, 110, 202, and 401. These policies must be submitted to the department for approval.

The committee will promote programmatic consistency within and among the above listed courses by developing and maintaining, with the input and approval of the department, a set of shared goals, objectives, expectations, and outcomes that can then be used as a framework for individual instructors to use in designing their own courses. In service of this goal, each semester the committee will collect and review every composition course syllabus.

In conjunction with the Assessment Committee, this committee will structure and implement outcomes assessment for composition courses.

The committee will promote a sense of community among all composition instructors by supporting events and activities for sharing ideas, discussing concerns, and offering suggestions. These events will be designed to develop instructors’ pedagogy and promote programmatic consistency.

At the beginning of each semester, the committee will distribute all relevant documents to those teaching composition. In addition, the committee will work with the Department Chair to observe composition courses.

**5. Curriculum Committee**

The Curriculum Committee is responsible for considering new courses (including new versions of courses offered under generic numbers), changes in courses, elimination of courses, new programs, program revisions, and other matters pertaining to the curriculum of the department.

The committee shall consist of four members elected from the department.  In addition, the department’s elected representative to the University Curriculum Committee will serve on the departmental committee as a voting member. The Department Chair is also a voting member *ex officio*.

The committee will review all curriculum proposals and make recommendations to the department for action.  The committee is also responsible for reviewing undergraduate catalog copy and working with the departmental assessment committee as necessary.  
   
Proposals for new or revised courses and programs should follow the formats required by the University Curriculum Committee, including a catalog-appropriate course or program description, a statement of academic rationale, and a discussion of student demand for the course or program.  Proposals should be sent to the committee at least two weeks before the department meeting at which the curriculum change is to be considered.

**6. Department Evaluation Committee**

The Department Evaluation Committee is responsible for making evaluations and recommendations regarding tenure, promotion, annual renewal of untenured tenure-track faculty**,** and promotion and sexennial evaluation of tenured faculty, in accordance with the criteria and procedures established by the CSU-AAUP/BOR contract, the Faculty Senate and the department.

By the dates stipulated in the contract for each academic year, the committee will send written notice to each faculty member to be evaluated, stipulating the purpose of such evaluation.  (See Evaluation Process Due Date table in AAUP/BOR Contract.)  The committee will visit classes of non-tenured faculty as part of the evaluation process for annual renewal or tenure. Prior to preparing its written recommendation, the DEC will review the portfolio of supporting material submitted by each candidate, and offer each candidate the opportunity to appear personally before the committee.  The Committee may seek additional written material and information from other sources identified to both the candidate and all members of the committee.  When the written recommendation has been prepared and signed by all present and voting DEC members, the candidates evaluated will review the contents of their files and sign the evaluation/recommendation sheet(s).  Although material may not be removed from the file, the candidates evaluated may add relevant materials and submit a reply.

The committee will be formed in accordance with the current CSU-AAUP/BOR contract and regulations of the Faculty Senate.  It will consist of three members elected by the department, and the Department Chair *ex officio*. Only tenured full professors are eligible to be nominated to this committee.

**7. Graduate Committee**

The Graduate Committee is responsible for all matters pertaining to the department’s M.A. in English graduate degree program.

The committee is composed of the Director of Graduate Studies in English (*ex officio*), the Department Chair (*ex officio*), the instructor of ENG 598 (*ex officio*) and two members elected by the department from a slate drawn from the department at large. The committee is chaired by the Director of Graduate Studies in English.

The Director of Graduate Studies in English will be elected by the department for a three-year term, and may serve no more than two consecutive terms. The position’s responsibilities include

* Chairing the Graduate Committee
* Managing the paperwork for M.A. program admissions
* Coordinating the M.A. comprehensive examinations, including
  + Composing, scheduling, and administering the exams
  + Coordinating the grading of exams
  + Appropriate reporting of exam results
  + Assembling assessment results and delivering them to the Assessment Committee
* Coordinating thesis prospectus approval
* Working with prospective M.A. students
* Serving as the English M.A. program’s representative on the university’s Graduate Committee
* Acting as liaison between the School of Graduate Studies and the English M.A. program

