

UNIVERSITY OF WISCONSIN-LA CROSSE

**BYLAWS AND POLICIES OF THE
DEPARTMENT OF ENGLISH**

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**REFERENCES TO UW-SYSTEM AND UW- L RULES AND POLICIES
FOR ENGLISH BYLAWS AND POLICIES**

Instructional academic staff Policies=Instructional academic staff policies and Procedures (Personnel Rules).

http://www.uwlax.edu/AdminOffices/hr/asperrul8_13.html

Dept. file=Computer file in the English Department.

Dept. Minutes=Minutes of the English Department.

Eagle Eye=student policies: Eagle Eye.

<http://www.uwlax.edu/StuServ/Records/OSL/polic.html>

Employee Handbook=University of Wisconsin-La Crosse Employee Handbook.

<http://www.uwlax.edu/AdminOffices/hr/handbook.html>

Faculty Personnel Rules=University of Wisconsin-La Crosse University of Wisconsin System Faculty Personnel Rules (revised 8/1995).

http://www.uwlax.edu/AdminOffices/hr/facperrut3_8.html

Robert's Rules=Robert, Henry M. Robert's Rules of Order Newly Revised, 9th ed. Ed. Sarah Corbin Roberts and others. New York: Scott Foresman, 1990.

UW-L Catalog=University of Wisconsin-La Crosse Undergraduate Catalog.

<http://www.uwlax.edu/StuServ/Records/UG-Cat/index.html>

BYLAWS

ARTICLE I DEPARTMENT NAME AND PURPOSE

The name of the department shall be the Department of English (often also "the English Department"). Its purpose shall be to guide and to govern all department actions and to devise the curriculum and to instruct students in composition and rhetoric, including expository and creative writing; in linguistics; and in literature in the English language, including translations into the language as appropriate to the curriculum.

Ref. Dept. Minutes, Oct. 1, 1997. Robert's Rules (1990), pp. 564-84.

ARTICLE II MEMBERSHIP, MEETINGS, AND VOTING

SECTION 1. THE MEMBERS SHALL BE ALL THOSE WHO ARE TEACHING IN THE DEPARTMENT IN ANY GIVEN SEMESTER AND ALL THOSE WHO HAVE BEEN PARTIALLY OR COMPLETELY RELEASED FROM TEACHING TO PERFORM OTHER DUTIES. ALL MEMBERS SHALL BE ELIGIBLE TO VOTE ON DEPARTMENT BUSINESS EXCEPT WHEN PROHIBITED BY A BYLAW OR A POLICY.

Ref. Dept. Minutes, Oct. 1, 1997. Faculty Personnel Rules UWS 3.01, especially paragraphs (d) and (e), including "Note" preceding these paragraphs.

SECTION 2. The regular meetings of the department shall be held once a month during the first and second semesters unless otherwise arranged by the chairperson.

Ref. Dept. Minutes, Oct. 1, 1997.

SECTION 3. Special meetings may be called provided that the chairperson shall give each member three days' notice either in person, by telephone, in writing through the department mail, or through the U. S. mail unless urgency does not allow such timely notice or each member to be notified.

Ref. Dept. Minutes, Oct. 1, 1997. Robert's Rules (1990), pp. 91-93.

ARTICLE III OPERATING RULES AND AMENDING PROCEDURES

SECTION 1. The current edition of Robert's Rules of Order* shall govern the department in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any other rules the department may adopt. The chairperson may appoint a parliamentarian to ensure adherence to the rules of order guiding the department.

*The current edition used for referencing and modeling some bylaws and policies is Robert's Rules of Order Recently Revised (New York: Scott, Foresman, 1990).

Ref. Dept. Minutes, Oct. 1, 1997. Robert's Rules (1990), pp. 573-74 and 581.

SECTION 2. The chairperson shall appoint a member, based on alphabetical rotation of members, to record the proceedings of each meeting, to list the names of those present, and to arrange for the distribution of these records as the Minutes.

Ref. Dept. Minutes, Oct. 1, 1997.

SECTION 3. These bylaws may be amended at any regular or special meeting of eligible voting members of the department by a two-thirds vote provided that they have been given previous notice of any proposed amendment in writing at least forty-eight hours before the meeting; or without notice these bylaws may be amended by vote of a majority of the entire eligible voting membership. An amendment shall be effective immediately unless the amendment itself states that it shall become effective at a later time or unless UW-System or local rules require that it become effective at a later time.

SECTION 4. THE DEPARTMENT PROHIBITS PROXY VOTING AND ABSENTEE VOTING. THERE SHALL BE NO EXCEPTIONS.

Ref. Dept. Minutes, Oct. 1, 1997. Robert's Rules (1990), pp. 574-76 and 581.

ARTICLE IV QUORUM

Forty-five percent of the members shall constitute a quorum.

Ref. Dept. Minutes, Oct. 1, 1997. Robert's Rules (1990), pp. 19-20 and 339-45.

ARTICLE V DEPARTMENTAL RESPONSIBILITIES

The responsibilities of the department shall include the following:

1. Initiating and/or approving activities of various committees.
2. Initiating and/or approving revisions, additions, and deletions in course offerings.
3. Initiating and approving changes in major and minor requirements.
4. Transacting all other necessary business.

Ref. Dept. Minutes, March 3, 1996, and Oct. 1, 1997. Dept. file <policies\wholecom> Employee Handbook, Faculty Senate Bylaws.

provide for the total of seven committee members. If a member's position in the department becomes less than fifty percent, or if a member will be absent from campus for an extended period of time, or if a member resigns or cannot take part in the duties of the committee, or if a representative of a rank is promoted, she or he must vacate the position. The vacancy shall be immediately filled according to section 2 of this bylaw.

Elections: Elections shall take place annually in April. Any member of the department shall be eligible to vote; votes of first-year instructional academic staff only will be weighted as for the election of the department chair. Any vacancy on the committee shall be filled according to section 2 of this bylaw.

Appointments for the Purpose of Search and Screen: The Executive Committee shall advise the department chairperson during search-and-screen procedures for hiring full-time faculty. When the department expects to fill a teaching vacancy or to create a new position, the department chairperson shall coordinate all search-and-screen procedures beginning with the appointment of a search-and-screen committee so that it is ready to start its work as soon as the department is given permission to advertise for a position. The committee shall consist of five members from among volunteers and other members of the department, based on the expertise in the specialty being sought, variety of departmental experience and rank, and guidelines of the UW System and the campus for fairness in hiring. The Chairperson and the Executive Committee shall endeavor over time to apportion the responsibilities for recruitment and hiring as broadly as possible throughout the department. The chairperson of the department, with advice from the Executive Committee, shall coordinate and conduct search and screen for the hiring of instructional academic staff.

Ref. Dept. Minutes, Oct. 22, 1997. Robert's Rules (1990), pp. 415-21.

SECTION 3. b. MERIT COMMITTEE.

Mission: To oversee the English Department's annual merit deliberations.

Purview:

1. Reviewing in each merit year the merit forms submitted by faculty and materials submitted in support of the Department Chair's merit nominations for the purpose of merit rankings and distribution.
2. Ranking merit nominees, in accordance with the English Department Merit Policy on merit evaluation.

Membership:

1. The Merit Committee shall be the English Department Executive Committee.
2. Members of the Merit Committee who are nominees for merit in any year shall Not participate in merit deliberations for that year.

Ref. Dept. Minutes, April 30, 1997, Oct. 22, 1997 and April 3, 2008. Dept. file <policies\meritcom>

ARTICLE VI, SECTION 3. c. THE RETENTION AND TENURE COMMITTEE

The Retention and Tenure Committee shall review the members of the department for recommendation for retention and tenure according to the department policy Procedures and criteria for Retention and Tenure Decisions. The members of the committee shall be the tenured members of the department. The chairperson of the department shall be the chairperson of the committee.

Ref. Dept. Minutes, May 10, 1993: Nov. 5, 1997.

For faculty: Faculty Personnel Rules UWS 3.06-3.11 and UWL 10.3-3.08. Employee Handbook, pp. L-9 through L-15.

For instructional academic staff: Instructional academic staff Policies UWS 10.03-10.05 and UWL 10.3-10.4. Employee Handbook, p. L-2.

ARTICLE VI, SECTION 3. d. THE PROMOTION COMMITTEE.

The Promotion Committee shall consider applications for promotion according to department policy on promotions and shall make recommendations to the College of Liberal Studies Dean.

All tenured members of the department are eligible to serve as members of the Promotion Committee. In any given year the Chair of the Department shall select at least three (3) but preferably more eligible faculty members to serve as the Promotion Committee for members of the faculty pursuing promotion. For faculty pursuing promotion to the rank of Professor, there shall be at least two Professors appointed to the Promotion Committee. Faculty pursuing promotion may recommend one eligible faculty member for appointment to the Promotion Committee. The members of the Promotion Committee shall select the chairperson.

Ref. Promotion Recommendations: Procedures and Policies, Nov. 19, 1990. Dept. Minutes, March 1, 2006. Dept. file <policies\promrec> Employee Handbook 1995-97, pp. L-9 through L-15.

ARTICLE VI, SECTION 3. e. LITERATURE COMMITTEE.

Mission: To oversee the English Department's literature program, its majors and minors; to promote the humanities.

Purview:

1. Reviewing proposals concerning requirements and revisions of literature courses.
2. Coordinating 200-level literature courses with upper-division courses.
3. Providing regular opportunities for informal and formal discussions and presentations of research and teaching practices.

4. Arranging for visiting speakers and writers.
5. Initiating reviews of the literature programs.
6. Articulating and assessing the literature programs for the department and various groups in the university.
7. Coordinating advising in the literature program.

Membership:

- Elections shall be held each fall.
- Open to voting members of the department, including instructional academic staff.
- Seven members to be elected: two from the lower ranks, including instructional academic staff; two from the upper ranks; three at-large.
- Staggered three-year terms: at least one lower-level and one upper-level representative each year.
- The department chair shall serve in a non-voting capacity.
- The voting members shall elect the committee chair.

Ref. Dept. Minutes, May 7, 1997, and Oct. 22, 1997. Dept. file <policies\literat.ure>

ARTICLE VI, SECTION 3. f. WRITING COMMITTEE.

Mission: To oversee the English Department's writing components.

Purview:

1. Reviewing proposals concerning requirements and revisions of English 050,110, 303, 304, 305, 306, 307, 308, 309, 321, 447, 448, 497, and 498.
2. Coordinating sequential writing courses: 050, 110, 300-level courses.
3. Reviewing Writing Center policies and procedures.
4. Providing regular opportunities for mentoring of teachers, informal or formal workshops, discussion groups, a student magazine, etc.
5. Arranging for visiting speakers and writers.
6. Promoting the Writing Minors.
7. Initiating reviews of writing programs.

