PART ONE—POLICIES

DEPARTMENTAL GOVERNANCE

The English Department as a whole is the decision-making body on questions of academic policy and personnel and conducts its business through the duly constituted committees, council, and administrative offices that are responsible to the Department as a whole. "Duly constituted committees" comprise standing committees and supporting committees. The Department also conducts business through duly constituted ad hoc committees or sub-committees it deems necessary to carry out its mission. The elective principle is the primary means for selecting personnel to conduct the Department’s business.

Robert’s Rules of Order is used in all Department meetings.

Gender-neutral language is used in all English Department meetings, documents and correspondence.

I. THE DEPARTMENT

A. The membership of the Department is composed of its full-time faculty.

B. All full-time faculty members (including faculty on leave) holding the rank of Instructor or above have full voting privileges, except on matters related to hiring, reappointment, promotion, tenure, and post-tenure review on which only tenure-track members may vote.

   1. Votes on all business before the Department ordinarily are by non-secret ballot. Personnel actions and election of persons to departmental offices are held by secret ballot. Unless otherwise specified, motions are carried by two-thirds of those present and voting.

   2. A quorum at English Department meetings is a majority of those eligible to vote.

   3. No Department policy, curriculum, or personnel decision may be made at a Department meeting at which the item did not appear on the agenda published five (5) working days or more before the meeting.

   4. Voting on motions (not related to the election of Department Chair) that arise during a departmental meeting is done by the eligible members present with the following exceptions:

      a. If three (3) persons present request that voting be done by the whole Department (excluding those on leave) by mail ballot, this request shall be honored.

      b. Proxies are accepted from members on leave or absent for documented medical reasons for votes on appointment, reappointment, termination, promotion, tenure, dismissal, and suspension, and for election of the Department Chair. Otherwise proxy voting is not allowed. A proxy is understood to mean a written instrument that allows one member of the Department to transfer his or her voting rights to another member.

      c. Absent members may vote by mail on amendments to those policies and procedures in accordance with the provisions of Part One, Section IX.

C. Department meetings ordinarily are held once per month. Dates and times for the four regular Department meetings each semester are established in September and January each year. Additional Department meetings may be called by the Chair or on written petition of three (3) full-time faculty members.

D. The Department receives from its regularly constituted committees reports and
recommendations for action as part of the agenda for Department meetings.

E. The Department has the responsibility for defining hiring priorities and implementing them.

II. THE DEPARTMENT CHAIR

The Department Chair is the chief administrative officer of the Department. The Chair’s general function is to ensure that departmental decision-making is consistent with Policies and Procedures; to develop, in consultation with committee chairs, agendas for Department meetings; and to determine, in conjunction with Department members, priorities for the Department in a given year. The term of the Chair is two years. No Chair may serve for more than two consecutive terms. The Department Chair receives four course releases in an academic year.

Specifically, the responsibilities of the Chair fall into two categories, external and internal.

A. External duties of the Department Chair:

1. Advocates for the Department to the Dean, College, University, and external groups by representing the Department at relevant meetings and campus events;

2. Advises the Dean, in writing, of departmental personnel decisions, including the hiring of new faculty, and negotiates for present faculty such departmental matters as release time, workload redistribution, and overload assignments;

3. Prepares and submits requests for equipment, unrestricted funds, and other funds as necessary;

4. Forwards the Department’s personnel actions, including reappointment, promotion, tenure and post-tenure review, as provided by departmental policies and procedures and the AFUM Agreement. The chair may add a separate letter explaining the Department’s position;

5. Coordinates with the administrators of other USM campuses, off-campus sites, Weekend College, Learning Foundations, Stonecoast, graduate courses, and summer and winter sessions to recruit and evaluate instructors for all courses carrying the ENG designation;

6. Coordinates program evaluation and institutional self-studies.

B. Internal duties of the Department Chair:

1. Organizes and presides over meetings of the Department;

2. Brings before the Department for discussion and vote all recommendations of committees;

3. Communicates to the Department all matters relevant to its operations;

4. Administers, in consultation with the Department, the departmental budget;

5. Makes decisions about Department space, facilities, and equipment in accordance with Department needs and priorities;

6. Remains cognizant of Department, College, and University Policies and procedures —e.g., sexual harassment, conflict of interest, substance abuse, confidentiality agreements—and takes appropriate action in compliance with relevant university policies;

7. Organizes and attends meetings of part-time faculty as appropriate;

8. Supervises and evaluates, in consultation with the Department, classified and professional staff within the Department, and facilitates opportunities for professional development;
9. Keeps regular office hours for student advising and faculty consultation, including during the summer;

10. Responds to student complaints and grade appeals on academic matters in accordance with Department, College, and University Procedures;

11. Serves ex officio, as stipulated by Robert's Rules of Order, on all committees. Though not required to, the chair can vote and contribute to the work of the committee.

