

BY-LAWS OF THE DEPARTMENT OF ENGLISH
UNIVERSITY OF HOUSTON

Mission Statement

The Department of English, an integral element of the Tier One research University of Houston, advances the intellectual and cultural life of our thriving global city and furthers a national and international dialogue on narrative, poetics, history, and culture. Our faculty in literature, creative writing, rhetoric and composition, linguistics, and folklore produce scholarly and imaginative works that bridge a wide spectrum of disciplinary fields and shape our social surroundings. We educate students to be active, innovative citizens in an information age defined by cultural diversity, interconnection, and boundless interactive possibilities.

The following By-laws outline the procedures by which the faculty of the Department of English has organized itself to discharge the governance responsibilities delegated to it under the University's system of shared academic governance.

I. Membership

- A. Membership in the faculty of the Department of English is defined here as all tenure and tenure-track faculty, instructional faculty and Writing Fellows. All members have the right and duty to participate in the governance of the Department, which includes but is not limited to attending meetings, serving on Department standing and *ad hoc* committees, and taking leadership roles as needed by the department or desired by the faculty member. Only those tenured faculty and those on tenure track may vote in Department elections.

Where called for, the "senior faculty member" refers to the person attending the meeting having the longest number of years of service in the highest rank.

- B. Students eligible for membership on departmental committees, at the undergraduate level, must be declared majors, and at the graduate level, must be registered and in good standing in one of the Department's graduate programs
- C. Academic units comprising the English Department include Graduate Studies, Upper Division, Lower Division, Creative Writing, and the Language and Culture Center.

II. Faculty Meetings

- A. There will normally be at least two meetings of the faculty during the fall and spring semesters of the academic year, and others as needed. The chair will give written notice of such meetings, together with the agenda, to members at least a week in advance. Committee chairs will circulate minutes and other documents to faculty in advance of meetings where those items are to be discussed. Each meeting shall be held when no regular class meeting is scheduled for any of the faculty. A quorum shall consist of those present at a duly announced meeting. No votes shall be cast by proxy. The proceedings of a Department meeting shall be conducted in accordance with *Robert's Rules of Order* unless members agree in

advance to other procedures. Departmental meetings will be restricted to one hour.

- B. The chair of the Department shall normally preside at all faculty meetings.
- C. In addition to the regularly scheduled departmental meetings during the academic year, special meetings may be called for cause by the chair on the chair's authority, by the chair acting at the request of any standing or *ad hoc* committee, or by any eight members of the Department. In an emergency the call may be made less than a week before the announced time, but efforts must be made in writing, by telephone, by e-mail, or other forms of electronic communication to inform every resident faculty member of the meeting and its agenda. If the chair is unable to attend a regular or a special meeting, the senior faculty member shall call the meeting to order and proceed with the election, by a simple majority of those present, of a chair *pro tem* for that meeting.

III. The Chair

- A. The chair of the Department shall be its administrative officer, coordinating its manifold activities and carrying into practice the policies which have been voted by the faculty. The chair shall actively promote the interests of the Department both internally and externally, as the Department may define them. The chair also is normally the agent communicating the views of the administration to the Department.
- B. The chair shall be chair of the Personnel Committee, and a non-voting member of all appointed committees.
- C. The chair shall be appointed for a three-year term by the Provost of the University of Houston upon the recommendation of the Dean of the College of Liberal Arts and Social Sciences. The chair may be reappointed for only one more consecutive term. In March of the third year of the chair's term, the Elections, Rules, and Grievances Committee shall request that the Faculty Governance and Advisory Committee of the College poll the faculty in writing as to whether it prefers to elect a chair from its ranks or favors an open search. (An open search is here defined as an external search that does not preclude the faculty from ultimately electing as chair a member from its ranks.) If the faculty votes for an open search, the Planning Committee will immediately so inform the Dean and invite him or her to confer with it concerning financing and procedures.

If an open search cannot be held or should the faculty vote that it wishes to elect a chair from within, the departmental election of a new chair will be overseen in accordance with College Bylaws. The Faculty Governance and Advisory Committee will call for nominations for chair, and within five days after the close of nominations, ask nominees if they are willing to accept the nomination. Candidates will address the faculty and answer questions in a process organized by the ERG.

The Committee will then administer the election and recommend to the dean the candidate who receives a simple majority of the votes cast.

If an open search is undertaken, the Elections, Rules, and Grievances Committee shall request the Faculty Governance and Advisory Committee to poll the faculty in writing under the procedures for an inside election, to determine the choice, by majority vote, of an acting chair, and the Planning and Personnel Committees shall elect a search committee of no fewer than five faculty, with at least one member from each rank, and immediately begin a search. The search committee will propose the name of a candidate. The faculty, as a whole, will vote to approve or disapprove this candidate. The Planning and Personnel Committees will transmit the recommendation to the dean by the following spring semester.