The Graduate Committee’s responsibilities include

* Recommending to the Department admissions requirements to the M.A. in English program
* Evaluating admission applications to the M.A. in English program
* Approving proposals for new 500-level courses in English and forwarding recommendations to the Curriculum Committee
* Approving proposals for new 400-level courses in English that could be taken by graduate students and forwarding recommendations to the Curriculum Committee
* Approving topics for 500-level Special Topics courses and 400-level Special Topics courses that can be taken by English M.A. students
* Collecting syllabi for 500-level Special topics courses and 400-level Special topics courses that can be taken by English M.A. students
* Overseeing the M.A. course rotations and proposing new courses as necessary
* Keeping a file of dated planned programs for English M.A. students and all substitutions within those programs
* Recommending to the Department academic eligibility requirements for taking the M.A. in English Comprehensive Examinations
* Recommending to the Department any changes in the structure of the M.A. in English Comprehensive Examinations
* Aiding the Director of Graduate Studies in English in soliciting examination questions and texts from department members and in composing and administering the English M.A. Comprehensive Exams.
* Overseeing the thesis process as described in the English M.A. handbook, including approving all prospectuses and arranging public presentations
* Recommending to the Department any changes to the M.A. in English thesis process
* Reviewing copy concerning the M.A. in English program for the Graduate Catalog and English Department graduate program pamphlets and handbooks
* Working cooperatively with the English Graduate Student Association
* Structuring and implementing the outcomes assessment of the M.A. in English program in consultation with the Assessment Committee
* Submitting an annual report to the department

**8. Inventory and Budget/Nominations and Elections Committee**

The Inventory and Budget/Nominations and Elections Committee is responsible for managing and allocating departmental funds, particularly those of the Departmental Operating and Discretionary Budgets and the department’s Foundation account, and for the inventory of equipment and supplies maintained within the Department. It is also responsible for organizing and conducting annual elections to fill openings on department committees.

The committee is made up of the Chair and Assistant Chair of the Department (*ex officio*) and two elected members from among the full-time, tenure-track faculty.

The Assistant Chair bears the title Inventory and Budget Officer and generally fulfills the bulk of the inventory and budget-related responsibilities of the committee, with the other members assisting when needed. All members of the committee should meet at least twice per semester for a budget update and to address any current problems or issues.

Managing the departmental budgets includes soliciting, reviewing, and approving or disapproving budget requests from faculty and other department members, keeping track of copying and supply expenses, and serving as liaison to the Dean’s office in matters of budget levels and special expenses. The annual inventory involves coordinating with the administration to verify the presence of computers and other valuable equipment in the department office and faculty offices. Such management and inventorying are to be carried out as required or appropriate in coordination with the Chair of the Department, the office of the Dean of Liberal Arts and Social Sciences, and other relevant administrative offices at the university.

Each March the Inventory and Budget/Nominations and Elections Committee will circulate a list of the committee positions that are vacant for the following academic year and solicit nominations and volunteers for these positions. The committee will circulate a draft ballot to the department’s full-time tenure-track faculty for approval, followed by an official ballot which must be completed by faculty and returned within a week. After the ballots are counted, the committee will notify the department of the results and post an updated list of committee memberships on the department S: Drive. All elections must be completed and results finalized no later than April 15.

In the composition of the final election ballot the committee will make every effort to secure volunteers for open positions. A primary task of the committee, however, is to promote the equitable distribution of the work of department governance. Bearing this goal in mind, in the absence of volunteers the committee will themselves nominate faculty for open positions with the approval of the Department Chair and the faculty so nominated.

In order to maintain an orderly rate of turnover on department committees, the committee has the authority to designate elections for terms shorter than the usual three years. Abbreviated terms will be clearly identified on both the draft and the final ballot.

In the event of a tie for a specific committee position, the committee will, in consultation with the department Chair and the candidates themselves, assign the position to the candidate with lighter overall committee obligations if another arrangement cannot be agreed upon.

Department Chair: No later than February 15th of the incumbent’s second year of office, the IB/NEC will solicit from the department written nominations for Department Chair, who must be a full-time tenured faculty member. When there are multiple nominees, the committee will, no later than March 1, call a special department meeting at which all candidates will address the department and answer questions. A ballot will be distributed no later than the first Tuesday in March; if no member receives a majority of votes cast, a second balloting will be conducted no later than the third Tuesday in March. The name of the nominee gaining the most votes will be forwarded to the Dean for recommendation to the President.

**9. Sabbatical Leave Committee**

The Sabbatical Leave Committee is responsible for evaluating all sabbatical leave proposalsbefore forwarding themto the dean.

The committee is composed of three members elected by the faculty, and the Department Chair (*ex officio*). Only full-time, tenured members of the department are eligible to be nominated for this committee.

The committee will adhere to the schedule, criteria and procedures stated in the CSU-AAUP/BOR contract, and will communicate relevant dates to the department in early September.  The committee has the right to request clarification or further information from applicants and to invite applicants to address the committee, and all applicants have the right to address the committee.  Each applicant will be given a copy of the committee’s comments concerning his/her proposal.

**10. Student Activities and Awards Committee**

The Student Activities and Awards Committee is responsible for coordinating and overseeing annual and *ad hoc* departmental student activities, and for overseeing the nomination and selection of English Department students for appropriate awards..

The committee is composed of three members elected by the faculty, and the Department Chair (*ex officio*).

