I. Bylaws and Policies of the UW-L Department of English (November 12, 2014)
    URLs in these by-laws are provided for convenience and should be reviewed regularly for accuracy.

II. Organization and Operation
    Department members are governed by six interdependent sets of regulations:
    1. Federal and State laws and regulations;
    2. UW System policies and rules;
    3. UW-L policies and rules;
    4. College policies and rules;
    5. Shared governance by-laws and policies for faculty and academic staff; and

A. Preamble: Department Name, Purpose, and Responsibilities
    1. 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.)
    2. The responsibilities of the department shall include the following items. (Ref. Dept. Minutes, March 3, 1996, and Oct. 1, 1997. Dept. file <policies\wholecom> Employee Handbook, Faculty Senate Bylaws.)
        a. Initiating and/or approving activities of various committees
        b. Initiating and/or approving revisions, additions, and deletions in course offerings
        c. Initiating and approving changes in major and minor requirements
        d. Transacting all other necessary business

B. Meeting Guidelines
        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.)
        3. 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.)
4. 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.)

C. **Definitions of Membership & Voting Procedures**
   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.)

D. **Definitions of Quorum and Majority**

E. **Changing by-laws**
   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.

III. **Faculty/Staff Responsibilities**

A. **Faculty**
   Faculty responsibilities are referenced in section IV of the Faculty Senate by-laws entitled "Responsibilities of Departments, Department Members and Department Chairpersons" ([http://www.uwlax.edu/facultysenate/FacSenatePolicies.html](http://www.uwlax.edu/facultysenate/FacSenatePolicies.html)).

B. **Instructional Academic Staff Responsibilities and Expectations**
   Requests for IAS hiring will be presented to the college dean. The request will indicate one of the standard titles from the lecturer or clinical professor series ([http://www.uwlax.edu/facultysenate/committees/ias/pages/titling.html](http://www.uwlax.edu/facultysenate/committees/ias/pages/titling.html)) and will outline specific duties including teaching and any additional workload. Total workload for IAS is defined as a standard minimum teaching load plus additional workload equivalency activities. ([http://www.uwlax.edu/facultysenate/41st/3-29-07/IAS%20Appendix%20B.htm](http://www.uwlax.edu/facultysenate/41st/3-29-07/IAS%20Appendix%20B.htm)).
IV. Merit Evaluation (Annual Review)
The results of merit reviews for all ranked faculty who have completed at least one academic year at UW-L are due to the Dean's Office on Dec. 15 annually. Merit reviews reflect activities during the prior academic year ending June 1.

A. Evaluation Processes & Criteria
1. Faculty
   Faculty evaluation shall be conducted annually in the English Department for the purposes of the department’s annual report as well as 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.)
   a. All faculty shall submit an electronic file of her or his Digital Measures “Annual Faculty Activity Report With Hyperlinks” to the Department Chair by the 3rd Friday of May. (Adopted April 7, 2010)
   b. Merit deliberations shall be conducted by the English Department Executive Committee. The Committee’s Merit Report shall be forwarded to the Dean’s office by the 2nd Friday in October.
   c. All probationary faculty members shall be considered nominees for special merit each year. All other self- or third-party nominations for special merit must be sent in writing to the English Department Executive Committee by the 3rd Friday of September. Nominees and nominators may submit further materials in support of their/the candidates’ application for merit; these
materials are due to the Executive Committee by the 3rd Friday of September.
d. 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 considered in nominating or evaluating candidates for
merit.
e. On the basis of the candidates’ previous year’s Digital Measures “Annual
Faculty Activity Report With Hyperlinks,” as well as any supporting documents
and/or any other reliable information available, the Executive Committee 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. (Ref. Dept.
Minutes, Apr. 4, 1997. Dept. file <policies\faceval>, and Dept. Minutes Apr. 7,
2010. Faculty Personnel Rules UWS 3.05-3.11 and UWL 3.08. Employee
Handbook, pp. L-7, L-8.)
f. For the distribution of merit funds, the Executive 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.
g. Nominations for Very Meritorious awards shall include 1. All faculty who have
been nominated for special merit, 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 Digital Measures “Annual Faculty
Activity Report With Hyperlinks,” but may also include supporting materials
from the nominee or the nominating faculty, as well as other activities of which
the Chair is aware.