- D. Procedures for removal of a chair. A fifth of the tenured members of the Department may at any time during the regular academic year call a faculty meeting, announcing it to the entire faculty one week in advance. The senior faculty member present will call the meeting to order and preside over an election of a chair *pro tem* for that meeting. A majority vote at the meeting, by secret ballot, will call for the Faculty Governance and Advisory Committee to poll the faculty on its confidence in the chair. Should the chair incur a two-thirds vote of no confidence, the Faculty Governance and Advisory committee will transmit these results to the Dean of the College as the recommendation of the Department that the chair be removed.
- E. In the case of disability caused by illness of any kind that prevents the chair from performing his or her duties, the chair of the Planning Committee will convene a meeting of the Committee to ascertain the need for a chair *pro tem* or for a search for a new chair; the Planning Committee will recommend to the Dean the temporary appointment of the senior member of the Department as Department chair; within one week, he or she will convene the faculty for the purpose of electing a chair *pro tem*; the election will be by secret ballot and requires a two-thirds majority vote of those present for ratification; the results will be forwarded to the Dean for approval. The chair *pro tem* will serve until the return of the chair or until a new chair has been elected according to Department and College guidelines.

IV. Department Faculty Administrators

- A. In consultation with the Planning Committee the chair shall appoint a director of Graduate Studies. The director shall help the chair in administrative duties involving the graduate program, shall be a member *ex officio* of the Planning Committee, and shall be chair of the Graduate Committee. He or she shall be responsible, after consultation with the director of Creative Writing for recommending to the chair the appointment of teaching assistants and teaching fellows. The typical term for this position is three years.
- B. In consultation with the Planning Committee, the chair shall appoint the director of Upper Division Studies, whose function shall be to help the chair in administrative duties involving the upper division program and those other courses required for a

B.A. in English, and to provide special liaison between the faculty as a whole and undergraduate English majors. The Director of Upper Division Studies shall organize and coordinate the undergraduate advisory process during pre-registration and registration in consultation with the chair; serve as a member *ex officio* of the Planning Committee, and serve as a chair of the Upper Division Curriculum Committee. The typical term for this position is three years.

- C. In consultation with the Planning Committee, the chair shall annually appoint a chair of the Lower Division Curriculum Committee, who shall oversee the freshman and sophomore curriculum. The chair of Lower Division Curriculum Committee shall be a member *ex officio* of the Planning Committee. The typical term for this position is three years.
- D. The chair will appoint a Director of Creative Writing in accordance with the election by of the Creative Writing Program faculty. The Director shall help the chair in administrative duties involving the Creative Writing program, shall be a member *ex officio* of the Planning Committee, and will consult with the Director of Graduate Studies to recommend to the chair the admission of applicants to the Creative Writing program and the appointment of teaching assistants and teaching fellows. The typical term for this position is three years.
- E. In consultation with the Planning Committee, the chair will appoint an associate chair. The chair and associate chair, in consultation with the Planning Committee, will determine the duties of the associate chair, which may include representing the Department externally, working closely with the office staff. The typical term for this position is three years.

V. Committees

- A. There shall be three classes of departmental committees: standing elective committees, standing appointive committees, and *ad hoc* committees. Elective committees include the Personnel Committee, the Planning Committee, the Houston Committee, and the Elections, Rules and Grievances Committee. Membership in elective committees shall be determined by secret ballot conducted by the Elections, Rules, and Grievances Committee at faculty meetings specially called during the last four weeks of classes in Spring term; the committee elected will begin service at the beginning of the Fall Semester. First to be elected will be the Personnel Committee, then the Planning Committee, the Elections, Rules, and Grievances Committee, and finally the Houston Committee. Persons holding any official administrative position, within either the Department of English, or the University at large, may not serve as member of the Elections, Rules, and Grievances; committee members who do accept such positions during their tenure on the Committee shall be expected to resign their membership immediately. No persons shall be elected to serve the Personnel and Planning Committees for the same term; however, unlike faculty who are elected as voting members of Planning, *ex officio* members of Planning can be elected to Personnel. Members of elected committees will serve two years, but no member shall serve more than two consecutive years on the same elective committee, unless that member has served a year or less as an elected replacement. Members may however,

be reelected to such committees following an interim period of one year. Persons serving as *ex officio* members of any elected committee may participate in committee discussions but may not make, second, or vote on committee motions. Any *ex officio* member of a committee may be elected to that committee and this empowered to vote; *ex officio* members of Planning, excluding the Department Chair, are eligible to run for voting positions on the Planning Committee.