The committee is charged with organizing and running the department’s student activities, including the annual Undergraduate Conference, the end-of-year Awards Ceremony, and the Poetry Marathon, and with receiving from students and faculty ideas for additional activities, evaluating those ideas, and working with students and faculty to bring to fruition those ideas that the committee finds worthy of departmental support. The committee will also work with departmental student organizations like the English Honors Society and the English Club, and will endeavor to be sure that those organizations have a faculty advisor, either from the committee or otherwise. The committee will work with the Assistant Chair and the Inventory and Budget Committee to arrange appropriate funding for student activities.

In addition, each year, in accordance with the procedures, criteria, and timetables established for the individual awards, the Student Awards Committee will solicit faculty in the department for potential candidates for the following awards:

* Graduate Academic Award, for the top graduate student in the department based on GPA, quality of academic work and written recommendations from professors and peers
* Outstanding Scholar Award, for the top graduate student in the College of Arts and Sciences
* Undergraduate Departmental Honors, for the top undergraduate student in the department based on GPA, quality of academic work and written recommendations from professors
* Henry Barnard Outstanding Student Award,for a CCSU undergraduate senior with a GPA of 3.7 or higher who has a record of outstanding academic performance and service to the university and/or the larger community
* President’s Citation, presented annually to outstanding seniors by the President of the University, recognizing accomplishments and contributions that benefit the University.
* Barry Leeds Prize, for the best literary critical essay written by a student in ENG 398 or a 400-level literature course.

The committee will solicit and evaluate supporting information (and letters of recommendation where appropriate) from the faculty, identify the winner/departmental nominee for each award, notify the winners, and submit their names along with any required supporting materials to the appropriate administrative offices.

The committee is also charged with conducting the equivalent process for any other awards for which the department would like to nominate a student or students.

**11. Applied Linguistics Committee**

The Applied Linguistics Committee is responsible for all matters pertaining to the M.A. in Applied Linguistics graduate degree program, as well as the Post-baccalaureate non-degree program in TESOL and the short Official Certificate Programs in TESOL and Bilingual Education.

The committee is composed of the Applied Linguistics Director (*ex officio*, voting), the Department Chair (*ex officio*, voting), and all active members of the Applied Linguistic s faculty (full-time and part-time). The committee is chaired by the Applied Linguistics Director.

The Applied Linguistics Director is appointed by the Department Chair in consultation with the Applied Linguistics faculty. The Director’s responsibilities regarding the Applied Linguistics graduate level programs include

* Chairing the Applied Linguistics graduate subcommittee
* Managing the paperwork of the comprehensive exam, including
  + Soliciting exam questions
  + Scheduling and administering the exam
  + Coordinating the grading of the exam
  + Appropriate reporting of exam results
  + Assembling assessment results and delivering them to the Assessment Committee
* Managing paperwork of thesis prospectus approval
* Acting as liaison between School of Graduate Studies and the Applied Linguistics graduate programs.
* Acting as liaison between the School of Education and Professional Studies and the Applied Linguistics graduate programs (particularly the post-bacc in TESOL).
* Advising undergraduate students in the two minors in TESOL and Linguistics
* Scheduling LING classes, in consultation with the Chair

The Applied Linguistics Committee’s responsibilities include

* Recommending to the Department admissions requirements to the M.A. in Applied Linguistics program
* Approving proposals for new 500-level courses in Applied Linguistics and forwarding recommendations to the Curriculum Committee
* Approving proposals for new undergraduate courses in Linguistics that could be taken for general education or Linguistics minors and forwarding recommendations to the Curriculum Committee
* Overseeing the M.A. in Applied Linguistics course rotations and proposing new courses as necessary
* Approving topics and syllabi for 500-level Special Topics courses and 400-level Special Topics courses that can be taken by Applied Linguistics graduate-level and/or Linguistics undergraduate-level students.
* Keeping a file of dated planned programs for graduate students in Applied Linguistics and all substitutions within those programs
* Recommending to the Department academic eligibility requirements for taking the M.A. in Applied Linguistics Comprehensive Examinations
* Recommending to the Department any changes in the structure of the M.A. in Applied Linguistics Comprehensive Examinations
* Aiding the Applied Linguistics Director in soliciting exam questions and evaluations of responses from Applied Linguistics faculty
* Overseeing the thesis process as described in the M.A. in Applied Linguistics program handbook, including approving all prospectuses and possibly arranging public presentations
* Recommending to the Department any changes to the M.A. in Applied Linguistics thesis process
* Reviewing copy concerning the M.A. in Applied Linguistics program for the Graduate Catalog and English Department graduate program pamphlets and handbooks
* Working cooperatively with the Applied Linguistics Graduate Student Association
* Structuring and implementing the outcomes assessment of the M.A. in Applied Linguistics program in consultation with the Assessment Committee
* Scheduling and evaluating candidates’ performance in the Professional and Readiness Qualifier (evaluating candidates’ essays in their SEPS application and conducting the interview) prior to candidates’ admission to the SEPS program.
* Submitting an annual report to the department

**12. Recruitment and Retention/Web Site Committee**

The Recruitment and Retention/Web Site Committee is responsible for managing the department’s efforts to recruit and retain students, and because the departmental web site is a crucial means of recruitment and retention, the committee is also responsible for working with the department’s Administrative Coordinator to update and maintain the departmental web site.