2. Instructional Academic Staff (if included in merit processes, otherwise see VI). 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.)

3. Non-Instructional Academic Staff (if included in merit processes, otherwise see
VII).

4. Department Chair (if applicable)
B. Distribution of Merit Funds

C. Appeal Procedures (if applicable)

V. Faculty Personnel Review

The department will follow the policies regarding retention and tenure described in the Faculty Personnel Rules (UWS 3.06 - 3.11 and UWL 3.06 -3.08) http://www.uwlax.edu/hr/rules/Ch3.htm.

Tenure/retention decisions will be guided by the criteria established in the by-laws at the time of hire unless a candidate elects to be considered under newer guidelines. The criteria outlined in Section V. A & V. B. "Faculty Personnel Review" in these by-laws should be applied to faculty with a contract date after [INSERT DATE ADOPTED BY DEPT].

The department will follow policies guiding part-time appointments for faculty and tenure clock stoppage available on the Human Resources website.

A. Retention (procedure, criteria and appeal)

1. Faculty under review provide an electronic portfolio related to their teaching, scholarship, and service activities extracted from their date of hire to date of review. Hyperlinked syllabi are required and the candidate may choose to provide additional evidence. Additional materials may be required for departmental review and will be indicated in these by-laws.

2. Departments will provide the following materials to the dean:
   a. Department letter of recommendation with vote;
   b. Teaching assignment information (TAI) datasheet that summarizes the courses taught, workload data, grade distribution and SEIs by individual course and semester (which are only available after completing a full academic year) and departmental comparison SEI data; and
   c. Merit evaluation data (if available).

3. The initial review of probationary faculty shall be conducted by the tenured faculty of the appropriate department in the manner outlined below.

4. Starting with tenured-track faculty hired effective Fall 2008, all first-year tenure-track faculty will be informally reviewed in the spring of their first year. A departmental letter will be filed with the Dean and HR. Formal reviews resulting in contract decisions will minimally occur for tenure-track faculty in their 2nd, 4th and 6th years.

5. The informal review 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. Tenure review and departmental tenure criteria (if applicable)
1. Criteria for areas of evaluation:
   Retention and tenure are not automatic when minimal criteria are met.
   a. Criteria for Teaching
      i. Evidence of continual effort at self-improvement as described in the
         narrative and evidenced by supporting documents.
      ii. Evidence of remaining abreast of the field [...].
      iii. Positive peer reviews of classroom teaching.  

   Policy on Classroom Visitation for the Evaluation of Teaching (February 4 and September 15, 1987)
   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).

   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\classvs>.)
      iv. Evidence of favorable student response, without significant negative response, on written Student Evaluation Forms.
      v. No significant, unresolved student complaints.
      vi. Evidence of ability to maintain the assigned teaching load.
   b. Criteria for Scholarship

   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.**

   Given the following:

   1. 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";

2. "the University shall emphasize excellence,

3. "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

4. 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.

The Department of English thus recognizes scholarly activity in two interrelated directions for research:

5. 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;

6. 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.

iii. Evidence

1. 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.
2. Presentations to Academic Colleagues: These may be in the form of lectures, workshops, productions, or readings.

3. Presentations to Community Groups: These may be in the form of lectures, workshops, productions or readings for voluntary or professional organizations and/or businesses.

4. 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.

5. 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.

6. 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.5. 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.5. and ii.6. 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>.)


c. Criteria for Service
   i. Criteria for Professional and Public Service
      1. Evidence of service using professional expertise, including [Revised using merit self-rating form information]
         a. Presentation of paper
         b. Served as critic, discussant, evaluator, etc. c. Chaired session
         d. Conducted workshop
         e. Member of professional organization
   f. Grants
   g. Lectures
   h. Committees, advisory groups, boards, etc.
   2. Commitment to professional ethics and courtesy in carrying out professional service.

ii. 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.