- B. The Elections, Rules, and Grievances Committee shall, at least one week prior to elections, distribute to each voting member of the Department a list of people eligible for elections to each committee. Persons not wishing to stand for election to a committee may withdraw their names at any time before voting for that committee begins. Voting shall be by secret ballot; ties will be decided by run-off elections until a winner is decided. No proxy voting or absentee ballots will be accepted if a vacancy occurs on an elective committee through resignation or some other cause, the Elections, Rules and Grievances Committee shall promptly conduct a special election to fill the vacancy; the person elected shall serve the remainder of the term in question.
- C. The chair each year shall appoint the members of each appointive standing committee. These include the Graduate Committee, the Instructional Support Committee, Upper Division Curriculum Committee, and the Lower Division Curriculum Committee. The chair will be guided in his or her selections by a list of preferences for committee service submitted by members of the Department and by the chairs of each committee.
- D. The chair will also appoint members to serve on such *ad hoc* committees as necessary.
- E. Elected committees shall report to the faculty at least once a semester. Major committee recommendations regarding policies may not be put into effect until they have been approved by a majority vote at the faculty meeting hearing their report. Changes of policy must be circulated in writing at least one week before the meeting at which they are introduced unless emergency action is required.
- F. The composition and duties of elected committees are as follows:
 - 1. The Personnel Committee. The Personnel Committee will consist of the Department chair and eight tenured members of the faculty, at least three of the Full Professors and at least three of them Associate Professors. Except for the Department chair, the members will be elected at large by the Department for two-year terms. Terms of membership will be staggered so that half of the members will be elected each year. In the event there are fewer than two members of a given rank who have confirmed their availability for each position to be filled, election will be from among all available members of both ranks. Subsequent elections will then be held in such a manner as to restore the balance of at least three members of each rank as soon as possible, consistent with these by-laws. No person shall serve as a member of the Personnel Committee in the year in which he or she is a candidate for tenure or promotion. Procedures and policies governing the operations of the Personnel Committee are outlined in a

separate document, "Personnel Procedures," which is a formal part of these bylaws. The Committee will:

- A. Periodically review Department standards for promotion and tenure; recommend to the faculty for its approval standards for tenure, termination, promotion, and salary increment. The specific criteria for merit increments to be used in the spring semester shall be presented in writing to the Department for discussion and approval by the end of October for each academic year.
 - B. Establish procedures for reviewing faculty members for tenure, termination, promotion, and salary increment.
 - C. Recommend, through the chair, its decisions regarding tenure, termination, promotion, and salary increments to the proper university authority. University policies on peer-review will apply in all matters of promotion and tenure.
 - D. In conjunction with the Planning Committee and the members of the recruitment sub-committee, vote on the appointment of tenured and tenure-track faculty.
2. The Planning Committee. The Planning Committee shall be composed of six elected voting faculty members (who will elect a chair from their members), and as *ex officio* but non-voting members, the departmental chair, the director of Graduate Studies, the director of Upper Division Studies, the director of the Lower Division Studies Committee, and the director of Creative Writing and one non-voting graduate student member recommended to the chair by GES. Two of the elected faculty members shall hold the rank of professor when elected, two that of associate professor, and two that of assistant professor. If any of these positions cannot be filled by willing and eligible candidates, they may be filled by a candidate from any rank. The committee shall:
- A. Consider long-range programs of the Department.
 - B. Review the By-Laws of the Department as needed.
 - C. Advise the chair on such matters as may be mutually helpful, and review with the chair the annual budgets of the Department.
 - D. Formulate plans for departmental development as expressed in general plans for recruitment, specifying subject areas and ranks to which new personnel are to be recruited and the numerical distribution of such personnel in area and rank. Recruiting shall be actively carried on by a separate subcommittee in each area which the committee has authorized. Membership of this subcommittee shall consist of three faculty members, at least two of whom shall be specialists in the area sought, whom will be designated by the committee as a whole. The subcommittee will elect its own chair and will report to the joint Planning and Personnel Committees,

will keep the joint committee regularly informed of their progress, and will recommend short-listed candidates for consideration. Decisions regarding the appointment of tenured and tenure-track faculty will be made by the voting members of the joint Personnel and Planning Committee and the members of the recruitment subcommittee.

3. Elections, Rules, and Grievances Committee. The Elections, Rules and Grievances Committee shall be composed of four elected members, none of whom may be a member of the Personnel Committee or a Department or University administrator. The ERG committee shall be composed of one member from each rank (one full, one associate, one assistant) and one other tenured faculty person. The Committee will:
 - a. Choose its own chair at a meeting called within the first two weeks of the fall semester.
 - b. Provide to the chair of each elected and standing committee a copy of these By-laws to be distributed and reviewed by each committee at its first Fall meeting.
 - c. Rule on procedural disputes brought by any individual or committee.
 - d. Organize and carry out elections required by these By-Laws and by those of the College of Liberal Arts and Social Sciences.
 - e. Review as needed departmental procedures for conformity with these By-laws and other College and University regulations.
 - f. In accordance with College and University policies and procedures, receive grievances from full and part time faculty and students, constitute grievance panels, and oversee the timely disposition of the grievances under its departmentally approved procedures.
 - g. Advise the Faculty Governance and Advisory Committee on the procedures for the election of the Department chair.
4. The Houston Committee. The Houston Committee will comprise five voting faculty members, one of whom shall be the chair of the Department. The departmental business administrator may also be present. The other four members will be elected from the tenured faculty for two-year terms on a staggered basis. The Committee will administer the Houston Endowment awards, and notify the Department of the award recipients. The Committee will periodically review the guidelines and procedures of the Houston programs and submit any proposed changes for faculty approval.
5. Graduate Committee. The Graduate Committee shall develop policies for the graduate program in compliance with University policies, to be submitted to the

faculty for approval. Its chair shall be the Director of Graduate Studies. The chair of the Department after consultation with the Director of Graduate Studies shall appoint a committee consisting of a minimum of six faculty members, the Department chair and the Graduate Advisor, as *ex officio* non-voting members, and two non-voting graduate students recommended to the chair by G.E.S. The Committee will:

- a. Periodically review the graduate curriculum and the program and concentration requirements for all graduate degrees in English and Creative Writing, and submit any proposed changes for faculty approval.
 - b. Shall recommend to the Department chair the sequence and schedule of graduate courses to be offered each semester; will review the rotation of graduate courses on a regular basis and as necessary, coordinate graduate offerings with those of other departments.
 - c. Review applications to graduate programs and recommend to the chair those students approved for admission, and those students to be awarded teaching assistantships and teaching fellowships.
6. Upper Division Curriculum Committee. The Upper Division Curriculum Committee shall be composed of the Director of Upper Division, who will serve as its chair, the chair of the Department, who will serve as *ex officio* member, and at least five members who will be appointed by the chair of the Department in consultation with the Director of Upper Division Studies, and one non-voting student member may join the committee. The UDS Director, with input from the respective committee will select student representatives.as needed The Committee will:
- a. Periodically review the undergraduate curriculum and the program and concentration requirements for the B.A. degree in English, and submit any recommended changes to the faculty for approval.
 - b. Propose new undergraduate courses and propose deletion of old ones when necessary, and submit them to faculty for approval.
 - c. Recommend to the Department chair the sequence and schedule of courses to be offered each semester.
 - d. As necessary, coordinate upper division offerings with those of other departments.
 - e. Perform annual assessment and evaluation of the major and report these findings.
 - f. When needed address additional issues related to upper-division curriculum and instruction.
7. Lower Division Curriculum Committee. The Lower Division Curriculum Committee shall be composed of the chair of the Committee, the chair of the Department and the Lower Division Administrator, who shall serve as *ex officio* members, at least

four faculty, two or more of whom teach Lower Division courses, and one non-voting teaching assistant assigned to a lower division course and appointed by the chair of the Department in consultation with the chair of the Committee. The Committee will:

- a. Review Lower Division curricular and course needs.
- b. Review the writing requirements in all English Department Core and Lower Division courses, ensure that they are in compliance with University Core curriculum requirements, and submit any proposed changes for faculty approval.
- c. Periodically review Lower Division courses and as needed propose new ones and the deletion of old ones, and submit these recommendations to faculty for approval.

8. The Creative Writing Faculty Committee. Comprising members of the Creative Writing faculty will:

- a. Periodically review the Creative Writing graduate and undergraduate curricula and the undergraduate program and concentration requirements, and submit any proposed changes to the Graduate Studies Committee or the Upper Division Curriculum Committee, as appropriate, for consideration.
- b. Recommend to the Department chair the sequence and schedule of Creative Writing courses on a regular basis.
- c. Review applications to the Creative Writing graduate programs and forward to the Director of Graduate Studies the names of those students recommended for admission, and of those students to be awarded teaching assistantships and teaching fellowships.
- d. Recommend to the chair specific areas and ranks for faculty recruitment.

9. The Research Committee shall be composed of at least 5 faculty members and a representative from the Language and Culture Center, who would be a non-voting member. The membership of the committee should reflect the diverse scholarly and creative expertise in the Department. If possible, the Research Committee should include a faculty member who is also serving on the Houstoun Committee and a faculty member serving on the Personnel Committee. In addition, the Research Committee should have a graduate student representative, recommended by the GES executive, as a non-voting member. The Planning Committee shall be responsible for appointing the Director of the Research Committee. The normal term of the Director is 3 years. The Research Committee shall promote faculty research. This promotion shall include but not be limited to: honoring recently published faculty books through discussions and receptions; developing policies and procedures for course releases to allow faculty to pursue research projects; awarding funding, when available, to support faculty research; nominating faculty for departmental, college and university research awards; publicizing available

grants; offering forums in which faculty can present work in progress; and encouraging the activity and progress of the departmental research collectives.

Non-Tenure Track Faculty in English

1. Houston Writing Fellows in the Department of English are chosen through nationally advertised searches by a committee of English Department faculty and staff. The committee is constituted by the Chair of the Department of English and its membership should reflect the relevant expertise in Lower and Upper Division Studies. To be eligible for a consideration for appointment as a Houston Writing Fellow, an applicant must have a terminal degree (MFA, PhD, or equivalent) in hand by the beginning of the first semester of the faculty appointment.
2. Houston Writing Fellows in the Department of English hold non-tenure track faculty positions that are on a non-promotional eligible pathway. The position of Houston Writing fellow is a two-year appointment. Normally, the appointment cannot be continued at the end of the second-year, but under special circumstances and with a vote of the faculty committee overseeing the Houston Writing Fellows, the appointment can be extended to a third year.
3. Houston Writing Fellows teach 4 courses/semester. The normal load is three classes and, as a one course equivalent, supervision of a group graduate teaching assistants. The courses that Writing Fellows teach are primarily at the level of Lower Division Studies, but, with the approval of the Chair of Department of English, they can teach Upper Division level courses.
4. The Director of Lower Division determines the groups of graduate teaching assistants supervised by each of Houston Writing Fellows. The Writing Fellows will review syllabi, review assignments, review evaluated student work, observe classes, advise graduate teaching assistants, conduct discussions on classroom practices, as needed. They will confer with the Director of Lower Division to determine the extent of their supervision for particular graduate teaching assistants, with more structured supervision for newer teaching assistants and less structured supervision for more experienced teaching assistants.
5. Since the position of Houston Writing Fellow is intended to aid its recipients in their professional development, Houston Writing Fellows are eligible to apply for travel funds to support their professional work from the Department of English.
6. Houston Writing Fellows can serve on appointed Department committees, and ideally at least one Houston Writing Fellow will serve every semester on the Lower Division Studies committee.
7. Houston Writing Fellows can attend English Department faculty meetings as non-voting members.

