

University of North Texas

DEPARTMENT OF ENGLISH

CHARTER

Revised Spring 2001

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I. GENERAL PROVISIONS

A. Authority

The policy-making powers vested in the Department of English by the State and the University arise from the faculty through procedures defined within this charter and are administered through its Executive Committee and the Chair of the Department, its chief executive officer (*Faculty Handbook*, Appendix A-2, 4). All policies are subject to the approval of the Board of Regents and its agents, and nothing in this charter is intended to conflict with University policies or rules or the *Faculty Handbook*. When changes in University policies require changes in the charter, the University rules shall take precedence until the charter can be revised.

B. Definitions

1. The regular voting faculty is defined as all full-time members of the Department who hold the rank of professor, associate professor, assistant professor, or lecturer, with the exception of visiting appointees.
2. Teaching Fellows are defined as graduate students who teach one or more classes while pursuing an advanced degree. Teaching Assistants are graduate students who assist faculty members with teaching, grading, scholarly duties, or administrative duties.
3. The Graduate Faculty is defined as faculty members who have been so designated by the Graduate Council (*Faculty Handbook*, "Graduate Faculty").

C. Implementation

This revised Charter will take effect officially upon the date of final ratification by the faculty of the Department of English. Required elections will be held as soon as is practical.

II. STRUCTURE OF THE DEPARTMENT

A. Divisions

The Department of English has three divisions: Linguistics, Literature, and Writing. Each faculty member must declare a home division. Each division will elect its Division Chair and its prescribed representatives to departmental committees. Faculty members may petition the Executive Committee to switch from one home division to another once each year in September.

Faculty may teach or pursue scholarly activities in divisions other than their home divisions.

B. Administrative Officers

1. **Chair:** The Chair of the Department is the chief executive officer. The Chair presides over meetings of the English faculty and the Executive Committee and is responsible to the Dean of the College of Arts and Sciences and to the English Faculty for carrying out academic, budgetary, and personnel policies in the Department of English. The selection process and term of office for the Chair shall be negotiated between the English Faculty and the Dean of Arts & Sciences, but in any case shall follow the requirements set out in the *Faculty Handbook* (Appendix A-2, 5) and this charter (II.D.) The term of office shall not exceed four years, with self-succession permitted.
 - a. The Chair will be appointed by the Dean of the College of Arts and Sciences, subject to endorsement by the Vice President for Academic Affairs and the President of the University, with the final authorization of the Board of Regents, from nominees selected by an elected Search Committee. (See II.F.1-3). The nominee or nominees shall also first be confirmed and then ranked by the voting faculty of the department.
 - b. A majority of the voting faculty of the department is necessary to secure nominate an interim Chair. Candidates will be solicited from the faculty by the Executive Committee and nominees determined by the voting faculty of the department. The name of the nominee or nominees will be forwarded to the Dean of the College.
 - c. The Dean of the College may terminate the appointment of the Chair following whatever type of review or investigation he/she deems appropriate, including periodic administrative review of the department. The Dean should neither retain a chair found wanting by faculty standards nor arbitrarily dismiss a chair who meets the accountability standards of the academic community. The faculty of the department, of its own

volition, may review the Chair any time during his or her term according to the following procedure:

1. At least 20% of the voting faculty may notify the Chair and Dean in writing that they are calling for a vote of confidence. The written notification will contain the particulars for calling for a vote of confidence.
 2. The Chair may respond to the bill of particulars in a manner of his or her choosing within 30 days.
 3. The voting faculty will conduct the vote of confidence by secret ballot within 10 days of the response or on day 31 after the written notification of particulars.
 4. The results of the vote of confidence will be forwarded to the Dean of the College.
- d. During the last year of a Chair's term, the Chair will be reviewed by the full Personnel Affairs Committee, using for at least part of the evidence annual departmental evaluations of the Chair.
 - e. In the event the Chair is not to be reappointed, a Search Committee will be elected as outlined in II.F.1-3.
 - f. If the Chair will be absent for relatively short periods of time, the Chair Pro-Tem will conduct appropriate meetings and will act as Chair. The Chair Pro-Tem is the senior member of the Executive Committee.
2. **Assistant Chair:** The Assistant Chair is appointed annually by the Chair with the advice and consent of the Executive Committee and confirmed by the voting faculty. The Assistant Chair may not make policy decisions relating to budgetary and personnel matters. The Assistant Chair is an ex-officio, non-voting member of the Executive Committee and serves as its secretary. The Assistant Chair also serves as Chair of the Scholarship Committee and schedules the course offerings approved by the Graduate and Undergraduate Committees.
 3. **Division Chairs :** The Chairs of the Literature, Linguistics, and Writing Divisions are elected by the voting faculty in their respective divisions to three-year terms and are eligible for re-election. Each of these Chairs is responsible for recommending the scheduling and staffing of appropriate courses and for carrying out the policies of his or her constituent faculty.

