




College/ Independent Unit	The College of Liberal Arts and Sciences
Academic Unit/ Department, if any**	Department of English
Choose document type (bylaws or criteria Document?): Bylaws	
If bylaws, does it include criteria for promotion/continuing status/tenure? No	
Please concisely list the ranks included in the criteria (if relevant).	

Unit and college approval

Date of approval by the faculty and/or academic professionals	April 1, 2026
Date of review/consent by the dean (or lead of independent unit)*	April 2, 2026

Provost office approval

	Patricia Friedrich	April 17, 2026
Signature	Name	Date

*Per ACD111-02, all colleges and academic units must have bylaws, approved by a majority of the unit faculty. With the consent of all college deans to which a unit reports, the faculty of the unit may choose to utilize the college’s bylaws as their unit bylaws.

**Academic units are usually departments and schools, not research centers or programs. Academic units, in this context, have criteria for promotion which were approved by its faculty and/or academic professionals.

**THE COLLEGE OF LIBERAL ARTS & SCIENCES
DEPARTMENT OF ENGLISH BYLAWS**

PREAMBLE

These Bylaws describe the structure by which the Department of English in The College of Liberal Arts and Sciences at Arizona State University (ASU) participates in shared governance and carries out the responsibilities and privileges entrusted to it.

Article I. ORGANIZATION

Section 1.01 Name

These Bylaws apply to the Department of English (the Department) in The College of Liberal Arts and Sciences (The College) at ASU and to all its members and activities. The Chair of English (the Chair) is the Department's chief administrative officer.

Section 1.02 Representative bodies

A. Department Assembly

The Department Assembly is the governing body of the Department. All persons with voting privileges (Section 1.03) are members of the Assembly.

B. Executive Committee

The Executive Committee provides advice, leadership, and guidance to the Chair on issues pertaining to resources, administration, and academic affairs in the Department. It consists of the Associate Chairs, Program Directors, the Director of Writing Programs, the Director of Graduate Studies, the Director of Online Programs, and the Lead Adviser.

C. Advisory Council

The Advisory Council meets regularly with the Chair to discuss and discuss issues/concerns that emerge between Executive Committee Meetings. Membership consists of the Associate Chairs, the Director of Graduate Studies, the Director of Writing Programs, and the Lead Advisor. The Chair may invite other members of the Department to attend as pertinent.

Section 1.03 Membership and Voting Privileges

A. Membership

Membership consists of all persons holding positions in the Department as Professor, Associate Professor, Assistant Professor, Teaching Professor, Associate Teaching Professor, Assistant Teaching Professor, Principal Instructor, Senior Instructor, Instructor, Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, Academic Professionals, Research Assistant Professor, Research Associate Professor, and Research Professor, or Research Scholar, Faculty Research Associate, Faculty Associate, affiliated

faculty, visiting faculty, Postdoctoral Scholar, Postdoctoral Fellow, Teaching Assistant, Teaching Associate, Research Assistant, or staff. All members may attend department meetings.

B. Voting Membership

The voting membership of the Department includes faculty with title of Professor, Associate Professor, Assistant Professor, Teaching Professor, Associate Teaching Professor, Assistant Teaching Professor, Principal Instructor, Senior Instructor, Instructor, Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, Academic Professionals, Research Assistant Professor, Research Associate Professor, and Research Professor, or Research Scholar, and who are 50 percent FTE or more in the department. Members on approved leave retain voting rights.

C. Voting

1. Elections

All Department elections will be decided by the highest vote count. When there is a tie vote, there will be a run-off election. If there is a second tie, the election will be determined by a coin flip.

All Department elections will be conducted by ballot. A Chair-appointed election committee tallies the results and reports results to the Chair. Results of elections are announced without numerical tally by the Chair to Department members. Vote count information is available upon request to the Chair of the election committee.

Vacancies in elected positions are to be filled by the runners-up in elections. A runner-up tie will be determined in the same manner as a winner tie. If runners-up are unable to fill a vacancy, the Chair will call a special election.

2. Policies and procedures

Voting on major changes to policies and procedures will be held at Department meetings. These votes will follow discussion of issues. A simple majority of those voting at Department meetings shall be sufficient for the adoption of all measures within the jurisdiction of the Department. The exception to this is where the bylaws require a two-thirds vote. In cases where voting members are unable to attend, they may give their proxy to a voting-eligible member who is in attendance by communicating this proxy in writing to the member and to the Chair. A voting member can hold no more than one proxy. When the assembled members of the Department are not ready to vote after discussion of issues, a special meeting may be called by the Chair.