The committee is composed of three members elected by the faculty, and the Department Chair (*ex officio*).

The committee shall oversee the department’s communications with prospective students and students admitted as English majors who have not confirmed their attendance; study retention-related issues and recommend to the department best practices for retaining students; and program events designed to recruit and retain students, in concert with the Student Awards and Activities Committee when appropriate.

The committee shall also recommend additions, deletions and emendations to the department’s web site at its own discretion or in accordance with material received from the department’s faculty and committees

The committee shall communicate with the Information Technology office on standards regarding web policy and shall work with the Administrative Coordinator to keep the department’s web sites in compliance with those standards.

The committee shall, as needed, propose web site policy for departmental approval, and shall evaluate policy proposed by others before presentation to the department.

III. POLICIES

A. Teaching Assignments

Teaching assignments are based on a balance between faculty members’ expertise and interest and the needs of the department, its programs, and its students. Each semester, on a schedule determined by the Registrar’s Office, the Chair will issue a call for teaching requests for the corresponding semester of the following year. Faculty requests must include specific courses and preferred days and times, and should keep in mind the following:

* With the exception of linguistics, and creative writing, faculty, all faculty share responsibility for teaching Composition. While this usually means WRT 110, when circumstances permit, WRT 100, 105, 105P, 202, 401, and 403 and ESL 108 and 109 may be substituted.
* All faculty share responsibility for teaching the department’s General Education and other lower-division courses.
* Faculty are responsible for teaching existing courses in their areas of specialization on a regular basis and meeting the needs of the programs in which they teach.
* Faculty should keep track of their over- and underload and reassigned time for research and administrative duties and request an appropriate number of courses, making clear to the Chair the reason for requesting less than a four-course load.
* Requesting classes at very popular or unpopular days/times may impact enrollment and the ability of a class to run.
* Special topics courses and graduate courses may be offered only in limited quantities each semester, according to the needs of the relevant programs.
* Faculty members’ desire to limit the number of course preparations in a semester by teaching multiple sections of one course must be balanced against the students’ need for a diverse curriculum.

The Chair shall make every effort to accommodate requests that keep these concerns in mind, while also balancing them with the broader curricular needs of a given semester and its relationship to previous and subsequent semesters. In the event that a faculty member’s request conflicts with the broader needs of the department, the Chair shall speak to the faculty member and try to reach agreement on an alternate schedule. In reaching such agreements, a faculty member’s teaching assignments in recent semesters may be considered. In the event that too many or too few faculty request to teach a particular course or type of course, solutions shall take into account: first, faculty members’ areas of specialization; second, faculty members’ recent teaching assignments; and third, faculty members’ place on the Rank and Seniority list (see below). The Chair bears ultimate responsibility within the department for decisions concerning teaching assignments. Once a given semester’s teaching schedule is set, all faculty will be given a copy of their assignment (and/or a copy of the overall schedule) in a timely fashion.

B. Summer Teaching (see also CSU-AAUP/BOT Contract Article 11)

1. Determining Position

Each year, in accordance with the schedule determined by the Registrar, the Chair will invite all full-time faculty to participate in the Summer Teaching Lottery. Each faculty member who wishes to participate will draw a number, unseen, from the envelope designated for their priority category. Summer teaching will then be distributed first by priority category, and then within each priority category according to lot number drawn, from lowest to highest. The priority categories are as follows:

* PRIORITY 1: The Chair and Assistant Chair. Between them, they are to get two courses, distributed as they see fit. Note: as long as the Chair’s position is a 12-month position, the Chair cannot be paid for summer teaching. The Assistant Chair will then get one summer course and may request more than one course as can all faculty.
* PRIORITY 2: Persons on the state retirement system who have notified the Chair that they will retire within three years and who specify their date of retirement may claim this priority in each of their last three summers, but in no case for more than three summers. The basic load here is two courses, 6 hours credit. After the three summers, designated retirees may come back into the lottery but in category 6.

* PRIORITY 3: Persons who have not taught at CCSU for the past two summers.