- a. **Chair of Literature** : The Chair of Literature is responsible for coordinating the Literature faculty and forwarding their recommendations for course offerings and staffing to the Graduate and Undergraduate Committees.
 - b. **Chair of Linguistics**: The Chair of Linguistics is responsible for coordinating the Linguistics faculty and for forwarding their recommendations for course offerings and staffing to the Graduate and Undergraduate Committees. The Chair of Linguistics is also responsible for advising graduate ESL and linguistics majors on degree requirements.
 - c. **Chair of Writing**: The Chair of Writing is responsible for coordinating the three faculties of Rhetoric, Technical Writing, and Creative Writing and forwarding their recommendations for course offerings and staffing to the Graduate and Undergraduate Committees.
4. **Chair of Graduate Studies**: The Chair of Graduate Studies is appointed to a term of three years by the Chair with the advice and consent of the Executive Committee and confirmed by the voting faculty. Reappointment is permissible. The Chair of Graduate Studies is responsible for maintaining the effectiveness and integrity of the graduate English program and for advising graduate majors on degree requirements and other academic matters pertinent to their programs, for keeping records on graduate majors, for evaluating the academic progress of the teaching fellows and for chairing the Graduate Committee, for participating in the preparation of the schedule for graduate English classes, and for supervising registration in graduate English classes. The Chair of Graduate Studies prepares the course offerings and staffing for graduate English classes in consultation with the Division Chairs; the course offerings are subject to the confirmation of the Graduate Committee.
5. **Chair of Undergraduate Studies**: The Chair of Undergraduate Studies is appointed to a term of three years by the Chair with the advice and consent of the Executive Committee and confirmed by the voting faculty. Reappointment is permissible. The Chair of Undergraduate Studies is responsible for maintaining the effectiveness and integrity of the undergraduate English program and for advising or supervising the advising of undergraduate majors on degree requirements and other academic matters pertinent to their programs, for keeping records on undergraduate majors, for chairing the Undergraduate Committee, for participating in the preparation of the schedule for undergraduate English classes, and for supervising registration in undergraduate English classes. The Chair of Undergraduate Studies prepares the course offerings and staffing for undergraduate English classes in consultation with the Division Chairs and the

Chair of Freshman and Sophomore English; the course offerings are subject to the confirmation of the Undergraduate Committee.

6. **Chair of Freshman and Sophomore English:** The Chair of Freshman and Sophomore English is appointed to a term of three years by the Chair with the advice and consent of the Executive Committee and confirmed by the voting faculty. Reappointment is permissible. The Chair of Freshman and Sophomore English is responsible for maintaining the effectiveness and integrity of the freshman and sophomore English programs, for participating in the preparation of the schedule for freshman and sophomore courses as a member of the Undergraduate Committee, for supervising registration in freshman and sophomore English classes, for evaluating the teaching progress of the teaching fellows, and for supervising and training teaching fellows, except for the training of teaching fellows delegated to other programs (i.e., TASP, Technical Writing).
7. **Directors of Programs in the Writing Division:** Directors of the Creative Writing, the Technical Writing, and the TASP Programs are appointed by Chair of the Department with the advice and consent of the Executive Committee.

C. Removal of Administrative Officers:

1. The voting faculty of the department or the appropriate division, of its own volition, may review any administrative officer defined in II. B. 2-7 during his or her term according to the following procedure:
 - a. Twenty percent of the constituent voting faculty in the department or the appropriate division or no fewer than two faculty members may call in writing for a vote of confidence. The written notification will contain the particulars for calling for a vote of confidence.
 - b. The administrative officer may respond to the bill of particulars in a manner of his or her choosing within 30 days.
 - c. The voting faculty of the department or the appropriate division will conduct the vote of confidence by secret ballot within 10 days of the response or on day 31 after the written notification of particulars. If the majority votes no confidence, then the administrative officer in question must tender his or her resignation within 30 days.