2. 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 to the probationary faculty member within 7 working days.

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.

   i. 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).

   ii. 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.

   iii. 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.
iv. The chair will schedule retention and tenure meetings in such for the candidates’ materials may be held between 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. v. A recommendation for retention or non-retention shall be decided by a simple majority of properly completed (reasons cited) ballots.

vi. In the event that the department shall lack tenured members, the acts of review and decision shall be the Dean's responsibility.

g. Procedures for recommending or not recommending probationary faculty members of the department for tenure shall parallel procedures regarding retention decisions save that:

i. 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.

ii. 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).

3. Reconsideration and Appeals for Non-retention.
Ref. Faculty Personnel Rules UWS 3.06-3.11 and UWL 3.07-3.08, pp. 6-9.

C. Post-tenure Review (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.

1. Assessment of teaching shall address the following areas of professional concerns:
   a. course objectives;
b. relevant current scholarship; c. creative and critical thinking; d. accessibility to students.

2. 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.)

3. Assessment of services shall address the following areas of activity:
   a. participation in departmental, university, or community affairs;
   b. dissemination of disciplinary expertise within or beyond the department;
   c. 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.


D. Faculty Promotion Procedures (procedure, criteria and appeal) (November 19, 1990)

The department will follow the guidelines and schedules regarding faculty promotion available at http://www.uwlax.edu/hr/promo-resources.htm

In the following, ‘chair’ means the department chair or, if that person does not serve on the promotion committee, the chair of that committee.

1. Review Process
   a. 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.
   b. 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.
   c. The chair meets with those eligible who so desire in order to give advice as needed and as recommended by the Promotion Committee.
   d. 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.
e. Members of the Promotion Committee read the forms and other material submitted.

f. 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.

g. 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 dean’s 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.

h. The Chair then submits the candidate’s 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.

2. Criteria for Faculty 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.

h. Activities such as those above, or other activities conforming generally to the descriptions in Section V.B.1.b.ii.5. and V.B.1.b.ii.6. 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.


3. 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.
VI. VI. Instructional Academic Staff Review
A. Annual Review

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/current/idp/idp.htm.

1. The Executive Committee shall meet to evaluate the performance of each member of the Instructional Academic Staff. The Freshman Writing Programs Coordinator (FWPC) shall be present at this meeting to participate in evaluating the performance of each member of the Instructional Academic Staff (IAS) teaching ENG 110/112. The meeting shall convene in a timely manner commensurate with the University timeline for IAS review. At least twenty (20) days prior to that meeting, the IAS member 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.

2. 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. Materials considered during this review meeting include the following:

   a. The IAS member’s annual report with hyperlinks, entered into Digital Measures by the IAS member.

   b. The IAS member’s IDP form. This form will be completed by the FWPC and/or the Chair or Chair’s designee. The FWPC will be responsible for portions of the IDP referring to the IAS member’s performance as an instructor of ENG 110/112, and the Chair or Chair’s designee will be responsible for portions of the IDP referring to the IAS member’s performance as an instructor of any other course in the curriculum.

   c. One or more classroom observation reports, according to the following guidelines:

      i. During the first and second term of employment, a classroom observation report will be submitted for one section of each course that the IAS member teaches. Should the IAS member teach a new course preparation after the first two terms of employment, that new course shall be observed during the first term it is offered. The FWPC will be responsible for visiting and writing reports on IAS members’ ENG 110/112 courses; the Chair or Chair’s designee will be responsible for visiting and writing reports on all other courses taught by the IAS member.

      ii. After the second term of employment, classroom visits and observation reports will be conducted every three years and as appropriate according to Executive Committee decision.
iii. IAS may include additional observation reports in any annual review from the FWPC, Chair or Chair’s designee, and/or any other instructor.

d. The written comments and numerical results of SEIs completed on that teacher’s work during the previous two semesters.

e. Any other materials the IAS member deems relevant.