* PRIORITY 3A: Any person lotting in Priority 4 who is not offered a summer course will be placed in Priority 3 for the following two summer lotteries.
* PRIORITY 4: Persons who did not teach via CCSU last summer, excluding new employees.
* PRIORITY 5: New employees, hired since the last lottery was held.
* PRIORITY 6: Persons who taught last summer (includes ex‑Chair and ex‑Assistant Chair).

Once the priority order is determined, the Chair will ask lottery participants which course (or courses, in the case of those in the first two priority categories) they would like to teach, and on what schedule (days, times, and first or second summer session). The Chair will then construct a schedule that meets the needs of the department and its programs, accommodating as many requests as possible, beginning with those at the top of the lottery and working to the bottom. If a specific request cannot be met, the Chair will work with the faculty member to select an alternative course or schedule. If after all requests have been met there is still room in the schedule for additional courses, the Chair will offer these courses to faculty one at a time in the order established by the lottery, beginning at Priority 3. Receiving a second course in this manner does not alter an instructor’s lottery status for the following year. The Chair may consider the special circumstances of faculty requesting summer courses.

If the Chair feels a course should be offered in the summer which no lottery-winning instructor can teach or wishes to teach, it may be necessary to go outside the lottery to appoint a suitable person to teach the course. If the Chair is asked by the administration to supply an instructor for a course not in the regular summer course offerings, in effect a guaranteed summer job, this job will be offered to each of the lottery winners in order, in lieu of (not in addition to) their requested course, and if no one takes it, it will then be offered to those not in the lottery. Any remaining courses may be offered to adjunct instructors.

2. Conditions

ELIGIBILITY: Anyone who is a full‑time tenured or tenure-track member of the department and who has taught the previous two semesters (or has been on sabbatical or approved leave) is eligible for summer employment in the summer term following. It should be remembered that technically our appointments do not include the summer session. In cases where an employee is not returning in September, the Chair would be expected to give preference to employees who are returning.

SCHEDULING: The Chair will confer with each of the lottery winners to ascertain their preferences for summer time scheduling, and will follow such preferences as far as reasonably possible. In case of conflict, position in the lottery will prevail.

REFUSAL: Any department member may refuse a summer job offering without penalty. According to the AAUP/BOT Contract Article 11.4, “Offers not unequivocally accepted in writing by April 10 shall be deemed refused.” It is expected that, having accepted a potential job assignment, a member will not refuse it at the last minute for frivolous reasons.

COURSE CANCELLATION: Courses in summer can be offered only if they secure a minimum enrollment, except for courses that must run for programmatic reasons. Thus, sometimes it is not known until close to the first day of classes whether a course can be offered. A course’s viability depends upon its subject matter and place in the curriculum as well as its scheduling. These constraints should be kept in mind by faculty members as they make their summer course requests, and by the Chair in working with faculty to construct the summer schedule.

PUBLICATION: As soon as the summer schedule is made up, the Chair will distribute to all department members (via e-mail) a list of the people actually teaching, and what courses they will teach.

C. The Rank and Seniority List

The Rank and Seniority List is a numerical listing of all regular, full‑time department faculty in priority order. The determination of positions on the list is based upon rank, and within each rank, length of service in rank. The Rank and Seniority List is revised annually in the fall after promotions have been announced and rank has been established for new faculty. The Rank and Seniority List is used to settle questions of priority in departmental matters (e.g. assignment of private offices) in the absence of, or in conjunction with, other means specified in these bylaws. Computation of length of service for those faculty re‑employed by CCSU after involuntary termination will include all periods of prior instructional service in the department.

D. Arbitration Procedures

The department recognizes that efficiency is not likely to be maximized nor justice served either by the rigid adherence to purely formal legal criteria or by their illegitimate disregard. Where differences arise among department members or with the Chair in regard to a priority matter, it is urged that our resort be to civility rather than confrontation: that the dispute be settled through informal discussions among those involved. If, however, such negotiations do not produce an arrangement satisfactory to those concerned, then the following procedures will become operative. An *ad hoc* Arbitration Committee will be convened by the Chair either at the Chair’s own request (where the Chair would like the benefit of another investigation and opinion) or at the request of a department member, or both. This committee will consist of three department faculty satisfactory to the Chair and those directly involved in the dispute. The committee’s task will be to investigate the matter at issue and to make a recommendation to the Chair for adjudication.

E. Educational Supplies and Equipment and Office Supplies

Commonly-required office supplies are provided by the university in reasonable quantities, and are available to faculty either in the department office’s supply cabinets or by request from the department secretary. Special requests for office supplies may be made to the department secretary. Unusual or expensive requests should be made to the Assistant Chair using the budget request form available on the S: drive. Requests will be evaluated by the Assistant Chair in consultation with the Inventory and Budget Committee and the Chair.