D. The Committee System:

1. **Standing Committees:** Standing Committees are the Executive Committee, Graduate Committee, Undergraduate Committee, Teaching Fellow Selection Committee, Personnel Affairs Committee, Promotion and Tenure Committee, and Scholarship Committee.
2. **Search Committees:** Search Committees are formed for selecting a Chair and hiring new faculty members.
3. **Appointment to Ad Hoc Committees:** The Chair of the Department may appoint Ad Hoc Committees from the appropriate constituent faculty, except in those cases when a committee is likely to exist for longer than one full semester, in which case such committees shall be approved by the Executive Committee.
4. **Ex-Officio Members:** Ex-officio members of committees serve with full voting rights, except as may be noted elsewhere in this charter. Their terms of office are coterminous with their terms in the enabling office.
5. **Constituent Faculties:** A constituent faculty consists of those faculty members who comprise one of the divisions (Literature, Linguistics, Writing). The English Faculty and the Graduate Faculty are also constituent faculties.
6. **Limitations on Committee Service:**
 - a. The Chair of the Department may not be a member of the Personnel Affairs Committee or the Promotion and Tenure Committee.
 - b. Members of all Standing Committees ordinarily serve for three years (but beginning in the spring of 1995, one third of the members will be elected for one year, one third of the members for two years, and one third of the members for three years). Members may succeed themselves.
 - c. No member of the Executive Committee who is also a member of the Personnel Affairs Committee may vote on any item that has been presented to the Executive Committee by the Personnel Affairs Committee.
7. **Vacancies:** The Executive Committee is responsible for declaring positions vacant and for instituting steps to fill such vacancies.

E. Standing Committees

1. Executive Committee

- a. Composition: The Executive Committee consists of eleven members: the Chair of the Department as a voting ex-officio member and as Chair of the Executive Committee; the Assistant Chair as a non-voting ex-officio member and secretary of the Executive Committee; the Chairs of Graduate Studies, Undergraduate Studies, and Freshman and Sophomore English as non-voting ex-officio members; as voting members: the Chairs of the Linguistics, Writing, and Literature Divisions; and three members elected at large. At least 50% of the voting members of the Committee must be from the upper two ranks (*Faculty Handbook*, Appendix A-2.7). If this percentage is not met before the election of the three at-large members, then one or more of these members must be elected from the upper two ranks.
- b. Responsibilities:
 1. establishing departmental policy, within University guidelines and subject to the approval of the English Faculty
 2. dealing with all matters concerning the Department except those specifically delegated to other committees
 3. reviewing and making recommendations concerning the annual departmental operating budget for recommendation to the Dean of the College of Arts and Sciences
 4. confirming the recommendations of the Scholarship Committee
 5. approving expenditures in excess of the dollar amount determined by the Executive Committee for any item of capital outlay, for maintenance and operation, or for faculty requests for single books or sets
 6. allocating all professional travel funds
 7. allocating all funds for student labor
 8. making recommendations concerning the need for, the placement of, and the salaries of full-time staff
 9. establishing and publishing criteria, where appropriate, for office assignments, library faculty studies, special facilities such as those

for media materials, and graduate carrels; and assigning such space equitably to individual members of the department

10. establishing policies and procedures for department-sponsored and/or funded journals, including:
 - a. appointing editors and determining length and terms of appointment
 - b. establishing, in consultation with each editor, Standing Procedures for review of each journal=s operation and support
 - c. requiring an annual report from each journal which details budget, circulation, editorial practices and procedures, and other relevant information
11. approving ad hoc committees likely to exist for longer than one full semester.

2. **Personnel Affairs Committee**

- a. Composition: The Personnel Affairs Committee consists of two members elected at large from any of the upper three ranks and the five members of the Promotion and Tenure Committee. The Committee shall elect a Chair from its membership.
- b. Responsibilities:
 1. conducting annual peer evaluation of all faculty (including continuing lecturers) for purposes of merit ranking
 2. counseling and advising the Chair of the Department concerning salaries
 3. on the request of the Executive Committee, counseling and advising this Committee on terminations and other matters concerning personnel.

3. **Promotion and Tenure Committee**

- a. **Composition:** The Promotion and Tenure Committee consists of five members: one member from the Linguistics Division elected by that division; one member from the Writing Division elected by that division; one member from the Literature Division elected by that division; and two members elected at large from the rank of full professor. All members must be tenured associate or full professors. The Committee shall elect a Chair from its membership.
- b. **Responsibilities:**
 1. establishing standing procedures for promotion and tenure and making recommendations concerning promotion and tenure to the Departmental Chair and other appropriate administrators
 2. conducting annual and midterm peer evaluation of probationary faculty. The faculty member may select an advocate to be present at his or her promotion-and-tenure deliberations. This advocate may or may not be a member of the committee.
 3. conducting advisory inquiries concerning possible dismissal of faculty according to Appendix B.1.3.20000 of the *Faculty Handbook*.

