**Kennesaw State University**

**Department of English**

**Bylaws**

**ARTICLE I – Organization**

1. **Mission**An innovative leader in English Studies, the Department of English invites students to pursue career-sensitive degrees connected to writing, language, literature, film, and theory. The Department also encourages students to join a community of learners dedicated to thinking, writing, and reading critically and to making meaningful intellectual contributions to the larger world around them.
2. **Core Values**

* Committing ourselves to excellence in teaching, scholarship, and service
* Developing interpretive skills through reading and thinking critically
* Teaching analytical, argumentative, critical, and creative writing
* Promoting diversity and a global perspective
* Establishing collaborative and interdisciplinary learning environments
* Encouraging humanistic values through practical application in service to the community
* Supporting scholarship in a liberal arts tradition
* Integrating technology into teaching, scholarship, and service

1. **Programs**The department enacts its vision through English Studies as an interdisciplinary enterprise situated at the foundation of the university curriculum through the following programs and projects **[On the webpage there will be a hyperlink to each]:**

* General Education
* English major
* Master of Arts in Professional Writing Program
* NCATE-accredited teacher-education programs (including B.S. English Education, MAT Secondary English, and M.Ed./Ed.S/Ed.D. Secondary English Education) in collaboration with the Bagwell College of Education
* Minors in Film Studies, Literary Studies, and Professional Writing
* Various interdisciplinary programs such as African and African Diaspora Studies, American Studies, and Gender and Women’s Studies,
* KSU Writing Center (a center within the College of Humanities and Social Science but housed in the English Building and administered by English faculty)
* Community outreach initiatives such as the Kennesaw Mountain Writing Project
* Conferences such as the Contemporary Writing and Literature Conference and the Conference for English Professionals
* Study Abroad options

1. **Goals**KSU's expanding academic programs are leading our institution into the Carnegie Doctoral/Research Universities-Intensive classification, and the Department of English has embraced this new role by setting as one of its future goals the acquisition of resources necessary to develop and support a growing number of graduate and undergraduate programs.

1. **Diversity Mission Statement**The Department of English seeks to recruit a faculty that reflects the rich diversity of the world community. In so doing, the Department acknowledges **first** that there is strength in diversity, and **second** that a central component of its mission is to teach students to live and work in a world of diverse people, cultures, and points of view.

**ARTICLE II – Department Chair**

1. **Description of Duties**According to the Chairs’ Council Description of Duties (Fall 2006) the chair is described thus:

A Chair of a department is the chief academic and administrative officer for an academic department and is accountable directly to the dean of the college for all aspects of the operation and development of that department. The Chair is the spokesperson of the department in all official transactions with department members, as well as with other units of the university, and is responsible for the proper functioning of the department as an instructional, research, and public-service unit. The department Chair is responsible, in consultation with appropriate departmental faculty committees, for developing and administering operating policies and practices for the department which are effective and consistent with college and university provisions; for making budget, curricular, and personnel recommendations (in accordance with applicable university bylaws); for managing all the resources assigned to the department; for defining the department's scope, mission, and objectives within institutional guidelines, and within the resources available; and for assuring and, whenever possible, improving the department's capacity to carry out its mission and accomplish its objectives with distinction.

1. **Responsibilities**  
   Department Chair’s responsibilities include, but are not limited to, the following activities:

* Budgeting and fiscal management of departmental resources
* Managing day-to-day administrative responsibilities
* Scheduling and providing for student advisement
* Supervising staff assigned to the department
* Assigning faculty and staff work loads
* The Chair has the final responsibility in assigning and scheduling work loads.
* In assigning workloads, the Chair will be guided by any written guidelines set by the department, college, and university.

1. **Administering the Department**

* Recruiting and orienting faculty and staff
* Recruiting and orienting students
* Identifying/determining faculty roles, priorities, and assignments
* Fostering teaching
* Encouraging service/outreach
* Developing/mentoring/coaching faculty and staff
* Creating a supportive, productive work environment/culture
* Providing feedback and performance evaluation to faculty
* Supervising staff
* Creating a shared vision, setting goals, developing unit plans
* Preparing and managing the budget
* Managing space and facilities
* Coordinating fundraising and relationships with external constituencies
* Administering academic/human resources/legal policies
* Disseminating/sharing departmental information and dealing with the media
* Serving as an advocate for the department’s interests

1. **Performing Roles as a Faculty Member**

* Teaching classes
* Developing curricular programs/individual courses
* Advising and mentoring students
* Seeking research funding
* Conducting research and engaging in scholarly activities

1. **Providing Service and Support to Varied Constituencies (College, University, Outside Communities, Associations)**

* Participating on College/University governance committees/task forces
* Participating on College/University search committees
* Participating in outside committees and task forces
* Performing leadership tasks in professional associations/networks
* Providing pro bono/paid consulting services

1. **Enhancing Professional/Personal Development**

* Participating in development activities of professional associations/networks
* Conducting personal growth activities

1. **Functions**

* Works with departmental colleagues to develop vision and strategic planning for the department and leads the department in the implementation of strategic planning
* Supervises all departmental instruction and, with due consideration of principles and priorities established in consultation with department members, distributes work assignments and schedules as she/he judges necessary and proper. The Chair also supervises the secretarial and support personnel for the department
* Is responsible for (or delegates) academic guidance of the students majoring in the department and is responsible to the Dean for seeing that the students fulfill degree requirements as specified in the catalog
* After consultation with the members of the department and others as appropriate, makes recommendations to the Dean concerning modifications of the departmental curricula
* Is responsible for the periodic evaluation of the academic and professional competence of faculty and staff members, their fidelity to assigned duties and contractual obligations, and their likely future contributions. (See the section on Periodic Evaluation of Faculty)
* Encourages faculty research, grant writing, and professional development,
* Makes recommendations to the Dean and the Vice President for Academic Affairs as to promotion, granting of tenure, salary increases, and dismissal or non-renewal
* Upon consultation with the faculty, proposes to the Dean appropriate faculty staffing levels and requests the addition of new faculty
* Creates departmental committees for assistance with appropriate duties
* Holds regular meetings of the department and sends a copy of the agenda to the Dean
* After consultation with the faculty as to financial needs and priorities, prepares and administers the department’s budget
* Encourages participation of the faculty and students in departmental, College, and University activities and protects the free exchange of points of view among faculty. The Chair also helps resolve disputes between faculty and students or among faculty according to University, College, and departmental policy
* Is responsible for maintaining appropriate files, records, and data pertaining to departmental operations as required by the Dean and Vice President for Academic Affairs with due concern for confidentiality. Official departmental files and records are the property of the University and must be handed over intact to the Chair’s successor. The Chair is also required to observe all procedures, timetables, schedules, calendars, etc. established by the University
* Is responsible for assisting the department in maintaining relationships with alumni and other external constituencies of the department

Term, Tenure, and Renewal of the Chair

The term of office of a Chair is a maximum of 5 years, usually effective July 1.

The tenure of the Chair will be limited to two 5-year terms, which may be served consecutively.

At the end of a Chair’s second year, the DFC will conduct a Department-wide review of the Chair’s performance and consider the Department’s assessment with the Chair.

In the spring of the fourth year of a Chair’s first term, the Chair communicates to the Dean and the Department Faculty whether she/he would like to serve for a second term. In the affirmative, a referendum on the Chair’s second term is organized. If the Chair does not wish to serve for a second term or in the event that a referendum on the Chair’s second term is negative, a national search (contingent upon funding availability) is launched during the Chair’s fifth year in office. Internal candidates are welcome to apply.

#### Chair Search Procedures:

The search committee works on behalf of the department in that it is responsible for screening applications for the position(s) in question and implementing the various stages of the search process. However, Department Faculty Members are expected to participate in search activities and deliberations where specified. The search committee shall ensure that searches are conducted in a transparent manner and that input from the department is encouraged and facilitated.

The Search Committee shall follow the University policy on search procedures published on the Academic Affairs’ Web site.

The Dean of CHSS appoints the Chair Search Committee which consists of four or more Department Faculty Members elected from among all eligible Department Faculty Members, a Department Chair in CHSS, and a non-voting Associate Dean who chairs the search committee.

#### Elections to the search committee shall be administered by two faculty members who are not running for election to the search committee. The search committee shall endeavor to include in its membership faculty from a diversity of ranks and status.

The committee shall select up to three candidates per advertised position to invite to campus. After all final candidates have completed on-campus interviews and the search committee has reviewed feedback from faculty, staff and students about the candidates, the search committee shall rank the candidates the committee deems acceptable to hire. It will then make its recommendation to Department faculty and staff.

The search committee chair shall present the search committee's recommendations (i.e., rankings) to the Department either by email or in a called or regularly scheduled program meeting. Department Faculty Members shall vote to affirm or reject the search committee’s recommendation. The search committee shall consider input and reconsider or affirm their ranking.