12. Appoints, in compliance with Policies and Procedures, part-time or full-time fixed-length staff;

13. Approves proposals for independent study after recommendation by the Curriculum Committee;

14. Administers, in conjunction with the Personnel Committee, peer evaluations as defined by Policies and Procedures;

15. Meets with pre-tenure faculty to discuss progress towards tenure. These discussions occur after the 2nd and 4th year annual reviews;

16. Finds a suitable substitute if unable to attend any Department or other university scheduled meeting.

III. THE DIRECTOR OF COLLEGE WRITING

A. The Director of College Writing is elected by the Department for a three-year term, renewable. The position is tenure-track. The Director of College Writing is a regular full-time member of the faculty whose appointment is half-time administrative and half-time teaching.

B. Duties of the Director of College Writing:

1. Demonstrates administrative expertise and scholarship in the field of Composition and related subjects. The Director keeps abreast of developments in the field, administers the College Writing Program as developed by the Department, and suggests revisions when necessary;

2. Serves as Chair of the College Writing Committee;

3. Administers the College writing budget, and, in consultation with the College Writing Committee, assesses the College Writing curriculum, suggests to the Department revisions of the course description and pedagogy to the Department, and seeks out additional funding for faculty development and maintenance of the program;

4. Recommends guidelines to the Department for evaluating teaching in College Writing courses;

5. Assists Personnel Committee in evaluating teaching in College Writing courses;

6. Interviews candidates for part-time positions during the academic year in conjunction with the Department Chair and the Personnel Committee. Between regular semesters, the Director participates in these interviews at her/his own discretion;

7. Coordinates with other regional institutions, particularly the community college system;

8. Advises the Learning foundations Program on curricular and personnel decisions and facilitates communication and coordination between developmental writing courses and college writing courses.

IV. STANDING COMMITTEES OF THE DEPARTMENT
A. The Department conducts its primary business through the following standing committees: Personnel, Curriculum, College Writing, Creative Writing, and Graduate Studies. Recommendations from standing committees are brought to the Department for discussion and vote. Additional Department work is conducted through a set of secondary committees, whose constitution and responsibilities are described in Section V. Membership of and elections to new and vacant seats on both sets of committees follow the procedures below. When seats on standing committees are vacated during the academic year for special reasons (e.g., sabbatical and medical leaves, resignations), an election is held to fill the vacancy at the next scheduled Department meeting.

1. All members of the five standing committees serve for two years. Off-year elections are held to fill vacancies in committees and offices. Any member may serve simultaneously on any committees except that no member may serve on the Personnel and Curriculum committees simultaneously.

2. Elections are held in the spring, before 15 April. Members are elected to the five standing committees in the following order: Personnel, Curriculum, College Writing, Creative Writing and Graduate. Department members may indicate a preference for one committee by declining election to the other committees. Voting is done through secret, weighted ballots.

3. Committees are responsible for keeping the Chair of the Department informed of committee business and bringing committee business to the Department in a timely manner.

4. All requests for Committee action shall be submitted in writing to the Committee Chair.

B. Chairs of Standing Committees

1. After the spring elections, the current Department Chair convenes members of the standing committees to elect committee chairs. The Chair of each standing committee, except the Director of College Writing, who chairs the College Writing committee, is elected by majority vote of the members of the committee. If it becomes necessary to elect a new Chair of a standing committee during the academic year, the committee does so at its next meeting.

C. Personnel Committee

1. The Personnel Committee consists of four full-time members, plus the Department Chair and the Director of College Writing, both of whom serve ex officio. The Personnel Committee conducts its business in accordance with all applicable college, university, AFUM, and EEO regulations.

2. Duties of the Personnel Committee:

a. Makes recommendations for reappointments and for staffing needs and initiates tenure and promotion procedures;

b. Supervises the preparation of scheduled and periodic faculty evaluations in accordance with the guidelines given in Part Two, Section V. The Personnel Committee may assign full-time tenured or tenure track members of the Department to assist in preparing evaluations;

c. Recommends to the Department a tenure and promotion committee as described in Part Two, Section VI;

d. Assists the custodian of the Personnel Files, the Department Chair, in overseeing the maintenance of faculty personnel files. These files are updated annually and kept
under conditions that insure their integrity and safekeeping in accordance with AFUM regulations regarding privacy and access.