3. At least five days prior to the meeting, the FWPC and/or Chair shall make available to the members of the Executive Committee the materials listed under VI.A.2. above.

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

5. The Executive Committee will recommend retention or non-retention in each case. The Committee’s recommendation shall be summarized in writing on the IDP form by the FWPC for all those IAS teaching ENG 110/112, and by the Chair for all those IAS teaching only a course(s) other than ENG 110/112.

6. When the process is completed, but in no case more than seven days after the meeting, a copy of the IDP shall be given to the IAS member and the original sent to the office of the Dean of the College of Liberal Studies.


B. Career Progression Procedures

Policies and procedures guiding career progression for IAS are available at [http://www.uwlax.edu/facultysenate/committees/ias/pages/CareerProgression.html](http://www.uwlax.edu/facultysenate/committees/ias/pages/CareerProgression.html).

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 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.

1. 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.
2. 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.

3. Committee deliberations shall be conducted according to the guidelines for IAS Career Progression, as published in the following locations:
   a. General guidelines for IAS Career Progression and areas of evaluation: http://www.uwlax.edu/facultysenate/committees/ias/pages/ChairsInfoCP.html

4. 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.

5. 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.

6. 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.


C. Appeal Procedures re: Annual Review
   The IAS 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.
VIII. VII. Non-Instructional Academic Staff Review (if applicable)

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/current/idp/idp.htm.

VIII. VIII. Governance

A. Department Chair

1. Election of the Department Chair. (Ref. Employee Handbook, F.VI., PP. F-33/F-34. Dept. Minutes, Oct. 22, 1997.) 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.

2. Responsibilities and Rights of the Department Chair. The department will adhere to the selection and duties of the Chair that are delineated in the Faculty Senate Policies (revised 2008)
http://www.uwlax.edu/facultysenate/FacSenatePolicies.html under the heading "IV. Responsibilities of Departments, Department Members and Department Chairpersons," "V. The Selection of Department Chairpersons," and "VI. Remuneration of Department Chairpersons." In addition, references to chair-related duties are stated throughout the Employee Handbook http://www.uwlax.edu/hr/current/docs/2008_UW-__L_Handbook.pdf.

B. Standing Departmental Committees

1. Policies for Standing Committees.

   a. There shall be nine standing committees: the Executive Committee, the Merit Committee, the Retention and Tenure Committee, the Promotion Committee, the Literature Committee, the Writing Committee, the English Education Committee, the Composition Committee, and the Department Curriculum and Assessment Committee. There may also be whichever ad hoc committees the chairperson shall appoint as need arises and whichever special committees the eligible voting members move for and vote on, including the charges, membership, and duration. At the beginning and the end of each academic year, the chair shall report to the department in writing or at a meeting the status of all special and ad

b. The chairperson shall keep the ballots and a record of the votes for each election of a committee until its next election so that someone will be immediately available to replace temporarily or permanently a member who resigns from a committee or who must vacate it. The chairperson shall list the alternates along with the members elected. A vacancy shall be immediately filled by the candidate for the same rank or the member-at-large who in the last election received the next highest number of votes, unless otherwise provided for by a committee bylaw. (Ref. Dept. Minutes, Apr. 2, 1997, and Oct. 1, 1997. Dept. file <policies\election>)

   a. Duties: The committee shall advise the Department Chairperson on i. personnel matters, such as pay plan, equity, and student and faculty grievances; ii. curriculum delivery: teaching assignments, scheduling sections, short- and long-term planning; iii. policy development or amendment; and iv. responses to administrative directives of the college, the university, and the UW System: draft recommendations or appoint committees to bring proposals to the department.

   b. Membership: There shall be seven members, each with at least two years of experience in the department: the department chairperson, who shall also be the chairperson of the committee; one member elected by assistant professors; one member elected by associate professors; one member elected by professors; one member elected by Instructional Academic Staff; and two members-at-large elected by the entire department. At any given time, only one at-large seat may be held by an IAS. Members shall be elected for staggered three-year terms to provide for continuity on the committee. Each year, elections for two seats shall be held. If there are no department members in one of the academic ranks or if no one in a rank wishes to serve on the committee, another member-at-large shall be elected to 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.
   c. 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.
d. 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.)