The search committee shall forward their final ranking to the CHSS Dean, with a copy to the Chair of the DFC who in turn shares this letter with the faculty. The Dean shall consider all information provided by the search committee when making his or her decision on who shall serve as Chair.

A Chair has the option to step down before the 5-year term is over. The Department would convene and function as per the above.

Removal of Chair

Faculty may register their dissatisfaction on leadership issues as follows:

First, address the issues involved directly with the Chair.

Second, address the issues with the DFC.

Third, if issues remain unresolved, the faculty involved may seek the intervention of the Dean.

If the issues still remain unresolved, a vote of no-confidence in the Chair may be passed by the Department Faculty Members. A vote of no-confidence will require a two-thirds majority of the Department Faculty Members. The Dean shall consider the results of the vote and determine the course of further actions.

**After serving, the Chair becomes a faculty member with a nine-month contract, unless offered a different administrative post.**

Interim Chair:

In the event the chair position is vacant, the Dean will meet with the Department and seek input from the faculty into selecting an Interim Chair. The Interim Chair may serve up to two consecutive one-year renewable terms and must be tenured and hold the rank of associate or full professor. The Interim Chair is responsible for nominating an Associate Chair and for assuming all duties and responsibilities of the Department Chair, except as modified by the Dean.

**ARTICLE III.** Department Meetings

Section 1. Regularly scheduled meetings shall be held at least twice each semester, with one meeting scheduled at the beginning and one at the end of Fall and Spring semesters.

Section 2. The Chair of the department shall call such additional meetings as deemed necessary.

Section 3. All full-time faculty and staff are required to attend department meetings. For excused absences, notification must be given to the Department Chair prior to meeting.

Section 4. Minutes of each department meeting will be taken, reviewed by the Department Chair and distributed to all faculty and staff.

**ARTICLE IV.** Voting

Voting on matters of departmental policy and procedures, degree program changes, academic standards and integrity, academic honors, committee membership, departmental representation, nominations for college and university positions and revision of departmental bylaws shall be determined as follow:

Section 1. Eligibility

a) All faculty who are not part-time or temporary are eligible to vote. Staff may vote for positions in which staff are eligible to be elected.

* 1. Absent faculty/staff may vote by written proxy.

Section 2. Quorum

1. A quorum shall consist of two-thirds of those eligible to vote.
2. Proxies shall not count toward a quorum.

Section 3. Passage of a Motion

a) A simple majority of those voting shall be required to pass a motion.

b) A two-thirds majority of those voting shall be required to pass an amendment to the departmental bylaws.

Section 4. Ballots

a) Secret ballots shall be used for all votes.

Section 5. Electronic Voting

a) Voting may be done electronically if approved by a simple majority of the members of a committee or the department.

If necessary, when school is not in session and during the summer sessions, a simple majority of all those eligible to vote shall be required to pass a motion.

**ARTICLE V - Advisory Council**

1. **Purpose**

* To perform the functions of the DFC (Department Faculty Council)
* To advise the Chair on any matters he/she should bring to them and any matters they and their programs’ constituents believe should be addressed
* To discuss matters that affect the common and ongoing business of the department across programmatic lines
* To carry out the ongoing operations of the department
* To advise the Chair on decisions that will come to the faculty for a vote at faculty meetings
* To provide a forum for faculty concerns that may discussed without the presence of the chair

1. **Membership**
   * Department Chair
   * Assistant Chair

* Director of General Education
* Writing Studies Coordinator
* Coordinator, Undergraduate English Studies
* MAPW Program Director
* Director of English Education
* Coordinator, Undergraduate English Education
* Coordinator, Graduate English Education
* Director of the KSU Writing Center
* Technology Coordinator
* World Literature Chair
* Lecturer Representative
* At-Large Representatives (2)

Reviews of each position will be held annually.

1. **Description of Personnel**

**Department Chair**: Duties and term as defined above.

**Assistant Department Chair**

The Assistant Department Chair schedules classes, manages enrollment, and coordinates advisement for the two undergraduate degrees and for the three minors offered by the department. In addition to the above, duties include but are not limited to the following:

* Works with the English Major Coordinator, the Director of English Education, the Director of the MAPW Program, the Director of General Education, and the Chair to prepare the schedule of classes for the Fall, Spring, and Summer semesters
* Works with the Dean’s Office to assign classrooms to the scheduled courses
* Coordinates the advisement for the BA in English, the BS in Secondary English Education, and the three minors offered by the department
* Works with the Registrar on all substitutions related to ENGL 1101, ENGL 1102, and ENGL 2110
* Serves as the Chair of the Advisory Council

This is a twelve-month position with a three-year renewable term (by election) and the possibility of overload compensation and a reduced teaching load to be negotiated with the Chair and Dean.

**Director of General Education**

The Director of General Education leads the three general education courses in the English department and is therefore responsible for approximately 5000 students per semester. In addition to the above, duties include but are not limited to the following:

* Contributes to personnel decisions concerning general education, including scheduling of general education classes
* Contributes to annual reviews for lecturers and joins the chair in annual review conferences for lecturers
* Hires part-time instructors for general education classes and coordinates orientation for new faculty in general education
* Represents English on General Education Council and, as directed by the Associate Provost for General Education, takes on special projects such as plans and execution of SACS assessment of these courses
* Meets with students from general education courses to resolve problems concerning grades, attendance, disabilities, academic integrity, university policies, FERPA, and campus resources, and counsels teachers on these issues and on those pertaining to pedagogy
* Collaborates with Composition and World Literature committees on curriculum, policies, textbooks, digital resources, orientation, and other special projects  
  Collaborates with Assistant Director of Composition, Chair of the World Literature Committee, Writing Center Director, Technology Coordinator, MAPW TA Coordinator, and/or other departmental leadership to plan faculty development workshops and special research projects to ensure the success of the general education program and the improvement of teaching and student learning
* Works with Director of MAPW, Coordinator of MAPW TA Program, and other members of the TA Committee in selecting TAs and in supplying information about and oversight of university and departmental policies

Upon resignation or retirement of the present Director of General Education, the department will complete a national search for a 12-month tenured faculty member at the rank of Associate or Full Professor (depending on qualifications and experience) to serve in the position for a five-year renewable term with a 1/1 teaching load and the possibility of an administrative stipend, to be negotiated with the Chair and Dean.

**Coordinator, Undergraduate English Studies**

The Coordinator of Undergraduate English Studies provides oversight and coordination of the English Major and its various minors. In addition to the above, duties include but are not limited to the following:

* Prepares faculty schedules
* Conducts annual assessment of the major
* Prepares assurance of learning reports
* Coordinates the major dialogues initiative (two to three times a semester)
* Oversees the faculty writing group initiative
* Compiles an ongoing list of English major accomplishments (graduate, law, and professional school acceptances, job placements) for public dissemination on the department website
* Conducts annual assessment of the major and leads the comprehensive program review

This is a ten-month position with a three-year renewable term (by election) and the possibility of overload compensation and a reduced teaching load to be negotiated with the Chair and Dean.

**Director, MA in Professional Writing Program**

The Director of the M.A. in Professional Writing Program oversees the three concentrations—applied writing, composition/rhetoric, and creative writing—and the two graduate certificates, one in creative writing and one in [professional writing for international audiences](http://www.ksu-mapw.com/about-mapw/programs-of-study/graduate-certificates/146), that comprise the Program. In addition to the above, duties include but are not limited to the following:

• Oversees all matters pertaining to curriculum

• Engages in recruitment

• Manages admission processes

• Administers the Teaching Assistant and Graduate Research Assistants assigned to the Program

• Mentors students and faculty

• Publishes regularly

• Represents the Program on various committees, etc., within the Department, the College, and across the University

• Writes program reviews.

Upon resignation or retirement of the present Director of the M.A. in Professional Writing Program, the department will complete a national search for a 12-month tenured faculty member at the rank of Associate or Full Professor (depending on qualifications and experience) to serve in the position for a five-year renewable term with a 1/1 teaching load and the possibility of an administrative stipend, to be negotiated with the Chair and Dean.

