

**California State University, Stanislaus
Department of English Bylaws**

ARTICLE I - Title, Purposes, and Functions

Section 1: The name of this organization is the California State University, Stanislaus Department of English.

Section 2: The purposes of the California State University Stanislaus Department of English are to:

- A. Support the university's mission by providing opportunities for our students to develop literacy, critical thinking, and communication skills, as well as the knowledge of literature and aesthetic appreciation expected of culturally literate citizens and future teachers in our public schools.
- B. The mission of the English department is multi-faceted, offering instruction in literature and language courses for majors, general education, liberal studies, honors, and humanities. In addition to these, the department provides university-wide composition and writing programs, academic support (remedial) programs, concentrations for pre-credential students, a certification in TESOL, courses in service to international students, and graduate concentrations in Literature, in Rhetoric and Teaching Writing, and in Teaching of English as a Second Language that produce master teachers for our secondary schools and colleges.

Section 3: The functions of the Department of English are to:

- A. Define and implement through a strategic plan the philosophy and objectives of the English department and to revise the plan when indicated.
- B. Work continuously for improvement of the educational program through development, implementation, and assessment of the curriculum.
- C. Provide a common meeting ground for faculty communication and problem solving.
- D. Provide the opportunity for personal growth by encouraging ongoing educational and professional development of individual faculty members.
- E. Cooperate with the total college faculty in curriculum coordination and other matters of mutual interest.

ARTICLE II - Membership

Section 1: The membership consists of the faculty (i.e. all tenured and probationary professors, FERP faculty, and all full-time lecturers) in the Department of English. Votes in the following matters are restricted to tenured and probationary faculty: recommendation of the Chair; election of the Retention, Promotion, and Tenure Committee; votes concerning the hiring, retention or promotion of tenure-track faculty. Emeritus faculty, adjunct faculty, and teaching associates are encouraged to attend meetings as appropriate as non-voting associate members who have the privilege of debate.

ARTICLE III - Administrative Positions, Powers, and Duties

Section 1: The administrative positions within the Department of English are a Chair, a Coordinator of Assessment, a Coordinator of Library Acquisitions, a Coordinator of the Literature Graduate Concentration, a Coordinator of the Rhetoric and Teaching Writing Graduate Concentration, a Coordinator of the Single Subject Matter Program in English, a Coordinator of the TESOL Graduate Concentration, a Director of Advising, a Director of Composition, and a Graduate Coordinator.

Section 2: The **Chair**, nominated by an ad hoc departmental nominating committee, recommended by a majority vote of the tenured and probationary faculty, appointed by the dean, and serving at the pleasure of the president, has the following powers and duties:

- A. Ensure that the duties of the chair as identified by policies and procedures of the University are met.

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- B. Schedule and chair regular meetings at the beginning of the fall and spring semesters and other scheduled and special meetings as he or she sees fit.
- C. Post a meeting agenda and call for additional agenda items at least five working days prior to all regular and scheduled meetings and, if feasible, at least one working day prior to all special meetings.
- D. Act as a liaison between English faculty, other departments, and the administration.
- E. Prepare and submit reports on matters affecting the department in a timely manner.
- F. Delegate, as appropriate, responsibilities to the membership.
- G. Appoint the Director of Advising, Director of Composition (in consultation with the Department Composition Committee), the Coordinator of the Single-Subject Program, the Coordinators of the graduate concentrations, the Coordinator of Assessment, the Coordinator for Library Acquisitions, and members to non-elected committees and other positions.
- H. Recommend appointments of English faculty when requested by outside entities such as the Committee on Committees and the administration.
- I. Delegate as appropriate other responsibilities, such as those connected with course articulation, advanced placement, academic advising, conventions/conferences, adjunct development, and professional development.
- J. Respond to faculty and student complaints.
- K. Assign mentor faculty for new faculty.
- L. Initiate and supervise searches for instructional faculty and department staff.
- M. Ensure the faculty's right to plan curricula, to choose instructional methodology, to select course materials, and to assign grades without interference from administrators or from outside groups or individuals.
- N. Champion the faculty's right to exercise their civil rights and academic freedoms.
- O. Promote collegial cooperation.

