

**BYLAWS OF THE DEPARTMENT OF ENGLISH  
UNIVERSITY OF ILLINOIS AT CHICAGO  
(last revised October 9, 2008)**

**ARTICLE I. THE FACULTY**

A. FACULTY. The Faculty of the Department of English shall consist of all tenured and tenure-track Assistant Professors, Associate Professors, and Professors, as stipulated in the University Statutes, Article II, Section 3.a.1.

B. ADVISORY COMMITTEE. The Advisory Committee shall consist of the Faculty, a representative of the graduate students in English, and a representative of the lecturers. Each year the Faculty shall elect the Advisory Committee in accordance with the University Statutes, Article IV, Section 3. The Advisory Committee shall have final advisory power in matters of departmental policy. It may, however, delegate advisory power to individuals and to committees. In addition, the Advisory Committee shall include one non-voting representative of the graduate students in English, elected annually by the graduate students, and two voting representative of the lecturers, elected annually by the lecturers.

The Advisory Committee shall meet at least once a semester. The Head of the Department, normally in consultation with the Steering Committee (see below), shall call meetings of the Advisory Committee. Ordinarily, a written notice listing all matters to be brought to a formal vote shall be sent to members of the Advisory Committee one week in advance of every meeting. One-third of all faculty in residence shall constitute a quorum. Unless otherwise specified, a majority shall be sufficient to carry any measure. Members of the Advisory Committee shall be consulted by the Head about faculty recruitment needs.

Minutes of all meetings shall be posted. Any five members of the Faculty may directly petition the Head or the Steering Committee in consultation with the Head to call a meeting of the Advisory Committee.

C. STEERING COMMITTEE. The Faculty shall elect a Steering Committee which shall include the Head, the Associate Head, Director of Undergraduate Studies, Director of Graduate Studies, and Director of Composition as ex officio non-voting members, and six elected members, which shall include two Professors, two Associate Professors, and at least one Assistant Professor. Elected members should represent the disciplinary diversity of the department and should include at least one member

from each program. Members shall be elected annually. After serving three consecutive terms, a faculty member shall be ineligible for election for one year. The Steering Committee shall be chaired by the Head. Meetings may be called by any two members or the Head. The Steering Committee shall report to the Advisory Committee on any business assigned to it or which it initiates.

1. Meet at least once each semester to advise the Head on general matters of departmental policy and to recommend issues to be discussed with the Advisory Committee.

2. Supervise the implementation of policies delegated to it by the Advisory Committee.

3. As appropriate: Recommend hiring priorities to the Appointment, Reappointment, Promotion, and Tenure Committee and serve as a recruitment coordinating committee in consultation with departmental hiring committees. Advise the Head on the retention of faculty receiving offers from other institutions, and counsel the Head on maintenance of professional standards and related matters.

4. The Steering Committee shall function as a committee on salaries and faculty evaluation, advising the Head on issues of merit and equity and reviewing the merit claims of the faculty and the Head's proposed merit raises. The Head shall consult the Committee on matters of grant, budget, and salary policy, including recommendations on allocation of travel and equipment budgets.

D. OTHER COMMITTEES. Department officers (the Head, in consultation with the Associate Head, Director of Undergraduate Studies, and Director of Graduate Studies) shall oversee the formation of the following standing committees, whose members shall serve staggered two-year terms. All committee members shall be elected from a ballot consisting of the names of those indicating their wish to serve on specific committees and those nominated by the Head. No member may be elected to more than one of the Steering, Graduate, and Undergraduate Committees without his or her agreement. The chairs of these committees shall be appointed by the Head, in consultation with the Steering Committee, except when otherwise specified. Minutes of all committee meetings shall be made available, either by distribution or by posting, to all members of the Faculty.

1. Undergraduate Studies. This committee shall report to the Advisory Committee and shall consist of:

a. The Director of Undergraduate Studies. The Director shall be appointed by the Head and confirmed by the Advisory Committee. The Director shall serve a renewable term of no more than three years. The Director's duties shall be to implement policies and programs in the undergraduate curriculum instituted by the department and to represent the department at promotional events and orientations.

b. The Director of English Education, ex officio.

c. Five elected members, including at least one from the Program for Writers and one assistant professor.