4. **Graduate Committee**

- a. **Composition:** The Graduate Committee consists of five members: the Chair of Graduate Studies who will serve as Chair of the Committee; one member from the Linguistics Division elected by that division; one member from the Writing Division elected by that division; one member from the Literature Division elected by that division; and one member elected at large.
- b. **Responsibilities:**
 1. formulating and administering policy relating to graduate-level programs in English, subject to the approval of the Graduate Faculty
 2. exercising internal editorial responsibility for wording of all English Department material that appears in the Graduate Catalog

3. carrying out any other functions or duties relevant to the graduate program which may be assigned to it by the Executive Committee or by the Graduate Faculty
4. approving the graduate course offerings developed by the Chair of Graduate Studies and the Division Chairs.

5. **Undergraduate Committee**

- a. Composition: The Undergraduate Committee consists of six members: the Chair of Undergraduate Studies who will serve as Chair of the Committee; one member from the Linguistics Division elected by that division; one member from the Writing Division elected by that division; one member from the Literature Division elected by that division; the Assistant Chair of the Department; and the Chair of Freshman and Sophomore English.
- b. Responsibilities:
 1. formulating and administering policy relating to undergraduate-level programs in English, subject to the approval of the Faculty
 2. exercising internal editorial responsibility for wording of all English Department material that appears in the Undergraduate Catalog
 3. carrying out any other functions or duties relevant to the undergraduate program which may be assigned to it by the Executive Committee or by the Faculty
 4. approving the undergraduate course offerings developed by the Chair of Undergraduate Studies and the Division Chairs.

6. **Scholarship Committee**

- a. Composition: The Scholarship Committee consists of three members: the Assistant Chair of the Department, who will serve as Chair of the Committee; the Chair of Graduate Studies, and the Chair of Undergraduate Studies.

- b. Responsibilities: recommending the allocation of scholarship funds, subject to the confirmation of the Executive Committee.

7. **Teaching Fellow Selection Committee**

- a. Composition: The Teaching Fellow Selection Committee consists of five members: the Chair of Freshman and Sophomore English, who will serve as Chair of the Committee; the Chair of Graduate Studies; the Chairs of Writing and Literature; and the Director of Technical Writing.
- b. Responsibilities: selecting teaching fellows and teaching assistants and counseling and advising the Chair of the Department concerning possible dismissal of teaching fellows and teaching assistants.

F. **Search Committees**

1. Composition: Search Committees formed to select a new department chair will consist of five elected voting faculty members with at least one member from each of the three divisions. Search Committees formed to hire new faculty will consist of four voting faculty members appointed by the Executive Committee, including at least one member from outside the division(s) seeking the new faculty member. The Executive Committee will also appoint one non-voting graduate student to serve on each search committee. The Executive Committee may or may not charge a single search committee to search for more than one appointment from a single division. The committee will serve until the appointment is filled.
2. Responsibilities:
 - a. The role of Search Committees is to seek out and select the best qualified person(s) for presentation to the Faculty, the Chair, and the Dean for the filling of department vacancies
 - b. All Search Committees will make certain that faculty opinion and advice are fully weighed during the screening and interviewing process
 - c. All Search Committees will operate within the broadest interpretation of Affirmative Action and EEOC policies.

3. Procedures:
 - a. The Committee Chair and the plan of operation will be established at the first meeting of the committee.
 - b. The quorum for all committee meetings will be three voting members, and all matters will be decided by majority vote of the voting members. The Chair may solicit mail ballots from the committee members in voting on candidates.
 - c. The voting faculty shall confirm and rank the finalists who visit the campus. The results will be forwarded to the Chair. The Chair will forward the voting faculty's recommendation along with his or her recommendation to the Dean.
 - d. All tenure-track faculty members will be hired by the Dean of the College of Arts and Sciences, subject to endorsement by the Vice President for Academic Affairs and the President of the University with final authorization of the Board of Regents, from candidates selected by the Search Committee.

III. INSTRUCTION AND CURRICULUM

A. Authority and Control

1. **Instruction:** The Chair of the Department is the supervisor of all instruction in the Department. Certain supervisory powers may be delegated, upon approval by the Executive Committee, to members of other committees within the Department. The Chair, however, retains overall responsibility for such delegated supervision.
2. **Curriculum:** The curriculum of the Department, which includes degree programs, courses of study, and courses, is the vested responsibility of the faculty of the Department. Curricular policy shall be formulated by the appropriate committees, subject to the approval of the pertinent faculty.