**English Education**

*English Education has a specific system for determining representation. The Director of English Education is determined through a selection process guided by a committee comprised of faculty. The Director also acts as the Coordinator of Graduate English Education programs* ***or*** *the Coordinator of Undergraduate English Education, and will represent that respective program on the Advisory Committee. The remaining Coordinator will also serve on the Advisory Committee. As their programs expand, English Education may want to revisit this arrangement (as appropriate, and determined by English education faculty). In undergraduate and graduate areas, the Director and Coordinator oversee the work of English Education, schedule English education classes, and advise English education students.*

**Director, English Education Program**

In coordination with the Coordinator of Undergraduate English Education/English Education Graduate Programs, the Director of the English Education program

* Oversees all aspects of the B.S. English Education, Master of Arts in Teaching Secondary English, and M.Ed., Ed.S., and Ed.D. Secondary Education/English programs
* Represents the interests of the English Education program, department of English, and College of Humanities and Social Sciences in collaborative work with Bagwell College of Education colleagues
* Serves as the primary point of contact for program/degree matters, including field experience issues through CEPP
* Assists and/or leads in aligning program with national, state and institutional standards
* Coordinates the writing and/or serves as lead writer on reports (NCTE/NCATE, GAPSC, PAAR, AOL, SACS, etc.)
* Develops course schedules for entire program each semester
* Identifies and facilitates developmental tasks and general procedures for assessment of performance outcomes
* Establishes and coordinates activities and procedures for systematic collection of candidate, faculty and program evidence

Term:No term limit

Reassignment: one course reassignment/semester, + administrative stipend (negotiable)

**Coordinator, Undergraduate English Education Program**

In coordination with the Director of English Education/Coordinator of English Education Graduate Programs, the coordinator of the undergraduate English Education program

* Oversees the undergraduate English Education program (UEPP)
* Oversees UEPP advisement and student remediation issues
* Assists in scheduling of English Education courses
* Maintains and develops materials related to the UEPP on the English Education website
* Oversees UEPP field experiences (in coordination with the Field Experience Coordinator)
* Provides strategic insight and assistance in relevant program areas (mission, curriculum, pedagogy, advising, field experience, assessment, etc.)
* Works with various university and community partners to advance the mission of the UEPP
* Serves as liaison and facilitator to English Education faculty regarding relevant unit- and department-level action items, initiatives, and issues

Term:No term limit

Reassignment: one course reassignment/semester, + administrative stipend (negotiable)

**Coordinator**, **English Education Graduate Programs**

In coordination with the Director of English Education/Undergraduate English Education Coordinator, the coordinator of graduate English Education programsis responsible for complete oversight of the discipline-specific portion of the programs that are officially housed in the BCOE (MAT Secondary English, M.Ed. Secondary Education—English, Ed.S. Secondary Education—English, and Ed.D. Secondary Education—English.

In addition to the above, duties include the following:

* Serve as program representative at PTEU and BCOE advanced program coordinator and Ed.D. steering committee meetings
* Coordinate program revision, curriculum revision, and accreditation requirements with BCOE partners
* Coordinate ENGL/ENED graduate courses, scheduling, course revision, and cross-program coherence
* Align program with national, state, and institutional standards
* Assist in program assessment at department and BCOE levels
* Assist with overall program revision based on student and faculty feedback
* Assist with identification and facilitation of developmental tasks and general procedures for assessment of performance outcomes
* Mentor and advise MAT, M.Ed., Ed.S., and Ed.D. students
* Review and screen applications and interview prospective candidates as needed

Reassignment: one course reassignment/semester, + administrative stipend (negotiable)

**KSU Writing Center Director**

The Director of the KSU Writing Center is a tenured English department faculty member who oversees the Center’s diverse writing-focused programs on campus and online. While the KSU Writing Center is an official center of CHSS with the Director reporting directly to the office of the Dean, the location of the Center (in the English Building), its staff (primarily English faculty, graduate students, and majors), its funding structure (a fee assessed to ENGL 1101 students), and its theoretical and pedagogical philosophy grounded in English Studies make the department the disciplinary home of the Center. In addition to the above, duties include but are not limited to the following:

* Makes decisions regarding the daily operations and long-term goals of the Writing Center such as staff training, online presence, publicity, special events, scheduling/recordkeeping, workshop series, and presentations to faculty and students
* Submits Writing Center annual report to CHSS Dean
* Works with the Director of General Education to determine ways to support ENGL 1101/1102 students and faculty
* Supervises undergraduate and graduate students, temporary employees, interns, faculty, and staff working in the Writing Center
* Manages the Writing Center budgets
* Attends CHSS Center Directors meetings
* Collaborates with the Director of General Education, the MAPW Program Director, and the MAPW TA Coordinator in overseeing MAPW Teaching Assistants during their Writing Center appointments
* Maintains the Writing Center as a site of research for both students and faculty
* Collaborates with English Education faculty to accommodate ENED 3310 students fulfilling SACS hours in the Writing Center
* Collaborates with the Director of the Kennesaw Mountain Writing Project, an arm of the KSU Writing Center

This is a twelve-month position with a five-year renewable term and the possibility of a reduced teaching load and an administrative stipend to be negotiated with the Dean.

**Technology Coordinator**

The Technology Coordinator for the English Department is a member of the English Department and serves as Online Coordinator for the Department at the College level. The Coordinator is the contact person for all online courses within the Department, including hybrid courses, as well as courses taught in the “Cloud Rooms” in the English Building. In addition to the above, duties include but are not limited to the following:

* Attending and participating in biweekly Advisory Council Meetings
* Attending and participating in 1-3 Online Coordinator meetings at the College level and disseminating information from those meetings to faculty
* Presenting workshops each semester to familiarize faculty with technology available for use in the classroom. This is an ongoing task for technology that all faculty must use, such as the new Desire2Learn course management system to be in use by all classes by January of 2013
* Answer faculty questions about technology and online instruction at KSU or direct them to the CHSS Office of Distance Education
* Serve as the point of contact for online students
* Chairing the English Department Committee on Online Learning

This is a nine-month position with a three-year renewable term (by election) and the possibility of a reduced teaching load (for faculty with a 5/4 load) and an administrative stipend for serving as CHSS English Online Coordinator to be negotiated with the chair and dean.

**World Literature Committee Chair**

The World Literature chair heads the World Literature committee of the English department. In addition to the above, duties include but are not limited to the following:

* Contributes to pedagogical and professional development decisions together with other administrators and alone in developing departmental activities designed to foster discussion on the practice of teaching World Lit
* Represents the World Lit committee on the Advisory Council
* Meets with the World Lit committee once a month to plan activities and touch base on program goals
* Collaborates with the Director of General Education on projects, discussions, and activities relating to the General Education program in the English department

This is a two-year, renewable ten-month position (by election). There is no course load reduction or additional compensation.

**Lecturer Representative**

The Lecturer Representative serves as the voice for the department’s lecturers on Advisory Council. In this capacity, the Lecturer Representative

* Advocates for department lecturers and their interests in Advisory Council discussions
* Reports to and seeks input from the departments’ lecturers on relevant issues brought up at Advisory Council
* Communicates with fellow Lecturers and the Director of General Education in regard to issues that affect teaching and other performance-related issues discussed by the Advisory Council

This is a two-year, renewable ten-month position (by election). There is no course load reduction or additional compensation.

**At-Large Representatives (2)**

At-large members of the Advisory Council may come from any full-time rank in the department. They have an at-large constituency, bringing issues to the Council that may not be covered by other AC leadership. In addition to the above, duties include but are not limited to the following:

* Communicate and collaborate with all other members of the AC
* Bring concerns to the AC from any and all members of the English faculty

These are two-year, elected, renewable (by election) ten-month positions. The two At-Large Representatives serve staggered two-year terms. There is no course load reduction or additional compensation.

1. **Elected Positions** Elections will be called, nominations will be gathered, and, when there is more than one nomination for any given position, the election will proceed with the winner receiving the plurality of votes.

**ARTICLE V - Standing Committees**

1. **Curriculum Committee**

**Policy**

An English Department Curriculum Committee shall be established and maintained to facilitate the development of curriculum proposals for the discussion and vote of the entire department.

**Role Of The Committee**

* Assist individuals and/or groups of English Department faculty to write and refine curriculum proposals. The committee will also advise those from within or from outside the department who bring proposals. In particular, the committee is expected to advise the proposing faculty about the following: the likely success of the proposal at higher stages of review (department, Chair, College or TEC, and UPCC or GPCC) including the fit of the proposal within the current programs of the department (e.g., the English major, the English Education major, the general education offerings in English, etc.)
* Oversee the review process, including the schedule for submitting proposals to committees and the conventions for presenting proposals at each committee
* Distribute the specific forms and information necessary for a complete and potentially successful proposal
* The chair of the committee will serve as the departmental representative of the College Curriculum Committee and will be expected to represent the interests of the department at this level

**Procedure for Reviewing Curriculum Proposals**

* Committee level:
* Individuals and/or groups of faculty may bring proposals and proposal ideas to the committee. Draft proposals should be made available to the committee at least one week before the meeting when the proposal will be discussed,
* The proposing individual or group will present the proposal to the committee at a committee meeting. The standard practice will be that each proposal will be considered for two "readings."At the first reading, the committee will discuss the proposal and review the proposal document, including all relevant forms, and will provide suggestions for revision,
* The proposing individual or group will make said revisions and submit the proposal for a second reading at least one week before a subsequent curriculum meeting when the second reading of the proposal will occur,
* Once the proposal forms are complete, the committee will vote on whether to pass the proposal as a second reading and will determine whether the proposal is ready for the review of the departmental faculty,
* If the vote is in favor of departmental review, the Curriculum Committee Chair will sign the proposal form. The proposing faculty will ask the Department Chair to add the proposal to the agenda of the next departmental faculty meeting,
* If the committee vote is not in favor of departmental review, the proposing faculty may make additional revisions to the proposal and resubmit to the committee for another vote as soon as possible, or the proposing faculty may elect to bring the proposal to the departmental faculty for the purpose of discussion without the committee's support,
* If it is necessary for proposals to advance to department level review in order to meet a deadline, or for other good reasons, proposing faculty may ask that a second reading be waived, and the curriculum committee will vote on whether it should waive a second reading.