Section 1.04 Program Areas

The Department has one non-degree-granting program area, Writing Programs, and six degree-granting program areas: (1) Creative Writing; (2) English Education; (3) Film & Media Studies; (4) Linguistics & Applied Linguistics | TESOL; (5) Literature; and (6) Writing, Rhetorics & Literacies.

Section 1.05 Officers

A. Department Chair

In accordance with ASU's *Academic Affairs Manual* [ACD 102](#), the Chair is responsible for the efficient execution of university policies and for overall leadership of the Department. The Chair seeks to share with other members of the Department, through discussion and other democratic procedures, the responsibility for Department activities. The Chair represents the Department in its official business with other university personnel, with students, and with the public.

As the chief administrative officer, the Chair in consultation with the Budget and Personnel Committee will: review in writing the academic performance of all faculty members and academic professionals in the Department and supply them with a written summary of the review; review candidates for probationary, tenure, and promotion review; encourage professional development in instruction and research among all members of the Department; and regularly review budget projections and major budget changes at least annually. In consultation with the Executive Committee, the Chair will appoint committees to recruit and recommend persons to fill vacant and new faculty positions. All persons to fill vacant and new faculty positions will meet with the Budget and Personnel Committee, which will provide the Chair with a report assessing the candidate's strengths and weaknesses that affect selection.

The Chair will appoint all directors of Department programs, chairs of all standing committees, and members of standing committees; appoint and disband all ad hoc committees or task forces; oversee budget construction and approve budget expenditures; ensure the maintenance of a permanent record of the minutes of Department meetings, officer appointments, and committee assignments; assume all other responsibilities specified in [The College Bylaws](#) and the ASU Academic Affairs Manual [ACD 102].

The dean responsible for appointing the Chair will be responsible for constituting a search committee [ACD 111-01]. At least half of the members of the search committee will be elected by members of the Department; remaining members of the search committee may be appointed by the Dean of Humanities. All members of the Department are given the opportunity to

provide the search committee with a report assessing the candidates' strengths and weaknesses that affect selection. The search committee's report should be guided by feedback from all members of the Department.

B. Associate Chairs

1. The Associate Chair of Personnel

The Associate Chair of Personnel is appointed by and responsible to the Chair. The Associate Chair of Personnel is an ex officio, non-voting member of the Budget and Personnel Committee and, in this capacity, advises the Chair, members of the Budget and Personnel Committee, and faculty about personnel processes. The Associate Chair of Personnel coordinates peer evaluations of teaching, the Department's mentoring program, and office assignments and moves. The Associate Chair of Personnel serves as acting chair in the absence of the Chair, and performs other occasional duties assigned by the Chair. The Associate Chair of Personnel does not stand for election to the Budget and Personnel Committee.

2. The Associate Chair of Curriculum

The Associate Chair of Curriculum is appointed by and responsible to the Chair. The Associate Chair of Curriculum coordinates and oversees the administration of the graduate and undergraduate programs concerning English majors and minors (Liberal Arts). As chair of the Executive and Curriculum Committees, the Associate Chair of Curriculum meets regularly with Program Directors, the Director of Writing Programs, and the Director of Online Programs; reports committee recommendations to the Chair, including those intended for action by the Department; and coordinates the scheduling and staffing of classes. The Associate Chair of Curriculum advises the Chair on budgeting issues related to instruction. The Associate Chair of Curriculum does not stand for election to the Budget and Personnel Committee.

C. Director of Graduate Studies

The Director of Graduate Studies is appointed by and responsible to the Chair. The Director of Graduate Studies works with the Associate Chair of Curriculum to oversee the administration of the Department's graduate degree programs and certificates. The Director of Graduate Studies chairs the Graduate Committee; coordinates recruitment, retention, and placement of graduate students; implements new initiatives and policies sponsored by the Graduate College; and manages academic conduct issues in graduate-level courses. The Director of Graduate Studies is responsible for identifying and applying for funding to support graduate students and programs; allocating financial support (grants, fellowships and awards, and TA appointments); and supervising graduate program's support staff. The Director of Graduate Studies

also works with the Graduate Students of English Association (GSEA) leaders on programs and initiatives to build community among students and serves as a liaison between Department leadership, the Graduate College, and The College. The Director of Graduate Studies does not stand for election to the Budget and Personnel Committee.

