

Constitution and By-Laws of the FIU Department of English

I. PRINCIPLES

Historically, the Department of English has been the largest and structurally most complex academic unit in the university encompassing four separate disciplines: (Literature, Linguistics, Creative Writing, and Writing and Rhetoric) and offering both undergraduate and graduate degrees at two separate campuses. Each of its four disciplines has its own professional identity. This range, versatility, and intellectual depth enable the Department of English to serve more than a dozen interdisciplinary programs throughout the university. The Department of English embraces this diversity and accommodates the differences among its four branches. The faculty subscribes to the standards, rights, and responsibilities traditional to the academic profession, as they are articulated in the Constitution and By-Laws of Florida International University's College of Arts and Sciences. As its "Preamble" states:

"This Constitution provides a structure of democratic governance for the College of Arts and Sciences and its constituent units. It reflects a system of governance that is collegial, participatory, and representative of the diversity of our College. The relationship between our faculty who serve as administrators and our faculty who primarily teach and engage in creative activities and research should be one of mutual respect, trust, consultation and cooperation. The need for timely, efficient and judicious decision making by our faculty administrators is recognized. It is in the interests of governance and collegiality that the Faculty of the College of Arts and Sciences reserves to itself the right to comment upon, request clarification of, or recommend modifications to any administrative action taken by the College."

**Subject to change in conformity with the CASE constitution, once drafted and approved.*

II. GOVERNANCE

A. THE GOVERNING BODY

The voting body shall consist of all regular faculty, defined as all full-time tenured and tenure-earning faculty, as well as Senior Lecturers, University Instructors, Lecturers and Instructors. It includes members on leave who may vote in absentia. It excludes emeriti, retired, visiting, and adjunct faculty.

B. AMENDING THE CONSTITUTION AND BY-LAWS

Amendments to the Constitution and By-Laws must be presented in writing, distributed via email ahead of, and then discussed at, a meeting of the regular faculty, and followed by a balloting of all regular faculty. Amendments must be approved by a sixty percent vote of the total number of regular faculty in a mail ballot.

C. DEPARTMENTAL GOVERNANCE

C. 1. CHAIR OF THE DEPARTMENT

1. Appointment and Eligibility:

The Chairperson must be a regular tenured faculty member who holds the appropriate terminal degree in her or his respective field.

The Chair is elected by regular faculty to serve a four-year term, and is limited to two consecutive terms.

2. Duties:

- a. To craft, present, and facilitate implementation of the Department's mission.
- b. To act as the Chief Hiring Officer for the department.
- c. To serve as liaison between the Department and the Office of the Dean of the College of Arts, Sciences and Education; Academic Affairs; and other administrative units at FIU.
- d. To report regularly to the Department on matters affecting faculty, students, and programs.
- e. To plan and chair regularly held Department meetings and retreats.
- f. To appoint search committee members and to appoint task forces as needed.
- g. To appoint the Associate chair and program directors.
- h. To meet with departmental committees as needed.
- i. To meet with program directors as needed.
- j. To solicit annual faculty self-evaluations, and to write annual evaluations.
- k. To make annual assignments for all full-time faculty, and at her or his discretion, in consultation with the Dean of CASE.
- l. To notify the Personnel Committee of candidates eligible for Third Year Review during the fall of the year in which the candidates must be considered.
- m. To write the Chair's Letter of Evaluation for candidates for Third Year Review.
- n. To work with eligible candidates for Tenure and Promotion or Promotion, in the spring prior to their application year, to determine a list of scholars who can serve as external referees for the candidate. The chair will contact these scholars, send all necessary materials for review to them, and answer all questions. The chair receives all external reviews, and places them in the candidates' file(s).
- o. To notify the Personnel Committee of candidates eligible for Tenure and Promotion or Promotion during the summer prior to their application year. The chair will work with the Personnel Committee to aid all candidates in the preparation of their files, in keeping with the University's Tenure and Promotion Manual.
- p. To write the Chair's Letter of Evaluation for candidates for Tenure and Promotion or Promotion independent of, and following after, the Departmental Letter.
- q. To work with all candidates for Tenure and Promotion or Promotion during their application year; and to report regularly to the Department on the progress of files under review, including the numerical tally of all votes.
- r. To form, annually each summer, an Instructor Promotion Committee of five members, in keeping with University Instructor Promotion guidelines.