* Departmental level
* In instances when a curriculum proposal comes to the departmental faculty with the support of the Curriculum Committee, the proposing individual or group will present the proposal to the faculty at a departmental meeting. The standard practice will be that each proposal will be considered for two “readings.” At the conclusion of the second reading, the proposal will come to the floor of the meeting as a motion for acceptance and approval with a presumed “second” since it has the support of the committee. The proposal document should be made available to departmental faculty one week before the first reading. If substantial changes are made to the proposal after the first reading, the revised document should be made available to the faculty one week before the second reading.
* In the instance, which is presumed to be rare, that proposing faculty bring a proposal to the department faculty without the support of the Curriculum Committee, the proposing faculty will ask the Department Chair to place the proposal on the meeting agenda and will present it at the meeting. The proposal document should be made available to the faculty one week before the meeting.
* However, the proposal does *not* come in the form of a motion. If someone makes a motion to accept and approve the proposal after this discussion, this meeting will serve as the first reading of the proposal. The motion for acceptance and approval will need a second from the floor to proceed. If such a second is made, then the proposal will be given a second reading at the next faculty meeting and the proposal may be voted on at that meeting. *The person who seconds the motion to accept and approve the proposal at the first reading will sign the form in the stead of the curriculum committee chair.*
* If *any* changes are made to the proposal document before the second reading, the revised document should be made available to the department one week before the second reading.
* Proposals that receive a simple majority vote of support will then receive the signature of the Department Chair and move forward in the process.
* Proposals that fail to receive a majority vote will need to be reconsidered by the Curriculum Committee and faculty after the proposal is revised to address its perceived problems.
* Once a proposal acquires the required departmental signatures, the chair of the Curriculum Committee will help the proposing faculty submit it to the College Curriculum Committee. Both the Curriculum Committee Chair and the faculty member(s) responsible for a proposal will attend College Curriculum Committee meetings when the proposal will be discussed in order to speak on behalf of the proposal.
* In the (very rare) instance that the Curriculum Committee Chair did not support the proposal at earlier levels and does not want to support the proposal at the college level, another Curriculum Committee member or the person who seconded the proposal in the departmental meeting should go with the proposing faculty to the College Curriculum Committee meetings when the proposal is to be discussed.

Note about the “two readings” tradition: The typical procedure for a curriculum proposal is that it will be considered by the departmental faculty at two, preferably consecutive, departmental meetings. These considerations are referred to as “readings.” After the discussion is concluded at the close of the second reading, a departmental vote for acceptance and approval will be made. However, if it is necessary for proposals to advance to the College Curriculum Committee in order to meet a deadline, or for other good reasons, proposing faculty may ask that a second reading be waived, and the faculty will vote on whether it should waive a second reading.

**Committee Composition and Terms**

* The committee will be established as a group of five faculty members with staggered, three-year terms. That is, after the initial establishment of the committee, each year the department will vote for one or two new members of the committee; the other seats on the committee should be filled by continuing members. In order to establish the committee during departmental elections in April 2007, the department voted to fill all five seats, two for a one-year term, two for a two-year term, and one for a three-year term.
* Because the committee will review proposals from the entire faculty, it is desirable that the committee members represent the diversity of interests within the department (e.g., various literary periods and approaches, English education, professional writing, creative writing, and rhetoric and composition). The faculty will establish and maintain this diversity through the nomination process of new members each year. That is, the department should nominate individuals who have different specialties from the ones whose terms continue for another one or two years. Individuals may run for a position on the committee if they are tenured or tenure track.
* Each August the committee will determine who is to serve as the Chair of the Curriculum Committee.
* The chair of the committee will also serve as the departmental representative of the College Curriculum Committee and will be expected to represent the interests of the department at this level.

1. **Promotion and Tenure Committee**

* The committee reviews portfolios for promotion and tenure decisions as well as third-year review recommendations (see the University Handbook) and handles special projects as assigned by department Chair.
* The committee is composed of five elected tenured faculty members.
* All eligible faculty members are required to be on the ballots (exceptions: an administrative workload *outside* of the department equivalent to more than 30% of workload; a documented life event [approved by the Chair]; a documented scholarly deadline that occurs in the fall semester [approved by the Chair]; and an individual who has served on the T&P committee during the past four years--2008-2012).
* Members will serve two-year, staggered terms, followed by four years off the Committee.
* All members of the Committee shall be granted one course reassignment for serving on a committee that reviews more than ten portfolios in a given year. This course reassignment may be banked for use at a later time if it is not possible to grant the course reassignment during the semester of service. Plans to take any course reassignment must always be cleared with the Chair following discussion with relevant program schedulers. These plans should also appear in the annual FPA document (or a revised FPA).
* The P&T Committee Chair will be elected by the P&T Committee. The Chair must hold the terminal degree and have already served on the P&T Committee for at least one year (a prior term’s service counts).

1. **Awards Committee**

* The committee consists of three faculty members.
* One member serves as the Department's representative to the CHSS Awards Committee.
* Duties include choosing students to receive scholarships and handling/adjudicating nominations for faculty awards.

Members are elected to two-year, renewable terms.

D. **Department Faculty Council**

**A. Roles & Responsibilities**

1. The DFC is advisory to the English Department chair.

2. The DFC shall carry out its role and responsibilities by addressing issues and concerns brought to it by individuals or groups of department faculty members. DFC topics should implicate the welfare of the department.

3. The DFC exists to promote collegiality and effective shared governance in the department by enhancing communication between the chair and faculty members and by ensuring transparency in the development and implementation of departmental policies including but not limited to strategic planning, budgeting, space and resource allocation, work and teaching load, reassigned time, hiring, salaries and raises, appointment and reports of ad hoc committees, and other matters arising, which may affect department faculty members.

4. The department expects the DFC to represent the interests of all academic programs and faculty ranks, and DFC members should make every effort to consult all constituents when dealing with departmental matters.

5. The DFC shall have the right to prompt access to departmental information relating to the above.

6. The DFC may work with the dean, the Ombuds Office, or the department’s College Faculty Council representative to address issues arising in its work that may require such assistance and may notify the Faculty Senate Executive Committee.

7. Each fall semester, the DFC will facilitate a confidential feedback loop among program directors, faculty involved in a program, and the chair. This feedback loop will provide faculty who are affected by the work of a program director and who may be supervised by that person to comment anonymously on that director’s performance. The DFC will provide an anonymous comment sheet or brief survey to involved faculty and collect and compile responses. As soon as possible and no later than within two weeks after the comments have been submitted, the compiled responses will then be confidentially shared with the program director and department chair in time to be included in the director’s Annual Review Document.

**B. Membership**

1. The DFC shall have five members. The DFC will be composed of members meeting the following requirements:

1. At least three members shall be tenured faculty members of the department.
2. One member shall be a senior lecturer, but lecturers cannot serve on the DFC.
3. One member may be an untenured, tenure-track assistant professor.
4. One member may be a member of the English Department Advisory Council (AC). No additional overlap between the DFC and AC will be allowed so as to encourage shared governance and minimize the concentration of power among faculty members. The following faculty, even if tenured, may not sit on the DFC: chair, assistant chair, and administrative faculty. Administrative faculty are defined as faculty whose administrative responsibilities cover 50 percent or more of their workload.
5. The department’s representative to the College Faculty Council (CFC) shall not concurrently serve on the DFC.
6. Faculty on the Marietta campus shall be represented by at least one member on the DFC. This policy will be reviewed in three years’ time during the spring of 2018.

2. The department chair is an *ex officio*, nonvoting member of the DFC.

3. The chair of the DFC shall be one of its members, chosen by the members of the DFC. The term of the chair shall be one year. Duties of the chair include scheduling meetings, setting and publicizing agendas, and publishing minutes.

4. The department may, by a two-thirds vote of a quorum of permanent full-time teaching faculty members, recall one or more members from the DFC. Recalled members must be replaced by election by the department’s permanent full-time teaching faculty.

5. DFC members’ terms shall be two years, after an initial phase to establish the committee during which two members shall be elected to one-year terms so that terms will be staggered. Once the DFC is established, two or three members, alternatively, will be elected every year.