8. Articulating and assessing the writing programs for the department and various groups in the university.
9. Coordinating advising in the writing programs.

Membership:

- Elections shall be held each Fall.
- Open to voting members of the department, including instructional academic staff.
- Five members to be elected: two from the lower ranks, including instructional academic staff; two from the upper ranks; one at-large.
- Staggered two-year terms: at least one lower level and one upper level representative each year, at-large every other year.
- The coordinator of the Writing Center.
- One non-voting liaison from each of the following programs: 050, Writing Emphasis, and Creative Writing.
- The department chair shall serve in a non-voting advisory capacity.
- The voting members shall elect the committee chair.

Ref. Dept. Minutes, May 1, 1996, and Oct. 22, 1997. Dept. file <policies\writecom>
Robert's Rules (1990,), p. 482.

ARTICLE VII DEPARTMENT CHAIRPERSON

SECTION 1. The chairperson of the department shall be the only officer. The duties and the responsibilities of the chairperson are specified in the Faculty Senate Bylaws.

Ref. Dept. Minutes, Feb. 4, 1987, and Oct. 22, 1997. Employee Handbook, Senate Bylaw VII, F.VI., PP. F-30/F-32, Robert's Rules (1990), pp. 566-69 and 578-79.

SECTION 2. The chairperson is chosen in an election conducted by the dean of the College of Liberal Studies and is appointed by the chancellor. *ANY MEMBER OF THE DEPARTMENT IS ELIGIBLE TO VOTE. FOR FIRST-YEAR INSTRUCTIONAL ACADEMIC STAFF ONLY, THE VOTE SHALL BE PRO RATED TO THE TEACHER'S PERCENTAGE EMPLOYMENT, AS FOLLOWS: THE SUM OF THE TEACHER'S FIRST AND SECOND SEMESTER PERCENTAGE EMPLOYMENTS SHALL BE DIVIDED BY 2, AND THE RESULTING NUMBER WILL BE THE WEIGHT GIVEN THAT TEACHER'S VOTE IN THE ELECTION OF A CHAIR. E.G., AN A.S. MEMBER ASSIGNED FULLTIME DUTIES BOTH SEMESTERS WOULD HAVE A VOTE*

WEIGHTED AT 1.0; SOMEONE ASSIGNED TO .50 EACH SEMESTER WOULD HAVE A .50 VOTE.

Ref. Employee Handbook, F.VI., PP. F-33/F-34. Dept. Minutes, Oct. 22, 1997.

FACULTY AND INSTRUCTIONAL ACADEMIC STAFF POLICIES

1. HIRING PROCEDURES

1. a. HIRING OF FACULTY

Hiring of faculty in the department shall be conducted according to the directions of the dean of the college, the procedures of the Executive Committee stated above in Bylaws, Article VI, section 3: Executive Committee, Appointments for the Purpose of Search and Screen, and the procedure described below.

1 a. (1) DECISION TO SEARCH FOR FACULTY

When a faculty position is open in the department, or when a faculty position opening is imminent (through retirement or other circumstances), the department chair shall bring the question of a hiring search before the department, and the department shall decide by majority vote whether to request authorization from the dean to search.

If the department decides to pursue the position, a position description shall be drafted within the department and approved by majority vote of the department.

1. a. (2) SEARCH AND SCREEN COMMITTEE FOR HIRING FACULTY

A Search and Screen Committee shall consist of five voting members of the department faculty. The department chair shall serve in an advisory, non-voting capacity, except to serve as a tie-breaker, as provided for below in the final paragraph of 1. a. (2) "Search and Screen Committee for Faculty." Following all appropriate university guidelines, members shall be drawn from volunteers and other eligible faculty, taking into account expertise in the specialty being sought, variety of departmental experience and rank, and commitment to diversity.

As soon as possible following a departmental decision to search, the department chair, with the advice of the Executive Committee, shall appoint members to a Search and Screen Committee and shall announce the membership to the department.

The Search and Screen Committee shall elect its chair-person. The Search and Screen Committee shall select the persons who shall serve as off-campus interviewers.

MINUTES

The Search and Screen Committee shall keep minutes of all of its meetings. Once approved by the Search and Screen Committee members, minutes of each meeting shall be forwarded to the Executive Committee, for review at their next meeting.

VOTING

No member of the Search and Screen Committee shall vote by proxy or in absentia on any matter deliberated by the committee.

REPLACEMENT OF MEMBERS

If any member cannot continue to serve on the Search and Screen Committee, for reasons of prolonged absence from campus, leave of absence, etc., or if a member resigns, the department chair, with the advice of the Executive Committee, shall appoint a replacement.

OFF-CAMPUS INTERVIEWING FOR FACULTY

For the purpose of off-campus interviewing, the Search and Screen Committee shall first seek volunteers from its own members who are willing and able to interview off-campus. To represent the department as strongly as possible at off-campus interviews, the committee shall in so far as possible consider experience in and knowledge of the department, departmental course offerings (especially courses relevant to the position), and commitment to diversity in selecting the interviewer(s).

If an interviewer from among committee members cannot be identified, the committee, consulting with the department chair, shall solicit volunteers to interview from among the voting members of the department. From the list of volunteers so produced, the committee shall meet to select an interviewer. The person selected shall then become a voting member of the Search and Screen Committee and shall join the work-in-progress of the committee. Should such selection produce an even number of committee members, the department chair (who normally advises the committee without voting) shall in committee deliberations cast tie-breaking votes only.

1. a. (3) SEARCH PROCEDURES FOR FACULTY

As soon as possible following appointment of the Search and Screen Committee and election of its chairperson, the committee shall work with the position description to establish appropriate criteria for screening applicants and these criteria shall be published in the department.

After all necessary documents (including this policy, the position description, and the screening criteria) have been submitted to the appropriate offices and approval to advertise for the position has been granted, the department chair, working with the chair of the Search and Screen Committee, shall advertise the position description.

The department chair, working with the chair of the Search and Screen Committee and the department clerical staff, shall compile a list of all candidates for the position, maintain all files of all application materials, and conduct all official correspondence with the applicants.

1. a. (4) INITIAL SCREENING FOR FACULTY

Primary application materials (those under the direct control of the applicant, and specifically the letter of application and the curriculum vitae) must be received in the departmental office no later than midnight of the published deadline day. Primary materials received after this time will not be accepted and will not make the sender an active candidate for the advertised position.

Secondary materials (those not under the direct control of the applicant, and specifically letters of recommendation and transcripts) will be accepted and used to complete applications if they arrive in the departmental office no later than the close of business (4:30 p.m.) of the business day before the day the Search and Screen Committee meets to discuss applications and to decide which applicants to interview.

Each applicant's materials shall be read by at least three members of the Search and Screen Committee. Committee members shall individually evaluate the candidates according to the position description and the screening criteria, then meet and together review the applicants. The applicants who seem to meet more fully the position description and the screening criteria shall be reviewed again. All committee members shall read those applicants' materials. The committee shall then vote by simple majority to compile a list of candidates for the position. This list shall then constitute the list of candidates for the position. The department chair shall invite the candidates to interview for the position.

1. a. (5) SECOND SCREENING FOR FACULTY: OFF CAMPUS INTERVIEWS

Off-campus position interviews shall constitute a second screening for the position. Off-campus interviews shall be conducted by two or more voting members of the English Department. At least one interviewer shall be a member of the Search and Screen Committee for the position, as provided for above in the first paragraph of Section 1. a. (2) "Search and Screen Committee."

When the interviews have been completed, interviewers shall individually review each candidate, using the position description and the screening criteria, and then they shall meet to discuss their reviews and prepare to report to the committee.

1. a. (6) FINAL SCREENING FOR FACULTY

The interviewers shall report to the Search and Screen Committee with their individual professional judgments of the candidates. Using the position description and the screening criteria, the committee shall by simple majority vote compile a list of approximately ten candidates for the position. This shall constitute the list of finalists for the position. Candidates from the list of finalists shall be invited for on-campus interviews and presentations.

Students and all members of the department shall be invited to meet the finalists and attend any presentations and to submit written or oral evaluations of the finalists to the Search and Screen Committee. Search and Screen Committee members and Executive Committee members shall attend on-campus interviews with the finalists.

Any member of the Executive Committee who is also a member of the Search and screen Committee shall at the time of the on-campus interviews be replaced on the Executive Committee by the appropriate alternate. The alternate shall serve on the Executive Committee during all subsequent hiring deliberations during the current search.

1. a. (7) RECOMMENDATION TO HIRE FACULTY

After the final screening is completed, the Search and Screen Committee shall meet and deliberate the results of the final screening. At this time, written and oral faculty and student evaluations of finalists' on-campus presentations and interviews shall be considered. Decisions to eliminate any finalist who has interviewed on-campus shall be by unanimous vote of the committee. The reasons for eliminating any finalist shall be made explicit in the minutes of the meeting. The committee shall by simple majority vote compile a list of candidates who have interviewed on-campus and who are recommended to hire, and forward it to the Executive Committee.

The list of recommendations to hire shall be forwarded to the Executive Committee, which shall review the Search and Screen Committee's procedures in the hiring decision. The Search and Screen Committee shall present, in addition to all Search and Screen Committee meeting minutes, the position description, the screening criteria, and other pertinent documents. If the Executive Committee finds no procedural problems in the recommendations, it shall then, by simple majority vote, endorse the recommendations.

In the event that no recommendation to hire can be made from among the finalists who have interviewed on campus, the Search and Screen Committee, with the advice of the Executive Committee, shall vote either to close the search for that year or to request authorization to conduct on-campus interviews with other candidates on the finalist list.

If the Executive Committee votes to endorse the Search and Screen Committee's recommendations to hire, the names of finalists recommended as qualified to hire shall

be forwarded in alphabetical order to the dean and to the appropriate university offices for approval to make offers to hire.

The Dean and the Search and Screen Committee (or its chair) and the departmental chair shall meet to discuss candidates named on the list.

If procedural problems prevent the Executive Committee from endorsing the Search and Screen Committee's recommendations to hire, the matter may be

- a. referred back to the Search and Screen Committee for review;
- b. resolved in a conference meeting between the Executive Committee and the Search and Screen Committee;
- c. referred to the department in a special department meeting.

