

## BYLAWS

### DEPARTMENT OF ENGLISH GEORGIA STATE UNIVERSITY

These bylaws constitute the rules for the governance of the faculty of the Department of English of Georgia State University.

#### **Article I**

##### Membership

###### *Section 1*

In these bylaws, the word faculty shall mean tenured or tenure-track faculty and academic professionals of the Department of English. All faculty according to this definition shall have voting privileges in departmental meetings.

###### *Section 2*

Visiting Professors, part-time or full-time regular or visiting lecturers or instructors, part-time instructors, graduate teaching assistants, graduate research assistants, and English majors may serve on designated committees and shall have voting rights in those committees, but may not vote in departmental meetings.

#### **Article II**

##### Meetings

Departmental meetings shall take place as specified in the Statutes of Georgia State University, Article X, Section 3B.

The faculty of the department shall meet at least once each semester, except for the summer semester. At all meetings, the Chair of the department shall be the presiding officer. Minutes shall be maintained and distributed to faculty, and transmitted to the academic dean.

#### **Article III**

##### Chair

###### *Section 1*

The position and duties of the department Chair are as defined the Statutes of Georgia State University, Article X, Section 2. The Chair shall perform all duties designated there.

###### *Section 2*

The Chair of the department shall perform these additional duties:

A. Represent the departmental needs to the administration and serve as a departmental advocate to the administration.

B. Communicate regularly with the department about pertinent information from the

higher administration and matters of concern to the department and its welfare.

C. Advertise all directorship or editorship positions to the faculty when any become open.

D. After consulting with the Executive Committee, appoint the Directors of Lower Division Studies, Undergraduate Studies, Graduate Studies, Creative Writing, the Editor(s) of Studies in the Literary Imagination, the Editor(s) of Five Points, and the Director of the Writing Studio.

E. Appoint all non-elected chairs of departmental committees.

F. Change committee chairs and directorships on a regular basis, giving special consideration to promoting women and members of ethnic minorities to senior administrative positions.

G. Consult with the Executive Committee about the appointment of an ad hoc committee to advise the Chair about salaries, salary supplements, and merit raises.

H. Annually evaluate each faculty member, as provided in the Policies of the Board of Regents, Section 803.07, furnishing a copy of this evaluation to the faculty member.

I. Meet with the New Appointments Committee as required in Article VII, Section 12.C.5.

J. Submit proposed changes in catalogue listings to the relevant committees for their consideration. All proposed changes must be approved by vote of the faculty before being forwarded to the appropriate college curriculum committee.

K. Appoint a faculty member to serve as his or her temporary deputy on those occasions when the Chair and the Associate Chair are not available.

L. Appoint an ad hoc committee to consider any specific matter of concern to the department when such a matter arises outside the purview of the standing committees. Ad hoc committees shall report to the Chair, the Executive Committee, or the faculty, depending on their specific charge by the Chair.

M. Assign faculty to one or more curricular sections as determined by their qualifications and professional interests.

N. After consulting with the Executive Committee, oversee the management and dispersal of endowed funds.

O. Hire and apportion duties to the office staff.

## **Article IV**

### Associate Chair

#### *Section 1*

The Associate Chair shall be appointed by the Chair, after consultation with the Executive Committee.

#### *Section 2*

The Associate Chair shall have specific responsibility to chair the Scheduling and Research Enhancement committees.

#### *Section 3*

The Associate Chair shall act for the Chair when the Chair is not available.

#### *Section 4*

The Associate Chair shall provide advance written notice to each faculty member of the projected schedule for the next semester, including the summer semester, and maintain a continuous file of the complete past and present final two-year schedules for review of all full-time faculty.

#### *Section 5*

The Associate Chair shall assist the Chair in the performance of his or her duties and also shall carry out any special assignments made by the Chair.

#### *Section 6*

No single term of service for an Associate Chair shall exceed three years; however, the Associate Chair may be reappointed for subsequent terms.

## **Article V**

### Directors of Divisions

#### *Section 1*

Appointment and terms:

A. The Directors of Lower Division Studies, Undergraduate Studies, Creative Writing, and Graduate Studies shall be appointed by the Chair, after consulting with the Executive Committee.

B. The Directors shall serve at the pleasure of the Chair.

C. No single term of service for a Director shall exceed three years; however, a Director may be reappointed for subsequent terms.

#### *Section 2*

The Director of Lower Division Studies, with the Associate Director, shall perform the following duties:

A. Interview, recommend for hiring, and evaluate in writing the performance of all

non-tenure track instructors (e.g., regular or visiting instructors and lecturers), and evaluate in writing the performance of graduate teaching assistants (GTAs).