6. No faculty member may serve on the DFC more than two consecutive two-year terms. After two years’ hiatus, a member may serve one additional two-year term.

**C. Procedures**

1. The DFC shall meet at least twice each fall and spring semester.

2. At least once a semester, the meeting must include the chair.

3. Meetings may be conducted without the chair present.

4. During the summer, the DFC chair or designee shall keep the full DFC informed of relevant issues that arise. If necessary, the DFC may act via electronic voting during the summer.

5. Any English Department faculty member may bring a question or concern before the DFC or one of its members.

6. To the best of its ability, the DFC shall honor requests for privacy from those who bring issues to the DFC.

7. Should an issue come before the DFC, a committee meeting will be held, and timely notification will be given to all faculty members of the agenda.

8. If an untenured, tenure-track assistant professor is serving as a member of the DFC when an issue arises that this member believes he or she cannot address usefully, he or she may excuse himself or herself from the entire discussion of that issue.

9. Proposals to amend these bylaws may be made by any full-time faculty member of the department.

10. A majority vote of a quorum of the full-time faculty shall be required to amend the bylaws. Voting shall be by secret ballot.

11. The department parliamentarian will supervise all votes related to the election of DFC members and to the bylaws of the DFC. Because DFC membership rules may result in complex ballots, the parliamentarian shall consult with the full-time faculty on how a ballot should be designed. For example, once a slate of nominees for an election exists, the parliamentarian will share a draft ballot with the faculty in advance to ensure that it is appropriate.

1. **Other Committees and Roles**

* Other committees (ad hoc or standing), task forces, study groups, interest groups, and caucuses may be organized, formed, and disbanded as the work of the department requires.
* The Chair may initiate task forces to perform a particular job in a certain period of time.
* To gain credit for promotion and tenure, all faculty members are expected to serve on committees or otherwise contribute to the service needs of the department.
* Members of the World Lit, Online Learning, Composition, Diversity, and PEER Committees are self-selected, with no specifications designating size, length of service, or membership. Committees for which a chair is not elected or appointed as a departmental position will determine protocol for selection and terms for chair.
* World Literature Committee

The World Lit committee exists to analyze and promote the teaching of ENGL 2110 throughout the department. ENGL 2110 is the only literature course required in the general education program, and as such, it will often be the last literature course our students will ever take.  Our mission is to promote best teaching practices and encourage department-wide discussion of how we approach this essential course. This committee meets once each month.

* Online Learning Committee  
  The Committee on Online Learning (CoOL) reports to the Advisory Council and department chair. The committee's purpose is to bring together faculty for discussions of pedagogy and policy and to serve as a source of support for those who teach online in the Department of English. Representative activities of CoOL include hosting guest speakers, conducting faculty surveys, producing a report on department online learning, supporting faculty who teach online or blended courses, and addressing all eLearning related issues as they arise. This committee meets as needed.
* Composition Committee

The Composition Committee is an assembly of anyone who teaches (or has taught or is interested in teaching) composition, regardless of rank. This committee, working through consensus, decides on policy (e.g., the attendance policy or the technology policy); discusses and decides on the approved textbook list for both ENGL 1101 and 1102; advises the Director of General Education on assessment issues; helps plan and participates in orientation of new teachers; advises the Assistant Director of Composition on faculty development activities; discusses and finds solutions for problems of teaching writing to first-year students (e.g., grade complaints, academic integrity, etc). The Composition Committee meets once a month.

* Diversity Committee

The Diversity Committee reflects on and makes contributions to the status of diversity in the department and the classroom. This committee is composed of faculty members who value and practice diversity. The Diversity Committee seeks to encourage knowledge of issues concerning diversity in all facets of university and department life, focusing especially on making the English department a safe space within which to talk about, teach, and practice diversity. This committee meets at least once each semester.

* PEER Committee

PEER (the English Department's "Project for Encouraging Excellence through Review") is founded on the concept that peer review of teaching helps to improve the quality of teaching and offers faculty an important mechanism for reflecting on teaching as well as documenting their teaching for annual and multi-year performance reviews. PEER encourages and informs voluntary peer review among English Department faculty. To this end, the group makes protocols for formative, learning, and summative peer review processes available on the English department faculty resources web page. The PEER Committee also organizes events such as informal discussions, English Hours, and faculty get-togethers to discuss teaching and evaluation issues. This committee meets as needed.

F. ***Ad Hoc* Committees**

*Ad hoc* committees shall be appointed by the Chair of the department for a specific term. The Department Chair shall notify the departmental faculty of the existence of any *ad hoc* committees.

E**. Operation of Committees**

a) Each committee shall elect a Chair and operate under a set of goals given them at the time of appointment.

b) Requirements for committee vote shall conform to Article IV, Sections 2, 3 and 4.

c) Each standing and *ad hoc* committee shall keep a record of its meetings and distribute to all full-time faculty and staff. A secretary shall be elected at the first Fall semester committee meeting and shall be responsible for keeping and distributing minutes. Minutes may be distributed in hard-copy or posted. Minutes of the meetings which shall include the names of all members and guests present as well as a description of items discussed. Minutes will be distributed to all faculty and staff within one week of the meeting. Any committee dealing with personnel issues will only indicate the general nature of the items discussed without revealing names or final decisions.

1. **Office of the Parliamentarian to facilitate group meetings**

* The Parliamentarian is elected to a one-year, renewable term.
* The Parliamentarian ensures that departmental meetings follow department guidelines and *Robert's Rules of Order.* Along with the Assistant Chair, the Parliamentarian conducts elections each spring following this procedure:
* Announce positions
* Call for nominees (self-nominations or other)
* Check with all nominees to ascertain that they have agreed to be on the ballot
* Create a ballot
* Distribute ballots and issue instructions to return individual ballots to the secured ballot box by specified date
* Count ballots in ballot box in the presence of Assistant Chair

1. **Office of the Secretary**

* The Secretary is elected to a one-year, renewable term
* Takes minutes for departmental meetings, distributes them to the faculty for review and corrections, makes necessary corrections, and files the file copy of the official minutes with the Chair of the department

**ARTICLE VI – Tenure-Track Appointments**

1. **On Campus Interviews**

* Search committees typically consist of five faculty members, including a non-voting chair (except in the case of a tie), appointed by the Chair.
* The Search Committee writes the advertisement and screens applications for the position in question. The Committee will select up to three candidates per advertised position to invite to campus.
* The Search Committee will arrange the candidate’s schedule while on campus so that all interested faculty will have an opportunity to interact with the candidate. Finally, the Search Committee will set up a teaching demonstration and a faculty presentation for each candidate. Care should be taken to arrange these events at a time when most faculty members may attend.
* The Search Committee will survey all who attend these events, and the Committee will compile the results of these surveys. Should faculty members have questions about the survey process or the compiling of results, they may confer with the Chair of the department. The deliberations of a Search Committee are confidential and shall be treated as such, but the Chair will ascertain due process and adherence to fairness within all deliberations of the Search Committee if such is called into question by faculty members not on the Search Committee.
* Transparency Statement:Any known association with candidates by members of a search committee should be declared to other committee members as soon as possible.

1. **Voting**

* Giving consideration to the results of the surveys and all faculty reactions to the candidate as well as the Committee members' reactions to the candidates, the Committee will rank the candidates. Voting within the Search Committee should be conducted by the Chair of the Committee, but in no way should the Chair seek to push the Committee in one way or another. The Committee should operate according to the rule of one vote for one person. The Chair of the Search Committee will present the Committee's recommendations to the Chair of the department. The recommendation should list the candidates in order of preference.
* Specifications Regarding Voting: Tenure-track faculty can vote on tenure-track searches; lecturers and tenure-track faculty can vote on lecturer searches.

1. **On Overturning the Search Committee’s Decision**

* The Search Committee ranking may be overturned only by a complaint sent to the Department Chair (first line of appeal) or the Dean (second line of appeal) alleging that the Search Committee did not represent the wishes/responses of the faculty.
* Each individual faculty member not on the Search Committee may express her or his vote to overturn this decision to the Department Chair. These votes must be turned in to the Department Chair by the deadline as defined by the Chair to the entire department. In order to overturn the Search Committee’s ranking, the total number of individuals who have voted to overturn the decision must exceed the total number of Search Committee members. If the individuals who vote to overturn the Search Committee ranking consist of fewer numbers than the above stated threshold, the vote to overturn will be regarded as null.
  + In response to a successful vote to overturn the Search Committee ranking, the Department Chair will schedule a meeting with the Search Committee and all interested parties to discuss the issue.  Thereafter, the Department Chair will examine the records of presentations and faculty response sheets.  The Chair of the Department will then uphold or not uphold the appeal.  Should the Search Committee feel that the investigation is unfair, the Search Committee Chair may appeal the matter to the Dean.