Section 3: The **Graduate Coordinator**, appointed by the college Dean in consultation with the Chair to a three-year term, has the following powers and duties:

- A. Convene the Graduate Committee.
- B. Represent the Department on the Graduate Council.
- C. Admit graduate students, in consultation with the Graduate Committee, based on criteria and procedures agreed upon by the university and the department.
- D. Maintain the graduate student database and moderate the graduate student listserv.
- E. Arrange for nominations and selection or election of graduate students for scholarships, awards, etc.
- F. Organize graduate events, conferences, essay contests, etc.
- G. Advocate and arrange for support of graduate student research.
- H. Coordinate the schedule of graduate courses to avoid enrollment problems due to scheduling conflicts.
- I. Advocate for the graduate program and students at the department, college, and university levels.

Section 4: The **Director of Composition (DOC)**, appointed by the Chair to an open-ended term and serving at the pleasure of the Chair, has the following powers and duties:

- A. Review and advise, in consultation with the Department Composition Committee, on the curriculum and any assessment of the curriculum for all composition courses (ENGL 0100, 0101, 0111, 1001, 1002, 2000, 3007, 3009, 4600).
- B. Recommend, in consultation with the DCC, staffing for composition courses, including recommendations for teaching associates and part-time instructors.
- C. Propose and advise on, in consultation with the DCC and the Curriculum Committee, the general scheduling of composition courses.
- D. Monitor the proper placement of students in composition courses.
- E. Record and submit to Enrollment Services necessary placement records.
- F. Represent the department as one of the English department members of the University Writing Committee.

Section 5: The **Director of Advising**, appointed to a three-year term, and serving at the pleasure of the Chair, has the following powers and duties:

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- A. Attend all new-student orientations.
- B. Ensure that all English majors have advisors and are being advised.
- C. Maintain and update advising materials for departmental use.

Section 6: The **Coordinator of the Single Subject Matter Program in English**, appointed to an open-ended term and serving at the pleasure of the Chair, has the following powers and duties:

- A. Advise students fulfilling subject-matter competence requirements for secondary English teachers through the Single Subject Matter program.
- B. Design and maintain the Single Subject Matter program in accordance with California Commission on Teacher Certification guidelines.
- C. Represent the department and the Single-Subject Matter program to appropriate faculty and committees in the College of Education.
- D. Sign, as appropriate, completion-of-program forms for students applying to the credential program.
- E. Interpret transcripts for graduate transfer students intending to enter the Single Subject Matter program.
- F. Consult with English faculty teaching courses within the Single Subject Matter program to maintain quality and relevance of the program.

Section 7: The **Coordinators of the Graduate Concentrations** (LIT, TESOL, RTW), appointed to an open-ended term and serving at the pleasure of the Chair, have the following powers and duties:

- A. Advise students in the concentration.
- B. Advise on appropriate courses and rotation of courses in the respective graduate concentrations.
- C. Approve proposals for dual concentrations.
- D. Advise the Graduate Committee and the Graduate Coordinator on comprehensive examination formats and reading lists.

Section 8: The **Coordinator of Library Acquisitions**, appointed to an open-ended term and serving at the pleasure of the Chair, has the following powers and duties:

- A. Act as a liaison between the department and the library.
- B. Solicit requests for books and other media from faculty and submits those requests to the library.
- C. Determine, after faculty orders have been satisfied, the best use of remaining funds to build the library collection.