D. Curriculum Committee

1. The Curriculum Committee consists of four full-time members, plus the Department Chair and the Director of Advising, both of whom serve ex officio.

2. Duties of the Curriculum Committee:
   a. Reviews and makes recommendations regarding course offerings, curriculum, and scheduling, according to departmentally-approved guidelines;
   b. Oversees the timely preparation of the Department’s Course Guide, which is printed and distributed every semester;
   c. Evaluates proposals of all 100-level topics courses, experimental (x99) courses, and for new numbered courses, and makes its recommendations to the Department;
   d. Evaluates Independent Study proposals according to departmental guidelines and makes recommendations to the Chair;
   e. Appoints one of its members to represent the English Department at meetings of the College of Arts and Science’s Curriculum Review Committee;
   f. Convenes an open meeting at least once a year, to which part-time faculty are invited, to discuss curricular and pedagogical issues, especially those relating to 120/150W;
   g. Convenes an annual meeting of 245 instructors to discuss the required gateway course (currently English 245, “Introduction to Literary Studies”);
   h. Assists the Department Chair in maintaining the Department’s files containing current and past course syllabi;
   i. Reviews and edits annually the section on the English Department for the next issue of the University’s Undergraduate Catalog.

E. College Writing Committee

1. The College Writing Committee is chaired by the Director of College Writing and consists of two full-time faculty members elected by the full-time faculty and two part-time faculty elected by the part-time faculty. The Department Chair serves ex officio as a sixth member.

2. Duties of the College Writing Committee:
   a. Examines and makes recommendations concerning textbooks, syllabi, and other instructional material used by instructors;
   b. Provides regular forums for discussion among instructors about the theory and practice of teaching basic composition, providing instructors with opportunities to engage with scholarship in the field;
   c. Advises the Curriculum Committee on issues related to English 100C and 101C;
   d. Considers and advises the Department on questions and problems related to plagiarism, absences, grade appeals, the Student Conduct code, and related issues;
   e. Draws the full and part-time faculties together at least once a year for a professional or social occasion.
F. Creative Writing Committee

1. The Creative Writing Committee consists of three full-time faculty members elected by the Department and two part-time faculty members who regularly teach Creative Writing courses elected by the part-time faculty.

2. Duties of the Creative Writing Committee:
   a. Supervises the Writing Minor and advises the Department on guidelines and issues related to it;
   b. Advises the Curriculum Committee on issues related to Creative Writing courses and programs;
   c. Regularly reviews English 201 and advises the Department on issues related to it;
   d. Initiates discussion among instructors about Creative Writing pedagogy and offers workshops every year on teaching Creative Writing.

G. Graduate Studies Committee

1. The Graduate Studies Committee consists of four tenured or tenure-track faculty elected by the Department and the Department Chair.

2. Duties of the Graduate Studies Committee:
   a. Administers graduate programs, activities, and curricula in consultation with members of appropriate departmental and university-wide committees;
   b. Plans new initiatives in graduate studies within the Department.

V. SUPPORTING COMMITTEES OF THE DEPARTMENT

A. The Department’s supporting committees are the Student Affairs Committee and the Bequest Committee. Like the Department’s standing committees, these committees remain continuously constituted.

1. Elections to supporting committees are held at the election meeting following the elections to the standing committees.

2. Memberships to these committees are for two-year terms.

B. Student Affairs Committee

1. The Student Affairs Committee is chaired by the Director of Advising and consists of two other full-time faculty members, who are elected by the Department.

2. Duties of the Student Affairs Committee:
   a. Oversees the process of granting student awards that are within the purview of the Department (e.g., the Barbara C. Jandebeur and the C. Elizabeth Sawyer Awards);
   b. Maintains contact with and, when appropriate, supports student organizations related to the English Major, particularly the English Students Association;
   c. Provides academic and recreational interaction between faculty and students. This may include informal events, such as a film and discussion series, and formal events, such as a forum on post-graduate opportunities for English majors;
   d. Recruits and selects English majors for study abroad and helps them with applications, transfer credit, and related issues.
C. Bequest Committee
   1. The Bequest Committee consists of four members of the faculty with scholarly or creative expertise and teaching responsibilities in fields appropriate to the bequests plus the Department Chair.
   2. The Bequest Committee administers the monies provided by the bequests in accordance with the guidelines established by the bequests.