B. Approval of Curricular Decisions

Faculty curricular decisions are those which affect the substance, scope, and quality of the curriculum of the Department. Specifically included in this category are changes in degree programs, courses of study, and individual courses. Any curricular decision which falls within this category takes effect only after it has been approved by the pertinent faculty of the Department as stipulated below:

1. Undergraduate programs: departmental faculty
2. Graduate programs: graduate faculty.

C. Administration of Curriculum

Responsibility for administering curriculum within the Department is vested in each division faculty (see II.A.), in the Undergraduate and Graduate Committees, and in the Executive Committee.

1. **Coordination and Planning**
 - a. The Undergraduate and Graduate Committees periodically review departmental curriculum, making recommendations for needed changes to the pertinent division faculty.
 - b. The Undergraduate and Graduate Committees provide technical assistance to departmental representatives on curriculum committees at college and university levels in securing approval of department- sponsored curricular changes.
 - c. Both the Undergraduate and Graduate Committees and each Division Chair shall keep abreast of trends in enrollment and curriculum in English and other subjects, both at the University and at other institutions, which might affect departmental curriculum.

2. **Scheduling and Staffing Courses**

a. **Division Schedule**

With the advice and consent of the constituent faculty and the Chairs of Graduate and Undergraduate Studies, each Division Chair prepares a list of course offerings in that division and suggests staff to teach the courses. Each Division Chair is responsible for keeping records of frequency of offerings, number of sections, and course staff, the latter not being restricted to faculty within the division.

b. **Departmental Schedule**

Once the division course offerings have been drafted, the Division Chair forwards them to the Chairs of Undergraduate and Graduate Studies. The Chairs of Undergraduate and Graduate Studies take the course offerings to the Undergraduate and Graduate Committees, respectively, for approval with necessary adjustments and inclusions to the course offerings. The Chair of Freshman and Sophomore English is responsible for recommending teaching assignments and duties for Teaching Fellows and Teaching Assistants. The Undergraduate and Graduate Committees give priority in course staffing in descending order from 6000 to 1000 level courses. The Assistant Chair has the duty of scheduling the course offerings and meeting University deadlines.

IV. **PERSONNEL**

A. **Prerogatives of Faculty Members**: A faculty member has the right to be informed in writing of the following:

1. all official evaluations of professional performance. The faculty member has the right to be counseled by the committees or officers charged with such evaluation.
2. professional complaints filed against him or her. No complaint will be considered by the Department or recorded in his or her departmental personnel file unless it has been submitted to the Chair of the Department in writing and the faculty member has had the chance to respond in writing. Faculty members must respond in writing to student, faculty, or administrative complaints.

B. Rights and Responsibilities of Faculty Members:

1. A faculty member must meet all stipulated policies and standards of performance and professorial responsibilities as detailed in the *Faculty Handbook* and *Policy Manual*.
2. A faculty member enjoys all privileges stipulated by the *Faculty Handbook* and *Policy Manual*.

C. Principles for Peer Evaluation:

1. The Personnel Affairs Committee and the Promotion and Tenure Committee are responsible for peer evaluations. In addition to each faculty member's departmental file, the evaluations prepared by these committees shall be used by the Departmental Chair and the advisory committees in arriving at decisions regarding appointments, tenure, promotion, salaries, and course staffing.
2. No procedure shall be adopted which prohibits open discussion and comparison of relevant evidence by committee members responsible for evaluations. Each area of a faculty member's performance shall be evaluated and recorded by the appropriate committee which then certifies evaluations by signing them. Signed dissenting opinions are permissible.
3. The final evaluation of each faculty member shall be placed on file with the Chair of the Department only. The records on file may be used by subsequent Personnel Affairs or Promotion and Tenure Committees.
4. Members of either the Personnel Affairs Committee or the Promotion and Tenure Committee shall keep the work of the committee in strict confidence. Except in the event of an appeal, members of these committees direct all faculty inquiries to the Chair or Vice Chair of the appropriate committee.
5. Any faculty member who requests an explanation of his or her ranking or evaluation shall be able to learn the reasons for the appropriate committee's ranking. Each committee member's explanation is submitted in writing and signed.

D. Procedure for Salary Recommendations :

In consultation with the Executive Committee and using the evaluations of the Personnel Affairs Committee, the Department Chair initiates a proposed schedule of salaries and forwards the recommendation to the Dean with copies to the Personnel Affairs Committee. The evaluations of the Personnel Affairs Committee are forwarded to the Dean along with the Chair's recommendation.

V. MEETINGS AND PROCEDURES

A. Calling Meetings

1. Scheduling

The Chair of the Department fixes the time and place for and distributes the announcement of all meetings of the Department.