An inventory list of audio-visual and other equipment owned by the department is kept by, and available from, the Inventory and Budget Committee. Faculty may check such equipment out through the department secretary. Requests to purchase equipment should be made to the Assistant Chair using the budget request form available on the S: drive. Requests will be evaluated by the Assistant Chair in consultation with the Inventory and Budget Committee and the Chair.

The department’s library of audio and video recordings is housed in a cabinet in the office. A list of titles may be found on the S: drive. Materials may be checked out through the department secretary.

F. Department Meetings and Elections

The department will normally meet four times each semester on a schedule established by the Chair before the beginning of each semester. Meetings may be cancelled for lack of business or added to respond to pressing business at the discretion of the Chair, in consultation with the faculty. As noted above, all full-time faculty members are expected to attend all department meetings unless they have a class scheduled at the same time. Part-time faculty members are welcome, but not required, to attend department meetings.

An agenda for each department meeting will be distributed approximately one week prior to the meeting, following a request to the department for announcements and agenda items. Department members who wish to place items on the agenda should notify the Chair sufficiently in advance of the meeting so that additions can be made. The chief business of department meetings includes committee reports and discussing and voting on motions brought forward by the Chair, the committees, or individual faculty members. Informal Parliamentary Procedure is followed.

Departmental Voting, Determination of a Quorum, and Absentee Ballots

Departmental decisions may be made during department meetings via a show of hands. Decisions may also be made outside of the department meetings through electronic ballot as designed and determined by the chair and assistant chair. Any present voting member may request a quorum call. If no quorum is present, the item under discussion will either be tabled until the next meeting or conducted electronically. Once discussion on an issue has concluded, any eligible voting member may request an electronic ballot for a specific vote.

A quorum is defined as a majority (51%) of full-time and elected part-time faculty.

Faculty members on family leave, sabbatical leave, disability leave, or unpaid leave are not included in the definition of a quorum, unless they choose to be present for the meeting in question.

Voting members include all full-time faculty (tenured, tenure-eligible, and non-tenure eligible), the part-time faculty representatives, and faculty on leave (with the exception noted below).

Faculty members placed on unpaid leave because of administrative action are not eligible to vote and are not included in the definition of a quorum.

Elections for membership on department committees are held in April.Terms of office for members of department standing committees begin on the first day of the fall semester following their election and end on the first day of the fall semester after the number of years of the term of election. When an unexpected, long termvacancy occurs in any committee's membership, the departmentChair will appoint someoneto fill the vacancy until the next department election.

Every April, the department’s Nominations and Elections Committee shall hold an election, with voting rights limited to members of the department’s part-time faculty, to elect three part-time instructors as representatives to the department and two alternates to serve if one or more of the elected representatives are unavailable. Terms of office for part-time faculty representatives begin on the first day of the fall semester following their election and end on the first day of the following fall semester. When an elected part-time representative is no longer willing or able to serve, the part-time faculty shall elect a replacement to finish the vacated term. The election of part-time representatives is in no way meant to limit or diminish the rights of all members of the part-time faculty to participate in the affairs of the department unless otherwise limited by these bylaws.

Nominations for candidates for department Chair are solicited in February of the second year of the incumbent Chair's three-year term. All full-time tenured department members are eligible for election to the Chair. For more on the scheduling and procedures for departmental elections, see the Nominations and Elections Committee bylaws, above.

G. First-Year Writing

First-Year Writing (WRT 110) is a General Education requirement for all CCSU students. Students who have not completed their English WRT 110 requirement prior to achieving junior status (60 credits) are required to take Intermediate Composition (English WRT 202) or, if more appropriate, Advanced Composition (English WRT 401) *in addition to* (not instead of) English WRT 110.

The English Department’s Writing 110 Handbook presents and explains the curricular goals, guidelines, and expectations for first-year writing at CCSU. The Handbook is written and periodically revised by the Composition Committee, and approved by the department. All Writing 110 instructors are expected to be familiar with the Handbook and to adhere to the expectations therein.

Eligibility for Writing 110: Students must have a score of 31 or higher on the SAT writing and language exam, 23 or higher on the ACT exam, or successfully complete WRT 100 or another approved foundational course before registering for WRT110.

Placement Testing for English 099 and 110: English 099 and 110 instructors must assign a placement essay during the first class period or within two days of a student’s first appearance in class. If on the basis of the placement essay an English 110 instructor feels a student is not prepared for English 110, the instructor will submit the essay to the Director of Composition who will review it along with another member of the Composition Committee. If the two reviewers agree with the instructor’s evaluation, the student will be removed from 110, declared ineligible for English 110 until the student has successfully completed English 099, and enrolled in the next available section of English 099. If the reviewers disagree with the instructor’s evaluation, the student will be declared eligible for 110 and will remain in the class. If the reviewers are unable to agree in their assessment of a placement essay the Chair of the department will serve as “tiebreaker.”

