

BYLAWS OF THE DEPARTMENT OF ENGLISH

Adopted by the English Faculty

May 9, 1974, and amended May 4, 1977,
December 6, 1978, September 27, 1979,
May 4, 1987, May 5, 1994, May 3, 2000,
December 5, 2003, November 1, 2005,
September 9, 2008, and September 7, 2010.

I. NAME

The name is the Department of English, an academic unit of the College of Liberal Arts and Sciences in the University of Illinois at Urbana-Champaign.

II. OBJECT

The Department of English is organized to provide instruction in literatures in English, literary theory and criticism, the English language, expository and creative writing, writing studies, English Education, film, cultural studies, and closely related fields.

III. MEMBERSHIP

All persons holding academic appointments in the Department with the rank of instructor or above shall be members of the faculty. Voting members of the faculty shall be those members with tenured or tenure-probationary or academic professional status and at least a 50% appointment in the Department. The Head may invite other persons who are not members of the Department faculty to attend and participate in meetings, but such persons shall have no vote.

IV. OFFICERS

A. The Head of the Department

The Head of the Department of English shall be the chief executive officer of the Department. Appointed by the University Board of Trustees, he or she shall have all the rights, duties, and responsibilities assigned department heads as stated in appropriate sections of the current edition of the University Statutes (except as modified by section 2, Review of Performance, below). In the event of leave or incapacity of the Head, an Acting Head is normally appointed by the Dean of the College to perform the duties of the Head as outlined here.

1. Major Duties: The Head shall

- a. Call and preside at meetings of the Department Faculty at least once each semester for discussion of departmental policies and procedures;
- b. Serve as chairperson of the Department's Advisory Committee, and consult with it regularly on major policy decisions including programs, personnel, and principles underlying the allocation of the Department's resources;
- c. Prepare departmental budgets, oversee the preparation of the departmental payroll, and supervise the recruitment of new faculty;
- d. Consult with tenured members of the English Faculty and with the Advisory Committee, in accordance with Article VII below, in order to make recommendations to the Executive Committee of the College of Liberal Arts and Sciences for each faculty member whose status is under review.
- e. Appoint the membership of certain departmental committees and oversee the election of members of elective committees, both inside and outside the Department;
- f. In consultation with the Advisory Committee, and after reviewing annual faculty reports, determine annual salary increases for the faculty.

2. Review of Performance

The Advisory Committee and the Adjunct Advisory Committee, meeting as one, shall evaluate the performance of the Head during the third year of service of each five year term. As one component of this evaluation, views shall be solicited from the entire faculty of the Department. If this committee determines that the performance is unsatisfactory, they shall report their findings to a meeting of the faculty of the Department to be held not later than 15 October of the year following the period under evaluation. Such a meeting shall include a vote taken by secret ballot as to whether the Head shall continue in office. A quorum at such a meeting shall consist of one-half of the faculty of the rank of instructor and above. The Dean and the Head shall be informed of the results of this vote. If a majority of those present vote against continuation, the vote shall be construed as a vote of no confidence, and the Advisory Committee shall request that the Dean call for the resignation of the Head, effective not later than the end of the academic year.

B. The Associate Head

The Head shall appoint an Associate Head to assume responsibilities especially relating to faculty, which include liaising with the other departmental officers, serving as chairperson of the Curriculum Committee, overseeing the assignment of courses,

coordinating departmental service assignments, and administering departmental awards.

C. The Director of Graduate Studies

The Head shall appoint a Director of Graduate Studies to assume responsibilities that include serving as chairperson of the Graduate Studies Committee and of the Graduate Admissions Committee and making recommendations to the Head on all matters pertaining to graduate studies.

D. The Director of Freshman Rhetoric

The Head shall appoint a Director of Freshman Rhetoric to assume primary responsibilities for supervising the Freshman Rhetoric Program. Such responsibilities and duties will include serving as chairperson of the Rhetoric Advisory Committee and supervising and evaluating all Teaching Assistants in Freshman Rhetoric. Teaching Assistants in Freshman Rhetoric, Rhetoric 133, and Rhetoric 143 shall be appointed by the Director of Freshman Rhetoric in consultation with, and subject to the approval of, the Director of Graduate Studies.