Section 9: The **Coordinator of Assessment**, appointed to a one-year term, eligible for reappointment up to a maximum of three consecutive years, and serving at the pleasure of the Chair, has the following powers and duties:

- A. Participate in formal program assessment in the department.
- B. Act as department liaison to external assessment groups.
- C. Keep abreast of developments in the field of assessment of teaching and learning, by participation in workshops, conferences, and other activities.
- D. Maintain faculty awareness of useful and pertinent changes in the scholarship and practice of assessment by distributing articles, books, and/or references.
- E. Submit to the Chair by the start of the Fall semester a summary of activities conducted the previous year.
- F. Recommend to the department any indicated changes in the department's Strategic Plan.
- G. Convene groups as necessary to pursue the department's strategic objectives.

Section 10: Minimum assigned time to specified positions:

- A. Chair: 12 units
- B. Graduate Coordinator: 3 units

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- C. Director of Composition: 6 units
- D. Director of Advising: 3 units
- E. Coordinator of the Single Subject Matter Program in English: 3 units
- F. Coordinator of Assessment: 3 units

ARTICLE IV - Standing and Ad Hoc Committees

Section 1: Standing committees are *advisory* to the department unless specific authority is delineated in the charge which accompanies the committee descriptions below.

Section 2: The Chair, in consultation with the department, may appoint ad hoc committees as needed, including search committees.

Section 3: Lecturer and adjunct faculty may volunteer to serve as committee members; committee chairs are tenured, probationary, or lecturer faculty.

Section 4: Each committee elects a chair at its first meeting of each college year and faculty may chair only one standing committee at a time.

Section 5: Written reports of each meeting will be provided to the Chair by the committee chairs.

Section 6: The standing committees are:

- A. The **Composition Committee** (DCC) is appointed and consists of three department members appointed to three-year terms, as well as the Director of Composition and the Director of the Writing Center. The functions of the committee include:
 - i) Advise the DOC in the development and assessment of the composition program.
 - ii) Advise the DOC on the staffing of composition courses and on the recommendation of teaching associates.
 - iii) Rule on proposals for articulation of composition courses with other colleges and universities.
- B. The **Curriculum Committee** (CC) includes an appointed representative of the composition, literature and humanities, single subject matter preparation, and TESOL programs and one member elected at large to a two-year term. The functions of the committee include:
 - i) Approve or reject all new English, Humanities, and English as a Second Language courses and course modifications.
 - ii) Consult with other programs and departments concerning creation or modification of courses.
 - iii) Consult with college and university governance and with administration concerning creation or modification of courses.
 - iv) Maintain and update an archive of departmental course offerings.
 - v) Maintain and update a general, two-year schedule of course offerings.
 - vi) Recommend creation or deletion of courses, concentrations, certificates, minors, majors, and graduate degree programs as fits the needs of the department.
- C. The **Graduate Committee** (GC) consists of five members including the coordinator of each graduate concentration and two members elected at large to two year terms. The functions of the committee include:
 - i) Advise the Graduate Coordinator on matters relating to the graduate program and concentrations.
 - ii) Consult with the Curriculum Committee on matters related to the graduate program curriculum

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- D. The **Retention, Promotion, and Tenure Committee** (DRPTC) is elected by a majority of the probationary and tenured faculty and consists of three tenured department members at the rank of associate professor or professor with two-year terms. The functions of the committee include:
- i) Initiate retention, promotion, and tenure reviews according to the RPT calendar (chair) and according to university and departmental evaluation policies.
 - ii) Solicit and collect student input on candidates.
 - iii) Provide tentative recommendations to candidates.
 - iv) Meet with candidates to discuss tentative recommendations prior to forwarding recommendations to subsequent levels of review.
 - v) Collect and certify the results of departmental ballots.

ARTICLE V - Academic Senator

Section 1: The English Department Academic Senator is the Department's official representative to the CSU, Stanislaus Academic Senate and is elected to a two-year term by a majority vote of the membership. The duties of the Senator include:

- A. Attending regularly the meetings of the Academic Senate.
- B. Alerting the membership to issues of interest that are before the Senate.
- C. Relaying to the Senate concerns of the department.