**ARTICLE VII - Summer Teaching**

Summer courses may be available depending on budget and enrollment data. In the case of a limited number of courses available in summer, second courses will be assigned based on the points system outlined below\*.

|  |  |
| --- | --- |
| **Situation or Context** | **Points** |
| One or No courses last summer | 0 |
| Two courses last summer | -5 |
| Class canceled last summer | +5 |
| Three years or less until retirement | +5 |
| Number of years of service | .5 for each year |
| Total |  |

|  |  |
| --- | --- |
| Tie Breaker (experience: # of times class taught by faculty member) |  |

**\*Factors to be considered before invoking the above-described policy:**

In classes demanding a particular expertise, such as an online course or a course in a particular field, preference will be given to people who have that expertise. For example, a Shakespeare class will be taught by someone who specializes in Shakespeare. In cases where two experts are vying for the same expert-level course, selection will be made based on the number system outlined above.

**ARTICLE VIII - Travel**

Depending upon budget and situational context, travel funds may be available for lecturers and full-time, tenured/tenure-track faculty. All travel funded by departmental funds must be used for the purpose of scholarship or officer-level service in a recognized professional organization in English studies or a related discipline. Scholarship in this case is defined as presentation of a paper or reading creative writing at a conference.

Faculty may not apply for funds if the conference, university, or organization in question is paying the faculty member’s expenses. Faculty who are traveling for professional development are not covered by this policy and should seek funding through the Dean’s office.

Calls for Travel Requests will take place at two times during the year.

1. Fall: During the fall, faculty will have until November 15th to request travel money for a first trip or any combination of trips that do not exceed the initial travel allotment per faculty member. Those who are planning to travel late in second semester and are awaiting approval of proposals may simply declare their intention to travel to claim their travel funds.
2. Money left after November 15th will be held for faculty who have travel plans that exceed the initial travel allotment. Funding requests for additional funds should be made by February 15th. Tenured and tenure-track funds and lecturer travel funds are separate allotments. Thereby, tenured and tenure-track faculty may draw additional funds from money not used by tenured and tenure-track faculty and lecturers from money not used by other lecturers.

If after February 15th, there are sufficient funds to cover all requests for travel funds beyond the initial allocation, the chair will fund them all. If there are not sufficient funds to do so, then the chair will use the point system detailed below to allocate funds. No one may receive additional post-initial funds (or a third allocation of travel money) until after all applicants for a second allocation have been funded.

***Tenured and Tenure-Track Faculty***

|  |  |
| --- | --- |
| **Rank** | **Points** |
| Assistant Professor | 1 |
| Associate Professor | 1 |
| Professor | .5 |
| **Status** | **Points** |
| Non-Tenured | .5 |
| Tenured | 0 |
| **Situation** | **Points** |
| Interviewing Candidates | 1 |
| National or international Conference | 1 |
| Regional Conference | .5 |
| **Total** |  |

***Lecturers and Senior Lecturers***

|  |  |
| --- | --- |
| **Situation** | **Points** |
| National or international Conference | 1 |
| Regional Conference | .5 |
| **Total** |  |

**ARTICLE IX – Appeals**

Coordinators/directors are in charge of making recommendations for scheduling and curricular assignments. Faculty with questions about teaching assignments or schedules should first talk to the appropriate coordinator/director and/or department scheduler. If the parties concerned cannot resolve the issue, the Chair may be consulted. The Chair is in charge of personnel issues (i.e., annual reviews). Faculty with questions or concerns about a Chair’s decision may appeal to the Dean.

**ARTICLE VIII.** Amendments to Bylaws **(must be included)**

Amendments to these Bylaws shall be submitted in writing to XXX and shall be approved by two-thirds majority vote at a faculty meeting at which a quorum of voting faculty are present.

**ARTICLE IX.** Relationship to Other Governing Rules and Regulations **(must be included)**

Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty Handbook and other materials provided by the Office of the Provost and Vice President for Academic Affairs, the College of NAME and the Board of Regents of the University System of Georgia.

30 Jan 15

**SEE BELOW FOR APPROVAL FORM**

**\*\*\*\*\***

**Appendix**

*The descriptions below represent the duties of the current office holders in 2013. They are included for reference and are not necessarily intended to be definitive or permanent.*

**Extended Position Descriptions**

**Assistant Chair**

The Assistant Department Chair schedules classes, manages enrollment, and coordinates advisement for the two undergraduate degrees and for the three minors offered by the department.

In regard to the schedule, the Assistant Department Chair

* Works with coordinators and directors within the department as well as with colleagues outside of the department responsible for learning communities, the Honor’s program, the ESL program, the online teaching program, and courses cross listed with ENGL, FILM, or WRIT
* Schedules over 600 courses during the academic year, enrolling approximately 17,000 students (a schedule larger than the entire schedules offered by the College of the Arts, the Bagwell College of Education, and the College of Health and Human Services); this includes courses for tenure-track faculty, lecturers, one-year part-time lecturers, TAs, part-timers, and faculty members from other departments
* Assigns times to the courses offered
* Studies previous schedules and enrollment patterns to ensure that courses offered will allow undergraduate majors and graduate students to complete their degrees or programs in a timely fashion.
* Schedules a balance of day, evening, Friday, hybrid, and online courses.
* Works with faculty to make unexpected necessary changes to schedules after they have been finalized.
* Works with the Dean’s Office to ensure courses are assigned the classrooms necessary for pedagogical effectiveness
* Works with the Registrar’s Office to make last minute classroom changes
* Monitors enrollment numbers on a daily basis during all phases of enrollment to ensure balance across all courses
* Works with faculty to find replacement courses for any course canceled because of low enrollment
* Works with departmental coordinators and directors to find last minute instructors for any course whose original instructor is no longer available to teach it
* Works with a departmental administrator to resolve any payroll issues
* Prepares an enrollment report at the end of each semester which is submitted to the Dean
* Uses the enrollment report to begin preparation for the next year’s schedule

In regard to advisement, the Assistant Department Chair

* Serves as the primary advisory for approximately 375 English majors and the secondary advisor for approximately 180 Secondary English Education majors
* Evaluates the transcripts of virtually every international student who transfers to KSU with courses from outside the United States (including Canada) because the Registrar, as dictated by institutional policy, denies any ENGL course on an international transcript, thus necessitating a meeting with the Assistant Department Chair
* Attends approximately 15 orientation sessions a year, including sessions for new students and for transfer students
* Regularly attends sections of ENGL 2145 to answer any questions majors have
* Works with transfer students from majors outside of the department to ensure that they receive proper credit for ENGL 1101, 1102, and 2110 as well as any other ENGL, FILM, or WRIT courses
* Works with students to ensure they have the proper courses and the paperwork required for one of the department’s three minors
* Works with students to ensure they know how to use Degree Works
* Assists students (majors, minors, or gen ed) who have overload and/or prereq issues throughout registration.
* Works with majors and minors to ensure the accuracy of their graduation status
* Works with the Chair of the Department of Foreign Languages to assist any majors having problems meeting foreign language requirements
* Works with the Registrar’s Office to resolve any issues that arise for students (regarding major, minor, or gen ed coursework) when they petition to graduate
* Represents the department on any college-wide or university-wide advising committees
* Works very closely with the CHSS Advising Center

In regard to curriculum, the Assistant Department Chair

* Works closely with the Curriculum Committee and other faculty to clarify how any proposed curriculum changes will affect majors or minors.

In regard to assessment and other reports, the Assistant Department Chair

* supplies any numbers concerning enrollment, majors, minors, and graduation that are used in annual assessment reports or in regularly scheduled reviews of the major
* works closely with the Coordinator of the Undergraduate English program to refine the assessment process for the English major
* supplies the scheduling and enrollment numbers needed to clarify areas of programs where faculty hires will serve most useful

**Director of General Education**

TheDirector of General Education leads the three general education courses in the English department and is therefore responsible for more than 5000 students per semester. In this capacity, the Director of General Education