E. The Director of the Academic Writing Program

The Head shall appoint a Director of the Academic Writing Program to assume responsibility for supervising the AWP Rhetoric Program. The Director's responsibilities and duties will include supervising and evaluating all Teaching Assistants in AWP Rhetoric and making all plans necessary for students in this program to fulfill the University's Rhetoric requirement.

F. The Director of Creative Writing

The Head shall appoint a Director of Creative Writing to assume responsibilities that include overseeing the advising of students majoring in Rhetoric with a creative writing emphasis, working with the Associate Head to plan the staffing of creative writing courses, and administering the activities of the creative writing programs.

G. The Director of Undergraduate Advising

The Head shall appoint a Director of Undergraduate Advising to assume primary responsibility for advising students about the degree programs leading to a Bachelor or Arts in English and a Bachelor of Arts in the Teaching of English and to appoint graduate advising assistants and supervise their work.

H. Director of the Division of Business and Technical Writing

The Head shall appoint a Director of the Division of Business and Technical Writing to administer the activities of that division.

I. The Director of Undergraduate Studies

The Head shall appoint a Director of Undergraduate Studies to assume responsibilities especially relating to undergraduate students, which include administering the English Honors program, and adjudicating complaints by or about individual undergraduate students.

V. COMMITTEES

There shall be two kinds of departmental committees: those whose membership is elected and those whose membership is appointed.

A. Elective Committees

1. The Advisory Committee

The Advisory Committee shall advise the Head on major policy decisions including programs, personnel, and principles underlying the allocation of the Department's resources. The Advisory Committee shall consist of six members elected by the faculty from among the tenured members of the Department to serve two-year terms and at least one member elected annually by and from the non-tenured, tenure-track faculty for a one-year term. Terms for tenured members of the Advisory Committee shall be staggered; members may not succeed themselves. Representation of non-tenured faculty on the Advisory Committee shall be in the same proportion to their total number as is that of the tenured faculty to their total number. The Associate Head, the Director of Graduate Studies, and the Director of Freshman Rhetoric are not eligible for election to the Advisory Committee. An Adjunct Advisory Committee shall be consulted along with the statutory Advisory Committee at the discretion of the Head. This Adjunct Committee shall consist of two graduate students elected annually for one-year terms by the graduate students, and two members of the non-tenure-track faculty elected annually for one-year terms by the department's non-tenure-track faculty members.

2. The Grade Review Committee

The Grade Review Committee shall consist of seven members—two professors, two associate professors, and two assistant professors, and one faculty member elected at large—elected to one-year terms.

3. Faculty Grievance Committee

This committee (or any member of it) receives complaints and queries from members of the faculty concerning actions and policies of the department, its officers, committees or faculty. Although the committee may be approached informally about a perceived grievance, in order for the committee formally to consider a grievance it must receive a written statement from the person or group expressing the grievance. It is strongly suggested that the grievant first try to settle the problem with the person or group against whom the grievance is being made before going to the grievance committee. In the event that the grievance cannot be resolved directly, the grievant should normally consult with the head prior to turning to the grievance process. The committee attempts to reach amicable settlements, in which case a written memorandum of understanding will be given by the committee to the parties concerned. The committee must inform the person or group against whom the grievance is made of the matter under dispute, in writing, including the identity of the grievant. Response in writing to the committee must be made within fifteen working days. Faculty should normally make a grievance known within the academic year in which the incident occurred or the condition existed. The investigations of the committee will be confidential. If an amicable settlement proves impossible, the committee will refer the matter to the Head or to the appropriate body outside the department, such as the LAS Faculty Appeals Committee, with its recommendation for action. Three faculty members, one each from the three professorial ranks, and a fourth member of any rank from the faculty at large (to serve in cases involving possible conflicts of interest) will be elected by the faculty to serve terms of one year. The committee will elect its own chair. No faculty member holding an administrative position within the department (that is, eligible to receive released time for administrative activities), and no faculty member of the advisory committee, may serve on the grievance committee.