e. IAS member of the Executive Committee shall advise on all matters. IAS members are not eligible to vote on tenure-track personnel matters. They are eligible to vote on the following matters:
   i. Search and screen matters in their capacity as members of the IAS Search and Screen Committee.
   ii. IAS Yearly Performance Evaluations.
   iii. The Hearing Committee for In-Department Student Grievances.
   iv. Any other Executive Committee motion that does not involve tenure-track personnel matters.

   a. Duties: The Merit Committee oversees the English Department's annual merit deliberations.
      i. The Merit Committee reviews 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.
      ii. The Merit Committee ranks merit nominees, in accordance with the English Department Merit Policy on merit evaluation.
   b. Membership: The Merit Committee shall be the English Department Executive Committee. Members of the Merit Committee who are nominees for merit in any year shall not participate in merit deliberations for that year.

UWL 10.3-10.4. Employee Handbook, p. L-2.)

a. Duties: 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.

b. Membership: 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.


a. Duties: 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.

b. Membership: 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.


a. Mission: To oversee the English Department’s English Education Program and to supervise and guide the academic progress of the program’s majors and minors.

b. Purview:

   i. Reviewing proposals concerning requirements and revisions of all English courses that impact the English Education Program.
   
   ii. Providing regular opportunities for informal and formal discussions and presentations of research and teaching practices.
   
   iii. Overseeing the English Education Program admissions to the School of Education.
   
   iv. Articulating and assessing the English Education Program for the Department, the Department of Public Instruction, and other University groups.
   
   v. Promoting the major and minor across campus and the community.
   
   vi. Coordinating advising in the English Education Program.
   
   vii. Consulting with the Literature committee and the Writing committee on issues that impact the English Education Program.

c. Membership:

   i. Open to all members of the department, including instructional academic staff.
   
   ii. The members shall elect the committee chair annually.
   a. Duties: To oversee the English Department's literature program, its majors and minors; to promote the humanities.
      i. Reviewing proposals concerning requirements and revisions of literature courses.
      ii. Coordinating 200-level literature courses with upper-division courses.
      iii. Providing regular opportunities for informal and formal discussions and presentations of research and teaching practices.
      iv. Arranging for visiting speakers and writers.
      v. Initiating reviews of the literature programs.
      vi. Articulating and assessing the literature programs for the department and various groups in the university.
      vii. Coordinating advising in the literature program. b. Membership:
      i. Elections shall be held each fall.
      ii. Open to voting members of the department, including instructional academic staff.
      iii. Seven members to be elected: two from the lower ranks, including instructional academic staff; two from the upper ranks; three at-large.
      iv. Staggered three-year terms: at least one lower-level and one upper-level representative each year.
      v. The department chair shall serve in a non-voting capacity.
      vi. The voting members shall elect the committee chair.

7. **Writing Committee** (Ref. Dept. Minutes, ???)
   a. Mission: To oversee the English Department's writing components. b. Purview:
      i. Reviewing proposals concerning rhetoric and writing emphasis courses.
      ii. Reviewing Writing Center policies and procedures.
      iii. Providing opportunities for mentoring of teachers, informal or formal workshops, discussion groups, a student magazine, etc.
      iv. Arranging for visiting speakers and writers related to rhetoric and writing studies.
      v. Overseeing, monitoring, and developing writing majors and minors.
      vi. Reviewing, articulating, and assessing the writing programs for the department and various groups in the university.
      vii. Coordinating advising in the writing programs. c. Membership:
      i. Open to all members of the department, including
instructional academic staff.
ii. The Freshman Writing Program Coordinator.
iii. The coordinator of the Writing Center.
iv. The department chair shall serve in a non-voting advisory capacity.