* Collaborates with the chair to interview candidates for lecturer positions
* Reviews teaching records of lecturers—evaluations from students, syllabi, FPAs and ARDs
* Contributes to annual reviews for lecturers and joins the chair in annual review conferences for lecturers
* Interviews and hires part-time instructors for general education classes
* Contributes to personnel decisions concerning general education, including scheduling
* Reviews course evaluations for lecturers and part-time faculty
* Leads Composition Committee, joining with Assistant Director of Composition in planning agendas
* Collaborates with Assistant Director of Composition in reviewing and offering feedback on syllabi
* Collaborates with Assistant Director of Composition, Technology Coordinator, and members of the Composition Committee to provide orientation for new General Education faculty
* Collaborates with Composition and World Literature Committees on curriculum, policies, textbooks, digital resources, orientation, and other special projects
* Collaborates with Assistant Director of Composition, Chair of the World Literature Committee, Technology Coordinator, MAPW TA Coordinator, and/or other departmental leadership to plan faculty development workshops for general education faculty
* Works with faculty on special projects to ensure the success of the general education program and the improvement of teaching and student learning—the large class experiment, the hybrid pilot, for example
* Collaborates with Assistant Director of Composition in keeping First-year Composition website current
* Collaborates with Assistant Director of Composition and other faculty in planning and publishing *Emerging Writers* books
* Carries out research on textbooks, enrollments, policies for Composition Committee
* Confers with students from general education courses on problems concerning policies, grades, attendance, disabilities, academic integrity, university policies, FERPA, and campus resources
* Serves at first level for grade complaints from students in ENGL 1101, ENGL 1102, and ENGL 2110
* Counsels teachers on the issues listed above, especially on compliance with university policy and federal law
* Serves as a pedagogical resource for teachers in general education courses in English
* Works with Director of MAPW, Director of MAPW TA program, and other members of the TA Committee in selecting TAs and in supplying them with information about and university and departmental policies
* Represents English on General Education Council
* Takes on special projects such as planning and executing SACS assessment of these courses, as directed by the Associate Provost for General Education
* Represents general education program in English when called upon to do so
* Teaches one class per semester
* Engages in scholarship, presenting at conferencing and publishing in the appropriate field

For the current Director of General Education, this is a twelve-month position, with overload compensation, and a reduced teaching load negotiated with the Chair and Dean. Upon resignation or retirement of the present Director of General Education, the department will complete a national search for a 12-month tenured faculty member at the rank of Associate or Full Professor (depending on qualifications and experience) to serve in the position for a five-year renewable term with a 1/1 teaching load and the possibility of an administrative stipend, to be negotiated with the Chair and Dean.

**Coordinator, Undergraduate English Studies**

The Coordinator of the Undergraduate English Studies program works in conjunction with the Chair and Assistant Chair to provide oversight and direction for matters dealing with the undergraduate English curriculum. The Coordinator

* Works with the Assistant Chair in the Fall to develop a faculty teaching schedule for the next academic year that reflects a balance of day/night/Friday/hybrid/online offerings
* Engages other coordinators and directors in the department (as well as in CHSS, particularly in the Interdisciplinary Studies department) to assist in faculty scheduling matters that affect undergraduate course offerings
* Serves as one of the point persons for program curriculum matters, working in conjunction with the Curriculum Committee and Assistant Chair
* Leads the annual assessment of the B.A. in English program, consisting of organizing committees to read Senior Seminar essays, aggregating data from scoring rubrics, and producing a report each Fall for discussion with faculty about student skills
* Aggregates data each summer from previous year’s Senior Seminar Exit Questionnaires (distributed in each section of Senior Seminar) for use in assessment purposes
* Works closely with the Assistant Chair and Chair to refine assessment processes for the English Major
* Prepares annual or biennial Assurance of Learning (AOL) reports based on the assessment of the Major
* Leads the Comprehensive Program Review (CPR) process every 7-10 years, which includes coordinating internal and external reviewers, organizing schedules for site visits, and writing the CPR Report (15 pages, with Appendices) that is reviewed by the Provost
* Oversees the Faculty Writing Group initiative
* Coordinates the Major Dialogues meetings three times each semester, which are conversations open to all English faculty about issues concerning our undergraduate English Studies major
* Prepares data for public dissemination on English department website regarding English Major accomplishments, including acceptances into graduate, law, and professional schools, as well as job placements of our English alumni

The Coordinator of Undergraduate English Studies is a 10 month position with a three-year renewable term (by election), overload compensation and reduced teaching load to be negotiated with the Chair and Dean.

**Director, MA in Professional Writing Program**

The Director of the M.A. in Professional Writing Program oversees the three concentrations—applied writing, composition/rhetoric, and creative writing—and the two graduate certificates, one in creative writing and one in [professional writing for international audiences](http://www.ksu-mapw.com/about-mapw/programs-of-study/graduate-certificates/146), that comprise the Program.

In regard to curriculum, the Director

* Works with graduate faculty to develop curriculum and course
* Monitors applicant quality, student progress from entry to graduation, enrollment numbers, etc.
* Maintains graduate catalog materials as they pertain to the program
* Oversees programs web site

In regard to recruitment, the Director

* Develops and distributes recruiting materials
* Staffs program table at graduate Open House
* Responds to inquiries from prospective students
* Follows up on prospect students via email, phone, etc.

In regard to admission applications, the Director

* Ensures all application materials are collated and distributed to appropriate faculty for evaluation
* Schedules the session during which applications are evaluated
* Oversees the acceptance/rejection process
* Administers all student records

In regard to Teaching Assistants, the Director

* Ensures all application materials are collated and distributed to appropriate faculty for evaluation
* Schedules the session during which applications are evaluated
* Oversees the acceptance/rejection process
* Works in tandem with the coordinator of the TAs and the director of general education to oversee the TAs’ effectiveness in the classroom and progress through the curriculum

In regard to Graduate Research Assistants, the Director

* Ensures faculty’s proposal materials are collated and distributed to faculty for evaluation
* Oversees the distribution of the positions to students in the program

In regard to mentoring, the Director

* Leads a monthly meeting of faculty who teach in the Program
* Meets with the faculty of specific concentrations of the Program
* Provides an orientation for incoming students
* Acts as the program’s chief advisor through students’ first 30 semester hours
* Oversees the capstone process in the program
* Serves as an advocate for all students within the program, the department, the college, and across the university
* Is responsible for discipline/sanctioning of students

In regard to creative activity and scholarship, he

* Serves as an example by publishing regularly
* Serves on capstone committees
* Encourages student participation in professional meetings
* Organizes activities to supplement the curriculum, such as offering publishing workshops, the Publishers, Agents, and Media Institute, etc.

In regard to representing the program within the University, the Director serves

* On the Advisory Council of the department
* On the Graduate Council of the Graduate College
* On the Graduate Directors Council of the College of Humanities and Social Sciences

In regard to program review, the Director

* Compiles program-related statistics
* Develops evaluative tools
* Composes a biannual Assurance of Learning report
* Creates a Comprehensive Program Review report every six years

Upon resignation or retirement of the present Director of the M.A. in Professional Writing Program, the department will complete a national search for a 12-month tenured faculty member at the rank of Associate or Full Professor (depending on qualifications and experience) to serve in the position for a five-year renewable term with a 1/1 teaching load and the possibility of an administrative stipend, to be negotiated with the Chair and Dean.

**Director, English Education Program**

In coordination with the Coordinator of Undergraduate English Education/English Education Graduate Programs, the director of the English Education program

* Oversees all aspects of the B.S. English Education, Master of Arts in Teaching Secondary English, and M.Ed., Ed.S., and Ed.D. Secondary Education/English programs
* Serves as the primary point of contact for program/degree matters
* Communicates regularly with chair and other administrators
* Reports and provides timely updates to English Education and English faculty
* Ensures representation of program at college and university committees
* Represents the interests of the English Education program, department of English, and College of Humanities and Social Sciences in collaborative work with Bagwell College of Education colleagues
* Recruits faculty to teacher undergraduate courses and mentors new faculty teaching in the program on assessments, policies, and procedures
* Assists and/or leads in aligning program with national, state and institutional standards
* Develops and/or assists in developing course schedules for entire program each semester
* Serves as initial point of contact for student appeals (before the dept. chair)
* Coordinates and distributes responsibilities for tasks related to specific requirements of report writing
* Coordinates the writing and/or serves as lead writer on reports (NCTE/NCATE, GAPSC, PAAR, AOL, SACS, etc.)
* Facilitates developmental tasks and general procedures for assessment of performance outcomes
* Maintains the program’s database
* Identifies and facilitates developmental tasks and general procedures for assessment of performance outcomes
* Prepares data, faculty, and guests for onsite and electronic/virtual accreditation visits
* Aggregates data and create charts/tables/graphs that effectively represent data
* Establishes coordinative activities and procedures for systematic collection of candidate, faculty and program evidence
* Maintains assessment instruments and leads/supports the program area in the development of program assessment instruments
* Meets regularly with faculty to review and discuss curriculum, assessment, etc.
* Initiate program revisions and new program development.
* Maintains and updates departmental website
* Oversees common PTEU strands (e.g., diversity, technology) running through courses in program
* Completes/coordinates/assists with field experience placements
* Makes recommendations to CEPP for collaborating teachers and schools for field placements
* Consults with field supervisors, students, collaborating teachers, principals, and CEPP on student issues (sometimes meetings on site)
* Conducts field observations of students who need additional support and/or who may need to be removed from program
* Develops remediation plans for students who have been removed from field placements
* Schedule, develop agenda, and facilitate meetings to discuss program issues
* Provides strategic insight and assistance in relevant program areas (mission, curriculum, pedagogy, advising, field experience, assessment, etc.)
* Works with various university and community partners to advance the mission of the UEPP

This is a twelve-month position with no term limit and the possibility of a reduced teaching load and an administrative stipend to be negotiated with the Dean.