- s. To identify, annually each summer, those Instructors who intend to apply for Instructor Promotion in the upcoming year.
- t. To work with the Instructor Promotion Committee and IP candidates, to ensure completion of files by September 1. In tandem with IP Committee, the chair will schedule departmental meeting and the vote on each IP candidate.
- u. To write the Chair's Letter of Evaluation for all candidates for Instructor Promotion, independent of, and following after, the review of the IP Committee and reports to department on progress of all files under review.
- v. To act as the chief budgetary officer of the Department, managing all accounts, in consultation with the Office Manager and CASE Dean's Office staff.
- w. To act as the chief fundraiser for the Department, in consultation with Advancement Officers from CASE, the University Advancement Office, and Office of Alumni Affairs.
- x. To act as the chief liaison with departmental alumni.
- y. To act as chief steward of all Professorships and Scholarships, in accord with gift agreements and University policies.
- z. To determine merit and salary raises for all full-time, in-unit faculty, in consultation with the Departmental Salary Committee, the CASE Dean's office, and Academic Affairs.
- aa. To propose and advocate salary raises, merit increases, and retention offers for meritorious and/or compressed-inverted faculty, in consultation with the CASE Dean's office.
- bb. To supervise all office staff, in consultation with the Office Manager.
- cc. To implement departmental decisions regarding curriculum and departmental policies.
- dd. To maintain and store archives of department meeting minutes, and other documents relating to departmental business.
- ee. To represent English at meetings of the BBC Leadership Council, in the Vice-Provost's Office.
- ff. To address student issues and complaints in a timely manner.
- gg. To address faculty issues and complaints in a timely manner.
- hh. To create an overall assessment plan for the entire department that is consistent with university mandated goals.
- ii. To appoint, and regularly meet with, in an advisory capacity, an Executive Committee comprised of at least the four program directors and the Associate Chair.

C. 2. ASSOCIATE CHAIR

1. Appointment and Eligibility

The Associate Chair must be a regular faculty member based at the Biscayne Bay Campus who holds the appropriate terminal degree in his or her respective field. The Associate Chair is appointed by the Chair to perform the following duties:

2. Duties

- a. To develop with Chair, and oversee, assessment practices for the entire department.
- b. To assess ENC general education courses in consultation with the four program directors.
- c. To coordinate scheduling of courses across four programs, in active collaboration with program directors.
- d. To serve as the faculty advisor with responsibilities to liaise with the professional advisors and CASE and to act as head faculty advisor at the Biscayne Bay campus.

- e. To apprise the Chair of needs for Biscayne Bay Campus.
- f. To serve, along with the Chair as liaison between the Department, the Director of SEAS and the Vice Provost for Biscayne Bay
- g. To assist the Chair in addressing student issues and complaints.
- h. To assist the Chair in supervising the office staff at BBC.

C.3. PERSONNEL COMMITTEE

1. Membership and Eligibility

- a. The Personnel Committee shall consist of four tenured members of the Department from each of the four programs (Literature, Linguistics, Creative Writing, Writing and Rhetoric), elected by a vote of the regular faculty. At least one shall come from each campus.
- b. The four elected members of the Committee will serve staggered two-year terms and will rotate so that no member serves more than one two-year term.
- c. Spouses may not serve together. Members of the Tenure and Promotion Committee of the College may not serve concurrently on the Personnel Committee of the Department.
- d. The Personnel Committee will elect its own Chair.

2. Duties

- a. To oversee the files of candidates for tenure and promotion and meet with them in person in an advisory capacity.
- b. To conduct third-year reviews for Assistant Professors in consultation with appropriate Program Directors and meet with candidates in person in an advisory capacity.
- c. To conduct the election of the Chair, when appropriate.
- d. To conduct an annual evaluation of the Chair and write a letter of evaluation.
- e. To oversee elections and to count votes. At least two members of the Personnel Committee must be present to count all mail ballots.
- f. To assist the Chair in matters that relate to the self-governance of the Department.
- g. To report as necessary, or at least once a year, to the Department.

C. 4. SALARY COMMITTEE

1. Membership and Eligibility:

- a. The Members of the Salary Committee are elected by a vote of the regular faculty. The Committee consists of six regular faculty who have completed at least three years of service as regular faculty at FIU. Each Salary Committee member is chosen by field: Literature (two members, at least one of whom is tenured or tenure track), Linguistics (one member), Creative Writing (one member), and Writing and Rhetoric (two members, at least one of whom is tenured or tenure track). At least one member must be from each campus, and at least three members must be tenured.
- b. Members serve one-year terms, with a mandatory one year off in between terms. There is an exception for each year's Chair, elected by the Committee, who shall serve one additional year as a non-Chair member of the Committee after his or her term ends.
- c. Each year's Chair will be elected from one of the four new members on the Committee.