- B. Oversee the counseling, advising, and placement of students enrolled in lower division English courses.
- C. Advise the Chair and consult with the office of the academic dean on matters relating to lower division course work.
- D. Serve as liaison with other units of the university concerned with matters relating to lower division English curriculum and instruction (e.g., English as a Second Language and Writing Across the Curriculum).
- E. Chair the Lower Division Studies Committee.
- F. Plan the preliminary lower division English schedule, serve on the Scheduling Committee, and oversee the implementation of the lower division schedule.
- G. Maintain a file of lower division English course syllabi.
- H. Supervise the mentoring of all graduate teaching assistants and other non-tenure track faculty.

### *Section 3*

The Director of Undergraduate Studies shall perform the following duties:

- A. Oversee the collection and assessment of Senior portfolios.
- B. Oversee the counseling, advising, and recruiting of English majors.
- C. Advise the Chair and consult with the office of the academic dean on matters relating to sophomore and upper-division course work.
- D. Chair the Undergraduate committee.

Consult with the heads of the curricular sections and prepare a preliminary schedule for upper-division courses; serve on the Scheduling Committee and oversee implementation of the upper-division schedule.

- F. Maintain a file of upper-division course syllabi.

#### *Section 4*

The Director of Creative Writing shall perform the following duties:

- A. Oversee the counseling and advising of creative writing concentration undergraduates.
- B. Oversee the recruiting, counseling, and advising of creative writing graduate students.

Coordinate the scheduling of creative writing classes, and serve on the Scheduling Committee.

Chair meetings of creative writing faculty.

Oversee evaluation of creative writing senior portfolios.

Advise and consult with the Chair on matters relating to the creative writing program.

Serve on the Executive Committee.

#### *Section 5*

The Director of Graduate Studies shall perform the following duties:

- A. Oversee the recruiting, admission, counseling, and advising of students enrolled in graduate courses.
- B. Advise the Chair and consult with office of the academic dean on matters relating to graduate course work.
- C. Chair the Graduate Admissions and Review Committee.
- D. Chair the Graduate Faculty and Graduate Committee.
- E. Consult with the heads of the curricular sections and prepare a preliminary schedule for graduate courses; serve on the Scheduling Committee and oversee implementation of the graduate schedule.

- F. Maintain a file of graduate course syllabi.
- G. Maintain an updated file of graduate policies and procedures (committees, graduate examination preparation, etc.). Keep graduate faculty abreast of changes in policies and procedures.
- H. Coordinate the M.A. non-thesis option and supervise students who choose the non-thesis option.
- I. Supervise thesis and dissertation prospectus evaluations; coordinate the approval process for Master's theses and Ph.D. dissertations; oversee administration of M. F. A. and Ph. D. examinations; report results of Ph. D., M. A., and M. F. A. examinations; and conduct and moderate Ph.D. oral examinations and dissertation defenses.

Coordinate the joint Ph.D. program with the Department of Communication.

## **Article VI**

### Executive Committee

#### *Section 1*

The Executive Committee shall consist of three professors, two associate professors, two assistant professors, and the department Chair, who shall preside. If not regularly elected, the directors of Graduate Studies, Creative Writing, Freshman Composition, Undergraduate Studies Lower Division Studies, and the Associate Chair shall be ex officio members of the Committee.

#### *Section 2*

The members shall be elected by secret ballot from the roster of tenure and tenure-track faculty each year, in the spring semester departmental meeting.

#### *Section 3*

The Executive Committee shall meet at least once a semester, except summer semester.

#### *Section 4*

The duties and responsibilities of the Executive Committee are as follows:

- A. To act as an advisory body to the Chair in accord with Article 7, Section 4, of the Bylaws of the College of Arts and Sciences.
- B. To act as a forum for discussion of both practical matters and philosophical issues that concern the whole department. Faculty members may ask the committee to consider issues that might later be brought before the entire department for general discussion that could, in turn, lead to the committee's further recommendations or to action by the Chair.

C. To consider recommendations concerning the curriculum that have been made by the appropriate committees. Curricular matters in the Lower Division shall first be considered by the Lower Division Committee; those affecting the sophomore and upper division curricula shall first be considered by the Undergraduate Committee; and those affecting the graduate division shall first be considered by the Faculty. Each of these committees shall report its curricular recommendations to the Executive Committee.

D. To deliberate on the following matters for action and send them to the faculty with recommendations of do pass or do not pass or with no recommendation: all curricular recommendations and the Events and Awards Committee's recommendations for establishing or suspending awards.