In all cases, the department shall be informed of the problem(s) and the process for resolution. If the matter is referred to the department, the Executive Committee and the Search and Screen Committee shall present their respective recommendations in a meeting of the department as a whole and the department shall then vote by signed ballot on finalists to pursue in hiring. A simple majority shall be required to establish this list of finalists.

1. a. (8) HIRING OF FACULTY

Once a recommendation to hire has been approved, the department chair, in consultation with the dean and the Executive Committee, shall conduct all negotiations with candidates for the position.

Ref. Faculty Personnel Rules UWS 3.01-3.04 and UWL 3.02-3.04

1. b. HIRING OF INSTRUCTIONAL ACADEMIC STAFF

Hiring of instructional academic staff in the department shall be conducted according to the directions of the dean of the college and the procedure described below.

Academic-staff appointments shall be made from a pool of applicants for academic-staff positions maintained by the department chair.

1. b. (1) POOL SEARCH, LOCAL SEARCH, REGIONAL SEARCH FOR INSTRUCTIONAL ACADEMIC STAFF

The department chair, with the advice of the Executive Committee, shall periodically request authorization from the dean of the college to conduct a search to update the pool of applicants for academic-staff positions. The search shall be conducted according to all appropriate university guidelines for pool searches, local searches, or regional searches for Instructional Academic Staff.

Applications for academic-staff positions received in the search shall be reviewed by the members of the Executive Committee, following general criteria appropriate to potential, future instructional academic staff appointments. The Executive Committee shall ask the Coordinator of Freshman Writing Programs to join the Executive Committee in an advisory, non-voting capacity during the search and screen process. Each member of the committee shall read each application, and the committee shall then meet to review the pool of applicants. The committee shall then vote by consensus to retain individual applications in the pool of applicants.

1. b. (2) DECISION TO HIRE INSTRUCTIONAL ACADEMIC STAFF

When the dean of the college authorizes the department to hire instructional academic staff, the Executive Committee shall establish criteria for the position(s) to be filled. The committee shall then review all applications in the pool of academic-staff applicants according to the established criteria and vote by majority to compile two lists: 'qualified candidates' and 'unqualified candidates.' Those on the 'qualified candidates' list shall then become finalists for the position(s).

1. b. (3) SCREENING: ON-CAMPUS INTERVIEWS FOR INSTRUCTIONAL ACADEMIC STAFF

The finalists for the position(s) shall be invited to interview on campus. On-campus interviews shall be conducted by the Executive Committee. Upon completion of all interviews the Executive Committee shall meet to deliberate the results of the screening. The committee shall then by majority vote compile a list of finalists. The list of finalists constitutes a recommendation to hire. The recommendations shall then be forwarded in alphabetical order to the dean of the college.

The Dean and the Executive Committee (or its Chair) may discuss candidates, in what manner the Dean might determine.

In the event that no recommendation to hire can be made from among the finalists who have interviewed on campus, the Executive Committee shall vote either to close the search for that year or to conduct on-campus interviews with other candidates from the 'qualified candidates' list.

1. b. (4) HIRING OF INSTRUCTIONAL ACADEMIC STAFF

Once a recommendation to hire has been approved, the department chair, in consultation with the Executive Committee, shall conduct all negotiations with candidates for the position.

Ref. Department Bylaws, Art. VI, Sec. 3.a. Department Minutes, Nov. 19, 1997; Dec. 1, 1999. Faculty Personnel Rules UWS 10.01-10.05 and UWL 10.01 and 10.05.

2. ANNUAL REVIEW AND MERIT

2. a. EVALUATION PROCESS: FACULTY EVALUATION PLAN
(Adopted April 4, 1997)

Faculty evaluation shall be conducted annually in the English Department in order to determine distribution of merit funds and to make personnel decisions on renewal, tenure, and promotion. The merit year is defined as the Summer, Fall, and Spring of the academic year in which merit activity occurs.

Ref. Faculty Personnel Rules UWS 3.05-3.11 and UWL 3.08. Employee Handbook, pp. L-7, L-8.

For the purposes of merit distribution and renewal, instructional academic staff shall be evaluated under guidelines established by university administration.

Ref. Faculty Personnel Rules UWS 10.03-10.05 and UWL 10.3-10.4. Faculty Handbook, p. L-2.

Each department member up for renewal or tenure, and each department member who wishes to be considered for special merit shall submit a Self-Rating Form that year to the Executive Committee. Candidates for promotion shall submit the report required by the university committee who determines promotions. On the basis of the forms submitted and/or any other reliable information available, the appropriate committees shall evaluate faculty achievements in the areas of teaching, research and creative work, *MENTORING UNDERGRADUATE RESEARCH*, professional and public service, and university service, and then make recommendations on merit, renewal, tenure, and promotion.

Ref. Dept. Minutes, Apr. 4, 1997. Dept. file <policies\faceval> Faculty Personnel Rules UWS 3.05-3.11 and UWL 3.08. Employee Handbook, pp. L-7, L-8.

2. b. Faculty Evaluation Criteria

SELF-RATING FORM
(April 25, 1985)

NAME _____
DATE _____

INSTRUCTIONS: Please respond to the first section, STATEMENT OF GOALS. Then, check and complete items that apply to your accomplishments during the past year. The numbered items after each major category are to be used as a checklist. Describe and document briefly what you have done, and feel free to add any appropriate information not in the list. Include an activity only once and place it under the heading most appropriate.

STATEMENT OF GOALS: To which of the four categories--teaching, research and creative work, professional and public service, university service--did you give most time and effort? Which categories do you feel should be weighted most heavily and why?

2. b. (1) Classroom-Teaching criteria for Annual Review and Merit

(a) Teaching Assignment

- _____ 1. Preparation for classes
- _____ 2. Continuing research related directly to teaching
- _____ 3. Preparation for teaching courses new to the instructor
- _____ 4. Design of and preparation for a new course in the curriculum
- _____ 5. Student conferences, thesis advising, ENG 499: Individual Projects

(b) Teaching Development

- _____ 1. Significant and successful changes in instructional practices
- _____ 2. Attendance at professional meetings, workshops, seminars, etc.
- _____ 3. Improvement of Instruction Grants
- _____ 4. Completion of degrees or course work
- _____ 5. Student evaluation

2. b. (2). Research and Creative criteria for Review and Merit

(a) Scholarly and critical Research. See also below 3. Retention and Tenure, 3.
(a) 2. Policy on Scholarly Activity.

- _____ 1. Research in progress
- _____ 2. Publications
- _____ 3. Grants and sabbaticals
- _____ 4. Awards

(b) Creative Literary Work

- _____ 1. Work in progress
- _____ 2. Publications
- _____ 3. Grants and sabbaticals
- _____ 4. Awards

(C) MENTORING UNDERGRADUATE RESEARCH

- _____ 1. NATURE OF RESEARCH
- _____ 2. EXTENT OF ROLE AS MENTOR
- _____ 3. DISSEMINATION OF RESEARCH OUTCOME

2. b. (3) Professional and Public Service Criteria for Annual Review and Merit

(a) Professional

- _____ 1. Presentation of paper

- _____ 2. Served as critic, discussant, evaluator, etc.
- _____ 3. Chaired session
- _____ 4. Conducted workshop
- _____ 5. Member of professional organization (Indicate any committee assignments, offices held, etc.)
- _____ 6. Grants

(b) Public and Community Service Pertaining to One's Academic Discipline and the Mission of the University

- _____ 1. Lectures (Give title, place, and date.)
- _____ 2. Committees, advisory groups, boards, etc.
- _____ 3. Other

2. b. (4) Contributions to the Department and the University as Criteria for Annual Review and Merit

(a) Department

- _____ 1. Committee membership
- _____ 2. Committee chair
- _____ 3. Special assignments (advising, Meet-the-Faculty Day, brochures, visiting writers, etc.)
- _____ 4. Special written reports or proposals

(b) University

- _____ 1. Faculty Senate (Indicate offices held.)
- _____ 2. University-wide committees (Faculty Senate, student, ad hoc committees, boards, etc. Indicate offices held and special assignments.)
- _____ 3. System-wide committees (Indicate offices held.)

2. b. (5) Other Contributions

For the purposes of merit evaluation, only those contributions and achievements accrued during the merit year for which the nomination is submitted shall be considered. No faculty activities from years prior to the merit evaluation year shall be submitted on a merit form, nor will any such activity be considered in nominating or evaluating candidates for merit.

Merit deliberations shall be conducted by the English Department Executive Committee. For the distribution of merit funds, the Merit Committee shall place faculty into one of three categories: 1. Meritorious, 2. Very Meritorious, and 3. Exceptionally Meritorious. In most years most members of the department shall fall into the Meritorious category. The Very Meritorious category shall be for those who have made special contributions during the previous year. The Exceptionally Meritorious category shall be reserved for those relatively unusual cases when the department wishes to acknowledge and reward an individual for outstanding achievements. The award shall

be made only upon special recommendation of the Merit Committee endorsed by the majority vote at a department meeting. This third category shall not necessarily be used every year.

Nominations for Very Meritorious awards shall include 1. All faculty who have submitted merit forms to the Merit Committee, and 2. The Chairperson's list of nominees based on the annual reviews of English Department faculty. The list shall represent those individuals whose contributions during the merit year the Chair recognizes as worthy of Very Meritorious consideration, but who have not nominated themselves. The Chair's recommendations shall be primarily based on information submitted by the faculty member on the annual end-of-year report, but may also include other activities of which the Chair is aware. Any faculty person may submit a merit form to the Merit Committee in any year, regardless of previous Chair's nomination or past merit determinations. However, submission of a merit form or a Chair's nomination shall be considered by the Merit Committee only as a nomination. Such nomination shall not imply Merit Committee endorsement for a Very Meritorious rating. Faculty members nominated for Very Meritorious or Exceptionally Meritorious consideration shall have the right to decline such nomination.

2. c. Evaluation Process: Instructional Academic Staff

In Accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, academic staff will be evaluated annually. The Individual Development Plan (IDP) form will accompany the department's evaluation.