2. Regular Meetings

The schedule of regular meetings of faculties is minimal. Regular meetings shall not be scheduled during the week before examinations, during examination week, or on holidays. The faculty of the Department meets at least once each semester of the long session, and committees meet as often as necessary to conduct business.

At least one meeting each academic year shall include discussion of hiring needs.

3. Special Meetings

a. The Executive Committee must call a faculty meeting upon receipt of a petition from 20% of the voting members of the faculty.

b. When meetings are called in response to a petition, the petition shall contain a specific description of the purpose of the meeting, and this statement shall comprise the agenda for the meeting.

B. Quorums

No faculty or committee of the Department shall transact official business except when a quorum of its members is present.

1. Faculty Meetings

The quorum for a faculty meeting consists of a majority of the voting membership of that faculty.

2. Committee Meetings

The quorum for a meeting of any committee in the Department consists of a majority of its voting members.

C. Minutes

A record of business transacted at meetings of all faculties and committees of the Department is kept in the form of minutes, which will also list the names of members absent.

1. **Responsibility**

The presiding officer of each meeting is responsible for the keeping and posting or distributing of minutes, although these functions may be delegated to some other person.

2. **Posting or Distribution**

- a. Minutes shall be prominently posted or distributed as soon as possible after adjournment.
- b. Minutes of meetings of all faculties and committees shall be distributed to all members of the particular unit holding the meeting and to the departmental office.
- c. Minutes of meetings of the Executive Committee shall be distributed to all members of the faculty of the department.
- d. Minutes of meetings of all Standing Committees shall be prominently posted.
- e. The above distributions are minimal. The Executive Committee may order wider distribution of minutes.
- f. The discussion of personnel matters shall not be included in the minutes of a meeting at which such discussion takes place.

D. **Conduct of Faculty Meetings**

1. **Presiding Officer**

The Departmental Chair or the Chair Pro-Tem presides over all faculty meetings.

2. **Agenda**

- a. An agenda setting forth the specific business to be transacted and the order of transaction shall be distributed to all members of a faculty at least twenty-four hours prior to any faculty meeting. Agendas for faculty meetings must be distributed two full working days in advance of the meeting.

- b. The agenda is prepared by the person(s) upon whose initiative the meeting has been called.
- c. Items may be added to the agenda of a called faculty meeting by the process of petition described in V.A.3.a.

3. **Voting by Proxy**

Voting by proxy is not permitted at any faculty meeting; however, absentee voting may be permitted by a majority vote of the faculty.

4. **Rules of Order**

Faculty meetings shall be conducted in accordance with the latest edition of Robert's *Rules of Order Revised* (1989) except for deviations stipulated in this charter.

5. **Adjournment and Recess**

- a. The Chair shall entertain no motions to adjourn until the agenda for the meeting has been completed.
- b. If a quorum call fails before the agenda has been completed, the Chair shall recess the meeting.
- c. When two sessions of a recessed meeting are separated by as much as four working days, interim minutes covering the earlier session shall be distributed.

6. **Parliamentarian**

The Chair of the Department appoints one person to serve as Departmental Parliamentarian.

VI. ELECTIONS

A. General Principles

1. Elections by written ballot are held annually in each Spring semester for terms of office to begin in the following Fall semester.
2. In all elections, a simple majority of votes cast is required for election. In case of a tie, the election is determined by lot under the supervision of the Election Judge.
3. At the direction of the Executive Committee, the Election Judge shall hold special elections to fill vacancies, confirm nominations, and conduct mail ballots.
4. If the Election Judge posts a request for nominations for candidates in an election (see VI.B.3.b. below) and no eligible candidates are nominated, then the Executive Committee shall appoint a candidate, and an election shall be held in which the voting faculty either confirm or do not confirm that candidate. If the faculty do not confirm the first candidate appointed by the Executive Committee, then the Executive Committee shall appoint additional candidates until one is confirmed by the voting faculty.
5. In all elections, at least two votes are required for nomination. If the Election Judge posts a request for nominations for candidates in any election (see VI.B.3.b. below) and only one eligible candidate is nominated, then the Election Judge shall issue ballots asking the voting faculty either to confirm or not to confirm that nominee. No elections shall be decided with the nominating ballots alone. If the faculty do not confirm the nominee, then the Executive Committee shall appoint additional candidates until one is confirmed by the voting faculty.
6. The Election Judge will allow at least 2 working days between distributing and counting the ballots in all departmental elections.

B. Election Judge

The Election Judge is responsible to the Executive Committee and to the faculty for holding all chartered elections.