Lecturers in English

1. The English Department hires, on the basis of need, lecturers. These lectures are hired into non-promotion eligible positions. These hires are on a semester-to-semester basis, and they can be renewed upon an evaluation of satisfactory performance and Department need.

2. Since the lecturer position in the Department of English is an instructional position, the criteria for evaluating performance in that position are intended to assess classroom teaching and activities related to classroom teaching. During their first year of employment, all lecturers must have a classroom observation by a faculty member designated by the Director of Lower Division or Upper Division (when appropriate). There must be a written report submitted by the English Department representative observing the class, and this report must be submitted by the end of the semester during which the observation occurred. After the first year, instructors will have a classroom observation by a designated faculty member every three years. After two of these successful three-year cycles of review, the instructor will have a classroom observation by a designated faculty member every five years.

3. Criteria for performance review for non-tenure track faculty and lecturers:
 - a. Professional Syllabus: does the syllabus accurately and clearly describe the instructor's expectations for the students and does the syllabus provide clear criteria for the evaluation of student work?

 - b. Preparation for Class: does the instructor have a well thought-out plan for the class, and has the instructor prepared the classroom materials and activities in a thoughtful manner?

 - c. Classroom Management: does the instructor engage students appropriately and invite appropriate participation?

 - d. Interaction with Students: is the instructor available to students, and does the instructor provide helpful guidance, when sought?

 - e. Evaluation of Student Work: does the instructor evaluate student work in a fair, consistent, and timely fashion?

 - f. Department Service: Normally, instructors who are hired as lecturers are not required to perform Department service.

- g. Publication is not a criterion applicable for the evaluation of non-tenure track faculty.
4. After the first year, the Departmental evaluation of lecturers will be based primarily on the on-line Departmental teaching evaluations that are submitted by the students in the instructor's classes. During the academic years in which a lecturer has a class observed by a designated faculty member, the written report of that observation will also be considered. Written reports should address criteria 3a-e. Lecturers are entitled to comment on these reports, especially if the report is negative.
5. The evaluative rankings for lecturer are as follows:
- 1. Acceptable: competent performance as determined by criteria 3a-e;
performance satisfactorily meets all criteria 3a-e
 - 2. Unacceptable: performance does not meet minimum acceptability in at least 2 of the criteria 3a-e.
6. The Personnel Committee will provide a written justification to the lecture for the ranking assigned.
7. Any lecturer receiving an unacceptable ranking must be reevaluated the next semester. And lecturer receiving an unacceptable ranking two consecutive semesters will not be eligible to be rehired.

**BY-LAWS OF THE DEPARTMENT OF ENGLISH
PERSONNEL COMMITTEE PROCEDURES**

- I. Prologue
 - A. The following procedures are intended to provide the Department, operating through the Personnel Committee, with effective and impartial means for evaluating the teaching, scholarly, creative, and professional activities of its members with regard to decisions involving promotion, tenure, and salary increments in accordance with the standards adopted by the Department.
 - B. These procedures are designed with the following purposes in mind:

1. To promote the highest possible level of teaching, scholarship, creative activity and professionalism in the Department.
 2. To insure that all decisions of the Personnel Committee are made fairly, judiciously, in a spirit of good faith, and with all the openness compatible with the requirements of confidentiality.
 3. To guarantee the integrity, confidentiality, and impartiality of decisions by the Personnel Committee and the academic credibility of the Department as a whole.
 4. To protect the rights, dignity, and self-esteem of all members of the Department.
- C. Election to the Personnel Committee confers an honor, signifying the high regard Department members have for those elected, and imposes on them serious duties and responsibilities. Because decisions made by this committee will affect the Department deeply and lastingly, it is assumed that only those members of the Department who are willing to undertake the duties and responsibilities entrusted to the Personnel Committee will stand for election to it. It is expected that each member of the committee as eligible according to University policy, will study attentively the file of every Department member under review for promotion, tenure, or increment decisions, observing the spirit and intent of these procedures, and will form an independent opinion.
- II. Notification, Schedule, and Information on Standards and Procedures
- A. At the time a formal offer of employment is made to a new faculty member, the Chair of the Department shall provide full written information on the standards and procedures of review.
 - B. The Personnel Committee, through Department Chair, shall formally notify, in writing, each faculty member who will be subject to tenure review in a given year by February 15th of the year in which the review is to begin. The faculty member under review will provide the Personnel Committee with all pertinent documents by the beginning of the semester in which the review is to begin. Unless otherwise contractually stipulated, the tenure review will take place in the fall of the sixth year of the faculty member's full-time service at the University of Houston.
 - C. In a tenure review when the recommendation of the Personnel Committee is for a terminal contract, the faculty member in question shall be informed of this recommendation as soon as possible but in no case later than the end of the fall semester in which the review begins.
 - D. The Committee shall review for tenure or promotion in any year any faculty member who requests the Committee to do so. Review for tenure or promotion is a peer review process; as *per* University policy, "only tenured faculty should vote on tenure reviewed decisions; only full professors should review [and vote on]