IDP Form: <http://www.uwlax.edu/hr/IDP/IDP.General.Info.html>

2. d. Evaluation Criteria: Instructional Academic Staff

I. The Coordinator of Freshman Writing Programs shall meet with the Executive Committee to evaluate the performance of each member of the Instructional Academic Staff. The meeting shall convene in a timely manner commensurate with the University time line for Instructional Academic Staff review. At least twenty (20) days prior to that meeting, the Instructional Academic Staff under review shall be informed, in writing, of the date, time, and place of the meeting; this notice shall also include the statement that teachers to be evaluated have the right to present oral and/or written materials to the meeting

II. The direct delivery of instruction is the primary responsibility of members of the Academic Staff; the primary criterion of evaluation shall therefore be teaching performance. Members of the Instructional Academic Staff under review shall be invited to submit a brief professional portfolio or annual report. They may also ask other members of the Department to observe their classes and to report to the Programs Coordinator their observations. At least five days prior to the meeting, the Programs Coordinator shall make available to the members of the Executive Committee the portfolios of staff to be reviewed, the results of the SEI's completed on that teacher's work during the previous two semesters, and any other materials presented for review (e.g., peer observations, etc.).

III. The Executive Committee shall evaluate materials presented, with primary weight given to evidence of teaching effectiveness.

IV. The Executive Committee, deliberating with the Coordinator of Freshman Writing Programs, will recommend retention or non-retention in each case. The Committee's recommendation shall be summarized in writing by the Programs Coordinator, who will circulate a draft and produce a final version based on comments by members of the Executive Committee.

V. When the process is completed, but in no case more than seven days after the meeting, the written evaluation shall be given to the Academic Staff member and a copy shall be included in the Individual Development Plan that is sent to the office of the Dean of the College of Liberal Studies.

VI. The Instructional Academic Staff member shall be notified in writing of her/his right to respond in writing to the evaluation; this notification shall accompany the written evaluation. Should a member of the Academic Staff choose to respond formally, a copy of this response will be forwarded to the Dean of CLS.

Ref. Dept. Minutes, Apr. 30, 1997. Dept. file <policies\faceval> Faculty Personnel Rules UWS 3.05-3.11 and UWL 3.06-3.08. Employee Handbook, pp. L-7 and L-8.

3. RETENTION AND TENURE

3. a. Criteria

PROCEDURES AND CRITERIA FOR RETENTION AND TENURE DECISIONS (May 10, 1993)

I. Retention

A. Initial review of probationary faculty members of the department shall be conducted by the tenured members of the department. *ANY PROBATIONARY FACULTY MEMBER WHO RECEIVES ON HIRE A TWO-YEAR CONTRACT SHALL NOT BE OFFICIALLY REVIEWED FOR RETENTION IN HER/HIS FIRST YEAR. S/HE WILL BE OFFICIALLY REVIEWED TWICE IN THE SECOND YEAR OF SERVICE HERE. SUCH PROBATIONARY FACULTY MEMBERS WILL BE UNOFFICIALLY REVIEWED BETWEEN MID-SEMESTER AND MAY 1 OF THE SECOND SEMESTER HERE; THE PROCESS WILL PARALLEL THAT USED FOR OFFICIAL REVIEWS, SAVE THAT THE EMPHASIS WILL BE ON HELPING THE NEW FACULTY MEMBER IN THE DEVELOPMENT OF PROFESSIONAL SKILLS RATHER THAN ON JUDGING HER/HIM AND SAVE THAT NO REPORT OF SUCH DEVELOPMENTAL REVIEWS WILL BE SENT TO ANYONE OUTSIDE OF THE ENGLISH DEPARTMENT. TO THESE DUAL ENDS, THE PROBATIONARY FACULTY MEMBER WILL BE INVITED TO A POST-REVIEW MEETING OF THE RETENTION AND*

TENURE COMMITTEE TO DISCUSS THE DEVELOPMENT OF HER/HIS PROFESSIONAL SKILLS. THE CHAIR SHALL DRAFT A BRIEF MEMORANDUM COVERING THE IMPORTANT POINTS MADE IN THAT DISCUSSION, SHALL DISTRIBUTE COPIES OF THE DRAFT TO THE MEMBERS OF THE RETENTION AND TENURE COMMITTEE, AND SHALL, AFTER APPROVAL OF THE DRAFT AND RETURN OF THE COPIES OF THE DRAFT BY THE MEMBERS, DELIVER A COPY OF THE FINISHED VERSION TO THE CANDIDATE. FURTHER, THE CHAIR SHALL RETAIN A COPY OF THE MEMORANDUM IN THE FILES OF THE CHAIR'S OFFICE, BUT NOT IN THE CANDIDATE'S PERSONAL FILE.

B. Criteria for areas of evaluation:

Retention and tenure are not automatic when minimal criteria are met.

3. a. (1) Criteria for Teaching

1. Evidence of continual effort at self-improvement as described on the Self-Rating Form.
2. Evidence of remaining abreast of the field as described on the Self-Rating Form.
3. Positive peer reviews of classroom teaching.
4. Evidence of favorable student response, without significant negative response, on written Student Evaluation Forms.
5. No significant, unresolved student complaints.
6. Evidence of ability to maintain the assigned teaching load.

**POLICY ON CLASSROOM VISITATION
FOR THE EVALUATION OF TEACHING**

(February 4 and September 15, 1987)

- I. For each newly employed teacher subject to retention and tenure decisions, the department chair and one tenured member of the department chosen by the teacher to be visited will each, at a mutually convenient time, visit a least one class each semester during the teacher's first year of employment (the visits during the second semester to come before the retention decision has to be made) and at least one class during the teacher's second year of employment (the visits to come before the retention decision has to be made).
- II. When the department chair or any tenured member of the department visits the classroom of a non-tenured teacher for the purpose of observation, evaluation, and teacher improvement--according to the English Department's policy on classroom visitation of newly hired, non-tenured teachers-- the visiting teacher should put his or her report in writing. A copy of the report should go to the teacher being observed, a copy should be made available to all tenured members of the department before the retention and/or tenure meeting for the teacher being evaluated, a copy should be kept by the visiting teacher, and the original report should be kept in the

department's files. Furthermore, a conference should be held between the teacher being observed and the visiting teacher to discuss the report. Finally, the form of the written report is to be determined by the visiting teacher.

Ref. Dept. Minutes, Feb. 4, 1987, and Sept. 15, 1987. Dept. file <policies\classvst>

3. a. (2) Criteria for Scholarship

1. Evidence of scholarship is defined in the following document:

POLICY ON SCHOLARLY ACTIVITY (November 14, 1990)

I. Definition: Scholarly activity includes intellectual and/or imaginative inquiry into any area that results in the professional growth of the individual. Such activity or growth may be reflected not only in publication, but may also be demonstrated by active participation in professional organizations, workshops, institutes, productions, readings, or similar events. It may also be demonstrated by contributions within the department in the creation of new courses or the revision of existing ones, or by the implementation of new methods based upon current research and publication. Resultant development is acknowledged in the respect and approbation accorded scholars and artists by their peers within the department.

II. Rationale. The Department of English recognizes scholarly activity in two interrelated directions for research:

1. research in which the primary goal is publication.

In this direction the department recognizes that research and writing which leads to publication has a dual purpose: it adds to the knowledge and understanding in a scholarly field, and it enhances the teacher's expertise in that field. The second purpose, whether or not the scholarly activity actually results in publication, has great potential value because of its classroom benefits to teacher and students;

2. research in which the primary goal is improved performance in the classroom.

This second direction has at least three possible approaches: research in a subject, research in teaching techniques and methods, research in student methods and habits of learning. Although any of these may also result in publication, their primary purpose is to enhance teaching.

Given the following:

A. that the Select Mission states

* "the primary purpose of the University of Wisconsin-La Crosse is to provide education leading to baccalaureate and selected graduate degrees supplemented by appropriate research";

* "the University shall emphasize excellence in educational programs and teaching";

* "the University expects scholarly activity, including research, scholarship and creative endeavor, that supports its programs at the baccalaureate degree level, its selected graduate programs, and its special mission (Handbook, p. 2, emphases added); and

B. that all of the members of the Department of English spend at least half of their teaching assignments in General Education courses, and many have three-quarters or their assignments in General Education courses, the Department of English believes that, for most of its faculty, research directed towards classroom use is appropriate and beneficial. We also affirm that both kinds of research are important, often integral in effect, and equally worthy forms of scholarly activity.

III. Evidence for Promotion

- A. Classroom Applications of Research: A written (or audio or visual) narrative, including an annotated bibliography, may be submitted to document the scholarly activity and its results.
- B. Presentations to Academic Colleagues: These may be in the form of lectures, workshops, productions, or readings.
- C. Presentations to Community Groups: These may be in the form of lectures, workshops, productions or readings for voluntary or professional organizations and/or businesses.
- D. Proposal for and/or Coordination of a Funded Grant: One should have significant responsibility for proposing and/or carrying out the implementation of a project through research, workshops, colloquia, or other means,
- E. Attendance at International, National, Regional, or Local Professional Meetings, or at Public Productions or Readings within One's Area of Expertise: These may be in the form of presenting papers, readings, performances, panels, or acting as a scheduled discussant.
- F. Scholarly Activity Directed towards Publication or Production in International, National, Regional, or Local Media: This may take the form of 1) writing or editing articles or books on topics appropriate to the study of literature or writing; 2) writing artistic and imaginative literature (fiction, non-fiction, poetry, drama).

The department recognizes that the special nature of publication practices within our disciplines--rhetoric and writing, creative writing, and literary theory and criticism--is such that submitted work may often take upwards of six months or a year for decisions on publication, an additional year or more for actual publication, and six months or more for judicial reception and reviewing. Given this condition, the department considers submitted manuscript materials to be legitimate and worthy evidence of scholarly activity, under section II, 1 above, and judges such materials, internally, as to weight and merit.

Activities such as those above, or other activities conforming generally to the descriptions in section II, 1 and 2, above, are considered appropriate evidence of scholarly activity. The English Department reviews evidence of such activity according to Departmental Policy for promotion, tenure, and merit evaluation. The Department judges the weight and merit of a candidate's scholarly activity in terms of the quality and importance of the work, assessing such things as the effort and time invested in writing and research, the impact of the activity on the individual's teaching, the potential for development of the activity into some form of artistic or scholarly performance or publication, the potential impact of the publication on the professional community, and the quality and reputation of the press or journal that brings out the work.

Ref. Dept. Minutes, Nov. 14, 1990. Dept. office file <policies\scholar>

3. a. (3) Criteria for Professional and Public Service

1. Evidence of service using professional expertise as described on the Self-Rating Form.
2. Commitment to professional ethics and courtesy in carrying out professional service.

3. a. (4) Criteria for Contributions to the University

1. After the first year, active membership on at least one departmental, college, or university committee per year, or
2. Active participation in some one-time university program or event in lieu of a committee assignment.