The duties of this committee shall be the improvement, development, and supervision of the undergraduate curriculum, exclusive of composition.

2. Composition. This committee shall report at the beginning of each academic year, and additionally if necessary, to the Advisory Committee, and shall consist of five ex officio members (Director of First-Year Writing Program, Associate Director of First-Year Writing Program, Director of the Writing Center, one elected faculty member, and one lecturer appointed by the Head). The Director of First-Year Writing Program shall chair the committee.

The duties of the committee shall include the following:

a. Recommending and reviewing policies concerning the University's composition requirement, such as placement, proficiency testing, and competency testing.

b. Developing protocols for faculty observation of teaching assistants and lecturers. Arranging observations and subsequently reviewing them.

c. Supervising, improving, and evaluating the composition curriculum, and other activities referred to it by the Undergraduate Studies Committee.

3. Teaching. This committee shall be composed of two appointed and two elected members. One of the appointed members must be a lecturer. Duties of the Teaching Committee shall include the following:

a. Officiating in grade dispute cases.

b. Overseeing teacher evaluation processes.

c. Overseeing student assessment.

4. Any group may meet to discuss teaching issues or suggest curriculum development to the rest of the department. Curricular

suggestions may be brought to the Undergraduate or Graduate Studies Committees by any faculty member. Curriculum changes will then be discussed by those committees and proposals brought to the Advisory Committee for faculty discussion and vote.

## **ARTICLE II. THE GRADUATE FACULTY**

### **A. The Graduate Faculty**

1. The Graduate Faculty consists of all department faculty with membership in the Graduate College; they constitute the "voting members" referred to in this document. The regulations of the Graduate College govern the criteria for membership and the functions of the Graduate Faculty, and set forth the basic features of its organization. The Graduate Faculty meetings will be part of scheduled Advisory Committee meetings.

2. Program revisions, new programs, curricular changes, and substantive revisions to the Graduate Program Handbook must be approved by the Graduate Faculty at a meeting of the Advisory Committee.

### **B. The Director of Graduate Studies**

1. The Director of Graduate Studies of English is appointed by the Dean of the Graduate College, upon the recommendation of the department Head. The Head's recommendation shall be based on consultation with the Graduate Faculty, and shall be for a term of three years.

2. The Head may also appoint, in consultation with the Director of Graduate Studies of English, an Associate Director (who performs duties delegated to him or her by the Head, the Director, or the Graduate Committee, and serves as Acting Director in the Director's absence), and a Director of Placement.

3. The Director of Graduate Studies of English administers the departmental graduate programs and the Graduate Studies Office, in consultation with the Head of the department and the Graduate Committee. These responsibilities include acting on admission to all degree programs, nominating graduate students for awards and teaching assistantships, overseeing the advising and registration of graduate students, acting on petitions from graduate students, conducting departmental business with the Graduate College, and handling other matters pertaining to the graduate programs. The Director of the MA TESOL Program is appointed by the Dean of the Graduate College, upon recommendation of the Head, and has full responsibility for the administration of the program.

### C. The Graduate Committee

This committee is charged with overseeing all aspects of the department's graduate programs, including curriculum, admissions, academic progress, and the awarding of prizes and financial aid. The Director of Graduate Studies in English and Associate Director are ex officio members of the committee, and the Director acts as chair. The committee shall have eight elected members of the Graduate Faculty as follows: at least two from the Program for Writers, and one from English Education. The elected members are chosen by a mail ballot of the whole Graduate Faculty, conducted according to procedures determined by the Graduate Committee then sitting. Members serve staggered two-year terms.

For discussions of curricular policy, including the review of new and revised courses and the scheduling of graduate courses, the committee will be augmented by one graduate student, who is a voting member elected by the graduate students. The Graduate English Association, organized and run by graduate students, is open to all those enrolled in the MA and PhD programs. Its primary purposes are to schedule programs and group activities which will provide opportunities for both discussion and socializing, and to serve as a channel of communication with the Directors and the Graduate Faculty. Its members elect a representative to the Graduate Committee.