1. Qualifications: any full-time, tenured member of the faculty.
2. Term of Office: appointed by the Executive Committee for a term of one year with self-succession permitted.
3. Responsibilities: The Election Judge shall

- a. appoint two faculty or clerical-staff members to assist in the counting of ballots; all three shall certify the accuracy of the tally and adherence to policy
- b. initiate elections by posting a request for nominations. All faculty members may make such nominations. Nominees may remove their names from consideration without prejudice
- c. see that the names of only eligible persons appear on the ballots
- d. ensure that the integrity of the secret ballot is maintained
- e. inform all faculty members at least twenty-four hours in advance of the date, time, and place for the counting of ballots so that any faculty member who so desires may be present as an observer
- f. inform all faculty of the results by numerical vote in all elections, and shall certify these results to the Executive Committee within twenty-four hours.

C. Qualification for Voting

All full-time faculty with the rank of lecturer or above are eligible to vote in any election in which they are members of the constituency participating. The following departmental personnel are not eligible to vote: faculty members who are on modified service, adjunct professors, visiting appointees, and graduate students of the University of North Texas (*Faculty Handbook*).

D. Order of Elections

1. Elections shall proceed as follows: (a) for positions on the Promotion and Tenure Committee, (b) for positions on the Personnel Affairs Committee, and (c) for positions on the Executive Committee.
2. In those elections where more than one constituency is participating, the order of voting shall be as follows: (a) for representatives of a constituency elected by members of that constituency only; (b) for representatives of a constituency or combination of constituencies elected by more than one constituency, but not by all constituencies; (c) for representatives elected at large.

E. Disputed Elections

Any faculty member may question the conduct of any election. Following consultation with the Election Judge, the faculty member may appeal the election in accordance with the provisions of Section VIII of this charter. If the ad hoc committee declares an election invalid, the Executive Committee shall direct the Election Judge to hold a new election.

VII. **STANDING PROCEDURES**

A set of standing procedures is a statement of the rules and methods employed by an elected or appointed committee in carrying out the responsibilities and functions assigned to it by this Charter. The Assistant Chair of the Department maintains a complete file of current standing procedures and any faculty member shall have access to them. Standing procedures become a part of departmental policy and are binding on the committee that formulated them.

A. **Criteria:** Standing procedures shall

1. conform with departmental policy as set forth in University regulations and in this charter.
2. specify in detail the methods used in reaching decisions.
3. ensure the keeping of all records that are required by departmental policy.
4. ensure the equitable treatment of similar cases.
5. establish definitions and specify weights, percentages, or any other devices used to quantify value judgments.

B. **Preparation and Approval**

The Personnel Affairs Committee, Promotion and Tenure Committee, Graduate Committee, and Undergraduate Committee are responsible for the preparation of standing procedures.

1. The Personnel Affairs Committee and the Promotion and Tenure Committee shall submit their proposed standing procedures to the Executive Committee for certification no later than October 15 in any year. Once certified, these procedures cannot be changed during that academic year except after certification by the Executive Committee and by approval of the faculty.
2. Standing procedures of committees continue in force unless they are amended.

C. **Certification**

The Executive Committee examines all proposed standing procedures to ensure that they accord with departmental policy.

1. No standing procedures may be applied until they have been certified.
2. In certification, the Executive Committee confines its attention to whether the proposed procedures accord with departmental policy. It shall not judge their substance.

VIII. **GRIEVANCE AND APPEALS PROCESSES**

A. **Statement of Principles**

1. A faculty member must be informed by the Chair of the Department in a timely manner of anything that may adversely affect his or her ability to continue to act as a responsible member of the English Department Faculty.
2. A faculty member may appeal any decision by a committee or administrator of the Department. To correspond to procedures in the *Faculty Handbook* and College Charter, some types of appeals must be handled differently than others. Additionally, appeals may be the first step in a grievance procedure which ultimately would go to the University Review Committee (issues of fairness), University Tenure Committee (issues of academic freedom), or other body (e.g., Scholarly Misconduct Committee).
3. Where unspecified below, time limits imposed by the College, University, or university committee will apply.

B. **Appeals and grievances of merit evaluations and salary to the Personnel Affairs Committee; for denial of promotion or tenure to the Promotion and Tenure Committee; and dismissal of tenured or non-tenured faculty to the Executive Committee. Grievance committees shall consist of five members selected according to the following procedure.**

1. Within ten calendar days after having received written notification from the appropriate committee, a faculty member may request a reconsideration by informing the Chair of the committee and Chair of the Department in writing. This memorandum must outline the reasons for the reconsideration and the remedy desired. Within ten days after having received a request for a reconsideration, the appropriate committee will reconsider its evaluation and inform the faculty member and the Department Chair of the outcome of its deliberation.
2. Should the outcome of this deliberation be negative, the faculty may then begin a grievance procedure by informing in writing the Committee Chair and Department Chair of his or her intent, within three working days of being informed of the outcome.