3. b. Procedures for Retention and Tenure

- A. The chairperson shall call for review materials and give written notice of the date and time of the review meeting to each probationary faculty department member and to each member of the department 20 calendar days prior to such meeting. Tenured faculty members shall have access to the review materials at least 5 days prior to the meeting.
- B. The meeting shall be conducted in compliance with the open meeting law of the State of Wisconsin. The probationary faculty member of the English Department shall be given opportunity to make written and/or oral presentation at the meeting.
- C. The departmental decision, including the vote tally, shall be reported in writing to the probationary faculty member within 7 working days of the meeting.

- D. At least one day before the deadline for sending retention recommendations to the Dean, each retained faculty member shall receive a copy of the portion of the Chair's report to the Dean which relates to that person's retention. Retained faculty members shall also receive written evaluations of their performance according to criteria listed above. The evaluations will indicate which criteria have been effectively met and which need some improvement. Both the report to the Dean and the letter to the retained faculty member shall be based upon a list compiled during discussion at the Retention and Tenure Committee meeting.
- E. Criteria for retention decisions shall parallel the review categories identified in I. B. above, i.e., teaching, scholarship, professional and public service, and contributions to the university. Departmental voters shall be instructed to weight teaching at 75% of the total evaluation and the other three criteria at a combined 25%. Compliance with this instruction shall not be documented.
- F. The chairperson or designee of the chairperson shall preside at the review meeting and shall accept votes from tenured members of the department. The vote shall be taken by the marking of pre-printed ballots. These must be signed. In the event of a quorum not being present at the review meeting, procedures shall be followed as designated in Items 4 and 5 below. All ballots shall be retained in the department, and a numerical tally shall be reported to the dean.
1. *A QUORUM OF MORE THAN 75% OF THE QUALIFIED MEMBERS OF THE COMMITTEE IS REQUIRED FOR THE REVIEW MEETING. ("QUALIFIED" IS DEFINED AS TENURED MEMBERS OF THE DEPARTMENT WHO ARE TEACHING IN THIS DEPARTMENT IN THE SEMESTER OF THE VOTE; OR, NOT TEACHING BUT PHYSICALLY PRESENT AT THE MEETING; "DISQUALIFIED" = UNTENURED MEMBERS OF THE DEPARTMENT, OR TENURED MEMBERS WHO ARE NOT TEACHING IN THE SEMESTER OF THE VOTE AND NOT PHYSICALLY PRESENT AT THE MEETING)."*
 2. *THE VOTE REQUIRED TO RETAIN/TENURE A CANDIDATE SHALL BE MORE THAN 50% OF THE QUALIFIED MEMBERS OF THE COMMITTEE (NOT OF THE MEMBERS PRESENT). A FAILURE TO ATTAIN THIS MAJORITY SHALL CONSTITUTE A VOTE AGAINST RETENTION.*
 3. If the final result of the vote is against retention, a record of reasons for the decision shall be made prior to adjournment. The chair shall retain the record until asked for written reasons for non-retention by the non-retained faculty member.
 4. *THE CHAIR WILL SCHEDULE RETENTION AND TENURE MEETINGS IN SUCH A WAY THAT TWO MEETINGS MAY BE HELD BETWEEN THE DEADLINE FOR THE CANDIDATES' MATERIALS TO REACH THE DEPARTMENTAL OFFICE AND THE DEADLINE FOR SENDING THE CANDIDATES' MATERIALS TO THE CLS DEAN'S OFFICE. WITHIN TWENTY-FOUR HOURS OF A FAILURE TO ATTAIN A QUORUM IN THE FIRST OF THE TWO MEETINGS, THE CHAIR OF THE DEPARTMENT WILL ANNOUNCE THE TIME AND PLACE OF A SECOND MEETING, AND WILL, IN WRITING, ASK ALL QUALIFIED MEMBERS OF THE COMMITTEE TO CONVEY TO THE CHAIR, IN WRITING, THEIR INTENT TO BE PRESENT FOR THE SECOND MEETING OR THEIR PROFESSIONAL REASON FOR HAVING TO ABSENT THEMSELVES. IF THE CHAIR PERCEIVES THAT THERE MAY BE DIFFICULTIES ATTAINING A QUORUM FOR THE SECOND MEETING, S/HE*

SHALL ATTEMPT TO ASCERTAIN IF THERE IS, IN THE MINDS OF THOSE MEMBERS WHO PROPOSE TO BE ABSENT FROM THE SECOND MEETING, A PROBLEM WITH ONE OF THE CASES. IF THERE IS, S/HE SHALL ATTEMPT TO RESOLVE THE PROBLEM, AND THUS TO SECURE A QUORUM FOR THE SECOND MEETING. IF THE CHAIR JUDGES THE SITUATION SUFFICIENTLY DIFFICULT, S/HE SHALL ASK THE DEAN OF CLS TO SEND A MEMORANDUM TO ALL QUALIFIED MEMBERS OF THE COMMITTEE, REMINDING THEM OF THE SERIOUSNESS OF THEIR PROFESSIONAL RESPONSIBILITY AND ASKING ALL OF THEM TO DO WHATEVER IS NECESSARY TO BE PRESENT AT THE SECOND MEETING. IF THE CHAIR FINDS IT NECESSARY TO TAKE THIS STEP, S/HE SHALL ALSO SEND TO THE DEAN A WRITTEN RECORD OF THOSE MEMBERS WHO WERE PRESENT FOR THE SECOND MEETING AND THOSE WHO WERE NOT.

5. A recommendation for retention or non-retention shall be decided by a simple majority of properly completed (reasons cited) ballots.
6. In the event that the department shall lack tenured members, the acts of review and decision shall be the Dean's responsibility.

- II. Tenure. Procedures for recommending or not recommending probationary faculty members of the department for tenure shall parallel procedures regarding retention decisions save that:
 - A. If tenure is recommended short of seven years of probationary service, the department shall prepare a record of support to be sent forward for the consideration of the Dean, Vice-Chancellor, and Chancellor.
 - B. All recommendations for tenure shall be in accord with the departmental tenure density plan as called for in the UW-L Tenure Density Policy. (See Handbook for Faculty Senate action of November 29, 1979).

Ref. Dept. Minutes, Nov. 14, 1990; Nov. 19, 1997; and Nov. 5, 1997. Dept. file <policies/faceval> Faculty Personnel Rules UWS 3.06-3.11 and UWL 3.06-3.08. Employee Handbook, pp. L-9 through L-15.

3. c. Reconsideration and Appeals for Non-retention.

Ref. Faculty Personnel Rules UWS 3.06-3.11 and UWL 3.07-3.08, pp. 6-9. Dept. Minutes May 10, 1993.

4. POST-TENURE REVIEW PROCESS AND CRITERIA

POST-TENURE REVIEW POLICY

(March 2, 1994)

EACH TENURED TEACHER IN THE DEPARTMENT WILL UNDERGO POST-TENURE REVIEW EVERY FIVE YEARS. 'SATISFACTORY PERFORMANCE' WILL BE JUDGED BY THE CRITERIA SPECIFIED IN POLICIES, 3., PP. 20-26. POST-TENURE REVIEW COMMITTEES MAY SPECIFY DIFFICULTIES IN PARTICULAR

AREAS OF REVIEW. THE TEACHER SHALL PROVIDE PROOF OF IMPROVEMENT IN THE SPECIFIED AREA(S) TO THE REVIEW COMMITTEE NO LATER THAN ONE YEAR FOLLOWING THE ORIGINAL FINDING. THE POST-TENURE REVIEW COMMITTEE WILL AT THAT TIME RE-EVALUATE THE TEACHER.

The English Department Post-Tenure Review process evaluates ways in which faculty members contribute to attaining the goals of the mission statements of both the University and the English Department.

It is the mission of the University of Wisconsin campuses "to develop human resources, to discover and disseminate knowledge, to extend knowledge and its application beyond the boundaries of its campuses, and to serve and stimulate society by developing in students heightened intellectual, cultural, and human sensitivities; scientific, professional, and technological expertise; and a sense of value and purpose. Inherent in this mission are methods of instruction, research, extended education and public service designed to educate people and improve the human condition. Basic to every purpose of the System is the search for truth."

The activities of faculty members in the English Department are consistent with the UW System mission and the English Department goals. These activities may be reflected in efforts by faculty to educate English majors and minors in the College of AL&S, to prepare future teachers who are English majors or minors in the School of Education and the College of HPER, to develop writing skills and an understanding of language and rhetoric in expository and creative writing, and finally to contribute to the broad education that all UW-L students need and deserve—the knowledge and values inherent in the study of the humanities, an understanding and appreciation of literature and our cultural heritage, the intellectual skills in reading, writing, analysis, problem-solving and research.

Faculty should describe the ways in which their teaching, scholarship, and departmental, university, and community service activities have combined to fulfill the mission of the university and the goals of the English Department. Faculty should review their practices and achievements which reflect these goals and objectives. In the review, peer and student input should be included to support commitment to the department's goals and to personal professional goals.

Assessment of teaching shall address the following areas of professional concerns:

- 1) course objectives;
- 2) relevant current scholarship;
- 3) creative and critical thinking;
- 4) accessibility to students.

Assessment of scholarship shall address issues identified in the English Department Scholarly Activity Policy (see above under Procedures and criteria for Retention and Tenure Decisions, May 10, 1993.)

Assessment of services shall address the following areas of

activity:

- 1) participation in departmental, university, or community affairs;
- 2) dissemination of disciplinary expertise within or beyond the department;
- 3) involvement in professional and/or community organizations.

Each evaluation committee will consist of three tenured members of the English Department who are not being evaluated that year: one chosen by the department chair, one chosen by the faculty member being evaluated, and the third chosen by the other two.

Ref. Dept. Minutes, Feb. 2, 1994. Dept. file <policies\ptrev> Employee Handbook, pp. L-20 and L-21.

5. FACULTY PROMOTION AND INSTRUCTIONAL ACADEMIC STAFF CAREER PROGRESSION

5. a. Review Process: Faculty

PROMOTION RECOMMENDATIONS PROCEDURES AND POLICIES

(November 19, 1990)

IN A.I-VII FOLLOWING, 'CHAIR' MEANS THE DEPARTMENT CHAIR OR, IF THAT PERSON DOES NOT SERVE ON THE PROMOTION COMMITTEE, THE CHAIR OF THAT COMMITTEE.

a. Review Process

- I. Upon receiving promotion materials, lists of eligible faculty, evaluation forms, and directions new and old from the Joint Promotion committee, the chair notifies in writing those eligible and provides them with the relevant material.
- II. The Promotion committee meets and examines the materials and directions from the university committee which determines promotions, reviews the procedure, sets deadlines, and conducts an initial preview of those eligible.
- III. The chair meets with those eligible who so desire in order to give advice as needed and as recommended by the Promotion Committee.
- IV. Those who choose to submit for promotion complete the forms and submit them to the Promotion Committee. Usually during this stage those up for promotion consult with the chair and other senior members of the department for advice on filling out the form and providing supporting materials.
- V. Members of the Promotion Committee read the forms and other material submitted.