VI. OTHER DEPARTMENTAL OFFICES

A. Director of Student Advising
   1. The Director of Student Advising is a full-time faculty member elected by the Department at the election meeting for a term of two years. The Director of Student Advising receives one course release for an academic year.
   2. Duties of the Director of Student Advising:
      a. Checks graduate certifications during the regular academic year and advises graduating seniors;
      b. Attends university-sponsored orientation programs and events hosted by the University to attract new students during the regular academic year;
      c. Serves as liaison between the Department and other college and university advising units;
      d. Advises English majors and minors until they choose or are assigned to another faculty advisor. New English majors are automatically assigned to the Director of Advising;
      e. Chairs the Student Affairs Committee and serves ex officio on the Curriculum Committee.

B. Director of Graduate Studies
   1. The Director of Graduate Studies is a full-time tenured or tenure-track faculty member elected by the Department at the election meeting for a term of two years. The Director of Graduate Studies receives release time to be determined by the Department in accordance with the Department’s charge and mission.
   2. The Director of Graduate Studies oversees and coordinates the duties of the Graduate Studies Committee and acts as liaison for the Department’s graduate studies with the CAS Graduate Studies Committee, the Associate Provost for Graduate Studies, the university Office of Graduate Admissions, and with the community, including outreach to primary and secondary teachers and to graduate schools within the region.

C. Faculty Liaison to the Library
   1. The Faculty Liaison to the Library is a full-time faculty member elected by the Department at the election meeting for a term of two years.
   2. Duties of the Faculty Liaison to the Library:
      a. Coordinates and facilitates the ordering of monographs, serials, and electronic library resources;
      b. Informs the Department of all alterations in the library’s collections, especially those pertinent to English studies, of changes in library policies, and of all other library-related matters.
D. Parliamentarian

1. The Parliamentarian is a full-time faculty member elected by the Department every two years.

2. The Parliamentarian is responsible for counting and recording all written votes and for responding to queries regarding Departmental Policies and Procedures and/or Robert’s Rules of Order.

3. The Parliamentarian is well versed in the Departmental Policies and Procedures and Robert’s Rules of Order and brings copies of all relevant procedural documents to meetings.

VII. THE ENGLISH DEPARTMENT COUNCIL

A. The English Department Council consists of five full-time members of the Department elected each year by weighted ballot. Members are elected at the first meeting of every academic year. Members may be elected to the Council regardless of other committee or Department duties.

B. The Council is not intended to serve for routine or ordinary Department business but to be convened primarily to make recommendations on intradepartmental disputes or grievances in accordance with Part Two—Section III below.

VIII. STANDARDS

A. Teaching

1. Teaching competence must be demonstrated during an initial semester for a first contract renewal. For tenure and promotion to associate and full professor, excellence in teaching as determined by peer review and student evaluations is normally expected.

2. Teaching involves preparation, presentation, and reception. Because student responses may not fully reflect current knowledge in the field, while skill in preparation and classroom management may not effectively create student engagement, all three are essential for an evaluation of competence or excellence.

3. “Teaching competence” is understood as effective demonstration of course preparation, including syllabi and course materials; class management as evaluated by class visits; and student reception as evidenced by student evaluations. Criteria for “effective demonstration” include, but are not limited to, evidence of keeping abreast of the discipline; establishment of clear course and class goals and organization of classes; engagement of students in areas such as research, discussion, writing and revision; and sustaining appropriate levels of intellectual rigor. Student evaluations are essential guidelines for evaluating their engagement and understanding.

4. “Teaching excellence” is understood as a sustained pattern of effective teaching over the period under evaluation. It also may include such material as evidence of exceptional care in preparation, exceptional student evaluations, and/or development of courses, curricula, and pedagogy.

B. Scholarship

1. A Ph.D. or MFA or publication judged equivalent to a dissertation is prerequisite for any save a temporary, emergency, or part-time appointment. Standards for scholarship below are based on definitions approved by the College of Arts and Science.

2. Faculty members are evaluated on their original contribution to their discipline through
research, scholarship, or creative performance. Original contributions to a discipline or field address a general and public body of knowledge and/or creative work and are presented to a national and/or international professional community. Such contributions are risk-taking in the sense of submitting one’s work to one’s peers for review and evaluation. Such contributions also add to the body of knowledge and/or creative work.

3. In the field of English such contributions normally comprise publications, whether in print or other refereed media, conference papers and other formal presentations before peers; and readings of creative work. Research and scholarship that contribute to teaching or service excellence become part of the scholarship evaluation when they are “risk-taking” in the sense defined above. Such research and study support but do not replace scholarship in the discipline.

