

THE CONSTITUTION AND BYLAWS OF THE DEPARTMENT OF ENGLISH
COLLEGE OF HUMANITIES AND FINE ARTS
CALIFORNIA STATE UNIVERSITY, CHICO

Revised Fall 2008

PART I

DEPARTMENT AND MEMBERSHIP

Article A - Department

The Department of English is an academic unit of California State University, Chico and a member of the College of Humanities and Fine Arts. Within the regulations of the California State University system, the University, and the College of Humanities and Fine Arts, the Department is an autonomous unit, determining its own policies and conducting all business of an internal nature.

Article B - Membership and Voting

The Constitution of the Department of English shall conform to the Constitution of the Faculty of California State University, Chico (April 1994) concerning Article III:
MEMBERS. Regular voting members of the Department are the tenured and probationary faculty; auxiliary voting members are faculty on temporary appointments of a specified duration, including faculty on the Faculty Early Retirement Program, and lecturers assigned the equivalent of six or more units. The duration of voting rights for auxiliary members shall be three years (beginning Fall 2000) and may be renewed repeatedly.

PART II
OFFICERS OF THE DEPARTMENT

Article A - Chair of the Department

Section 1) The Department shall elect and recommend to the Academic Vice President for appointment one officer to be called the "Chair of the Department."

Section 2) The term of office for the Chair shall be three years. He/she will customarily serve no more than two consecutive terms.

Section 3) The Chair shall hold regular full-time appointment at the rank of Professor.

Section 4) The Chair shall, during the term of office, be excused from teaching duties to the maximum extent permitted by administrative rules of the California State University and College system.

Section 5) If there is a vacancy in the position of Chair of the Department, the Department through the regular chair selection procedures shall elect a Chair for the unexpired term.

Section 6) Procedures for the selection of the Chair shall be in accordance with Executive Memorandum 83-09, dated August 18, 1983.

a. A nominating committee shall be elected no later than the first week of October preceding the expiration of the term of the current Chair, or immediately in the event of a vacancy in mid-term. The nominating committee shall consist of three full-time tenured members of the Department of the rank of Assistant Professor or above. Candidates for membership on the committee shall be nominated from the floor at least one regular meeting before election occurs. Election shall be by majority vote by secret ballot.

b. The nominating committee will review the Department Chair position description and will consult with the Department and the College Dean to establish criteria for the selection of candidates. The committee will receive nominations and seek candidates for the position of Department Chair, ordinarily from within the Department. The committee will submit to the Department the names of all candidates found acceptable in terms of the established criteria, along with its recommendations. Candidates may also be nominated by a petition signed by at least one-third of the Department faculty.

c. The Department will elect the Chair by mail ballot no later than the second week in December. The nominee must receive a majority of the votes cast. The results of the balloting will be forwarded to the College Dean. Appointment will be made by the Provost and Vice President for Academic Affairs.

Section 7) The duties and responsibilities of the Department Chair are described in detail in AA 84-18, EM 78-7, and FSA 72-72.

Article B - Composition Coordinator

Section 1) The Composition Coordinator shall be nominated and elected by the Department in consultation with the Chair. The Composition Coordinator shall be a full-time tenured Assistant Professor or above.

Section 2) The term of the Composition Coordinator shall be three years.

Section 3) The Composition Coordinator shall supervise the Department composition programs and serve as Chair of the Composition Committee.

Article C - Graduate Advisor

Section 1) The Graduate Advisor shall be nominated and elected by the Department in consultation with the Chair. The Graduate Advisor shall be a full-time tenured Assistant Professor or above.

Section 2) The term of Graduate Advisor shall be three years.

Section 3) The Graduate Advisor shall supervise graduate students and Department graduate programs and serve as Chair of the Graduate Committee.

PART III
COMMITTEES

Committees (other than the Personnel Committee) shall be constituted in the spring semester. Based on faculty preferences, the Executive Committee shall develop and bring a list of nominees to the Department for election. Additional nominations may be made from the floor.