If on the basis of the placement essay an English 099 instructor feels that a student could succeed in English 110, the instructor will submit the essay to the Director of Composition who will review it along with another member of the Composition Committee. If the two reviewers agree with the instructor’s evaluation, the student will be removed from 099, declared eligible for English 110, and enrolled in the next available section. If the reviewers disagree with the instructor’s evaluation, the student will remain ineligible for English 110 and will remain in the English 099 class. If the reviewers are unable to agree in their assessment of a placement essay the Chair of the department will serve as “tiebreaker.”

International and English as a Second Language Students: International students must take the Test of English as a Foreign Language (TOEFL) exam for placement in Freshman Composition. A TOEFL score of 173 or higher is required for placement in English 110; international students receiving a lower score should enroll in ESL 108 followed by ESL 109, rather than English 099. Other students for whom English is not their first language (aka ESL students) will be placed in English 110 or 099 based on their SAT or ACT scores as described above; ESL students who are placed in English 099 may instead take ESL 108 and 109.

If on the basis of the English 099 placement essay (described above) the instructor feels that a student might benefit more from ESL instruction than from English 099, the instructor will submit the essay to the Director of Composition who will consult with faculty with appropriate ESL training or experience. If they agree with the instructor’s evaluation, the Director of Composition will invite the student to switch to a section of ESL 108, if available. If they disagree with the instructor’s evaluation, the student will remain in English 099. If on the basis of the English 110 placement essay the instructor feels that a student is not prepared for English 110 because of ESL-related issues, the instructor will submit the essay to the Director of Composition who will consult with faculty with appropriate ESL training or experience. If they agree with the instructor’s evaluation, the Director of Composition will invite the student to switch to a section of ESL 108, if available. If the student declines, the student will be removed from 110, declared ineligible for English 110 until the student has successfully completed English 099, and enrolled in the next available section of English 099. If the reviewers disagree with the instructor’s evaluation, the student will remain in English 110.

H. Promotion and Tenure Guidelines (adopted Fall 2008, amended 12/1/11)

In accordance with Article 4.11.9 of the 2007-2011 CSU-AAUP/BOT Collective Bargaining Agreement, the English Department values the work of each of its members in the four contractual categories: Load Credit Activity; Creative Activity; Service to the Department, University, and Community; and Professional Activity.  These departmental guidelines have been created in accordance with Section II of the “Promotion and Tenure Policy for Tenure-track Teaching Faculty” adopted by the Central Connecticut State University Faculty Senate on October 22, 2007. For additional important information about tenure and promotion, please see both the Senate’s “Promotion and Tenure Policy” available on the Senate’s web site, and the department’s entire Guidelines document, which includes the materials below as well as suggestions for preparing the portfolio.

The English Department maintains high expectations for its faculty, and it is our feeling that when faculty meet those expectations they are entirely deserving of promotion and/or tenure; faculty who are deemed to have exceeded those standards should be acknowledged and celebrated for having done so, but such acknowledgement shall not be construed as reflecting negatively for purposes of promotion and tenure on those who “meet expectations.” (added 12/1/11)

1. Mentoring and Observation of New Faculty

All new tenure-track members of the English Department will be assigned mentors who will serve as resources and guides to the department, university, and profession.   Members of the Department Evaluation Committee (DEC) will not serve as mentors during their terms.

A member of the DEC or another departmental colleague will observe the teaching of all new tenure-track members on at least three occasions during the probationary period and for a faculty member’s promotion and/or tenure application and offer written feedback to be used at the discretion of the faculty member. At least one visit with written feedback by a DEC member should occur for each sexennial file, as well. Follow-up observations at every stage will be done as necessary and may be requested by any individual faculty member.  Observations by the faculty mentor or other non-DEC member, followed by written or oral feedback, are also encouraged, especially in the first three years.

2. What We Value

a. Teaching

We as a department (which includes the disparate disciplines of cinema studies, composition, creative writing, English education, journalism, linguistics, literature, and professional writing) respect the broad spectrum of pedagogies – from lecture to the many more recent decentralized models of student-driven, peer-reviewed projects and hands-on learning.  This diversity of approach extends to the individual instructor’s choice of whether to use available technology for pedagogical purposes both within and outside the classroom.  While the department aims at achieving comparable outcomes in the range of courses offered at the various levels of instruction, each teacher has the right to choose the approaches that best serve the students in a particular class. To better evaluate the specific approaches and outcomes of their own courses faculty members are permitted, and indeed encouraged, to adapt the current departmental course evaluation forms with course-specific questions and emphases.