4. For reappointment beyond the second year, further evidence of scholarship or creative work, published or unpublished, complete or in progress, must be submitted to the Department. For reappointment beyond the fourth year the Department must be able to discern a pattern of substantial and continuing intellectual development as evidenced by published scholarship or creative work. A tenure recommendation and/or promotion to Associate Professor requires substantial and high-quality scholarship and a clearly evident pattern of intellectual development and growth. Ordinarily, such evidence shall consist of published scholarship or creative work as recognized by peers in the field. Promotion to the rank of Professor requires a substantial body of scholarship, as recognized by peers in the field, including publications in reputable houses or in recognized international or national journals. Professional activities such as participation and leadership in professional association programs, professional consulting, direction of dissertations and theses, professionally-related community service based in research and scholarly study, and other contributions to the intellectual life of the University, are considered supporting scholarship.

C. Service

1. Although the burden of committee work and other extracurricular service falls unevenly on a faculty, participation, cooperation, and assistance of all members in Department affairs and, where appropriate, in College, University, and community affairs, are expectations for renewal, tenure, and promotion. For continuance beyond the fourth year, for the grant of tenure, or for promotion to the rank of Associate Professor or Professor, a clearly demonstrated record of commitment to the University in effective University service is normally required. For continuance beyond the fourth year, for the grant of tenure, or for promotion to the rank of Associate Professor or Professor, a clearly demonstrated record of commitment to the University in effective service is normally required. A “record of commitment” is understood to include regular participation in Department meetings and committee work, as well as service to CAS, the University, the community, or the profession.

D. Position Justification for Tenure

1. As long as USM requires position justification, the Department shall rank the Professor’s areas of special expertise in Department programs in relation to present and projected personnel needs in the Department. The position justification reflects primarily those needs, but also recognizes other roles the individual fills that merit a continuing appointment.

IX. AMENDMENTS
Any proposed amendments must be circulated to all members at least two weeks in advance of the meeting at which they are to be discussed and voted on. They shall be voted on in the form in which they are proposed. If more than one amendment is proposed, each shall be voted on separately. To be adopted, an amendment must receive two-thirds of the votes cast. Absent members may vote by mail ballot, provided their votes are received by the day of the announced meeting.
PART TWO—PROCEDURES

I. FACULTY HIRING

A. Full-Time Faculty Hiring

1. Priorities for hiring at the level of Assistant Professor and above are determined by vote of the Department and are directed by the needs and desired future shape of the Department. Searches are conducted in accordance with EEO, University, and College regulations.

2. When the Department anticipates hiring for a full-time position, it elects a Search Committee. The Search Committee is normally composed of three to five full-time faculty members, including the Department Chair. Its function is to review all applications, schedule interviews, and present a slate of candidates, along with its own recommendation, to the Department for a vote of selection.

3. The Department subsequently appoints three full-time tenured or tenure-track faculty members to an interview team that screens candidates at MLA or other appropriate venues and whose MLA expenses are, as far as possible, paid by USM. Any member of the Department may participate at her or his own expense. At the next faculty meeting, the interview team reports to the Department and makes a recommendation.

B. Full-time, Fixed-length Hiring: All full-time, fixed-length positions are subject to approval by the Department. Whenever possible, hiring is done during the academic year. However, if a non-tenure-track position must be filled during the summer months, the Department Chair consults with all Department members who can be reached before making the appointment. When such positions are accompanied by a search, the search follows the guidelines outlined above.

II. CHAIR ELECTION PROCEDURES

A. Voting members of the Department nominate by ballot to the Dean one of the tenured members of the Department for appointment as Department Chair when a vacancy occurs through expiration of term or otherwise. Under normal circumstances, the election is held in the spring semester before 15 April.

B. In the event that the Chair is unable to fulfill his/her duties over an extended period of time, the Department elects from among the tenured faculty an acting Chair who serves until the Chair resumes the duties of the office or until the end of the semester, whichever comes first. If the Chair is unable to resume the office at the end of the semester, a new permanent Chair is elected. The Department may recommend termination of the Chair by a vote of lack of confidence.

C. Elections of both regular and interim Chairs follow the procedures below:

1. The meeting to elect a Chair is conducted by a member of another Department, nonvoting, selected by the incumbent Chair and agreed to by the Dean. The time and place of the election meeting are announced at least one week in advance.

2. The name of every tenured member of the Department is automatically placed in nomination. A Department member may withdraw his/her name at any time.

3. Balloting is by written, secret ballot.

4. Ballots are collected, votes counted, and results announced after each ballot by the
officiating outsider, who shall seal each set of ballots after each round of voting is completed.

5. Any candidate who receives two-thirds of the votes on any round of voting is declared the Department’s nominee for Chair.

6. At the end of the first round of voting, those with no votes or one vote are eliminated. On subsequent rounds, the one candidate with the fewest votes is eliminated. In the event of a tie for the lowest number of votes, all tied are eliminated unless their elimination shall reduce the number of candidates remaining to fewer than two.