8. The Composition Committee (Ref. Dept. Minutes, ???)
   a. Mission: To oversee the English Department’s Freshman Writing Program.
   b. Purview:
      i. Reviewing proposals concerning requirements and revisions of English 050, 110, and 112.
      ii. Providing regular opportunities for the mentoring of instructors, informal and/or formal workshops, discussion groups, and other forms of professional development relating to composition.
      iii. Arranging for visiting speakers and writers relating to composition.
      iv. Initiating ongoing assessment of the Freshman Writing Program.
      v. Coordinating with the Writing Committee in areas of common interests and goals.
   c. Membership:
      i. Open to all members of the department, including instructional academic staff.
      ii. The Freshman Writing Program Coordinator.
      iii. The department chair shall serve in a non-voting advisory capacity.

9. Department Curriculum and Assessment Committee (Ref. Dept. Minutes, ???)
   a. Mission: To coordinate cross-program curricular planning, review, and assessment.
   b. Purview:
      i. Advising and making recommendations to the department on cross-major/-minor curriculum development and review based on assessment, strategic plan, and other relevant data.
      ii. Hearing from department program committees and individuals regarding program/curriculum proposals and advising back as appropriate based on full-department resources and strategic plan.
      iii. Advising and making recommendations to the program committees and full department on assessment activities and best practices according to department needs.
      iv. Consulting with/advising the department chair on class scheduling issues that bear upon curriculum concerns.
      v. Completing reports on full-department curriculum and assessment matters (including the Department
Annual/Biennial Assessment Reports, relevant APR sections, etc.) to the CLS Dean and other units as required, using data gathered from program committees and other sources as appropriate.

vi. No powers except to make recommendations and proposals for consideration by the department.

c. Membership:
   i. Six voting members: The Department Chair, the Freshman Writing Programs Coordinator, and four other members comprising one representative (either tenure-track or IAS) selected by each of the remaining department program committees (Composition, Education, Literature, and Writing).

   ii. Members shall serve for terms of at least one year and as many as three years, after which they must rotate off the committee for at least one year. Members will be chosen by their respective program committees each fall.

   iii. The department chair shall serve as chair of the committee and in a non-voting capacity unless the chair’s vote is needed to break a tie.

   iv. If a program committee representative member resigns, the committee that member represented shall try to replace the former member. If this process fails, the chair will try to replace the member with another department member with expertise in the relevant curriculum area.

C. Departmental Programmatic Assessment Plan (if not included in VIII. B.)
   a. 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.

b. 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.)

D. Additional departmental policies
   1. Sickleave. Department members will account for sickleave in adherence to the most current UW System guidelines: http://www.uwsa.edu/hr/benefits/leave/sick.htm.
   2. Vacation. For unclassified staff, 12-month employees garner vacation time, 9-month employees do not.
      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.

b. Instructional Academic Staff


4. Department Accommodations

a. Office Windows

i. 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.)

b. 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.)

5. 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. 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.)

7. 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."

8. 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.)

9. Salary Equity  
   a. 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>.)
   b. 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.)

10. Scheduling of Teaching
   a. Teaching Assignments (May 4, 1988)
      i. 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."
      ii. 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.
      iii. In making teaching assignments, the Chair will follow the Course Scheduling Guidelines for the English Department of February 6, 1985, the following document.
      iv. 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.
      v. 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.
      vi. 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.


b. 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:
      i. The availability of classrooms.
      ii. Offering classes at optimum times of the day to meet the needs of student scheduling.
      iii. Ensuring minimum conflict in scheduling upper-level courses.
iv. Avoiding conflicts with long-established schedules of other members.

v. 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.


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\tvold>.)

d. 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.

11. 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.
12. 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.")

13. Workload
   a. 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.
   b. 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:
   i. 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:
   
   One 3-credit FWC = 1.25 \times 3 = 3.75 \div 15 = 0.25 \text{ FTE}
   
   Two 3-credit FWC = 2.50 \times 3 = 7.50 \div 15 = 0.50 \text{ FTE}
   
   Three 3-credit FWC = 3.75 \times 3 = 11.5 \div 15 = 0.75 \text{ FTE}
   
   Four 3-credit FWC = 5.00 \times 3 = 15 \div 15 = 1.0 \text{ FTE}

   ii. 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.

iii. 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.

iv. 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.