E. Based on faculty preferences, these bylaws, and the needs of the department, the Executive Committee shall submit a proposed roster of departmental committee membership for the following year at the spring semester faculty meeting. Faculty members may request changes in their committee assignments during this meeting, but final authority for staffing committees rests with the Chair.

To review the Department of English budget annually and advise the Chair on budgetary matters.

To provide recommendations to the Chair concerning faculty merit raises.

## **Article VII**

### **Committees**

#### *Section 1*

Faculty members shall not vote on matters directly benefiting them individually.

#### *Section 2*

All meetings of standing committees shall be open to faculty observers except those of the Promotion and Tenure Committee, the New Appointments Committee, and the Master's and Doctoral Examination Committees. Observers may participate in discussion but shall not vote.

#### *Section 3*

The power to summon ad hoc committees shall reside strictly with the department Chair, but if a majority of the faculty asks the Chair to call such a committee, then the Chair shall do so.

#### *Section 4*

Events, Awards, and Public Relations Committee

A. This committee shall consist of at least four full-time faculty members including its chair.

B. This committee shall elect its chair.

The duties of this committee are as follows:

1. to oversee all awards officially sponsored by the department;
2. to provide for activities that communicate the goals, philosophy, trends, and ideals of the professional study of English to members of the department, students, university faculty, and the administration;
3. to solicit, receive, and evaluate suggestions for speakers and programs; to make recommendations about the same to the Chair; and to assist with arrangements.
4. to consider proposals for establishing or abolishing awards and make recommendations to the Executive Committee about them;
5. to oversee the work of students seeking Distinction in English and to establish an examining committee for each student, which shall decide whether Distinction should be awarded.
6. to serve as the editorial board of the departmental newsletter.

#### *Section 5*

##### Lower Division Studies Committee

A. This committee shall include at least four full-time faculty members including its chair; the Director of the Writing Studio; one graduate teaching assistant; and one non-tenure track instructor. The graduate teaching assistant and the non-tenure track instructor shall be appointed by the department Chair in consultation with the committee chair.

B. Its chair shall be the Director of Lower Division Studies.

The duties of this committee are as follows:

1. to prepare statements of department policy on writing standards, plagiarism, etc.;
2. to recommend textbooks for all lower division English courses;
3. to prepare model syllabi for all lower division English courses;
4. to consider curricular proposals affecting lower division English courses and to forward recommendations for changes to the Executive Committee;

5. to advise the Director of Lower Division Studies about matters affecting freshman and sophomore English courses;

6. to advise the Director of Lower Division Studies on matters affecting the lower division schedule.

7. to work with the Director of Writing Across the Curriculum about WAC issues.

### *Section 6*

#### Graduate Admissions and Review Committee

A. This committee shall consist of ten Graduate Faculty members, including the Director of Graduate Studies (as chair), the Associate Director of Graduate Studies (ex officio), the Director of Lower Division Studies (ex officio), one representative from each of the following areas---English literature before 1800, English literature after 1800, American literature, creative writing/fiction, creative writing/poetry, and rhetoric/composition---and one member at large.

B. Its chair shall be the Director of Graduate Studies.

C. The duties of this committee are as follows:

1. to consider curricular proposals affecting graduate courses and to make recommendations on curricular changes to the Executive Committee;

2. to advise the Graduate Director about matters pertaining to the graduate program;

3. to assess evidence of scholarly work, study, and publication and, through the Graduate Director, to recommend to the department Chair those faculty members who should be nominated to the Graduate Faculty;

4. to assist the Graduate Director in evaluating applications for graduate study in light of the standards and procedures of the graduate programs;

5. to assist the Graduate Director in evaluating applications by graduate students for financial aid.

### *Section 7*

#### Master's Examination Committee

A. This committee shall consist of at least seven graduate faculty members.

B. This committee shall elect its chair.

C. The duties of this committee are as follows:

1. to meet two times a year to compose the comprehensive written examination in English required of candidates for the M.A. (English);

2. to supervise administration of this examination at least two times annually;
3. to evaluate the students' written examination papers and, if a paper has failed, provide the Graduate Director with a written analysis of the reasons for failure;
4. to consider proposals related to the form and content of the Master's examination and make recommendations about the same to the Director of Graduate Studies and the Graduate Faculty.