Article A - Executive Committee

Section 1) The Committee shall consist of the Department Chair and the Chairs/Coordinators, or their appointed delegates, of each of the following areas: the Graduate Program, Composition, English Education, Linguistics, Creative Writing, and Literature.

Section 2) The Executive Committee will serve as the clearing house for items recommended by the standing and ad hoc committees to come before the Department as a whole. It may also recommend items for consideration by standing committees.

Article B - Graduate Committee

Section 1) The Committee shall consist of at least three full-time members of the Department with the rank of Assistant Professor or above and shall include the Graduate Advisor as Chair. It may include one English graduate student representative.

Section 2) The Committee shall be responsible for the preparation and administration of all matters pertaining to the graduate program in English. The Committee shall also continually re-evaluate the total graduate program and make appropriate recommendations to the English faculty.

Article C - Composition Committee

Section 1) The Committee shall include the Composition Coordinator who will chair the Committee, and all full-time department composition faculty at the rank of Assistant Professor or above. It may include one teaching assistant, and one part-time instructor of composition if such an instructor volunteers to serve. The Committee shall choose a delegate to represent the composition program on the Executive Committee.

Section 2) The Committee shall advise the Composition Coordinator on matters of policy and procedures concerning Department composition programs. The Committee shall recommend to the Curriculum Committee and thence to the Department general policies concerning course content and standards in all composition courses. Together with the Graduate Committee, it shall advise upon the selection, supervision, and reappointment of teaching assistants.

Article D - Curriculum Committee

Section 1) The Committee will consist of at least four full-time members of the Department at the rank of Assistant Professor and above. It may include one part-time instructor if he/she volunteers to serve, and one student representative.

Section 2) The Committee will work to evaluate the total curriculum of the Department. It can initiate courses and make recommendations regarding any curriculum matters to the Executive Committee and Chair. It will receive, coordinate, and forward curriculum recommendations from any other Department committee.

Article E - Personnel Committee

Section 1) The Committee shall consist of at least five tenured professors in the English Department to be confirmed by voting. Whenever possible, the Committee shall be established with full professors.

Section 2) All tenured professors in the Department are eligible to serve except:

- (a) those serving at another level of review
- (b) those who are on leave for all or any part of the year
- (c) those who have appointments of .75 or more outside the Department
- (d) those who are on the Faculty Early Retirement Program

Section 3) When the Department receives clearance to hire a full-time temporary or tenure-track faculty member, the Chair and the Executive Committee shall establish a Search Committee for each position. Membership shall, whenever possible, include the following:

- (a) a representative of the Personnel Committee
- (b) a representative of the Executive Committee
- (c) up to four tenure-track or tenured faculty from the Department-at-large, preferably within the program area of the search.

Each Search Committee will assist the Chair in reading all applications, contacting applicants and recommenders, filling out appropriate Affirmative Action forms, setting up interviews at MLA (when possible), recommending finalists to the Personnel Committee, and coordinating the activities of finalists brought to campus.

The Search Committee(s) will make regular reports and hiring recommendations to the Personnel Committee, which, in turn, will make final hiring recommendations to the Chair.

Article F – English Education Committee

Section 1) The Committee shall consist of at least three full-time department members at the rank of Assistant Professor or above, and one or more part-time instructors if he, she, or they volunteer to serve; committee membership must include the English Education Advisor and the English Education Coordinator.

Section 2) The Committee may advise the English Education Advisor and Coordinator on matters of policy in English Education courses and programs. It (or subcommittees thereof) shall assist the Advisor and Coordinator in program assessment, evaluation of course waiver petitions, and administration of events such as subject-matter clearance interviews, conventions tests, and English Education Forums.

Article G – Linguistics Committee

Section 1) The Committee shall include all full-time linguists in the Department.

Section 2) The Committee shall recommend to the Curriculum Committee and thence to the Department general policies concerning curriculum and course content and standards in all linguistics courses and other matters dealing with linguistics. The Committee shall choose a Coordinator who will chair the Committee, and a delegate to represent the linguistics program on the Executive Committee.