7. Voting shall continue until one candidate receives at least two-thirds of the vote. If no candidate receives two-thirds of the vote, the Department submits two names to the Dean.

8. The names of candidates and votes on the final round of voting are forwarded to the Dean of the College. All ballots are saved until one month after the appointment of the Chair or until any appeal of the appointment is resolved, whichever is later.

9. Under what the Department deems extraordinary circumstances it may temporarily create an alternative leadership structure, subject to approval by the administration.

III. RESOLUTION OF INTRADEPARTMENTAL DISPUTES

A. Any conduct on the part of a Department member or members allegedly causing serious distress or inconvenience to other Department members is grounds for a dispute.

B. A formal written petition stating the nature of the dispute is presented to the Department Chair.

C. If within two weeks the Department Chair is unable to resolve the difficulty to the petitioner’s satisfaction, the Department Chair activates the English Department Council as an ad hoc committee, which then considers the aforementioned petition and issues an appropriate recommendation in a timely manner.

D. A decision of the Department Council may be appealed to the Department as a whole, which rules on the grievance by majority vote.

E. Any member of the Council who is a principal in a dispute or grievance may not sit on that particular case. That member is temporarily replaced by an election.

F. These procedures deal only with intradepartmental matters. They do not replace similar procedures instituted on the College or University level. Every attempt should be made to resolve intradepartmental disputes within the Department before going outside the Department.

IV. PROCEDURES FOR COURSE SCHEDULING

A. The Curriculum Committee shall be governed by the following course scheduling guidelines in making its recommendations to the Department.

1. Ordinarily, the course offerings for the upcoming academic year will be prepared during the February scheduling cycle.

2. Prior to preparing the offerings for a semester the Committee shall disseminate a list of courses due to be taught. The Committee also shall invite each member of the Department to indicate preferences for these and other courses, and for days, hours, and campus. All schedules shall be circulated among the Faculty and approved by the Department at a Department meeting.
3. Consistent with curriculum requirements and student needs, every attempt will be made to honor these preferences. Consultation with the individual will precede any departure from the individual’s request.

4. Course assignments will be governed by the following workload policy:

   **No Release Time**
   1 course from 100, 101, 120, 150, 245
   2 other courses

   **One Release Time**
   1 course from 100, 101, 120, 150
   1 other course

   **Two Release Times**
   1 course from 100, 101 one semester
   1 other course the other semester

Every faculty member must teach at least one English 100 or 101 each year and at least one 200-level course (other than 245) every two years. The workload formula, however, shall not be applied so that full-time faculty members are denied the opportunity to teach at least one upper-level course in an entire academic year (e.g. due to sabbatical leaves or other assignments). Any exceptions to the workload policy must be approved by the Department.

5. When more than one member has been appointed to an area of specialization, upper level courses will be rotated. When conflicts in course allocation arise, the Curriculum Committee will take into account the Faculty member’s past experience teaching the course and/or active research in the field, student evaluations, and the proposed syllabus in recommending which faculty member shall be assigned to teach the course. This guideline implies that normally faculty members whose interests and specializations overlap will work out a teaching rotation for courses they wish to share.

6. The English Department supports the principle that categories of courses necessary to satisfy English major requirements will be made available both day and evening over a two-year cycle.

7. Full-time members shall have first claim to overload, summer, winter and off-campus teaching. When more members request such assignments than sections are available, overload and summer teaching assignments shall be rotated equitably.

**V. PROCEDURES FOR THE PERIODIC FACULTY EVALUATION**

A. The Peer Committee of the English Department comprises the full-time tenured and tenure-track faculty.

B. The Personnel Committee oversees periodic faculty evaluations as they are mandated by the UM-AFUM Agreement in accordance with the following procedures:

1. For each evaluation, the committee secures from the member to be evaluated a complete and current personnel file in the University’s tenure presentation format and a current curriculum vitae. Where possible, members shall submit electronic and paper copies. When the evaluation includes a recommendation of reappointment, copies of scholarship and/or creative work since the last evaluation are also submitted. For the purposes of
evaluation, scholarship and creative work are defined in Part One, Section VIII. B. 2-4 above.

2. The Personnel Committee uses the material submitted by the faculty member as well as materials on teaching defined in Part One, Section VIII. A. 2. above to prepare the periodic evaluations forwarded to the Dean and included in the member’s personnel file. Written evaluations summarize the faculty member’s scholarship, teaching, and service, and assess the degree to which they accord with the standards outlined in Part One, Section VIII.