ARTICLE VI - Meetings

Section 1: Regular Meetings: The Chair will call a regular meeting of the department at the beginning of each fall and spring semester. Other regular departmental meetings may be scheduled or special meetings called at the Chair's discretion.

Section 2: Agendas: Agendas for regular department meetings with calls for additional items must be distributed to the membership five days in advance of regular meetings and as early as is practicable in the event of special meetings.

Section 3: Attendance: All department meetings are open to all members and associate members of the Department of English. Attendance at department meetings is a professional responsibility for all probationary and tenured members of the department.

Section 5: Quorum: A simple majority of the voting membership of the department will constitute a quorum at any regular or special meeting.

Section 6: Proxy: Proxies may not be sent to regular or special meetings.

Section 7: Voting: All members who are in attendance at any regular or special meeting will have one vote. Any member may request that any vote be registered by secret ballot. The Chair or a majority of the voting membership present may determine that an issue is of sufficient importance to merit a vote of all eligible department faculty, whether in attendance or not. Voting in meetings and voting by distributed ballot are professional responsibilities of all probationary and tenured faculty.

Section 8: Ballots:

- A. On yes/no votes, a simple majority will prevail, and the Chair does not vote except in the event of a tie.
- B. For elections to fill one position, the candidate selected must receive a majority of votes regardless of the number of candidates. In cases where no candidate receives a majority, a runoff ballot will include the top vote-getting candidates whose votes added together equal at least 51% of the vote.
- C. For elections with more than two candidates and more than one position to be filled (or other, similar votes), candidates are elected by a plurality of votes as detailed in appendix A.
- D. All votes except those taken in the course of meetings will be verified by the DRPTC.

Section 9: When formal procedures become necessary at meetings, business will be conducted according to the latest edition of *Robert's Rules of Order*, except where in conflict with these bylaws.

ARTICLE VII - Professional Responsibilities

All members of the Faculty of the Department of English retain good standing by:

- A. Recognizing and sanctioning the structures and procedures described in this document.
- B. Accepting and discharging conscientiously all reasonable duties and responsibilities assigned by the department, the Chair, committee chairs, and the college and university, as well as those ordinarily expected of academic professionals.
- C. Accepting and discharging all the duties and responsibilities that are generally expected of all other department members, unless specifically released from those duties by the Chair.
- D. Channeling all complaints and disagreements with department arrangements and practices through the Chair as well as through the appropriate committee chair or the appropriate department member.
- E. Accepting and discharging departmental responsibilities and duties with due consideration for the principles of collegiality, cooperation, and professionalism that govern civilized dialogue.

ARTICLE VIII - Amendment of the Bylaws

These bylaws may be amended by the following process:

- A. Any member may submit to the department a written proposal for a change in the bylaws; the proposal will appear as an agenda item at the next regular department meeting.
- B. After the proposal has been read and discussed, the members present at the meeting will vote whether to submit the proposed change by ballot to the entire membership. The vote to submit requires a simple majority.
- C. If the proposed change reaches a vote of the membership, passage requires a 2/3 majority of those voting. The DRPTC will report the results of the vote to the department and incorporate approved changes into the bylaws.

Amended: 12.13.05 adding a Coordinator of Assessment;

Appendix A:

To determine a plurality of votes in election with more than two candidates and more than one position/slot: add total number of votes cast, divided by the number of people running. Add 1. For example 17 votes are cast for 4 people vying to fill 2 positions on a single committee. Divide 4 into 17 = 4.25, round to 4, + 1 = 5 --cannot be elected with fewer than 5 votes.

****Sample ballot 1

A receives 7
B receives 5
C receives 3
D receives 2

A and B are elected.

****Sample ballot 2

A receives 6

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B receives 6
C receives 5
D receives 1

Runoff among A, B, and C for the two positions.