D. Director of Writing Programs

The Director of Writing Programs is appointed by the Chair (in consultation with the Dean of Humanities) and is responsible to the Chair. The Director of Writing Programs provides leadership and direction for faculty (including teaching assistants and associates) and staff involved in delivering first-year composition, general studies writing, and professional and business writing courses to students enrolled in academic programs offered by the Department. Responsibilities include overseeing curriculum development and assessment for Writing Programs; overseeing recruitment, professional development, and evaluation of Writing Programs faculty; and directing and providing supervision for research on the Writing Programs. The Director of Writing Programs chairs the Writing Programs Committee and meets with faculty in Writing Programs to address or support Writing Programs issues and initiatives. The Director of Writing Programs brings visibility to Writing Programs. The Director of Writing Programs reviews and approves applications for Teaching Assistants and Associates for assignments to teach in Writing Programs. The Director of Writing Programs does not stand for election to the Budget and Personnel Committee.

E. Director of Second Language Writing

The Director of Second Language Writing is appointed by the Chair (in consultation with the Director of Writing Programs) and is responsible to the Director of Writing Programs. The Director of Second Language Writing works with the Director of Writing Programs to manage and direct the Second Language Writing Program; trains TAs and writing teachers to teach second language writing courses; provides consultations and professional opportunities to all Writing Programs teachers on language-related issues; develops and revises second language writing curricula; reviews placement appeals from students in second language writing courses; supervises research projects related to the Second Language Writing Program; helps the Director of Writing Programs evaluate the teachers of second language writing; and works to enhance the visibility and reputation of the Second Language Writing Program. The Director of Second Language Writing does not stand for election to the Budget and Personnel Committee.

F. Program Directors

Program Directors are appointed by and responsible to the Chair. Program Directors administer academic programs; facilitate regular meetings with area

faculty; evaluate graduate admissions applications and assist in recruiting admitted applicants; evaluate and coordinate curriculum changes; report on the status of their programs to the Chair via the Associate Chair of Curriculum; and coordinate advisement of graduate students in the program with area faculty and Director of Graduate Studies. Program Directors work closely with the Associate Chair of Curriculum to schedule and staff courses, with the Director of Graduate Studies to administer graduate programs, and with the Assessment Coordinator to compile and report assessment data. Program Directors do not stand for election to the Budget and Personnel Committee.

G. Director of Online Programs

The Director of Online Programs is appointed by and responsible to the Chair. The Director of Online Programs oversees the vision, daily operations, and continuous review/assessment of graduate and undergraduate online programs. In consultation with the Chair, the Director of Online Programs is responsible for the hiring of graders and faculty associates needed to staff online courses. The Director of Online Programs consults as needed with the Chair, the Associate Chair of Curriculum, the scheduler, EdPlus, and The College's Director of Online Curriculum and Digital Innovation. The Director of Online Programs does not stand for election to the Budget and Personnel Committee.

Section 1.06 Elected Offices

A. Senators

1. University Senate

The Department is represented by three senators at the University Senate. The term for each senator is three years. When possible, one new senator is elected every spring. The senators attend University Senate meetings once per month, ask questions of university administration, deliberate and vote on policies and curriculum, and rotate responsibility for drafting meeting notes of the Senate meetings for distribution among the Department members. Senators bring information about important university-level initiatives to the attention of the Chair.

2. The College Senate

The Department is represented by three senators at The College Senate. These senators are the same elected members who represent the Department at the University Senate. The term for each senator is three years. The senators attend The College Senate meetings once per month, ask questions of college administration, deliberate and vote on policies and curriculum, and draft meeting notes of the Senate meetings for distribution

among the Department members. Senators bring information about important college-level initiatives to the attention of the Chair.

B. Instructor Representatives

Instructor Representatives are elected by Instructors (at a ratio of 1 representative per 10 Instructors)

Section 1.07 Appointive Offices

- A. **Assessment Coordinator:** The Assessment Coordinator oversees, manages, and coordinates the collection and synthesis of assessment data from each program area in the Department. The Assessment Coordinator serves as the liaison between the Department and the University Office of Evaluation and Educational Effectiveness ([UOEEE](#)). The Assessment Coordinator is appointed by the Chair.