applications for promotion to professor' (see IV, "Operations of the Committee"). No later than February 15th of each year the Department Chair shall issue an advisory notice concerning deadlines for promotion considerations. Faculty members who wish to be so reviewed must reply by March 1. No later requests can be considered.

- E. In accordance with University regulations the status of all non-tenure but tenure-track faculty members will be reviewed during the fall semester of the third year of their probationary periods. The third year review is considered a status report evaluating progress toward tenure and will not normally result in a recommendation for a terminal contract. If, however, the Personnel Committee finds weaknesses sufficient to warrant a terminal contract, the Chair will immediately inform the candidate and forward the recommendation to the Dean. The Faculty member under third-year review will complete the file of all relevant documents and the file will be submitted by early November of the third year. A sub-committee of three tenured faculty members (who need not be members of the Personnel Committee) shall be appointed by the Department Chair in consultation with each member under review, which subcommittee shall report its findings to the Personnel Committee and Chair. The Personnel Committee will consider the report of the subcommittee, and will prepare a written review of the candidate's portfolio. The Chair will prepare an independent review and will write to the candidate detailing the strengths and weaknesses of his/her portfolio. The recommendations of the Chair and Personnel Committee will be reported to the faculty member as soon as possible, but in no case later than the end of the fall semester in which the review takes place.
- F. University policy requires in cases involving tenure and promotion that scholarship and creative activity be evaluated by a minimum of three recognized authorities outside the university. To facilitate meeting these requirements, the Chair, after consultation with other faculty members including the candidate, shall submit a list of six to eight names along with summaries of the qualifications of each names person to the Personnel Committee, which may make additions to the list. The candidate shall be responsible for preparing the materials to be sent to the outside reviewers.
- G. A new faculty member may stipulate in his or her original contract that years of full-time college teaching done elsewhere shall not be included in the seven years required for tenure under AAUP guide lines.
- H. The chair of the Personnel Committee is available at all times to any member of the Department who desires further clarification of standards and procedures. The Chair shall submit, at the member's request, any question to the Committee while the actual review is taking place, but need not be.

III. Applicant's Portfolio/Electronic Folder

Thorough documentation should be submitted by the candidate as evidence for all items claimed in the candidate's vita. A candidate checklist is available on the Provost's website.

A. Face Sheet

This electronic form must be prepared by the candidate's dean's office.

B. Internal Letters

The candidate's electronic folder must include any department or college committee evaluation reports generated during any non-mandatory pre-tenure review, letters from chair to dean and dean to Provost, and any appeals letters. University policy mandates that no extraneous letters or materials be included. For those coming up for tenure, copies of the initial letter of appointment to the university and the results of any mandatory probationary reviews (e.g. third year review) must be included in the candidate's electronic folder. For promotion to professor, documentation of previous promotion or appointment letter must be included.

C. External Review Letters

D. Candidate's Statement The candidate must include a brief (no more than three pages) statement. The statement may include academic career goals, accomplishments, and directions for future work. The candidate may describe how all facets of his/her career form an integrated, successful profile or the candidate may identify achievements in the areas of teaching, scholarship, and service separately.

E. Vita

The candidate must include a vita that is appropriate for the discipline

Portfolio

The purpose of the portfolio is to provide detailed supporting documentation demonstrating the current and likely future impact of the applicant's activities in research, teaching, and service. The documentation should support the Vita and Candidate's Statement. The following categories are suggested for candidates to document how they have carried out the university's research/scholarship/creative work mission.

1. Research, Scholarship, Creative Work a. Scholarly/Creative Work

a. Representative Works: Include samples of scholarly/creative products sufficient to demonstrate the scope, quality, and impact of the candidate's activities. For each sample state candidate's role and contribution.

b. Funded Research/Scholarly/Creative Work Grants:

The following information should be included for each grant: (1) Name of the principal investigator and all co-investigators; (2) Title of the grant proposal; (3) Funding agency; (4) Amount of the grant; (5) Time period of the grant; and (6) Candidate's role and contribution.

c. Research Proposals:

The following information should be included for each proposal: (1) Name of the principal investigator and all co-investigators; (2) Title of the grant proposal; (3) Funding agency; (4) Amount requested; and (5) Candidate's proposed role and contribution.

d. Generation of intellectual property:

e. Major Work(s) in Progress:

The information provided here should comment on the nature of the work(s) and identify anticipated date of completion.

f. Other Indicators of Scholarly Creative Work:

List book reviews, editorial contributions, citations, research awards, and other indicators of contributions to the discipline/profession, cited in the format of the discipline's style.