## ARTICLE III. DEPARTMENTAL AND PROGRAM OFFICERS

### A. Departmental Officers

1. Department Head. The procedures for the appointment and the duties of the Head shall be those described in the University of Illinois Statutes, Article IV, Section 3.

a. Review of Candidates for the Headship. Curriculum vitae and other papers for each candidate for the Headship shall be made widely available, each candidate shall make a presentation to the department, and members of the faculty shall have an opportunity to meet informally with each candidate. The Advisory Committee shall vote on the candidates by secret ballot, and the results of the ballot, including an account of the number of votes for each candidate, shall be made known to the Advisory Committee in written minutes. The Advisory Committee shall make a recommendation for the Headship to the Dean, indicating the sentiments of the faculty.

b. Review of the Head. After the 5<sup>th</sup> year, the department will vote by secret ballot on whether to recommend

continuing appointment to a second term. The result of the vote will be forwarded to the Dean.

2. Associate Head. The Head shall appoint an Associate Head.

3. Directors of Graduate Studies. See Article II above.

4. Director of Undergraduate Studies. See Article I, Section D.1.a. above.

5. As needed, the Head will consult the above Departmental officers -- the Associate Head, the Directors of Graduate Studies and the Director of Undergraduate studies -- on the following:

a. matters of grant, budget, and salary policy, including recommendations of allocations for travel and equipment budgets.

b. committee elections resulting in a tie.

B. Program Officers: Directors of First-Year Writing Program, English Education, and the Program for Writers. The Head shall appoint directors of these programs.

#### **ARTICLE IV. APPOINTMENT, REAPPOINTMENT, PROMOTION, AND TENURE**

A. The Appointment, Reappointment, Promotion, and Tenure Committee shall consist of all tenured faculty holding the rank of Professor or Associate Professor with at least 50% appointments in the English Department. In personnel cases involving individuals holding joint appointments in units in which voting members of the ARPT Committee also have joint appointments, the ARPT member shall vote on such individuals in only one unit in which the voting member holds appointments.

B. This committee shall recommend hiring priorities to the Head and vote on the appointment, reappointment, promotion, and tenure of tenure-track and tenured faculty members.

#### **ARTICLE V. PROCEDURES FOR SCHEDULING, SETTING HIRING PRIORITIES, AND RECRUITING**

A. Setting Hiring Priorities. Each Year, the Advisory Committee shall meet to discuss hiring priorities for the next academic year and shall forward their recommendations to the Head. Subsequently, the Head shall report to the Advisory Committee his or her

recruiting requests made to the Dean of LAS and the searches to be conducted the following year.

B. Recruiting. For each opening or candidacy approved for a search by the Dean of LAS, the Head--in consultation with departmental officers (the Associate Head and Directors of Undergraduate and Graduate Studies)--shall appoint an ad hoc search committee including members of the relevant programs in the department. The committee membership shall be announced to the Advisory Committee.

These ad hoc search committees shall report to the ARPT/Advisory Committee at least once before candidates are brought to campus for interviews. Ordinarily, candidates invited to campus shall make a presentation to the department, and members of the faculty shall have an opportunity to meet informally with the candidates. Before offers are extended to candidates, the Head and the ad hoc search committee shall meet with the ARPT/Advisory Committee so that the full committee can discuss the candidates' merits and indicate to the Head their preferences for hiring.

In the case of new appointments to the department, members of the ARPT/Advisory Committee shall be present for the discussion. Assistant Professors vote on initial appointments to their rank; in other cases only those at the rank of tenured associate professor or above shall vote on the appointments.

C. Scheduling. Faculty members shall submit their preferences for teaching assignments annually. These preferences, in conjunction with departmental need, will help to determine teaching assignments. Faculty members will receive notice of their tentative teaching assignments for an academic year in the spring semester of the preceding academic year. The Head and Associate Head consult with the Directors of Graduate Studies and Director of Undergraduate Studies in order to discuss course planning and scheduling, course assignments, and committee responsibilities.

D. Affirmative Action. The department and department head uphold the University of Illinois Nondiscrimination Policy for students, faculty, and staff. Grievances are handled by the Office for Access and Equity.

#### **ARTICLE VI. AMENDING THE BYLAWS**

Any member of the faculty may propose an amendment to these Bylaws by submitting it in writing to the Steering Committee. Proposed amendments shall be circulated to the Advisory Committee at least two weeks before consideration at a meeting of that committee. Vote on any amendment shall be by secret ballot and

shall require a majority vote of the Advisory Committee for passage.