- B. **Library Liaison:** The Library Liaison serves as liaison between the Department and the university library. The Library Liaison is appointed by the Chair.

- C. **Parliamentarian:** The Parliamentarian maintains and interprets these bylaws; chairs any ad-hoc committee appointed by the Chair to review the bylaws of the Department; and fulfills the usual function of a parliamentarian by interpreting and ruling on matters of procedure in Department meetings according to the current edition of [American Institute of Parliamentarians Standard Code](#). The Parliamentarian is appointed by the Chair.

Article II. COMMITTEES

Section 2.01 Elected Committees

A. Budget and Personnel Committee:

1. Membership

The Budget and Personnel Committee consists of three full professors and three tenured faculty from any rank. Two Career Track faculty are elected to serve on the Budget and Personnel Committee in promotion cases for Career Track faculty. The Chair and Associate Chair of Personnel are nonvoting, ex officio members of the committee.

2. Election

Members of the committee are elected for two-year terms. No person may serve on the Budget and Personnel Committee for two consecutive terms nor may they serve more than four years in a ten-year period unless all other eligible faculty have served. Elections for the Budget and Personnel Committee are normally held annually in March. Persons elected begin service during the following fall semester. The following appointed officers are not eligible for election to the Budget and Personnel Committee:

Associate Chairs, Director of Graduate Studies, Director of Writing Programs, Director of Second Language Writing, Program Directors, and Director of Online Programs. Faculty from the Department who are serving on the Dean's Faculty Advisory Committee or the University Promotion and Tenure Committee are not eligible for election to the Budget and Personnel Committee. Senators and the Parliamentarian are not eligible for election to the Budget and Personnel Committee.

3. Role

The Budget and Personnel Committee advises and is consulted by the Chair on budget projections and major budget changes; hiring decisions; and faculty personnel matters including tenure, promotion, probationary reviews, post-tenure review, annual evaluations, and sabbatical leaves. The Chair may not attend discussions pertaining to promotion and/or tenure. Only full professors may vote on cases for promotion to full professor. The Budget and Personnel Committee will elect a chair from among its members at the beginning of each academic year; this chair will conduct meetings and, as needed, write letters representing the committee.

B. Writing Programs Committee:

The Writing Programs Committee advises the Director of Writing Programs about such matters as the evaluation of teachers, textbook selection, curriculum design, standard policies, standards for and issues concerning student performance, and program plans and activities. Committee membership includes at least five but no more than eight faculty from ranks including Teaching Professors, Faculty Associates, and Instructors. Elections for membership are conducted annually. A minimum of two Teaching Professors, two Instructors, and one Faculty Associate will serve.

Section 2.02 Appointive Committees

A. Advisory Promotion Committees: For each promotion and/or tenure case faculty, the Chair, in consultation with the candidate, the Associate Chair of Personnel, and a senior colleague who is familiar with the candidate's field/subfield, shall appoint an *Advisory Promotion Committee*. The Advisory Promotion Committee shall include two faculty members who are familiar with the candidate's field/subfield and who hold rank at or above the rank to which a candidate would be promoted. The Advisory Promotion Committee is advisory to the Budget and Personnel Committee regarding the candidate's case. The Candidate may submit to the Chair up to 3 names of faculty who should not be invited to serve on the Advisory Promotion Committee appointed to evaluate their case.

1. The Advisory Promotion Committee for tenure track faculty may include members of the Budget and Personnel Committee and/or members of the Department's track faculty from any program area.

When the candidate's case merits it, up to one tenured faculty member from another unit may be included.

2. The Advisory Promotion Committee for teaching professors, instructors and clinical faculty of any rank may include members of the Budget and Personnel Committee and/or members of the Department's faculty from any program area. The Advisory Promotion Committee for Teaching Professors and Instructors of any rank will include at least one career track faculty member of the same or higher rank to which the candidate is applying. When the candidate's case merits it, up to one career track faculty member from another unit may be included as long as the faculty member is of the same or higher rank to which the candidate is applying.

- B. Area Committees: These committees coordinate and plan for admissions, advising, course scheduling, curriculum development, and recruitment. Area committee membership is appointed by the Chair and consists of faculty members and academic professionals who teach courses in area programs and a graduate student representative. Regarding Area Directors, see Section 1.05 Officers, section F. Program Directors.