### *Section 8*

#### New Appointments Committee

- A. This committee shall consist of at least four Department of English faculty members, including its chair. At least one of the committee members should represent the field from which the new appointment is to be made.
- B. Its chair shall be appointed by the department Chair, upon consultation with the Executive Committee.
- C. The duties and responsibilities of the committee are as follows:
  1. to define the department's personnel needs and priorities, in consultation with the department Chair and the faculty; to draw up descriptions of positions; and to assist the department Chair in advertising vacancies;
  2. in accord with due process and university policies, to classify applications received, and to evaluate them, in consultation with the faculty;
  3. to interview selected candidates on the basis of its evaluations of the dossiers submitted;
  4. to select candidates to be invited for follow up interviews on campus and to coordinate those interviews;
  5. after concluding the interviewing process and consulting further with the faculty, to make recommendations for hiring to the department Chair; if the Chair disagrees with a committee recommendation, to meet jointly to discuss his reasons for not accepting the recommendation.

### *Section 9*

#### Promotion and Tenure Committee

- A. In accord with the College of Arts and Sciences promotion and tenure manual, this committee shall consist of all tenured associate professors and professors in the department. For candidates being considered for promotion to professor, the committee shall consist of all tenured full professors in the department.
- B. In accord with the College of Arts and Sciences promotion and tenure manual, there shall be a Promotion and Tenure Subcommittee. This committee shall consist of

nine professors, five of whom shall be full professors and four of whom shall be associate professors. The chair shall be a full professor appointed annually by the department Chair in consultation with the Executive Committee. The remaining members shall be elected during the spring semester faculty meeting. Two full professors and two associate professors shall be elected each spring to serve two-year terms. In order to make the transition to the new system, in the spring of 2002, two full and two associate professors shall be elected to serve one-year terms.

C. The duty of this subcommittee shall be to consider candidates for promotion and/or tenure, in accord with due process and the guidelines for promotion and tenure adopted by the department, the college, and the university.

D. This subcommittee shall make its recommendations directly to all appropriate faculty members and to the department Chair, and, in turn, to the Dean's Advisory Committee on Promotion and Tenure.

E. The subcommittee shall also make recommendations for third-year pre-tenure reviews and contract renewal letters for untenured faculty to the Chair.

#### *Section 10*

##### Research Enhancement Committee

A. This committee shall consist of at least four faculty members who received a summer research award the preceding year and the Associate Chair, who shall serve as chair of the committee.

B. Its members are appointed by the Chair of the Department upon consultation with the Executive Committee.

C. The duties of this committee are as follows:

1. to advise the Chair on matters pertaining to the enhancement of research within the Department, and to recommend policies and procedures to support and promote that research;
2. to solicit and evaluate proposals from the faculty for summer research awards, research travel grants, professional leave, graduate research assistants, and any other proposals pertaining to departmental support of research;
3. to send recommendations to the department Chair.

#### *Section 11*

##### Secondary English Committee

This committee shall consist of the Secondary English faculty and other faculty members who teach courses required in this concentration. The committee elects its chair annually.

- B. The duties of the Secondary English Committee are as follows:
1. to advise the Chair on matters pertaining to the enhancement of the Secondary English program in the department and in the University, and to recommend policies and procedures to support and promote the program;
  2. to examine existing program offerings and evaluate new program proposals for the support and development of that program;
  3. to work with colleagues in the College of Education to coordinate teacher preparation programs;
  4. to send recommendations to the department Chair.

### *Section 12*

#### Scheduling Committee

- A. This committee shall consist of five members including its chair: the Associate Chair, the Directors of Lower Division Studies, Undergraduate Studies, Creative Writing, Graduate Studies, and one member at large.
- B. The Associate Chair shall serve as chair.
- C. The duties of the Scheduling Committee are as follows:
1. to solicit recommendations on the schedule from section heads;
  2. to consider these recommendations, along with individual faculty members' requests, and to produce a rough draft of a tentative two-year schedule for the department that will be available for faculty inspection;
  3. after considering faculty suggestions or revisions, to prepare a revised draft of the tentative two-year schedule. After the faculty has reviewed the schedule, the department Chair and division directors are responsible for implementing it; and for making such changes as may be necessary;
  4. to plan the mini-mester, May-mester, and summer semester schedules.
  5. to publish a calendar that gives the complete scheduling process with the deadlines.

### *Section 13*

#### Studies in the Literary Imagination Committee

This committee shall consist of at least five members including its chair: the department Chair, the Editor, and three members at large.

- B. The Editor shall be the chair.

C. No faculty member whose proposal for an issue of the journal will be considered during the year shall serve on the committee.