- VI. The Promotion Committee meets and discusses the candidates' files and any other pertinent information. The committee considers the merits of each candidate for promotion and through debate and a series of votes on signed ballots recommends to promote candidates or not. Committee members then advise the chair on what to include in the letter of support and the paragraphs on teaching, scholarship, and service.

AFTER THE MEETING, THE CHAIR, (OR DELEGATES, AS APPROVED BY THE PROMOTION COMMITTEE) COMPOSES THE LETTER AND OTHER SUPPORTING MATERIALS AND SUBMITS THE DRAFTS TO THE COMMITTEE MEMBERS FOR APPROVAL. AFTER THE MEMBERS OF THE PROMOTION COMMITTEE HAVE GIVEN APPROVAL, AND AT LEAST TWENTY-FOUR HOURS BEFORE THE MATERIALS MUST BE SENT TO THE CLS OFFICE, THE CHAIR SHALL CONVEY TO EACH CANDIDATE COPIES OF THE COVER LETTER AND OF THE SECTIONS ON TEACHING, SCHOLARSHIP, AND SERVICE APPROPRIATE TO THAT CANDIDATE.

- VII. *THE CHAIR THEN SUBMITS THE CANDIDATES' FILES*, now including the letters of recommendation and other supporting statements, to the Dean of Liberal Studies before that office sends the files to the Joint Promotion Committee.

5 b. Criteria for Faculty Promotion:

Evidence for Promotion

- A. Classroom Applications of Research: A written (or audio or visual) narrative, including an annotated bibliography, may be submitted to document the scholarly activity and its results.
- B. Presentations to Academic Colleagues: These may be in the form of lectures, workshops, productions, or readings.
- C. Presentations to Community Groups: These may be in the form of lectures, workshops, productions or readings for voluntary or professional organizations and/or businesses.
- D. Proposal for and/or Coordination of a Funded Grant: One should have significant responsibility for proposing and/or carrying out the implementation of a project through research, workshops, colloquia, or other means.
- E. Attendance at international, national, regional, or local professional meetings, or at public productions or readings within one's area of expertise: These may be in the form of presenting papers, readings, performances, panels, or acting as a scheduled discussant.
- F. Scholarly activity directed towards publication or production in international, national, regional, or local media. This may take the form of 1) writing or editing articles or books on topics appropriate to the study of literature or writing; 2) writing artistic and imaginative literature (fiction, non-fiction, poetry, drama). The department recognizes that the special nature of publication practices within our disciplines--rhetoric and writing, creative writing, and

literary theory and criticism--is such that submitted work may often take upwards of six months or a year for decisions on publication, an additional year or more for actual publication, and six months or more for judicial reception and reviewing. Given this condition, the department considers submitted manuscript materials to be legitimate and worthy evidence of scholarly activity, under section II, 1 above, and judges such materials, internally, as to weight and merit.

G. MENTORING OF UNDERGRADUATE RESEARCH: A DESCRIPTION OF THE NATURE OF THE RESEARCH, THE EXTENT OF ONE'S ROLE AS MENTOR, AND THE FINAL OUTCOME OF THE RESEARCH AS WELL AS DISSEMINATION OF ITS RESULTS MAY BE SUBMITTED TO DOCUMENT THIS ACTIVITY. SERVING AS AN ADVISOR FOR HONORS PROJECTS, IN THE UNIVERSITY WIDE HONORS PROGRAM, MAY ALSO BE SUBMITTED AS AN INSTANCE OF MENTORING UNDERGRADUATE RESEARCH.

Activities such as those above, or other activities conforming generally to the descriptions in Section II, 1 and 2, above, are considered appropriate evidence of scholarly activity. The English Department reviews evidence of such activity according to Departmental Policy for promotion, tenure, and merit evaluation. The Department judges the weight and merit of a candidate's scholarly activity in terms of the quality and importance of the work, assessing such things as the effort and time invested in writing and research, the impact of the activity on the individual's teaching, the potential for development of the activity into some form of artistic or scholarly performance or publication, the potential impact of the publication on the professional community, and the quality and reputation of the press or journal that brings out the work.

Ref. Dept. Minutes, section III of Policy Scholarly Activity, Nov. 19, 1990. Dept. Minutes, Nov. 5, 1997. Dept. file <policies\promrec.pol> Employee Handbook, pp. L-9 through L-15.

5. c. Reconsideration and Appeals for Non-promotion

Procedures for reconsideration and appeals concerning non-promotion are specified in the document Rank, Promotion, and Tenure, under Departmental Procedures for Promotion, B.3.d.ii-iii, Employee Handbook.

5. d. Career Progression: Instructional Academic Staff

Instructional Academic Staff at the ranks of Lecturer and Senior Lecturer may elect in any year to be reviewed for Career Progression as appropriate to university guidelines for those respective ranks. Career Progression guidelines for IAS may be found at:

<http://www.uwlax.edu/facultysenate/committees/ias/pages/CareerProgression.html>

Career Progression review shall be conducted only in those years when ranked IAS have requested Career Progression evaluation; Career Progression evaluation shall be conducted according to the timelines produced by the Office of the Provost.

5. e. English Department Process for IAS Career Progression Review

I. The IAS Career Progression Review Committee shall consist of at least five members of the English Department. Membership shall include the Coordinator of Freshman Writing Programs, two tenured faculty members of the English Department, and at least two Instructional Academic Staff members at the rank of Lecturer or above. In the absence of two Instructional Academic Staff members at rank of Lecturer or above, the Coordinator of Freshman Writing Programs may appoint IAS Associate Lecturers with at least two years of continuous service in the English Department or tenured members of the English Department as replacements.

II. The Coordinator of Freshman Writing Programs shall, in consultation with the Department Chair, appoint the members of the IAS Career Progression Committee, and shall convene the committee. The committee shall elect its chair.

III. Committee deliberations shall be conducted according to the guidelines for IAS Career Progression, as published in the following locations:

General guidelines for IAS Career Progression and areas of evaluation:

<http://www.uwlax.edu/facultysenate/committees/ias/pages/ChairsInfoCP.html>

General Guidelines on IAS Career Progression Portfolio Development:

[http://www.uwlax.edu/facultysenate/committees/IAS documents/IAS Career Progression & Portfolio Dev.htm](http://www.uwlax.edu/facultysenate/committees/IAS%20documents/IAS%20Career%20Progression%20&%20Portfolio%20Dev.htm)

Guidelines for Electronic IAS Portfolios:

<http://www.uwlax.edu/provost/pvchome/eportfolios.htm>

IV. IAS Career Progression portfolio evaluation shall place primary weight on evidence of teaching effectiveness and excellence. Other areas of evaluation may include, but not be limited to: service (both UWL and community); advising; professional development (including post-graduate coursework, workshops, conference participation, etc); scholarly and creative activity; and any other areas of activity appropriate to the IAS Career Progression evaluation criteria.

V. Deliberations of the English Department IAS Career Progression Committee shall follow the English Department procedures for Faculty Promotion, with respect to the candidate's right to participation in the process, right to notifications, and rights to review and appeal.

VI. Following the timelines established by the Office of the Provost for the review process, and appropriate English Department notification and review policies, the IAS Career Progression Committee's recommendations and supporting materials shall be sent, along with the IAS candidate's portfolio materials, to the Office of the Dean of CLS.

Ref. Dept. Minutes, Nov. 19, 1997. Dept. file <policies/promrec.pol> Employee Handbook, pp. L-9 through L-15.

6. OTHER PERSONNEL-RELATED POLICIES AND PROCESSES

6. a. Complaints and Grievances

6. a. (1) Faculty

Procedures for complaints and grievances lead to dismissal of faculty from university employment are specified in the following sources:

Dept. Minutes, Nov. 19, 1997. Employee Handbook, "Faculty Senate Hearing Committee." Faculty Personnel Rules UWS 4.01-4.10 and UWL 4.03-4.10.

Procedures for complaints concerning faculty for sexual harassment of university employees and students; Affirmative Action; and other complaints and grievances are specified in the are specified in the following sources:

Dept. Minutes, Nov. 19, 1997. Faculty Personnel Rules UWS 6.1 and 6.02 and UWL 6.01-6.02. Employee Handbook, p. D-1.

6. a. (2) Instructional academic staff

Procedures for complaints and grievances for instructional academic staff are specified in the following sources:

Instructional academic staff Policies UWS 13.01-13.02 and UWL 13.01-13.02.
Employee Handbook, p. D-1.

6. b. Department Accommodations

6.b.(1) Office Windows

When the lottery list for office windows is exhausted, seniority shall be used to determine who gets what view.

Ref. Dept. Minutes, May 2, 1990.

6. b. (2) Office Hours

Department members are required to post and to maintain office hours, including at least some between 8:00 a.m. and 5:00 p.m. during regular school weeks, the posted hours to be followed by "and by appointment."

Ref. Dept. Minutes, Mar. 23, 1983.

6. c. Faculty status

All persons of the department holding at least half-time appointment, including instructional academic staff, shall have faculty status at the level of university governance during the second year of their appointment. Governance within any department is subject to the faculty members of that department.

Members of the instructional academic staff are excluded from committees and procedures in the department involving hiring, retention, promotion, salary, and tenure.

Ref. Dept. Minutes, Nov. 19, 1997. Faculty Personnel Rules UWS 3.01, especially paragraphs (d) and (e), including "Note" preceding these paragraphs.

6. d. Graduate Faculty

To apply for full or associate Graduate Faculty status, a faculty members must be approved by the Graduate Council after applying to the Office of Graduate Studies and being recommended by their departments and their college deans.

Ref. Dept. Minutes, Nov. 19, 1997. "Graduate Faculty Policy, 1995" in Off. of CLS and Office of Provost/Vice Chancellor

6. e. Leaves of Absence

The policies on leaves of absence are considered in the Employee Handbook: for sabbaticals, faculty development, and leaves without pay, p. L-4; for classified staff, p. E-3; and for family and medical purposes, pp. G-1 and G-2. Sabbaticals are considered below under "Sabbaticals."