The faculty members elected to the grievance committee will be joined by three elected graduate students to form the Graduate Student Grievance Committee. This last committee operates on its own rules, under guidelines established by the Graduate College.

B. Appointive Committees

1. At the beginning of each academic year, the Head shall appoint chairpersons and members of the following committees: the Curriculum Committee, the Graduate Studies Committee, the Graduate Admissions Committee, the Honors Committee, and the Library Committee.
2. At the beginning of each academic year, the Head shall also appoint chairpersons and members to those other committees that have become regularized as standing committees within the department's committee structure.

3. The Head shall consult with the Advisory Committee before adding a new standing committee or eliminating or substantially modifying the duties of an existing standing committee.
4. The Head may appoint ad hoc committees or task forces as necessary to carry on occasional work that does not fall clearly into the range of responsibilities covered by the department's standing committees.

VI. MEETINGS

- A. Meetings of the Faculty of the Department of English shall ordinarily be called by the Head of the Department as specified above. The Head shall provide each faculty member timely written notice and an agenda for each meeting.
- B. Meetings of the Faculty may be called by written petition of ten (10) voting members of the English Faculty or by resolution made and passed by majority vote in a previous meeting of that Faculty. Written petitions for meetings shall be presented to the Head, who shall schedule the meeting to occur within seven (7) working days of receipt of the petition and shall provide written notice and an agenda to all members of the English Faculty at least three (3) working days before such a scheduled meeting. Meetings requested by petition may not amend or reconsider action taken by the English Faculty at its last meeting unless consideration of such action had not been announced on the distributed agenda for the previous meeting.
- C. A quorum for votes in meetings of the English Faculty shall consist of one third of the voting members in residence, unless specified otherwise in these Bylaws (see IV.A.2.), and except that in meetings called to consider matters of promotion and tenure at least 50 percent of the associate and full professors in residence shall be present before official action can be taken.
- D. Voting shall ordinarily be done by hand or voice vote. A secret ballot may be taken for any vote, either at the Head's discretion or after a motion calling for a secret ballot is approved by one third of the voting members present in a show of hands. In meetings called to consider promotion and tenure, the voting shall be as specified below in Article VII, Section B.3.

VII. PROMOTION AND TENURE

- A. The policies and criteria governing promotion and tenure in the Department shall be those in force throughout the College of Liberal Arts and Sciences and throughout the University at large. The criteria for promotion to associate and full professor are demonstrated excellence and industry in research or, when appropriate, creative writing; strength in teaching; and service to the Department, the College,

the University, and the profession. Published scholarly or creative writing will be evaluated by expert referees outside the University as well as by the candidate's Departmental colleagues. The Department shall consider teaching evaluations by both students and peers. Service will be considered, but the emphasis ordinarily will be placed on scholarship or creative writing and teaching.