3. The evaluation consists of three parts:
   a. A report summarizing the faculty member’s scholarly or creative work in progress or completed during the evaluation period and assessing it in terms of the standards outlined in Part One, Section VIII. For collaborative work, it describes the role of the faculty member in the conception, performance, analysis, and/or reporting of the project(s). The report distinguishes among kinds of scholarly or creative production, the venues or modes of its dissemination, and whether it has been peer reviewed. It specifies whether the work is published, under review, or forthcoming (under contract or in press). The report assesses the faculty member’s overall research program or creative work and his or her “distinctive contribution” to the field. The report includes honors, fellowships, or grants awarded by professional organizations or other relevant scholarly or creative achievements.

   b. A report summarizing the faculty member’s teaching during the evaluation period and assessing it in terms of the standards outlined in Part One, Section VIII. The report shall be based on a review of the following components: student evaluations, a teaching statement, a teaching portfolio composed of representative classroom materials chosen by the Faculty member as a demonstration of his or her teaching philosophy and practices, and in some cases, a peer observation of the faculty member’s teaching.

Peer Observations are conducted during the first semester of employment at USM for all new full-time faculty and in the fall for anyone being evaluated for reappointment, tenure, or promotion that year. All full-time faculty members are observed by a member of the Personnel Committee or by another tenured faculty member chosen by the Personnel Committee. Observers notify the faculty member of the observation and schedule a date acceptable to both parties. Reports of Peer Observations follow Department-approved guidelines. Faculty members may request a second peer class visit with a different observer as part of that year’s evaluation. A full-time faculty member may also request a class visit at any time.

In any case where the Peer Committee has determined a pattern of teaching to be substandard, it may require the Personnel Committee to oversee additional class visits and reviews of course materials and student evaluations until the Peer Committee affirms improvement.

   c. A report summarizing the faculty member’s service during the evaluation period and assessing it in terms of the standards outlined in Part One, Section VIII. The service report distinguishes among departmental, university, community, and professional service and recognizes leadership positions.

4. Prior to the period of Personnel Committee review, either the faculty member or the Committee may request a meeting to review the file, to provide any additional information about the materials in the file, and/or to ask or answer any questions about the member’s
work or the evaluation process.

5. The periodic review provides the primary materials for the Department’s recommendations on reappointment, promotion, tenure, merit increases, and other personnel actions.

6. The faculty member evaluated has the right to attach a comment or response to any statement placed in her or his personnel file within one week of receiving the Peer Committee report. The member also has a right to be heard by the Personnel Committee and respond to any evaluations before they are forwarded beyond the Department.

7. The faculty member evaluated is provided an evaluation of performance stating the Department’s expectations for progress toward tenure or promotion. In the case of pre-tenure faculty, this evaluation is provided annually.

VI. PROCEDURES FOR EVALUATING PERSONNEL FOR TENURE AND PROMOTION

A. During April of the year before a Department member is to be evaluated for tenure or promotion, the Personnel Committee initiates procedures for evaluating the candidate’s file.

C. The Personnel Committee, in fulfilling its charge in Part One, IV.C.2.c, appoints a Tenure or Promotion committee according to the following procedures:

1. The composition of the Promotion or Tenure Committee is determined by the Personnel Committee. For each candidate the Personnel Committee creates the Promotion or Tenure Committee, composed of three tenured faculty. After selecting two members, the Personnel Committee requests a list of three names from the candidate. Then the Personnel Committee selects a third member directly from the candidate’s list. If either of the two members is or both are already selected on the candidate’s list, the Personnel Committee selects a third of its own choosing.

2. The candidate meets with the Personnel Committee prior to the appointment of the Tenure or Promotion Committee to discuss the process. This discussion is confidential.

3. The Personnel Committee presents the proposed members of the Tenure or Promotion Committee for approval by Department vote.

4. The Tenure or Promotion Committee supervises the evaluation process, prepares the necessary reports, and presents the reports to the Department.

5. The Department makes the tenure or promotion recommendation.

C. The Tenure or Promotion Committee secures the following from the faculty member to be evaluated for tenure or promotion: a complete and current personnel file in the University’s tenure presentation format; a current curriculum vitae; four copies of scholarship or creative work published or forthcoming either in the five years since the initial tenure-track appointment at USM or since the last promotion; a list of three possible outside evaluators of the candidate’s scholarship or creative work.