6. f. Sabbaticals

Sabbatical proposals by department members shall be submitted for consideration and approval to the Executive Committee, unless either a proposer, or the Executive Committee, or the department chairperson requests that a proposal be considered by the department as a whole.

Ref. Dept. Minutes, Nov. 7, 1984, and Nov. 19, 1997.

A proposer of a sabbatical should consider consulting with Human Resources and Diversity early in the planning stage to become acquainted with all possible benefit options.

Ref. Dept. Minutes, Nov. 19, 1997. Employee Handbook, p. 154.

6. g. Salary Equity

6. g. (1)

POLICY ON SALARY EQUITY ADJUSTMENTS

(May 4, 1994)

- I. At least once a year, the Executive Committee shall review all the salaries of department members for inequities and, as necessary, shall make recommendations to the Dean for adjustments in accordance with the UW-L Salary Equity Policy.

- II. In its review the Executive Committee shall consider comparative data of salary differentials involving the following:
 1. gender;
 2. race;
 3. compression and inversion (including compression and inversion resulting from inadequate crediting for total years of experience and/or inadequate crediting for years of experience at UW-L).

- III. The Executive Committee shall not publish its conclusions or recommendations, but the Chairperson will inform those faculty members who have been recommended for an equity adjustment. Those who have not been recommended by the Executive Committee for an adjustment but believe they should be may appeal for reconsideration; such appeals shall include comparative data of the sort required by the University's policy or a statement of the comparisons which would substantiate the case. If the Committee denies their appeal, they may, in accordance with the UW-L Salary Equity Policy, apply to the Dean and in turn the Chancellor/Vice Chancellor for equity adjustment consideration.

Ref. Dept. Minutes, May 4, 1994. Office file <policies\equity.94>

6. g. (2) Appeal concerning Equity Salary Adjustments

Faculty members who have not been recommended by their departments but who believe they should be granted equity adjustments may apply to their dean. A member denied an equity adjustment by the dean may apply to the Chancellor/Vice Chancellor for equity adjustment consideration. A member's application/appeal for an equity adjustment to the dean and/or Vice Chancellor/Chancellor shall include the same rationale and documentation as required at the department level.

Ref. Dept. Minutes, Nov. 19, 1997. Office file <policies\equity.94> "UW-L Faculty Senate Policy," on file in Faculty Senate Office. Faculty Senate Minutes, May 13, 1993, p. 6.

6. h. Scheduling of Teaching

6. h. (1)

TEACHING ASSIGNMENTS (May 4, 1988)

1. In accordance with the Faculty Organization and Policies of the University of Wisconsin-La Crosse, the Chair of the English Department will "develop semester and summer session class schedules, consulting with available faculty."
2. On the basis of discussion with and recommendations from the Executive Committee, the Chair will assign courses and Writing Center duties according to the needs of the department and the preparation of individual department members.

3. In making teaching assignments, the Chair will follow the Course Scheduling Guidelines for the English Department of February 6, 1985, the following document.
4. The Chair will attempt to assign no more than one writing course to those having three preparations, and no more than two preparations to those having more than one writing course.
5. The Chair will attempt to assign at least one literature course per semester to those members of the department who wish one, who have full time appointments, and who have completed at least two full years of continuous employment at UW-La Crosse.
6. In the attempt to meet the goal of #5, the Chair will assign on a temporary basis any survey sections voluntarily released by veteran members of the department for any given semester and on a permanent basis any survey sections which become available through retirement or other means. Temporary assignments will be made according to a rotation based on seniority; permanent assignments will be made according to seniority.

Ref. Employee Handbook. Dept. Minutes, May 4, 1988. Dept. office file <policies:tchassn>

6. h. (2)

SPECIAL-SCHEDULE POLICY (May 7, 1997)

Any member of the Department of English who desires a special schedule (e.g., for fewer than five days, late afternoon, early morning, or weekends) shall so indicate to the chairperson when requesting a semester schedule. The chairperson shall attempt to accommodate the request. However, anyone who applies for such scheduling should consider that the Department is under many constraints, including the following:

- The availability of classrooms.
- Offering classes at optimum times of the day to meet the needs of student scheduling.
- Ensuring minimum conflict in scheduling upper-level courses.
- Avoiding conflicts with long-established schedules of other members.
- Attempting to meet the preferences and the needs of the faculty, including teaching styles, faculty development, and the fair distribution of special schedules among all members desiring them.

Ref. Dept. Minutes, May 7, 1997. Dept. file <policies\specsched.wpd>

6. h. (3)

TEACHING OVERLOADS (March 25, 1987)

Overload assignments in the department shall be determined by chance, rather than by seniority. In the event of a tie, the person who has most recently had an overload assignment be eliminated.

Ref. Dept. Minutes, Mar. 25, 1987. Dept. file <policies\tchovlds>

6. h. (4)

POLICY ON THE STAFFING OF SUMMER SCHOOL

(November 5, 1997)

All tenure-track faculty and instructional academic staff with rolling contracts shall be eligible to teach courses for which they are qualified. The chairperson of the department shall determine which courses will be offered each summer, depending upon the number of positions and the salaries allotted by the administration, the number of positions and the salaries allotted by the administration, the requirements of the requirements of the program, the academic needs of the student body, and the areas of specialization and experience among the summer-school staff. Summer-school assignments shall be determined by the following guidelines:

- I. The department chairperson shall establish a list of all eligible members of the English Department who have held at least half-time appointments during the school year previous to the summer session being staffed. This Summer-School List, to be used for all summer school-staffing, shall be established according to the following formula:
 1. When the fall semester begins, those faculty members who taught during the previous summer shall be placed at the bottom of the list in the same order in which they came off the top of it.
 2. Eligible faculty who begin employment during the school year shall be placed at the bottom of the list in the order in which they are hired.
 3. All ties occurring during the establishment of the list shall be broken by lottery.
- II. The department chairperson, beginning at the top of the Summer-School List, shall staff each summer-school session by offering half-time positions as long as they are available to each person who wishes summer employment. If everyone in the department has had a chance to teach at least half-time and positions remain, the department shall then go back to the beginning of the list and offer the remaining positions for as long as they last to those already with half-time appointments. Teachers who receive full-time positions in such a manner must in effect travel through the list twice before they will be offered another summer-school appointment. .
- III. Members have two options if they refuse employment for a summer or if, after having accepted appointments, they cannot fulfill them owing to illness, emergencies, or other academic commitments:

1. They may ask that their names remain at the top of the list so that they will not lose their place in the rotation for the next summer, or
 2. They may ask that their names be placed at the bottom of the list as if they had accepted the appointments. Then, when their names come up again, they may choose to teach full-time. However, a member who has ascended to the top of the list when only a half-time position is available either may accept that position and be eligible to teach half-time the next summer or may ask to be placed at the top of the list to teach full-time the next summer.
- IV. The department chairperson shall have the option of a half-time teaching position during the summer.
- V. Those department members who are anticipating retirement may request and, if position allotments and enrollments permit, may receive full-time summer employment for each of three consecutive years. However, members who have taught full-time for three consecutive summers shall no longer be eligible to teach summer school unless curricular needs demand that they be appointed.
- VI. If a particular course must be offered for the sake of the English program and no one scheduled to be on the staff that summer is qualified to teach it, the department chairperson may ask a member who is qualified to replace the last person on the list for that year.
- VII. The department chairperson, with oversight from the Executive Committee and ultimately the department, shall schedule Tier II courses when appropriate. The chair shall have the flexibility to change Tier I courses to Tier II and vice versa when necessary because of enrollment patterns. The chair also has the responsibility to be as judicious and fair as possible in keeping with the principles of this policy regarding student needs, faculty rotation, and retirement.

Ref. Dept. Minutes Nov. 5, 1997. Dept. file <policies\sumstaff> Employee Handbook, "Summer Session Assignments" and "Summer Session Policy."

6. i. Tenure Density

"The tenure-density policy [of the university] provides that when potential tenure positions exist, appointments to the teaching staff be made on a probationary faculty basis. To provide flexibility, each department is required to maintain a five-year staffing plan based on agreed upon guides and gauges" (Employee Handbook). Handbook expands in great length on these matters.

Ref. Dept. Minutes, Nov. 19, 1997. Employee Handbook, pp. L-19 and L-20.

6. j. Travel Allocation

The allocation for travel funds in the English Department shall be left to the discretion of the chair. Scholarship and benefit shall determine support. The chair shall attempt to cover up to one-half the costs for trips for presentations of papers at professional meetings and for research, and shall seek additional funding from the dean.

Ref. Recent department policy. Dept. Minutes, Nov. 19, 1997. "College of Liberal Studies Travel Support Policy."

6. k. Workload

I. The normal full-time teaching workload for each English Department Faculty members (excluding Instructional Academic Staff) shall be twelve contact hours of group instruction per week. Faculty engaged full-time in graduate instruction typically have a *teaching load* of 9 contact hours of group instruction per week. A *total workload* that exceeds 12 contact hour maximum (9 contact hours for full-time graduate instruction) will constitute an overload for payroll purposes

II. Full-time Instructional Academic Staff engaged in undergraduate instruction, typically have a *teaching load* of 12 contact hours of group instruction per week. The *total workload* for a full-time equivalency shall not exceed 15 contact hours (e.g., 12 contact hour *teaching load* plus up to 3 contact hours *additional workload equivalency*). A *total workload* that exceeds 15 contact hour maximum will constitute an overload for payroll purposes.

Workload equivalencies for Instructional Academic Staff shall be calculated according to the following:

1. For the purpose of determining contract percentage of Full Time Equivalent (FTE) Instructional Academic Staff (IAS) appointments, each three credit freshman writing (FWC) course assignment shall be weighted at **1.25** contact hours per credit hour.

Where 15 contact hours determines Full Time Equivalent IAS appointment (100%), percent FTE with freshman writing course assignment shall be determined as follows:

$$\text{One 3-credit FWC} = 1.25 \times 3 = 3.75 / 15 = \mathbf{.25 \text{ FTE}}$$

$$\text{Two 3-credit FWC} = 2.50 \times 3 = 7.50 / 15 = \mathbf{.50 \text{ FTE}}$$

$$\text{Three 3-credit FWC} = 3.75 \times 3 = 11.5 / 15 = \mathbf{.75 \text{ FTE}}$$

$$\text{Four 3-credit FWC} = 5.00 \times 3 = 15 / 15 = \mathbf{1.0 \text{ FTE}}$$

2. Following the "best practices" guidelines for writing instruction of the National Council of Teachers of English, ref.