Article H – Creative Writing Committee

Section 1) The Committee shall consist of all full-time department creative writing faculty at the rank of Assistant Professor or above and shall include as Chair the Creative Writing Coordinator. The Committee may invite part-time creative writing faculty to serve. The Committee shall choose a Coordinator who will chair the Committee, and a delegate to represent the creative-writing program on the Executive Committee.

Section 2) The Committee shall determine matters of policy in creative writing courses and curriculum. It shall conduct recruitment, program development, and assessment of its programs at the undergraduate and graduate levels. It shall cooperate with the Literary Editing and Publishing program in management of the Flume Press Chapbook Series. It shall publicize and conduct creative writing awards for students, such as the AWP Intro Awards and the English Department's Creative Writing Prizes. It shall monitor the work of its interns and teaching assistants in creative writing courses. It shall advise the chair and the department concerning all aspects of the Creative Writing program.

Article I – Literature Committee

Section 1) The Committee shall consist of at least four full-time literature faculty at the rank of Assistant Professor or above. The Committee shall choose a Coordinator who will chair the Committee, and a delegate to represent the literature program on the Executive Committee.

Section 2) The Committee shall recommend on matters of policy in literature courses and curriculum. It shall recommend hires in literature and determine the priority of multiple hires. It shall conduct student recruitment and program development, and shall review its programs at the undergraduate and graduate levels. It shall evaluate course waiver petitions.

It shall support the undergraduate English Honors and the graduate Literature Societies. It shall advise the chair and the department concerning all aspects of the literature program.

Article J - Ad Hoc Committees

The Department Chair shall establish and appoint such other committees as necessary for the smooth functioning of the Department. Faculty may be asked to serve on committees outside the Department.

PART IV

MEETINGS AND RECORDS

Article A - Meetings

Section 1) Business meetings of the Department members shall be called by the Chair of the Department. Meetings may also be called without the consent of the Chair by written petition of one-third of the members of the Department.

Section 2) Quorum for a regular or special meeting shall be a majority of the voting members. Proxies shall count in the constitution of a quorum so long as they do not exceed 15 percent of the number necessary for a quorum.

Section 3) If unable to attend a meeting, a full-time member may entrust a written proxy vote to another member of the Department. No member present in a meeting may exercise more than one proxy.

Article B - Agenda Procedure

Section 1) The Department Chair or those members of the Department calling a meeting shall circulate a written agenda at least three working days prior to the meeting.

Section 2) The Chair of the Department shall preside at all meetings unless he/she designates another person to serve.

Section 3) If the Chair is absent, a chair pro tempora shall be elected by a majority vote of the members of the Department.

Section 4) Matters shall be considered in the order of the agenda. Any items presented by individual initiative or petition shall be introduced only at the completion of the established agenda by majority vote of the members present.

Section 5) No election or other item of old or new business shall be voted upon without having been announced through the written notice of meeting and agenda unless this requirement is waved by a two-thirds vote of a quorum. The usual procedure shall be to limit actions to matters of old business and to introduce matters of new business for action at subsequent meetings.

Section 6) Roberts Rules of Order shall be the final authority for the Department of English on all questions of procedure and parliamentary law not covered by these bylaws.

Article C - Records of Meetings

Section 1) Minutes of each meeting shall be kept under the supervision of the presiding Chair.

Section 2) Copies of the minutes shall be distributed to all faculty members along with an agenda for the next meeting.

Section 3) Permanent files of all minutes shall be kept in the English Department office and shall be open to review by any interested faculty member.

PART V

ADOPTION AND AMENDMENT

Article A - Adoption

This document shall become effective immediately upon approval by a two-thirds majority vote of the Department faculty in a mail ballot.

Article B - Amendment

This document may be amended by a two-thirds majority vote of a quorum (that is, by at least one vote more than two-thirds of the eligible voters present in quorum) at any meeting of the Department, provided that written notice of the proposed amendment or amendments has been given to all faculty members of the Department at least five working days in advance of the meeting.