Each area committee establishes standing rules governing meeting procedures, agendas, quorum practices, voting methods, and internal workflows. No standing rule may supersede or conflict with departmental bylaws, university policy, or actions of the full faculty. Standing rules may be adopted, amended, or rescinded by a majority vote of the committee.

- C. Awards Committee: This committee, appointed by the Chair, determines winners of undergraduate, graduate and faculty awards associated with the Department. This committee evaluates nominations and selects awardees with input from the Lead Advisor, the Associate Chair of Curriculum, the Director of Graduate Studies, and Program Directors. Committee chair and members are appointed by the Chair.
- D. Committee for Altruistic Research and Experience (CARE): This committee plans, publicizes and coordinates philanthropic activities and efforts on behalf of the Department. Committee chair and members are appointed by the Chair.
- E. Curriculum Committee: This committee is chaired by the Associate Chair of Curriculum to discuss issues related to curriculum and instruction-- including for instance the introduction of new courses or programs, deletion or modification of existing ones, changes in the English major or minor, and scheduling. This committee membership consists of the Associate Chair of Curriculum, the Director of Writing Programs, Program Directors, the Director

of Online Programs, and the Lead Advisor. The chair of the committee may invite other members of the Department to attend as pertinent.

- F. Election Committee: This committee tallies ballots in all Department elections. Elections are held in March and April: the election for the Budget and Personnel Committee first; and the election for The College and University Senates last. Committee chair and members are appointed by the Chair.
- G. Department Events Committee: This committee is charged with planning events that will build community and facilitate interaction and the exchange of ideas. Events might include guest speakers, colloquia, retirement celebrations, or other social gatherings. Membership consists of at least six faculty members, academic professionals or staff. Committee chair and members are appointed by the Chair.
- H. Graduate Committee: This committee is chaired by the Director of Graduate Programs and plans, coordinates, and evaluates issues involving the graduate program and graduate-student experiences and placement (e.g., admissions, recruiting, funding, mentoring, supporting graduate students, entering the job market, preparing for campus visits or telephone interviews). Committee membership consists of the Director of Graduate Studies, the Director of Writing Programs, Program Directors of areas with graduate degrees or certificates, and a graduate student representative. The Director of Online Programs is a nonvoting, ex officio member of the committee.
- I. Career Track Committee: This committee represents the needs, concerns, and contributions of career track faculty within the Department. Committee chair and members are appointed by the Chair.
- J. Operations Committee: This committee focuses on the Department's policies, procedures, and communications. The general charge for the committee is to evaluate current governing documents (e.g., tenure and promotion evaluation criteria, bylaws) and communication documents (e.g., the Department website) and recommend changes to the Department as needed. The specific charge may differ each year depending on the needs in any given year. Committee chair and members are appointed by the Chair.

Section 2.03 Ad Hoc Committees

Other appointive or ad hoc committees or task forces will be constituted by the Chair as needed to perform short-term tasks and then disband.

Article III. MEETINGS

Section 3.01 Department Meetings

A. Frequency

Department meetings are called by the Chair at least six times a year. Department meetings will be conducted according to the current edition of [American Institute of Parliamentarians Standard Code](#).

B. Notification

The Chair will distribute the agenda at least two days prior to the meeting.

C. Business

Old business items are those items introduced at previous meetings that are available for discussion and decision. New business items are those items not introduced at previous meetings and must be submitted to the Chair (at least one week prior to the scheduled Department meeting) for consideration; the Chair will determine what proposed agenda items are added to the agenda. All business items (unfinished and new) must be accompanied by appropriate documentation and material to be circulated in advance (preferably two days prior to the meeting).

D. Quorum

Fifty members of the voting membership will constitute a quorum for the conduct of business.

E. Voting

The voting faculty are defined in Section 1.03. Proxy votes in writing (granting another voting member permission to cast a vote on one's behalf) will be permitted but not in the determination of a quorum. A majority of those present at Department meetings will decide whether unfinished business or new business can be put to a vote. Once discussed, a majority is required to pass the proposed business.

F. Minutes

Minutes of all Department meetings will be recorded and distributed to Department voting members before the next Department meeting.

Section 3.02 Area Committee Meetings

These meetings are typically held three times per semester.

Section 3.03 Budget and Personnel Committee Meeting

These meetings are typically held weekly when reviewing cases for promotion and/or tenure, when conducting probationary reviews, and when conducting annual evaluations. This committee meets with appointed search committees as needed to interview candidates for faculty positions.