D. The Tenure or Promotion Committee solicits three evaluations of the candidate’s scholarship or creative work from two outside evaluators chosen by the Committee and one from the candidate’s list. The evaluators are provided with the candidate’s current curriculum vitae; the candidate’s published, forthcoming, and/or completed scholarship or creative work; and a copy of the Department’s standards for scholarship at the appropriate rank as they are outlined in Part One, Section VIII. Outside evaluators are informed that the candidate has access to the letter after the evaluation process has been completed. The list of outside evaluators is compiled according to the following criteria:
1. They are established scholars from outside the University and in the same field of expertise as the candidate or are widely recognized creative writers in the candidate's major genre.

2. They are at or above the rank to which the candidate wishes to be promoted.

3. Though they may be familiar with the candidate's published work, any connections with the candidate are professional and not personal. They are not former advisors or mentors.

E. During the fall of the year in which the candidate's tenure or promotion is evaluated, the Tenure or Promotion Committee appoints one of its members to visit one or more of the candidate's classes. Class visit reports are written in accordance with Department-approved guidelines.

F. In the fall of the year in which the candidate for tenure or promotion is evaluated, the candidate compiles a tenure or promotion file. In addition to a current curriculum vitae and the University's tenure presentation format, this file may also include the following:

1. additional scholarship or creative work completed since materials were submitted in the spring;

2. additional relevant course materials;

3. other materials in support of the candidate's professional credentials and qualifications, including, but not limited to, additional letters of recommendation from scholars and/or students, reviews of published work, significant citations of scholarship, honors, media interviews, correspondence, invitations, programs, or other material attesting to professional service outside the University in the community, the field of specialization, or the profession.

VII. PROCEDURES FOR PART-TIME FACULTY

A. Appointments

1. Hiring for all part-time ranks does not require a national search, and such hiring does not constitute a tenure-track position at any rank. Part-time appointments are made with reference to the following criteria. These criteria are not prioritized and are applied with sufficient flexibility to accommodate English Department curricular needs.

   a. Emeritus or retired status within the USM English department

   b. Education (new part-time faculty must hold a Ph.D., an M.F.A., or an M.A.)

   c. Scholarship and/or publications

   d. Teaching experience (preference will be given to teachers with a record of successful teaching).

2. At the time of appointment, part-time faculty will be assigned a rank according to the following scale:

   a. Lecturer I: M.A. or equivalent professional experience.

   b. Lecturer II: M.A. plus 10 semesters of satisfactory college or university level teaching experience.

   c. Lecturer III: M.A. plus 20 semesters of satisfactory college or university level teaching experience; or M.F.A., Ph.D., or equivalent professional experience.

   d. Instructor: M.F.A., A.B.D., Ph.D. or equivalent professional experience plus
evidence of satisfactory college or university level teaching experience.

B. Hiring, Evaluation, Reappointment, and Promotion

1. Candidates for part-time positions will be interviewed by the Department Chair, a member of the Personnel Committee, and, depending on the courses to be taught, the Director of College Writing or the Chair of the Creative Writing Committee or the Chair of the Curriculum Committee.

During the summer months, participation in hiring interviews is voluntary for everyone except the Department Chair.

2. All part-time hires must be approved by a vote of the Department at a regularly scheduled meeting. In the event that part-time staff must be hired on short notice and it is not possible to hold a Department meeting to approve the hiring, the hiring must be approved at the next regularly scheduled Department meeting. If a hiring is not approved by the Department after the fact, the individual will not be reappointed beyond the current semester.

3. Part-time faculty will have their teaching evaluated at the end of the first two semesters at USM and once every four years thereafter. Evaluations may be conducted more frequently if circumstances warrant. As a minimum, the evaluation of teaching will consist of an examination of student evaluations, a class visit, and a review of appropriate materials by a faculty member designated by the Personnel Committee.

4. Part-time faculty who believe they are due a promotion in rank according to the criteria outlined in section VIII of Part One or the current PATFA Agreement should notify the Department Chair in writing and present the proper documentation of qualifications.

C. Representation

1. In accordance with the ADE Statement on the Use of Part-Time and Full-Time Adjunct Faculty recommending a role in “determining departmental and institutional policies,” part-time faculty are represented on any department committee when the committee deals with issues that directly concern their contractual responsibilities. Decisions regarding personnel and upper level curriculum are not open to part-time faculty, although the department may choose to consult them. Members of the part-time faculty will elect representatives each spring. Part-time faculty members on standing committees will have full-voting rights—in committee—on issues relating directly to their contractual responsibilities, with the exception of personnel and upper level curriculum decisions.

   a. The Personnel Committee will include one elected part-time representative when evaluations of part-time faculty are being considered.

   b. The Curriculum Committee will include one elected part-time representative when the committee’s work concerns ENG 100C, ENG 120H, ENG 150H, or 201F.

   c. The College Writing Committee will include two elected part-time representatives.