2. Teaching and Student Learning

Documentation in this section includes evidence of a commitment to teaching and learning, including:

a. Student Evaluations of Teaching.

Student evaluation data should include summaries of teaching evaluations with comparative departmental/college data. Teaching effectiveness ratings should include all classes taught by untenured candidates. Candidates for professor must include those classes taught in the last 5 years. Results should be summarized in a single table that includes evaluations for all courses taught and information about the instrument's items and response scale. In programs where individual classes, small studios, or performances are the norm, special care should be taken to assure full and comprehensive teaching evaluations.

b. Undergraduate and Graduate Student Mentoring.

The candidate should describe role and duration of mentoring.

c. Course and Program Development and/or Revision.

Information about course, curriculum, and program development can provide evidence of a commitment to student learning. The candidate's contribution to course development may be documented with sample course syllabi, teaching-grant proposal abstracts, courseware, cases and simulations, brief descriptions of student projects, examples of modifications for Instructional Television or Internet teaching, etc. Evidence of program development may include student recruitment, advising, and retention; directing graduate research; membership on or chairperson of dissertation or thesis committees; interdisciplinary program development, etc.

d. Other Evidence of Teaching, Student Learning, and the Scholarship of Teaching.

Candidates may submit evidence that they have facilitated students' success. Examples may include contributions to students who have won awards, unsolicited letters from community members who have benefited from student projects or internships, and other evidence that the candidate contributed to student learning. This section may also contain evidence of the candidate's commitment to enhancing his/her teaching ability including peer evaluation of teaching. Professional development activities, scholarly approaches to evaluating teaching effectiveness, teaching excellence awards, and guest lecturing or team teaching should also be documented here.

3. Service The candidate should provide a complete listing of the categories below with dates of service and documentation as appropriate.

a. Service to the Department, College, and University:

List committee membership, administrative roles, and other contributions to the university.

b. Service to the Profession/Academic Discipline:

Describe activities that strengthen the profession, including leadership in professional organizations.

c. Service to the Community or Public:

Document public involvement that is related to the candidate's area of expertise, including speeches, expert advice to community organizations, donations of creative or scholarly efforts to public institutions, consultations with private organizations, etc.

d. Service to State or National Organizations: Document service on expert panels, advisory boards or state or federal granting, licensing, or oversight councils, boards or committees.

e. Other Contributions: The candidate may provide evidence of other significant contributions that advance the profession/discipline.

IV. Operations of the Committee

A. In reviews involving decisions on tenure or promotion to Associate Professor, three tenured members of the Department (at least one of whom must be a member of the Personnel Committee) shall be requested to conduct an objective, detailed examination of the teaching, scholarship, creative activity, and service of the member under review. One of the two must be reasonably expert in the field of the person under review.

Reviews involving decisions on tenure or promotion to the rank of Full Professor will be conducted by a subcommittee of five faculty at the rank of Full Professor, including those Full Professors who have been elected to the Personnel Committee, and however many additional faculty needed to bring the total number to five. The additional members of the subcommittee will be chosen in

consultation with the member under review and elected by the Personnel Committee as a whole.

- B. The subcommittee of five Full Professors shall examine the candidate's teaching, scholarship, creative activity, and service, and shall prepare a report of its review and submit it to the full Committee for its further consideration.
- C. In the case of tenure reviews, the written reports or the external reviewers shall be presented to the full Committee for its use in evaluating the member under review. In the case of promotion to Full Professor, the written reports of the external reviewers will be presented to the five-member subcommittee of the Personnel Committee who are Full Professors for their use in evaluating the member under review.
- D. After thorough evaluation, in the case of tenure review, the full Committee shall proceed to vote by secret ballot and draw up a written statement of the review, which will contain a justification of the vote. In the case of promotion to Full Professor, the Full Professors on the Committee and the additional members of the subcommittee will vote by secret ballot, and draw up a written statement of the review, which will contain a justification of the vote. The Chair will conduct an independent review, together with a justification of the vote. Both of these statements must be given to the member under consideration and he or she may appeal his or her case as outlined below in Section VIII. Both the Committee's and the Chair's statements shall be forwarded to the Dean. Other reports, both positive and negative, will be forwarded in the same way if the member under consideration so desires.

V. Right to Privacy

Members of the Personnel Committee shall consider only the teaching, scholarly, creative and professional activities of those being reviewed.

VI. Ethical Questions

The Personnel Committee assumes that every faculty member honors the highest ethical standards of the profession. However, the Committee in its evaluation of teaching, scholarship, and professional activities may consider allegations of unethical professional conduct. Should such an allegation be made, the Chair shall inform the member under review of the exact nature of the charge and provide him or her with an opportunity to address the Committee as quickly as possible and in any case before the conclusion of the review.

VII. Confidentiality

The deliberations of the Personnel Committee shall be held in the strictest confidence. Each member of the Personnel Committee assumes a responsibility not to discuss its deliberations with other members of the Department nor to divulge information which would be embarrassing to any member under review. Violation of

the confidentiality of deliberations may be regarded as prejudicial to review procedures and may constitute grounds for grievance.