No matter the pedagogy or student evaluation criteria, all teachers should be organized, clear, and accessible and respectful to students. They should, *inter alia*, present a thorough syllabus to each class at the beginning of a semester; post and hold regularly scheduled office hours; return graded assignments in a timely fashion; and in general behave in a professional manner. The goal of all teaching activity should be student learning.

b. Creative Activity

As a department we embrace the intimate and necessary relationship between teaching and creative activity, but at the same time we acknowledge the challenge of producing meaningful work within a teaching-intensive environment. Publishing for the sake of merely getting something into print should never be the goal, but sharing one’s work with peers and the public should be the natural outgrowth of a faculty member’s teaching and research interests and activities. Given the time required to produce good work, we are more interested in the quality of activity than the quantity.

We value the many outlets for and examples of excellence that our several disciplines boast.  Peer-reviewed projects are always to be weighted more, but, given the ever-expanding definition of publication, a variety of print and on-line outlets is also appropriate. It is the responsibility of faculty members to present in their portfolios evidence of the importance and impact of the outlets in which their works appear (e.g., acceptance rates, circulation, roster of contributors, etc.) Because there are so many varieties and possibilities, the list is presented in alphabetical, not hierarchical, order and, by definition, incomplete:

articles in journals

articles in newspapers

articles in larger collections

books

chapbooks

chapters in books

columns in newspapers and magazines

conference presentations

conference proceedings

consulting

editing a collection or a journal

entries in reference works

free-lance writing projects

in-progress larger projects (monographs, longer articles)

lectures (to both professional organizations and the public)

novels

poems

plays

readings of one’s own work (completed or in-process)

reviews

Scholarship on Teaching and Learning (SOTL)

short fiction

significant accomplishments that may be outside one’s obvious area of expertise

textbooks or handbooks

unpublished creative projects

c. Service

In service to the department, university, and community we support the broadest definition of activity.  Service includes, but is not limited to, (in alphabetical order):

academic advising

civic engagement

committee (departmental and/or university-wide) service

community outreach

event organizing

faculty mentoring

student club advising

student mentoring

*et cetera*

The key factors in quality are the faculty member’s commitment, usefulness, and, in the best of all possible worlds, success.  Mere membership in a committee, for example, is never enough.  Leadership positions are weighted even more.  Evidence of one’s service should be clearly documented.

d. Professional Activity

Professional activity encompasses a variety of endeavors, including, but not limited to, membership and leadership positions in the professional organizations appropriate to the various fields within the department (cinema studies, composition, creative writing, English education, journalism, linguistics, literature, and TESOL).  This category also can include a wide array of activities, grounded in the knowledge and skills of the profession, in which the faculty engages on the behalf of public and private organizations and agencies (e.g., *pro bono* writing, teaching, editing, speaking etc.).

I. Part-Time Faculty Evaluation (adopted 11/30/17)

All part-time faculty members will be evaluated by means of classroom observation once every 3 years. Part-time faculty members may be evaluated more often if (1) they request additional evaluations, or (2) based on the evaluation, the Chair or Director of Composition feels that additional evaluations are merited. All part-time faculty members teaching at CCSU for the first time will be evaluated in their first year. Part-time faculty teaching in more than one area will usually rotate their evaluations among the areas in which they teach. However part-time faculty who usually teach in one area but take on a course in another area may be evaluated in that second area in the semester in which they teach in it.

* The Director of Composition and the Developmental Writing Specialist will conduct the evaluations of part-time faculty teaching composition (ENG 099, ENG 105, ENG 110, ENG 202) and may ask members of the Composition Committee to conduct evaluations.
* Evaluations of part-time faculty teaching ESL or Linguistics will be conducted by the Linguistics faculty.
* Evaluations of part-time faculty teaching writing or creative writing courses (exclusive of composition courses) shall be conducted by the Director of the Writing Minors.
* All other part-time faculty will be evaluated by members of the Curriculum Committee.

The process of the evaluation will be:

* Faculty member to be observed fills out pre-observation form and shares it with observer
* Pre-observation meeting between observer and faculty being observed (optional but strongly recommended)
* Observation
* Post-observation meeting between observer and faculty being observed (optional but strongly recommended)
* A letter will be written by the observer about the meetings and class observation. The letter will be given to the faculty member and the Chair and will be placed in the part-time faculty member’s departmental personnel file. The letter will include:
  + Overview of the class and the pre-observation meeting
  + Detailed description of the class session (organized by time)--this is  
    the bulk of the letter
  + Feedback on aspects of the class that worked well
  + Feedback on aspects of the class that could be improved
* The faculty member has the right to write a response to the observation letter and give it to the Chair, who shall include it in the faculty member’s departmental personnel file.

The evaluation process is intended to provide formative, constructive criticism to enhance teaching in the department. It may also be used by the Chair in making hiring decisions.