B. Procedures: Faculty with tenure codes 1 through 6

1. The Head shall appoint two tenured members of the Department with the rank of associate or full professor to review and to provide written reports on the scholarship, teaching, and service of each assistant professor with a tenure code of 2, 3, 5, or 6. Reviews of faculty with a tenure code of 3 will be conducted in the Spring semester of the third year. Insofar as possible, at least one reviewer will be chosen from a list submitted by each candidate. These reviewers will read the candidate's publications and relevant papers and discuss with the candidate her or his plans for ongoing scholarship. Where possible, the teaching review will include both visiting the candidate's classes and reviewing prior evaluations of the candidate's teaching.
2. The Head shall also appoint, in addition to the two reviewers specified above, two readers of the rank of associate or full professor to provide written reports on the scholarly record of each candidate with a tenure code of 6 or any other candidate for whom the Department is considering a recommendation for promotion and tenure during the year of the review. As circumstances require, or at the request of the candidate, the Head may also choose to appoint one or two readers of the rank of associate or full professor to provide written reports on the scholarly record of each candidate with a tenure code of 5. Insofar as possible, at least one reader will be chosen from a list submitted by each candidate.
3. At the discretion of the Head, one reviewer or reader may be chosen from faculty members of this campus but not of this Department.
4. For each candidate with tenure code 6 and for any other candidate for whom the department is considering a recommendation for promotion and tenure during the year of the review, the Head shall solicit review letters from outside the University in accordance with the policies of the College of Liberal Arts and Sciences and the Office of the Provost and Vice Chancellor for Academic Affairs.
5. The written reports of the reviewers, readers (where applicable), and external evaluators (those being considered for promotion and tenure) for all assistant professors being reviewed during the 3rd, 5th, and 6th years of their probationary periods will be made accessible to the associate and full professors. Second year reviews will be shared with the Head and with the faculty member under review, but will otherwise remain confidential.

6. The Head may call a meeting of the full and associate professors on the Advisory Committee to discuss the reports on persons being considered for promotion and tenure during the year of review.
7. The Head will call a meeting or meetings of the full and associate professors to discuss all candidates under review and to consult on promotion and tenure matters. At these meetings, if the Head has previously called for discussion of persons being considered for promotion and tenure from the full and associate professors on the Advisory Committee, the Head will report their recommendations. The full and associate professors attending the meeting(s) will be asked to submit their written advice to the Head concerning all assistant professors under review, including a ballot distributed at the meeting in which they indicate their degree of support for candidates being considered for promotion.
8. For each candidate being considered for promotion and tenure, the Head will review the advice of the full and associate professors and other pertinent information. If this review appears to warrant recommending a terminal appointment, the Head shall meet to review the case with the full and associate professors on the Advisory Committee. Only after hearing the advice of the full and associate professors on the Advisory Committee shall the Head make a recommendation for a terminal appointment to the College of Liberal Arts and Sciences. If the decision is to recommend promotion to associate professor with tenure, the Head (or a faculty member designated by the Head) shall prepare the promotion papers. The full and associate professors on the Advisory Committee shall review the promotion papers and discuss them with the Head before they are forwarded to the College of Liberal Arts and Sciences.
9. The Head will inform by letter each assistant professor who has been reviewed of the results of the review, including any action taken and the grounds for such action.

C. Procedures: Review for Promotion to Full Professor

1. Nominations for promotion to full professor shall be annually solicited from the Department, with the understanding that self-nomination is appropriate. The Head will meet with any associate professor nominated for promotion to full professor and discuss the advisability of proceeding with a formal review. The Head may seek the advice of the full professors of the Department concerning the advisability of proceeding with a review.
2. If a decision is made to proceed with a review, the Head shall appoint two professors to review and to provide written reports on the scholarship, teaching, and service of the nominee. Insofar as possible, at least one reviewer will be chosen from a list submitted by each nominee. These reviewers will read the nominee's publications and relevant papers and discuss with the nominee her or his plans for

ongoing scholarship. Where possible, the teaching review will include both visiting the nominee's classes and reviewing prior evaluations of the candidate's teaching.

3. The Head shall solicit review letters from outside the University in accordance with the policies of the College of Liberal Arts and Sciences and the Office of the Vice Chancellor for Academic Affairs.
4. The reports of the reviewers and external evaluators will be made available for review by the full professors.
5. The Head will call a meeting or meetings of the full professors to review nominees for full professor. At least 50 percent of the full professors in residence shall be present before official action can be taken. All reports by reviewers inside and outside the department will be available to consult at the meetings. The full professors will be asked to submit their written advice to the Head, including a ballot distributed at the meeting in which they indicate their degree of support.
6. For each nominee for full professor, the Head will review the advice of the full professors and other pertinent information before deciding whether to take no action or to forward a recommendation for promotion to the College of Liberal Arts and Sciences. If the decision is to recommend promotion to professor, the Head (or a faculty member designated by the Head) shall prepare the promotion papers. The full professors on the Advisory Committee shall review the promotion papers and discuss them with the Head before they are forwarded to the College of Liberal Arts and Sciences.
7. The Head will inform each candidate by letter of the results of the review, including any action taken and the grounds for such action.