D. The duties of the committee are as follows:

1. to advise the Editor concerning the policies for operating the journal;
2. to solicit and receive proposals for issues of the journal;
3. to consider proposals, and accept, modify, or reject them;
4. to advise consulting editors in the preparation of their issues of the journal;
5. to advise the Editor in scheduling future issues and in publishing, printing, and distributing the journal;
6. Through the Editor, to report to the faculty on issues related to the development and continuation of the journal and to seek the advice of that body.
7. to supervise any publications growing out of Studies in the Literary Imagination issues.

#### *Section 14*

##### Undergraduate Committee

A. This committee shall consist of at least four full time faculty members, including its chair, one non tenure track faculty member or graduate teaching assistant, and one undergraduate English major. The non-tenure track faculty member or graduate teaching assistant and the undergraduate English major shall be appointed by the department Chair in consultation with the committee chair.

B. The Undergraduate Director shall serve as chair.

C. The duties of this committee are as follows:

1. to consider curricular proposals affecting upper-division and sophomore courses and to forward recommendations for changes to the Executive Committee;
2. to keep an updated file of upper-division syllabi;
3. to advise the Director of Undergraduate Studies on matters affecting the English major;
4. to advise the Undergraduate Director on matters affecting upper-division schedules.

## **Article VIII**

### Graduate Faculty

#### *Section 1*

The Graduate Faculty shall consist of those members of the departmental faculty who qualify for Graduate Faculty status as defined by the College's Policy on Graduate Faculty Status. See Appendix.

## **Article IX**

### Curricular Sections

#### *Section 1*

As determined by their qualifications and professional interests, all full time faculty members shall be members of at least one curricular section, as assigned by the Chair.

#### *Section 2*

The curricular sections are responsible for planning and proposing tentative schedules in their areas to the Scheduling Committee.

#### *Section 3*

The fourteen sections are as follows:

1. Medieval Literature and Language
2. Renaissance and Seventeenth Century English Literature
3. Eighteenth Century English Literature
4. Nineteenth Century English Literature
5. Twentieth Century British and Commonwealth Literature
6. American Literature before 1865
7. American Literature, 1865-1914
8. American Literature, 1914-present
9. Literary Criticism and Theory
10. Creative Writing
11. Composition, Professional and Technical Writing, and Linguistics
12. Folklore
13. Women's Literature
14. African-American Literature

#### *Section 4*

Each section shall elect its head annually.

#### *Section 5*

The section head shall call a meeting at least once a semester during which the faculty shall assess the tentative schedules for their section and discuss other matters pertaining to the curriculum in their area.

*Section 6*

The sections shall meet on a regular basis to discuss course assignments, special topics courses, the two-year scheduling plan, graduate student issues, hiring issues, and lecture series.

**Article X**

Elections

*Section 1*

All elections shall routinely take place at the spring semester departmental meeting. Should a vacancy occur at another time, the Chair may either call a special election (to be conducted by ballot or meeting) or appoint a temporary replacement.

*Section 2*

At the spring semester meeting, the Executive Committee and the Promotion and Tenure Subcommittee shall be elected by secret ballot.

*Section 3*

Additional nominations for all elective positions may be made from the floor of the meeting.

*Section 4*

When a committee chair must be elected from within the committee membership, the outgoing chair should call a meeting of the newly elected committee within ten days after its election. At this time the newly elected committee should elect its chair.

**Article XI**

Parliamentary Authority

The rules contained in the latest edition of Robert's Rules of Order Revised shall govern this department in all cases to which they are applicable, and in which they are not inconsistent with these bylaws.

**Article XII**

Adoption and Amendments to the Bylaws

*Section 1*

These bylaws shall become effective upon approval of a majority vote of the faculty of the department.

*Section 2*

These bylaws may be amended at any regular meeting of the department by a two thirds vote, provided that written notice of the proposed changes is given the faculty ten days in advance of the meeting.

**Article XIII**

Enforcement of the Bylaws

If a member of the Department perceives an infraction of a section of the bylaws that cannot be resolved by consulting the parliamentary authority (see Article XI), the alleged infraction can be brought to the attention of a neutral member of the Executive Committee (i.e., one not directly involved in implementing that section). It is then the committee member's responsibility to raise the matter at the next meeting of the committee, keeping anonymous the person who raised the issue. If the committee determines that there has indeed been an infraction, the Chair shall discuss the matter soon after the meeting with the faculty member responsible for implementing that section of the bylaws in order to correct the infraction. If the Chair is responsible for that section, he or she shall propose a resolution satisfactory to the committee. In either case the committee contact person shall report back to the faculty member who raised the issue.

Approved November 14, 2001

Revised October 25, 2004