VIII. Negative Recommendation

A candidate who receives a negative recommendation from the Personnel Committee may, if he or she wishes, confer with the chair and then request that his or her case be re-examined by the Personnel Committee on the grounds of either 1) additional evidence or 2) procedural violation. Should the Personnel Committee not agree that a procedural violation occurred and the candidate remain unsatisfied, he or she should appeal for a ruling immediately to the Department Elections, Rules and Grievance Committee, by whose ruling on the procedural allegations the Personnel Committee shall be bound. Should the candidate remain unsatisfied on procedural grounds he or she should appeal directly to the Secretary of the Faculty of the College for a ruling by the Faculty Council, by whose ruling the Personnel Committee shall be bound. Rules for appeals to higher University bodies are delineated in the Faculty Handbook.

IX. Amendments

These By-Laws, including the Personnel Committee Procedures, may be amended at any meeting of the faculty by a two-third vote of approval of those present and voting, provided that the proposed amendment was submitted in writing to the faculty at least a week earlier. Because the Department is part of the College of Liberal Arts and Social Sciences any by-law herein or hereafter enacted which is in conflict with a by-law of the College is invalid and will be amended as soon as possible.

DEPARTMENT OF ENGLISH STANDARDS FOR TENURE AND PROMOTION

Departmental guidelines and policies are subject to policies promulgated at the college and university levels. In the case of promotion and tenure, guidelines provided by the Office of the Provost form the basis of all promotion and tenure decisions. While a college or department may choose to implement more rigorous standards than those detailed in the university-level promotion and tenure guidelines, a college or department may not implement policies that result implicitly or explicitly in the application of less rigorous standards than detailed in the university-level promotion and tenure guidelines. It is the obligation of the chair of the department to make all new tenured or tenure-track faculty members aware in writing of not only the university-level promotion beyond tenure guidelines but also any college or departmental level policies or procedures that may impact their tenure and/or promotion.

These guidelines for professional evaluation of tenured and tenure-track members of the university of Houston's Department of English are prepared as a general document without reference to particular individuals or configurations of accomplishment. They do not prescribe a uniform roster of accomplishments that must be achieved by all candidates for tenure or promotion. Rather, they suggest ways of evaluating accomplishments in research, teaching and service by allowing flexibility in assigning relative weights to these three activities.

Although it is notoriously difficult to define precise guidelines for tenure and promotion, some general standards must be set forth in order to assure fairness in judging persons under review. These standards are based on the following assumptions.

1. Effective and responsible teaching is a necessary condition for tenure and promotion.
2. Scholarly and creative achievement is the most important and single factor to be considered in the process of tenure and promotion. It is expected that candidates for promotion and tenure will have made high quality contributions to the discipline, normally through peer-reviewed scholarly or creative publication. Quantity of publications is not itself sufficient grounds for tenure or promotion.
3. It is the expectation that candidates for tenure and promotion will have contributed to the faculty governance of the Department and have advanced the discipline through involvement in professional organizations; Professional service will be considered when related to one's teaching, scholarly, or creative activity. Professional service, however, cannot substitute for effective teaching and high quality scholarly or creative publication.

The standards to be applied to persons under review are the following:

1. Promotion from Instructor to Assistant Professor:

- Evidence of effective and responsible teaching, as available;
- The receipt of an earned doctoral degree, or, in the case of creative writers, the MFA.

2. Assistant Professor under routine annual review, beginning in the second year at the University:

- Evidence of effective and responsible teaching;
- Scholarly or creative work in progress, with manuscripts or other evidence available;
- Active membership in departmental governance or other professional organizations.

3. Assistant Professor under pre-tenure or third-year review:

- Evidence of effective and responsible teaching;
- Evidence of a clear research or creative agenda for successful achievement of the standards for tenure;
- A growing body of high quality scholarly or creative contribution to the discipline, either in the form of demonstrable progress toward completion of a major monograph or creative work, or in the form of several articles submitted for publication and others planned or in progress which will contribute to the successful completion of a research agenda;
- Participation in faculty governance of the Department, and professional service through membership in departmental committees and professional organizations.

4. Assistant Professor under tenure review:

- Evidence of effective and responsible teaching;
- Evidence of the effective pursuit of a clear research or creative agenda that suggests the candidate's continuing professional development;
- Evidence of high quality contributions to the discipline through peer-reviewed publication, normally of a monograph or volume of creative work, although other forms of publication or dissemination of contributions to the discipline deemed equivalent in quantity and quality to a monograph will also be considered;
- A record of professional service through contribution to faculty governance within the University (at the Department, College, or University level) and involvement in professional organizations contributing to teaching or research.

5. Associate Professor applying for promotion to Full Professor:

- A record of effective contributions to teaching and student learning over time;
- The effective pursuit of ongoing research or creative projects over time; high-quality contributions to the discipline that have achieved national recognition,

normally in the form of a monograph or a volume of creative work since tenure that has received significant review in appropriate professional forums; other forms of publication or dissemination of contributions to the discipline deemed equivalent in quantity and quality to a monograph, and receiving comparable national recognition, will also be considered;

- A record of significant professional service through quality contribution to the university community (at the Department, College, or University level) or the broader community serving the mandate of teaching, research, or creativity.

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