VIII. SPOUSAL/PARTNER HIRES

Procedures:

When asked to consider a spousal/partner hire by a faculty member in English or by the Executive Officer of another Unit, the Head shall follow the procedures specified in the relevant Provost's Communications, together with those outlined below. In all cases the Head consults with the Advisory Committee before initiating consideration of a partner or spousal hire.

1. In cases involving a tenured or tenure-track appointment in another Unit, the Head contacts the Executive Officer of the Unit to determine what procedures are required by that Unit, or in the case of a joint appointment to agree upon a common set of procedures to the extent that they may be combined.

2. For cases involving a tenured or tenure-track appointment in English, if the Head determines that the case meets the appropriate criteria, the Head solicits a standard set of materials from the candidate, including a formal letter of application, a c.v., a book or dissertation abstract, writing sample, and three letters of recommendation.
3. The Head provides the materials to the Advisory Committee, which then advises the Head on the selection of a screening committee. The Head appoints the screening committee, consisting of at least three regular faculty members from the candidate's field of specialization (or if necessary and as appropriate, from closely related fields) from whom individual evaluations of the candidate's qualifications and materials are to be solicited. The evaluations, to include recommendations on whether the Head should proceed with consideration of a partner/spousal hire, are to be submitted in writing (but not by e-mail) to the Head, who may share them with the Advisory Committee.
4. If after consultation with the Advisory Committee (and if desirable further consultation with the faculty specialists) the Head determines that the evaluations justify formal departmental consideration of a partner/spousal hire, the Head shall appoint a hiring committee consisting of these specialists and, at the Head's discretion, one or more additional faculty members. The Head will also designate a committee chairperson. If the Head determines that the evaluations do not justify further consideration, the Head notifies the candidate and the faculty partner/spouse. The Head may still consider the candidate for an adjunct position.
5. In the case of a favorable decision, the Head then notifies the candidate and faculty partner/spouse, and invites the candidate for a campus visit, which will consist of an interview with the hiring committee and the Head, and a public presentation of the candidate's research or creative writing. The Head will make the candidate's supporting materials available to the department before the presentation and will solicit feedback from the department after the presentation.
6. In the case of an appointment with tenure, the campus visit will follow additional procedures required by the College and University (as outlined in Communication 9), including solicitation of outside letters of recommendation by the department (with appropriate consideration of the candidate's nominations, as required by Communication 9) and a vote of the tenured faculty.
7. After the visit, the hiring committee meets to decide whether or not to recommend that the candidate be offered a position. The chair of the hiring committee makes a written recommendation to the Head based upon a vote of the whole committee. If the committee is deadlocked, the chair summarizes in writing the reasons. Committee members may also submit comments individually to the Head.

8. The Head meets with the Advisory Committee to review the hiring committee's recommendation, with particular attention to "legitimate unit needs and the candidate's qualifications."
9. If the Head's decision is positive, the Head informs the candidate and faculty partner/spouse in writing that a nomination for an appointment will be forwarded to the Dean (as outlined in Communication 4). If the decision is negative, the Head informs the candidate and the faculty partner/spouse in writing that a nomination for an appointment will not be forwarded to the Dean.
10. If constraints of time or unusual circumstances do not permit the Head to follow all the steps outlined above, the Head may (after consultation with the Advisory Committee) expedite matters in ways that preserve the integrity of the process as well as University regulations.

IX. AMENDMENT OF BYLAWS

Amendment of or addition to these Bylaws may be made at any meeting of the English Faculty by two-thirds vote of the members present and voting, providing that notice of the proposed amendment or addition shall have been set forth in the notice of the meeting.