<http://www.ncte.org/about/over/positions/category/class/107620.htm>, the Modern Language Association, and other professional organizations in the discipline, **no**

Instructional Academic Staff faculty member shall be assigned more than four

freshman writing courses in any given semester without the expressed consent of the IAS faculty person and the consent of the English Department Chair.

3. Service on English Department, College, or University committees, or other equivalent service (as determined by the English Department Chair – e.g., SOTL, assessment, etc.) shall be generally weighted as **.75 contact hours per committee membership or equivalent activity.**

4. IAS who are assigned student advising in the English Department shall have the advising assignment weighted at **.38 contact hours per assigned advisee.** English department Instructional Academic Staff shall be assigned no more than 4 total student advisees in any semester.

Ref. Employee Handbook, "UW-La Crosse Faculty Workload Policy," pp. F-41 through F-43; and "Faculty Load Reports," p. H-5.

6. m. .25 RELEASE TIME POLICY

POLICY STATEMENT: THE ENGLISH DEPARTMENT WILL USE THE CLS POLICY ON VARIATIONS IN TEACHING LOAD TO HELP MEMBERS OF THE DEPARTMENT ACHIEVE THEIR PROFESSIONAL GOALS. SUCH VARIATIONS WILL USUALLY TAKE THE FORM OF A REDUCTION IN THE NUMBER OF COURSES TAUGHT, BUT MAY ALSO INCLUDE REDUCTION IN CLASS SIZE OR AN EXTRAORDINARY PAYMENT FROM THE DEAN'S OFFICE. MEMBERS OF THE DEPARTMENT WILL BE INVITED TO SUBMIT PROPOSALS FOR SUCH RELEASE-TIME-GRANTS. DECISIONS ABOUT VARIATIONS/REDUCTIONS IN TEACHING LOAD WILL BE MADE BY THE EXECUTIVE COMMITTEE ON THE BASIS OF THEIR EVALUATION OF INDIVIDUAL PROPOSALS.

POLICY GUIDELINES: While the Executive Committee will use release time grants to facilitate professional goal fulfillment of all members of the department, and while decisions will be made on the basis of merit, the committee will make sure that a) all probationary faculty who apply receive these grants *at least once* during their probationary period; b) all tenured faculty who are working towards promotion to the next rank, and who apply, receive these grants *at least once* in that period.

CLASSIFIED STAFF POLICIES

1. Annual Review, 2. Goals, and 3. Annual Review and Goals

Classified-staff employees are reviewed annually according to the policy stated in the Employee Handbook.

Ref. Employee Handbook, p. E-3. Performance Evaluations.

STUDENT POLICIES

1. Evaluation of Instruction

Student evaluation of instruction for retention and promotion shall be conducted through the forms approved by the department.

Ref. Dept. Minutes, Nov. 19, 1997. Faculty Personnel Rules UWS 3.05 and UWL 3.05 (2).

2. Advanced Placement

Credit for English 110 will be granted to students who score 3 or higher on the English Examination in Language or Literature and Composition in the Advanced Placement Program offered at a students' high schools. Students who score 4 or 5 will, in addition, be exempt from the General Education requirement for a 300-level writing course.

Ref. Dept. Minutes, Nov. 19, 1997. UW-L Admissions Policy Credit by Examination and Retroactive Credit. UW-L Catalog.

3. Incompletes

A grade of Incomplete shall be initiated by the student in consultation with the instructor, turned in with final-grade rosters, and removed both within the time mutually agreed upon and within the time specified by the Records Office.

Ref. Dept. Minutes, Nov. 19, 1997. Employee Handbook, p. H-3. UW-L Catalog.

4. Advising Students

The following goals are designed to improve the overall quality of advising in the department:

1. Formulating and reviewing policies and procedures relative to advising major, minors, non-majors, and undeclared majors.
2. Integrating departmental advising with present and potential university-wide freshman/sophomore advising systems.
3. Recruiting and retaining majors and minors.
4. Researching advising trends, practices, and innovations at other universities.
5. Disseminating information about English Department programs.

The Writing Committee and the Literature Committee, in coordination with the department chairperson, shall oversee the implementation of these goals.

Ref. Dept. Minutes, Oct. 20, 1997. English Bylaws, Article VI, Sec. 3. e. and f. UW-L Catalog.

5. Expectations/Responsibilities

5. a. Each instructor should announce both in writing (e.g., a syllabus and other printed form) and orally at the beginning of each course the expectations and responsibilities of students concerning its purposes and goals, attendance, purchases of materials, test scheduling, and other matters for the conduct of course.

Ref. Dept. Minutes, Nov. 19, 1997. Committee on Academic Policies and Standards document Issues Regarding Student-Instructor Relationships, May 5, 1994.

5. b. Class Attendance

Those department members who wish to have and enforce an attendance policy must put it in writing for their students.

Ref. Dept. Minutes, Feb. 5, 1986. Committee on Academic Policies and Standards document Issues Regarding Student-Instructor Relationships, May 5, 1994. Employee Handbook, pp. 172-73.

6. Appeals/Grievances, Including Grade Appeals

STUDENT APPEALS PROCEDURE

(April 5, 1995)

- I. For appeals on problems of discrimination, sexual harassment, or academic misconduct, a student should follow established university procedures. [See Student Handbook.]
- II. For appeals on problems of instruction or evaluation,
 - A. the student shall be encouraged first to talk directly to the instructor.
 - B. the department chairperson may attempt to mediate between the student and the instructor at the request of either.
 - C. If not thereby satisfied, the student may initiate a formal appeal in writing to the department chairperson. An appeal of a grade must be initiated in writing not later than the end of the semester immediately following the semester in which the grade was earned. The appeal shall
 1. specify what the student believes to be wrongly done

2. supply evidence in support of the student's position,
 3. suggest a remedy or corrective action, and
 4. be signed and dated.
- D. The chairperson shall inform the student that the department's appeal procedure is an advisory process only--not a judicial one.
- E. The chairperson shall convey a copy of the appeal to the instructor.
- F. The chairperson shall convene the Hearing Committee and serve as its neutral chairperson. Verbatim transcription need not be done, but a basic record of Who, What, Where, When shall be made and kept for three years.
- G. The Hearing Committee shall consist of three members selected in order from the top of the list of the most recently past members of the Executive Committee. Highest rank, greatest seniority, alphabetic order shall be used sequentially to break ties.

If the appeal is of an action by anyone who would by this process be selected to the Hearing Committee, that person shall be replaced by the next person eligible.

If the appeal is of an action by the chairperson, the person at the top of the Hearing Committee priority list shall move from the Committee to perform those duties of the chairperson specified in this procedure, and the next eligible person shall succeed to the Hearing Committee.

- H. The Committee shall review the appeal and the supporting material. Either the student or the instructor may request to be heard separately. Otherwise the Committee may hear the student and the instructor separately or together as it chooses. The Committee may seek or receive additional supportive material from either the student or the instructor.
- I. After consideration,
1. the committee may dismiss the appeal as trivial or unsupported, or
 2. the Committee may recommend specific changes in instructional or evaluative procedures.
 3. If the appeal concerns a grade, the Committee may recommend
 - a. that the grade stand unchanged, or
 - b. that the grade be raised;

- c. the Committee may not recommend that the grade be lowered.

- J. The chairperson shall in writing inform the student and the instructor of the Committee's recommendations.

- K. Upon consideration of the committee's recommendations, the instructor shall either
 - 1. comply with them fully, or
 - 2. submit in writing to the Committee and to the student a statement of reasons for not doing so.

- L. The instructor's decision on the matter shall be final.

Ref. Dept. Minutes, April 5, 1995. Dept. file <policies\stappeal.pro> UW-L Catalog. Eagle Eye.

OTHER POLICIES AND PROCESSES

1. DEPARTMENT GOALS

ASSESSMENT GOALS

In order to appreciate the ways in which the study of literature and language enhances the emotional, ethical, spiritual, philosophical, and aesthetic development of human potential, the English major is designed to promote

1. understanding and appreciation of a wide range of literary works and in-depth study of individual significant authors and works;
2. understanding of the history of literature, the relationship between cultural values, philosophical positions and literature, with the ability to apply those concepts to the study of particular texts;
3. understanding of a range of literary genres--fiction, poetry, drama, expository and argumentative prose, etc.--and the ability to apply those concepts to the study of particular texts;
4. understanding of theories and approaches to the analysis of literature and language and the ability to apply those concepts to the study and interpretation of particular tests;
5. understanding of literature and language in a range of mythologies, cultural traditions, and historical periods;
6. understanding of a wide variety of techniques for reading, analyzing and evaluating (in oral and written discussion) literature;

7. understanding of theories and histories of writing, rhetoric, and language structures;
8. ability to write clearly and gracefully in a variety of genres, for a variety of purposes and audiences;
9. continuing development of knowledge and skills, in careers (education, business, professional writing and publishing) and in further formal or informal education.
10. *THE DEPARTMENT, IN COMPLIANCE WITH UNIVERSITY RULES AND REGULATIONS, WILL MEASURE ITS LEVEL OF ACHIEVEMENT OF THESE GOALS ON A REGULAR BASIS AND WILL REPORT THE RESULTS EVERY TWO YEARS, AS REQUIRED, TO THE CLS DEAN'S OFFICE. THE DEPARTMENT MAY DELEGATE THE DESIGN OF THE INSTRUMENTS AND THE GATHERING OF DATA TO ONE OR MORE DEPARTMENTAL COMMITTEE(S), BUT THE DEPARTMENT AS A WHOLE MUST APPROVE ANY INSTRUMENT BEFORE IT IS ADMINISTERED, AND THE COMMITTEE MUST REPORT ITS DATA AND INTERPRETATIONS TO THE DEPARTMENT AS A WHOLE FOR DISCUSSION AND POSSIBLE ACTION. DEPARTMENT AND COMMITTEE(S) WILL USE BOTH INDIRECT AND DIRECT MEASURES OF ASSESSMENT.*

2 .PROGRAM ASSESSMENT

PROGRAM ASSESSMENT

(Oct. 2, 1991)

The assessment of literature programs shall be conducted by the Literature Committee. The assessment of writing programs shall be conducted by the Writing Committee.

Ref. Dept. Minutes, May 7, 1997, and Oct. 22, 1997.

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This index of the Bylaws and the policies of the Department of English does not refer to specific pages for topics because future changes in substance, format, printing, and other contingencies would thereby lead to extensive revision of notation. Rather, following the CAPITALIZED TOPICS are references to sections of bylaws and policies. Refer to the Table of Contents to locate the pages over which a bylaw or a policy extends.

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