The committee will name two members of the English faculty, neither of whom is a member of the committee, to a special grievance committee and inform the appellant of the names. No member of any committee involved in the dispute may be named to the grievance committee. The appellant will then name two members of the English faculty to the grievance committee. All members of a Promotion and Tenure Grievance Committee must be of a rank at or above that to which the faculty member aspires. One member of the appropriate committee will call a meeting of the ad hoc grievance committee to name a fifth person to serve as Chair.

3. This ad hoc departmental grievance committee will determine its own process and procedures but (a) must allow presentation of both sides of the issue(s) by the parties and (b) must submit a written report of its findings and recommendations to the faculty member, the appropriate Committee Chair, and Department Chair.
 4. If the faculty member remains dissatisfied with the outcome, he or she may continue the process by requesting a grievance committee at the college level in accord with the college constitution.
 5. According to the *Faculty Handbook*, the faculty member may take the issue(s) to the appropriate university committee if resolution is not reached within the College.
- C. **Resolution of other disputes between faculty members or between a faculty member and a departmental administrator or involving a teaching fellow.** Such committees shall consist of five members selected according to the following procedure.
1. The faculty member filing the grievance must first notify the Department Chair in writing of the content of the dispute. The Department Chair must convene a meeting of the Executive Committee to name two members of the English faculty to hear the appeal. No member of any committee involved in the dispute may be

named to the grievance committee. In the case of a grievance against an individual, the appellee will be informed by the Chair (or the Executive Committee in case of a grievance against the Chair) and allowed to select two members of the English faculty to the grievance committee. Within one week of the notification of a grievance, the Department Chair will inform the person filing the grievance of the individuals chosen.

2. The person filing the grievance will choose two department members to hear the case on the ad hoc departmental grievance committee and inform the Chair of the Department. The Chair (or Chair Pro-Tem) will ask one of the named members to convene the ad hoc committee, at which time the four members will choose a fifth member to serve as chair.
3. This ad hoc departmental grievance committee will determine its own process and procedures but (a) must allow oral and written presentation of both sides of the issue(s) by the parties and (b) must submit a written report of its findings and recommendations to the parties involved in the dispute and the Department Chair who will inform the Executive Committee.
4. A grievance committee may decide a remedy is needed. If the administrator or administrative committee refuses to provide the remedy, the Executive Committee may decide to overturn that decision and provide the remedy as determined by the grievance committee.
5. If the person bringing the grievance remains dissatisfied with the outcome, he or she may continue the process by requesting a grievance committee at the college level in accord with the college constitution.

IX. RATIFICATION AND AMENDMENTS

This charter must be ratified and may be amended or suspended only by a two-thirds vote of the voting faculty. The amendment process may be initiated by any member of the voting faculty who follows the procedures for calling a special meeting of the faculty described in V.A.3 of this charter. The Executive Committee also may initiate the amendment process.

Appendix A: Sample Hiring Ballot

The English Department Charter mandates that all faculty candidates invited to campus by search committees be both confirmed and ranked. Confirmation—in addition to ranking—is necessary because in some cases only one candidate may visit campus, while in other cases the faculty may determine that **none** of the candidates who have visited campus are acceptable. To confirm and rank candidates at the same time requires an unusually complex ballot: the sample below is intended to minimize confusion by offering a model. Each search committee should feel free to modify this model as needed (for example, by changing the number of candidates listed), but in all cases faculty must be allowed both to confirm and to rank the candidates who visit campus. Because the charter also mandates that nominees for Chair of the Department be both confirmed and ranked, this model should also be followed when a new Chair is selected.

Sample Ballot

Instructions: The Search Committee for the position in [*Position Title Here*] ranks the candidates who have visited campus as shown below. Please confirm any and all candidates acceptable to you by checking the first column. Use the second column to rank the acceptable candidates by number according to your own preferences.

	Check Here To Confirm:	Rank Candidates Here:
1. [<i>Name Here</i>]	_____	_____
2. [<i>Name Here</i>]	_____	_____
3. [<i>Name Here</i>]	_____	_____

Please submit this ballot in the usual manner: by placing it in a small, unmarked envelope enclosed within a larger, signed envelope. Ballots will be counted on [*Date and Time Here*]. All interested faculty are invited to witness the counting.

Please note that only first place votes will be counted unless the candidate with the most first place votes rejects the offer, then all votes (first, second, third place votes and so on) will be counted to determine the follow-up candidate with the best ranking.