F-41 through F-43; and "Faculty Load Reports," p. H-5.

14. Release Time Policy

a. 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.

b. 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.

IX. Search and Screen Procedures
The department will follow hiring procedures prescribed by the University's Office
of Human Resources (HR) in conjunction with AAOD and UW System and WI state
regulations.

A. Tenure-track faculty
The approved UW-L tenure track faculty recruitment and hiring policy
and procedures are found at
http://www.uwlax.edu/hr/employment/PeopleAdmin/Forms/S&S-
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. 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.

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.
   a. 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.
   b. Voting  No member of the Search and Screen Committee shall vote by proxy or in absentia on any matter deliberated by the committee.
   c. 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.
d. **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.

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.

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.

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.

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.

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.

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.
B. Instructional Academic Staff

Hiring policy and procedures are found at http://www.uwlax.edu/hr/employment/PeopleAdmin/Forms/ S&S-Planning&Procedures-IAS-NIAS-Admin.doc (same for IAS & NIAS).

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. 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.

2. Decision to Hire Instructional Academic

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).

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.

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.

C. Contingency Workforce (Pool Search) Hiring policy and procedures are found at [http://www.uwlax.edu/hr/employment/PeopleAdmin/Pools/Pool-S&S-Procedures.doc](http://www.uwlax.edu/hr/employment/PeopleAdmin/Pools/Pool-S&S-Procedures.doc).
   See item B. above.

D. Academic Staff (if applicable)
   Hiring policy and procedures are found at [http://www.uwlax.edu/hr/employment/PeopleAdmin/Forms/S&S-Planning&Procedures-IAS-NIAS-Admin.doc](http://www.uwlax.edu/hr/employment/PeopleAdmin/Forms/S&S-Planning&Procedures-IAS-NIAS-Admin.doc) (same for IAS & NIAS).

X. Student Rights and Obligations
   A. Complaint, Grievance, and Appeal Procedures (can reference an appendix) Student Appeals Procedure (April 5, 1995)
      a. For appeals on problems of discrimination, sexual harassment, or academic misconduct, a student should follow established university procedures. [See Student Handbook.]
      b. For appeals on problems of instruction or evaluation,
         1. the student shall be encouraged first to talk directly to the instructor.
         2. the department chairperson may attempt to mediate between the student and the instructor at the request of either.
         3. 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:
            a. specify what the student believes to be wrongly
done
b. supply evidence in support of the student's position,
c. suggest a remedy or corrective action, and d.
be signed and dated.
4. The chairperson shall inform the student that the
department's appeal procedure is an advisory process
only--not a judicial one.
5. The chairperson shall convey a copy of the appeal to
the instructor.
6. 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.
7. 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.
8. 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.
9. After consideration,
a. the committee may dismiss the appeal as trivial or
unsupported, or
b. the Committee may recommend specific
changes in instructional or evaluative
procedures.
c. If the appeal concerns a grade, the Committee
may recommend
  i. that the grade stand unchanged, or ii. that the grade be raised;
  iii. the Committee may not recommend that the grade be lowered.
10. The chairperson shall in writing inform the student and the instructor of the Committee's recommendations.
11. Upon consideration of the committee's recommendations, the instructor shall either
   a. comply with them fully, or
   b. submit in writing to the Committee and to the student a statement of reasons for not doing so.

B. Expectations, Responsibilities, and Academic Misconduct
   Academic and nonacademic misconduct policy referenced:
   http://www.uwlax.edu/StudentLife/eagle_eye.htm

C. Advising Policy
   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.
   6. 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.)

D. 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).)

E. 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.)

F. 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.)

G. Expectations/Responsibilities
1. 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.)
2. Class Attendance

XI. Other
A. Surplussing Educational Equipment
Classroom technology should be itemized, e-mailed, and announced at a department meeting prior to going into surplus. (Ref. Dept. Minutes, Aug. 30, 2013.)

XII. Appendices