2. Duties:

- a. To serve in an advisory capacity to the Chair of the Department, who is responsible for evaluating faculty and recommending faculty salary increases each year.
- b. To review annual faculty self-evaluations (except those of the Salary Committee), and share information on what discipline-specific criteria are appropriate for evaluating faculty performance.
- c. To meet with the Chair to discuss the Chair's list of rankings.
- d. To research and make available annually departmental salary data.
- e. To report as necessary, but at least once a year, to the Department.

3. Procedures:

- a. In the Fall the Committee makes available to the faculty a report of the Department's current faculty salaries, including the salary raises approved in the previous year.
- b. Around early Spring the Committee makes available to the faculty a report showing the current Compression/Inversion percent vis-it-vis the national Oklahoma Study for each faculty member's salary, including their own, and ranking all faculty in order of Compression/Inversion percent. This annual Compression/Inversion Report will be used to guide the Chair in distributing no less than one-third of the Department's annual salary monies to redress salary inequity.
- c. Mid- Spring Semester, the Chair receives the annual self-evaluations from the faculty, with copies going also to the Committee. Committee members send their annual evaluations to the Chair, but not to other members of the Committee. Each Committee member reviews all faculty self-evaluations, but especially those from within his or her own field. The Chair calls a meeting, in a timely fashion, thereafter, with the Committee to present her or his list of merit rankings of all faculty except the Salary Committee members, and to hear the Committee's advice on the merit list.
- d. Before the end of Spring semester, the Chair makes available to each faculty member the Chair's Salary Recommendation for her or him. During the next two weeks any faculty member can discuss his or her salary recommendation with the Chair. At the end of that two-week period the Chair presents a final list to the Dean.

C. 5. A. DIRECTOR OF GRADUATE STUDIES IN LITERATURE:

1. Appointment and Eligibility:

The Director must be a regular faculty member who holds the appropriate terminal degree in his or her respective field.

The Director of the Graduate Studies in Literature Program is appointed by the Chair of the Department.

2. Duties:

- a. To chair the Graduate Committee.
- b. To administer the Graduate Program on a daily basis.
- c. To advise graduate students.
- d. To oversee the recruitment and admissions process.

- e. To serve as the liaison between the Program and the University Graduate School.
- f. To oversee the relationship between faculty and teaching assistants.
- g. To report regularly to the Department on the status of the program.
- h. To supervise the graduate secretary in cooperation with the Office Manager.
- i. To assist and advise the Chair in promoting the Department's **mission** and goals.

C. 5. B. GRADUATE STUDIES IN LITERATURE COMMITTEE MEMBERSHIP

1. Appointment and Eligibility:

Members of the Committee must be regular faculty who hold the appropriate terminal degree in their respective fields.

Members of the committee are appointed by the Chair of the Department in consultation with the Director of Graduate Studies.

2. Duties

- a. To advise the Graduate Director.
- b. To devise admission requirements and recruitment policies.
- c. To select students for admission to the program.
- d. To select students for teaching assistantships.
- e. To evaluate the graduate course offerings.
- f. To develop a mentoring program for graduate students.
- g. To facilitate job placement.
- h. To assist the Director of the Program in advising and mentoring students.
- i. To assist and advise the Chair in promoting the Department's vision and goals.

C. 5. C. DIRECTOR OF THE LITERATURE PROGRAM

1. Appointment and Eligibility

The Director must be a regular faculty member who holds the appropriate terminal degree in his or her respective field.

The Director of the Literature Program is appointed by the Chair of the Department.

2. Duties

- a. To chair and administer the Literature Program on a daily basis
- b. To lead program in hiring deliberation and decisions in consultation with the Department Chair
- c. To interview prospective adjuncts to teach LIT 1000 and ENG 2012
- d. To advise undergraduate students in literature
- e. To coordinate scheduling of literature and film courses on both campuses with the Associate Chair, including eliciting course and time requests.
- f. To ensure compliance with the Literature Track requirements in terms of schedule and course offerings
- g. To report regularly to the Department on the status of the program, including work and achievements of literature and film faculty at department meetings and retreats.
- h. To assist and advise the Chair in promoting the Department's mission and goals.
- i. To mentor students about career options and opportunities for graduate and professional

education.

C. 6. DIRECTOR OF THE LINGUISTICS PROGRAM:

1. Appointment and Eligibility

The Director must be a regular faculty member who holds the highest academic degree in his or her respective field.

