

Bylaws for the Department of English University of South Alabama

1.0 The Department of English

The department is defined as all tenured, tenure-track, and continuing full-time faculty in the department of English. It is the responsibility of the department to decide educational policy, personnel policy, and departmental affairs, within the guidelines established by the college and the university. The consultation and deliberation that precedes and

committees (as enumerated below) and in general faculty meetings of the department.

1.1 Department Meetings

Meetings of the department should take place at least twice per semester (excluding summer), at which time faculty members will hear reports from the various committee chairpersons, and discuss and decide matters of departmental concern. A department meeting should also be called whenever one-third of the faculty request such a meeting in writing to the chair. Minutes for department meetings shall be taken and made available to the faculty in a regular and timely manner.

1.2 Voting Members

Except where specified otherwise in these bylaws, voting members of the department are as follows: (1) tenured faculty, (2) tenure-track faculty, and (3) casual faculty. In the case of a vote in a faculty meeting, a quorum is defined as two

-thirds of the voting members of the department.

No department vote shall be taken unless a quorum is present. A simple majority vote is required to conduct business. The default method of taking a vote is by show of hands, unless a simple majority of voting members present call for a secret ballot. In the case of written recommendations, the chair will solicit such recommendations normally after the faculty have met to discuss the matter, and always before a final decision is reached.

Technology Committee

maintains the departmental website and deals with public relations issues, such as creating the departmental newsletter.

Student Relations & Awards Committee: Creates materials to inform students about and solicit their submissions for available scholarships; selects successful applicants; raises funds for the Jean McIver Scholarship; oversees the activities of student organizations, such as the English Graduate Organization and Sigma Tau Delta.

Tenure Committee: Reviews the research, teaching, service, and collegiality of tenure-track faculty, making recommendations about tenure decisions; participates in pre-

4.2 Search Committee

For all searches for continuing positions, the chair will select a search committee, comprised of a minimum of three faculty members of whom at least one is a specialist related to the position. The search committee chair should be a tenured faculty member. The committee will assist the department chair in crafting a job description and ad, which will be given to the department for feedback. Interviews for tenured/tenure-track positions will be conducted at the national meeting of MLA.

Once the deadline for applications has been reached, the committee will make files available to faculty to provide feedback to the committee. The committee will narrow the list of applicants to an interview list, which will be made available to the department for feedback.

4.3 Campus Visit & Deliberation

Once interviews have been conducted, the committee will notify the department of the candidates whom the committee recommends to the chair and dean for a campus visit. Typically, the department will invite at least two candidates per position for a campus

preferences among the candidates.

Subsequent to the faculty vote, the chair will solicit written recommendations from all voting members of the department. Recommendations should rank the candidates and, at the discretion of each faculty member, may provide more detailed feedback. Recommendations may be signed or not, at the discretion of each faculty member. The search committee will then deliberate and make its recommendation to the chair, who will then forward his/her own

4.4 Non-Continuing Positions

Due to their need for greater speed, searches for non-continuing (i.e., one-year) positions will follow this procedure: Upon administrative approval of a position requested by the chair, the chair will appoint a search committee of at least three faculty members, including one Instructor, and will name the chair of said committee. In consultation with the department chair, the search committee chair will be responsible for composing and placing the position ad. The committee will review applications and recommend to the department chair which candidate(s) to bring to campus for an interview and teaching demonstration. While the department and search committee chair will provide regular updates to faculty on the progress of these searches and will invite feedback, a faculty meeting and vote are not

the Dean.

5.0 Administration of Bylaws

5.1 Waiving Bylaws

Any provision of these bylaws, except those pertaining directly to the evaluation and/or promotion of tenured and tenure-track faculty, may be waived at any meeting of the department by the consent of two-thirds of the voting members present. Waiving bylaws that 57.6 283.73 Td[(An)092 reW98 4 (u)-5 (r)-1>6.998 004767.6 29ws