Section 3.03 Graduate Committee Meetings

These meetings are typically held three times per semester.

Section 3.04 Curriculum Committee Meeting

These meetings are typically held three times per semester.

Section 3.05 Executive Committee Meeting

These meetings are typically held three times per semester.

Section 3.06 Writing Programs Committee Meetings

These meetings are typically held three times per semester.

Section 3.07 Special Meetings

Special Department meetings may be called at any time by the Chair or if requested in writing by ten or more members of the Department; such special requests must be in writing and must state the reason for the meeting. Special meetings must be announced and an agenda distributed at least four days prior to the meeting.

Article IV. PERSONNEL POLICIES

Upon their appointment as English Faculty, all faculty members shall be informed of the Department personnel policies and criteria for retention and relevant promotions, and of the fact that they must be reviewed annually and on the probationary schedule outlined in the ACD Manual. In all cases, ABOR, ACD, and CLAS policies prevail.

It is the responsibility of candidates for promotion and/or tenure to avail themselves of relevant policy and process documents provided by The College or the Office of the University Provost. It is also the responsibility of candidates to attend information sessions and workshops on the criteria and process for promotion and/or tenure that are organized by The College or the Office of the University Provost. Candidates are expected to seek clarifications from the Chair or Associate Chair of Personnel when they are uncertain of the review criteria, process, or timeline.

Section 4.01 Promotion and/or Tenure

A. Eligibility

Assistant Professors and Associate Professors are eligible for promotion and/or tenure. Assistant Teaching Professors, Associate Teaching Professors, Instructors, Senior Instructors, Clinical Assistant Professors, Clinical Associate Professors, Assistant Academic Professionals, and Associate Academic Professionals are eligible for promotion. The process of notification of eligibility is governed by ACD policies governing faculty promotion [[ACD 506-05](#)] and/or tenure [[ACD 506-04](#)], by [The College Bylaws](#), and by instructions from [The College](#) and the [Office of the University Provost](#).

B. Evaluation Criteria

The Evaluation Criteria for the promotion and/or tenure of Assistant and Associate Professors and the Evaluation Criteria for the Assistant Teaching Professors, Associate Teaching Professors, Instructors, Senior Instructors, Clinical Assistant Professors, and Clinical Associate Professors are available online at the Office of University Provost's Bylaws & Criteria website. The English bylaws and criteria are located under "L" for Liberal Arts. For details about the renewal of Career Track faculty with multi-year appointments, go to Section 4.04. The Evaluation Criteria for promotion will be reviewed by the Operations Committee and/or the Budget and Personnel Committee as needed.

C. Evaluation Process

For each promotion and/or tenure case for faculty, all materials submitted and the details of the timing and process must be in accordance with the ACD Manual and the [relevant process guide](#) from the Office of the University Provost. Dossiers are evaluated by the Department's Budget and Personnel Committee, the Chair, the Dean's Faculty Advisory Committee, the Dean, and the University according to policies and procedures outlined by [The College](#) and the [Office of the University Provost](#) on their respective Academic Personnel websites.

For each promotion and/or tenure case for track faculty, the Budget and Personnel Committee in consultation with the Advisory Promotion Committee (see Section 2.02.A) evaluates the value and significance of the candidate's scholarship/creative activity, teaching, and service. For each promotion case for Career Track Faculty and Clinical Faculty, the Budget and Personnel Committee in consultation with the Advisory Promotion Committee evaluates the value and significance of the candidate's accomplishments and contributions in the areas of teaching and professional development (which may include any combination of scholarly and/or service activities).

The Advisory Promotion Committee reads the dossier and attends the Budget and Personnel Committee meeting to present and discuss the strengths and weaknesses of the case and to address any questions that arise during deliberations. Members of the Advisory Promotion Committee leave the Budget and Personnel Committee meeting after this discussion and do not vote on the case (unless they are an elected member of the BPC). Taking into account input from the Advisory Promotion Committee, eligible members of the Budget and Personnel Committee will write a letter addressed to the Chair that records their vote, assesses the candidate's strengths and weaknesses in the relevant areas and makes a recommendation. Only those members of the Budget and Personnel Committee who hold rank at or above the rank to which a candidate would be promoted may evaluate and vote on the case.