The Director of the Linguistics Program is appointed by the Chair of the Department.

2. Duties:

- a. To Chair the Graduate Committee.
- b. To administer the Graduate Program on a daily basis.
- c. To advise graduate students.
- d. To oversee the recruitment and admissions process.
- e. To serve as liaison between the Program and the University Graduate School.
- f. To oversee the relationship between the faculty and teaching assistants.
- g. To report regularly to the Department on the status of the Program.
- h. To supervise the graduate secretary in cooperation with the Office Manager.
- i. To assist and advise the Chair in promoting the Department's mission and goals.
- j. To organize the monthly Linguistics Colloquium Series.
- k. To organize the Barbara Gordon Memorial Lecture and Workshop (annual).
- l. To organize the Truby Award Presentation (annual).
- m. To lead program in hiring deliberation and decisions in consultation with the Department Chair.
- n. To coordinate scheduling of linguistics courses on both campuses with the Associate Chair, including eliciting course and time requests.
- o. To mentor students about career options and opportunities for graduate and professional education.

C.7. DIRECTOR OF THE CREATIVE WRITING PROGRAM:

1. Appointment and Eligibility

The Director must be a regular faculty member who holds the appropriate terminal degree in Creative Writing.

The Director is appointed by the Chair of the Department.

2. Duties:

- a. To design and oversee curriculum matters for Creative Writing.
- b. To lead program in hiring deliberation and decisions in consultation with the Department Chair.
- c. To schedule class offerings, graduate and undergraduate, on all campuses and assign both regular faculty, adjuncts, and teaching assistants

- d. To oversee the recruitment of graduate students
- e. To advise undergraduate and graduate students, and to oversee the Creative writing Graduate Advisor
- f. To serve as liaison to the Department, College, and University
- g. To direct thesis committee assignments
- h. To facilitate grant acquisitions
- i. To develop the annual budget for program activities
- j. To promote community and corporate fund raising
- k. To foster community relations and local school outreach
- l. To organize the annual FLU/Seaside Institute Writers Conference
- m. To oversee production of the Writers on the Bay Reading Series
- n. To oversee publication of the program's national literary magazine, *Gulf Stream*
- o. To facilitate special events (Miami Book Fair, etc.)
- p. To Chair the Creative Writing Committee, composed of all the regular faculty in the Creative Writing Program
- q. To mentor students about career options and opportunities for graduate and professional education.

C. 8. DIRECTOR OF WRITING & RHETORIC PROGRAM:

1. Appointment and Eligibility:

The Director must be a regular faculty member who holds the appropriate terminal degree in Composition/Rhetoric.

The Director is appointed by the Chair of the Department.

2. Duties: (For the Writing and Rhetoric Program)

- a. To design and oversee curriculum matters for the Writing and Rhetoric Program.
- b. To oversee periodic Program assessment, adjust Program accordingly, and distribute assessment results.
- c. To supervise teaching assistants, adjunct instructors, and Instructors.
- d. To schedule class offerings and to assign classes to adjuncts, full-time faculty, and teaching assistants.
- e. To oversee writing Instructors' professional development, providing ongoing opportunities for the improvement and development of pedagogical skills.
- f. To oversee the Program website.
- g. To advise students and address various student concerns (e.g., registration, grades, and academic honesty).
- h. To serve as the Program's liaison to the Department, the College, and the University
- i. To develop and submit grant proposals for Program development as appropriate
- j. To lead program in full-time hiring deliberation and decisions in consultation with the Department Chair.
- k. To mentor students about career options and opportunities for graduate and professional education.
- l. To oversee off-campus core curriculum writing initiatives, such as dual enrollment,

- articulation, and international programs
- m. To recruit and hire adjunct faculty for ENC courses as needed.
 - n. To oversee coordination of the digital writing studio and professional and public writing certificate.
 - o. To plan and chair regular meetings of the Writing and Rhetoric faculty
 - p. To establish program committees and appoint committee chairs, as needed.
 - q. To oversee program budget issues.
 - r. To meet with program committees as needed.
 - s. Oversee and coordinate the Interdisciplinary Writing TA program