**Coordinator, Undergraduate English Education Program**

In coordination with the Director of English Education/Coordinator of English Education Graduate Programs, the Coordinator of the Undergraduate English Education program

* Oversees the undergraduate English Education program (UEPP)
* Oversees UEPP advisement and student remediation issues
* Assists in scheduling of English Education courses
* Maintains and develops materials related to the UEPP on the English Education website
* Oversees UEPP field experiences (in coordination with the Field Experience Coordinator)
* Oversees official UEPP assessments
* Orovides strategic insight and assistance in relevant program areas (mission, curriculum, pedagogy, advising, field experience, assessment, etc.)
* Works with various university and community partners to advance the mission of the UEPP

Other duties of the position include

* Serving as program representative on the English department Advisory Committee (bi-weekly)
* Serving as program representative at PTEU undergraduate program coordinator (UPC) meetings
* Serving as liaison and facilitator to English Education faculty regarding relevant unit- and department-level action items, initiatives, and issues

This is a ten-month position with no term limit and the possibility of a reduced teaching load and an administrative stipend to be negotiated with the Dean.

**Coordinator**, **English Education Graduate Programs**

In coordination with the Director of English Education/Undergraduate English Education Coordinator, the coordinator of graduate English Education programsis responsible for complete oversight of the discipline-specific portion of the programs that are officially housed in the BCOE (MAT Secondary English, M.Ed. Secondary Education--English, Ed.S. Secondary Education--English, and Ed.D. Secondary Education--English. The job includes, but is not limited to, student advisement; course development, revision, and articulation within and across subject-specific programs; oversight and coordination of assessment application in each discipline course; implementation of all BCOE and BOR program mandates; dissemination of information between BCOE and subject-area faculty; creation of report support and collection of information for BCOE reports; instruction within the program; oversight of recruiting and admission of students; mentoring new faculty into the instructional and supervisory roles of the program; and coordination of field supervision for all courses in the subject-area courses.

In addition to the above, duties include the following:

• Attend PTEU and BCOE meetings as subject-area representative

• Serve on various department and college committees as education representative

• Coordinate curriculum alignment with other areas in the graduate program

• Assist with course scheduling

• Coordinate ENGL/ENED graduate courses; supervise syllabi, fill out paperwork for revised courses and for new courses

• Align program with national, state, and institutional standards

• Assist in data collection, analysis, storage, and retrieval

• Assist in program assessment at department and BCOE levels

• Guide subject-area faculty as they report assessment findings

• Revise subject-area program courses utilizing feedback from students and faculty

• Assist with overall program revision based on student and faculty feedback

• Utilize feedback from students and faculty for program revision

• Assist with placements and coordinate field experiences

• In conjunction with the Director of English Education/Undergraduate English Education Coordinator, recruit, train, coordinate, and supervise the supervisors for all master’s level field experiences

• Assist with identification and facilitation of developmental tasks and general procedures for assessment of performance outcomes

• Mentor new master's faculty

• Mentor and advise MAT, M.Ed., Ed.S., and Ed.D. students

• Communicate regularly with chairs of two departments, administrators in two colleges, and graduate coordinators of other programs about program needs, direction, and development

• Communicate regularly with graduate faculty in Department of English about master's graduate program developments

• Work with BCOE staff to track student progress through the program

• Assist BCOE with formulating remediation plans for students as needed

• Coordinate curriculum alignment with other areas in the graduate program

• Assist with course scheduling

• Review and screen applications and interview prospective candidates as needed

• Form and work with Advisory Council for the program’s on-line conversations

• Other duties as assigned

This is a ten-month position with no term limit and the possibility of a reduced teaching load and an administrative stipend to be negotiated with the Dean.

**Associate Director of Composition/Coordinator of Composition**

An appointed position in the English Department for a 10-month, tenure-track faculty member with specializations in Rhetoric and Composition, the Assistant Director will be responsible for assisting in activities associated with first-year writing and with maintaining the overall quality of the General Education Program. Specific responsibilities will include

* Creating and facilitating professional development opportunities for first-year writing faculty
* Reviewing and offering feedback on syllabi for composition courses
* Supervising hybrid and online sections of composition courses and contributing to the tutorial sections of 1101 and 1102 taught in University Studies
* Promoting the pedagogically-effective integration of technology in the teaching of first-year writing
* Maintaining the First-Year Composition website
* Engaging in other projects related to the success of the program developed in consultation with the Director of General Education
* Serving as the representative of the Composition program in the Director’s absence

This appointment includes teaching in both upper-division writing courses and the MAPW program, as well as opportunities to teach cross-listed interdisciplinary courses; optional teaching in summer semesters; funding for scholarship and professional development, particularly professional development focused on Writing Program administration; one course release per semester; and an administrative stipend.

**Director of the KSU Writing Center**

Appointed by the dean of CHSS, the Director of the KSU Writing Center is a twelve-month position for a tenured or tenure-track member of the English Department with specializations in Rhetoric and Composition. The Director oversees the Center’s diverse writing-focused programs on campus and online. The Director’s duties include but are not limited to the following:

* Makes daily decisions regarding the operations of the Center
* Engages in long-term planning for the Center in consultation with other Center administrators and staff
* Supervises the Center’s online presence, including website and social media
* Directs the Center’s publicity efforts, insuring emails, print materials, email blasts, etc. are accurate and effective
* Oversees special events taking place in the Center
* Insures that the Center’s workshop series consistently offers relevant, effective instruction to students and faculty
* Conducts staff meetings and other professional development activities for Center staff
* Responds to queries, concerns, or complaints of faculty or students
* Oversees the Center’s scheduling/recordkeeping software, working as needed with its provider to customize and/or troubleshoot the system for the Center’s particular needs
* Arranges and oversees outreach and/or instructional presentations across campus to classes, organizations, programs, and other faculty and student groups
* Trains writing assistants to work with students and faculty in all disciplines
* Supervises maintenance of the Center’s handout library (paper and digital)
* Submits Writing Center annual report to CHSS Dean
* Works with the Director of General Education to determine ways to support ENGL 1101/1102 students and faculty
* Supervises undergraduate and graduate students, temporary employees, interns, faculty, and staff working in the Writing Center
* Manages the Writing Center’s operating and fee budgets
* Attends CHSS Center Directors meetings
* Collaborates with the Director of General Education, the MAPW Program Director, and the MAPW TA Coordinator in overseeing MAPW Teaching Assistants during their Writing Center appointments
* Maintains the Writing Center as a site of research for both students and faculty
* Maintains an active role for the KSU Writing Center in its regional organization, the Southeastern Writing Center Association
* Interacts with various community constituencies (other writing centers, community groups, high schools, etc.) as requested/needed
* Collaborates with English Education faculty to accommodate ENED 3310 students fulfilling SACS hours in the Writing Center
* Collaborates with the Director of the Kennesaw Mountain Writing Project, an arm of the KSU Writing Center

This is a twelve-month position with a five-year renewable term and the possibility of a reduced teaching load and an administrative stipend to be negotiated with the Dean.

**Technology Coordinator**

An appointed position in the English Department for a full-time faculty member, the Technology Coordinator for the English Department also serves as Online Coordinator for the Department at the College level. The Technology Coordinator’s duties include but are not limited to the following:

* Fields questions concerning practical needs related to technology in the classroom
* Establishes working relationships with representatives from both ITS and ACS and the CHSS webmaster
* Coordinating department technology workshops each semester, which includes
  + soliciting topics from faculty about possible areas where they are using technology in innovative ways in both the classroom and professionally
  + securing strong, relevant topics and presenters for workshops that will address the needs of the majority of the faculty
  + coordinating workshop locations and presenter involvement
  + facilitating discussion during the presentations and addressing any future needs or concerns in a follow-up email
* Maintaining some sort of electronic consortium of information where the Coordinator can direct faculty if necessary (usually in the form of the blog, “Tech Tips and Bits,” but format is up to the coordinator)
* Disseminating information from the Office of Distance Education through email and at faculty meetings

**SEE BELOW FOR APPROVAL FORM**

**Kennesaw State University** **Approval Form for Department Bylaws**

**Department of English Bylaws**

A copy of this form, completed, must be attached to the department bylaws.

I confirm that the attached bylaws, dated mm / dd / yyyy, were approved by the faculty of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in accordance with department policies and procedures:

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Name (printed or typed) / Title (DFC chair, etc.) Signature/ Date

Department Chair Approval - I approve the attached bylaws:

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Name (printed or typed) Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:

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Name (printed or typed) Signature/ Date

College Dean Approval - I approve the attached bylaws:

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Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

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Name (printed or typed) Signature/ Date

30 Jan 15