In accordance with the policies and procedures outlined by [The College](#) and the [Office of the University Provost](#) on their respective Academic Personnel websites,

the Chair writes a separate letter to the Dean, reflecting his or her own assessment of the candidate, informed by but independent of the Budget and Personnel Committee's assessment and recommendation. The report of the Budget and Personnel Committee and the letter from the Chair will reflect the criteria for promotion and/or tenure established by the Department.

Section 4.02 Probationary Reviews

Probationary reviews of tenure-eligible faculty will be conducted by the Budget and Personnel Committee and the Chair in accordance with policies and procedures outlined by [The College](#) and the [Office of the University Provost](#) on their respective Academic Personnel websites.

Section 4.03 Post-tenure Reviews

Post-tenure reviews are conducted as annual reviews (Section 4.05 below).

Section 4.04 Renewal

The renewal of multi-year faculty appointments will be conducted in accordance with policies and procedures outlined by [The College](#) and the [Office of the University Provost](#) on their respective Academic Personnel websites.

Section 4.05 Annual Evaluation

An annual performance evaluation is required of all 50 percent FTE and greater faculty, regardless of appointment category; faculty on less than a 50 percent FTE appointment may be evaluated annually. The review should cover the previous 36 months for research/creative activity and service and the previous 12 months for teaching.

A. Evaluation Criteria

The Criteria for the Annual Evaluation of tenure-eligible faculty, tenured faculty, career track faculty are available via the Department of English Internal Resources page. The Criteria for annual evaluation will be reviewed by the Operations Committee and/or the Budget and Personnel Committee as needed.

B. Evaluation Process

In consultation with the Budget and Personnel Committee, the Chair will conduct the annual evaluation of faculty in the areas of teaching, research/creative activity, and service. The Chair will conduct the annual evaluation of all staff. Each faculty member and staff person will receive a written letter containing their evaluation.

In consultation with the Associate Director of Writing Programs, the Director of Writing Programs will conduct the annual evaluation of Instructors who teach for the Writing Programs and write annual review letters. Area Program Directors will conduct the annual evaluation of Instructors in their areas and write annual review letters.

All annual reviews will be conducted in accordance with [ACD 506-10](#) and policies and procedures outlined by [The College](#).

If any component of an annual review is unsatisfactory for a track faculty member, it triggers the development of an improvement plan in The College. The Chair initiates such a review and plan in accordance with [ACD 506-11](#) and in accordance with policies and procedures outlined by [The College](#). If any component of an annual review for a career track faculty member is unsatisfactory, it triggers the development of an improvement plan within the department.

Section 4.06 Sabbatical Leave

Consistent with [ACD 705](#), sabbatical leave is granted or denied based on the merits of the individual proposal and is contingent upon the recommendation of the university. The review of sabbatical leave applications is conducted by the Chair in consultation with the Budget and Personnel Committee and in accordance with policies and procedures outlined by [The College](#) and the [Office of the University Provost](#). Sabbatical reports are due by the end of the semester following the sabbatical leave and must be submitted in order for future sabbaticals requests to be considered.

Section 4.07 Grievances

Grievances and appeals regarding personnel actions shall follow policies and procedures as outlined in [ACD 509-02](#).

Section 4.08 Hiring of Faculty and Professional Staff

General hiring plans will be developed by the Chair as part of the Department's planning process, in consultation with the Executive Committee and Advisory Council, and in accordance with policies and procedures for hiring and recruitment established by [The College](#) and the [Office of the University Provost](#). Hiring Committees consist of appointed members of Search Committees and elected members of the Budget and Personnel Committee. The Chair will inform the faculty of the plan submitted.

Article V. BYLAWS RATIFICATION AND REVISION

These bylaws will become effective upon approval by two-thirds of the members present and voting at a Department meeting and must also be approved by The College and the Office of the University Provost. This document will then be identified as the *Bylaws of the Department of English (2026)*. Amendments will be incorporated in a timely fashion. The terms used in these bylaws are to be interpreted in a common-sense manner.

Proposals for amendments to these bylaws must be sent to the voting membership at least ten days prior to the date on which action is to be taken on them. This provision is not subject to a motion to suspend the rules. Amendments to these bylaws require

approval from two-thirds of those voting and must also be approved by The College and the Office of the University Provost.

These bylaws will be reviewed by the Operations Committee as needed and at least once every seven years.

Disputes concerning the interpretation of these bylaws will be decided by the Parliamentarian, whose decisions are subject to departmental review. In the event of conflict between this document and those of the University or the Board of Regents, the latter shall prevail.