III. GENERAL PROCEDURES:

- A. After the Department deliberates, elections and other substantive matters must be decided by mail or in-person ballot. Substantive matters include but are not limited to the election of the Chair, the election of the Salary and Personnel Committees, and the hiring of new faculty. Decisions that bear on the awarding of tenure and promotion shall be voted on in-person directly after the department deliberations.
- B. If a candidate for Chair should withdraw his or her candidacy before an election, leaving just one candidate running unopposed, the Personnel Committee shall extend the nomination period and reopen the nominations. The specifics of the timetable shall be worked out by the Personnel Committee. The Department process must conform to the relevant sections of the current version of the College's "Tenure & Promotion Manual."
- C. If a sitting Chair cannot perform her or his duties for any reason, the Personnel Committee shall conduct the election for a new Chair.
- D. An eligible member with a spouse in the voting body of the Department may not serve as Chair.
- E. The election of new members of the Salary Committee shall take place in the Spring semester and their tenure shall begin the following Fall.
- F. Should a member of the Salary Committee resign, then the position shall be filled by the faculty member who received the next-highest number of votes.
- G. Candidates for promotion from Associate Professor to Full Professor should notify both the Chair of the Department and the Chair of the Personnel Committee by July 1 of the year in which they wish to be considered.
- H. The Chair shall maintain and store in the Office of the Chair two copies of the departmental archives. The Constitution and By-Laws, and minutes of departmental meetings shall be stored in perpetuity. All recorded election ballots shall be stored for a period of three years. In addition, all departmentally approved documents generated by task forces shall be archived in perpetuity.

IV. 1. TENURE AND PROMOTION PROCEDURES

A. Department Vote on Tenure and Promotion

The department vote on candidates for tenure and promotion will take place at the meeting at which the department discusses and deliberates on the candidate's file.

B. Meeting: Deliberation

1. Prior to the Meeting:

The candidate for Tenure and Promotion to Associate Professor or Promotion to Full Professor must submit the Tenure and Promotion file three weeks prior to the date scheduled for departmental deliberation and voting. This allows adequate time for colleagues to read the file and to make necessary arrangements to attend the meeting.

2. Meeting Place:

Due to two-campus distribution, the meeting shall take place on both campuses utilizing picture-tel, polycom, or similar technology.

3. Attendance:

Tenured Faculty comprising the voting bloc are required to attend the deliberation in order to make fully informed decisions and to vote. Tenure-earning faculty are encouraged to attend the meeting in order to familiarize themselves with the process; non-tenure-track faculty may attend in order to observe deliberations. Due to limitations of space, non-tenure-track faculty should inform Chair of the Personnel Committee prior to the meeting]. All those attending are expected to have read the candidate's file.

In the event that a member of the voting bloc cannot participate in the meeting due to sabbatical leave or any other category of leave, a conference, or other duty that might still allow remote attendance at the meeting, and that faculty member has read the file, he or she is encouraged to participate via conference call or other technology. The mode of participation should be agreed upon with the Chair of the Personnel Committee prior to the meeting.

4. Deliberation:

The Chair of the Personnel Committee shall conduct the deliberation.

C. Meeting: Voting

1. Voting is limited to faculty in the voting bloc: all tenured faculty when voting on Tenure and Promotion to Associate Professor; Full Professors when voting on Promotion to Full Professor.

2. Before the Meeting, the Chair of the Personnel Committee will determine how a faculty member accessing the deliberation from a remote location shall submit his or her vote e.g. email "absentee" ballot, proxy, or other means.

a) In the event of extraordinary and unforeseen circumstances in which a member of the voting bloc has read the candidate's file but can neither attend the meeting nor participate in deliberation via remote access, the member should submit his or her vote to the Chair of the Personnel Committee—as previously arranged with the Chair of the Personnel Committee—no later than 5:00 PM on the date of the meeting. In the

event that unforeseen circumstances preclude a timely vote either by a voting member in a remote location or by a voting member planning to attend the meeting, the Chair of the Personnel Committee shall determine how the member's vote is noted in the record.

3. The Chair of the Personnel Committee will ask non-voting members to leave at some point.
4. If necessary, further deliberation among the voting bloc may continue prior to the vote.
5. The vote will be taken by secret ballot.
6. Ballots will be collected on each campus. The Chair of the Personnel Committee will coordinate the delivery of the ballots from BBC to MMC or vice versa as well as the mixing of ballots before they are counted.
7. Results will be announced to the department in a timely manner.

IV. 2. TENURE AND PROMOTION PRINCIPLES:

The Department of English takes into considerations the standards for tenure and promotion as specified by program areas (Literature, Linguistics, Creative Writing, Writing and Rhetoric) and expects that candidates adhere to the most recent version of the FIU Tenure & Promotion Manual guidelines.

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