

## **BYLAWS**

### **Department of English University of North Texas**

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## I. **GENERAL PROVISIONS**

### A. **Authority**

The policy-making powers vested in the Department of English by the State of Texas and the University of North Texas arise from the faculty through procedures defined in these bylaws and are administered through its Executive Committee (EC) and the department chair, its chief executive officer. All policies are subject to approval by the Board of Regents and its agents, and nothing in these bylaws is intended to conflict with university policies. When changes in university policies require changes in the bylaws, university rules will take precedence until the bylaws can be revised.

### B. **Definitions**

1. The voting faculty is defined as all full-time members of the department designated either as tenure-system faculty in the professor, associate professor, and assistant professor ranks; or as professional faculty in the lecturer, clinical, and research faculty ranks. Visiting appointees are excepted.
2. The tenure-system voting faculty is defined as full-time members of the tenure-system faculty in the professor, associate professor, and assistant professor ranks. Visiting appointees are excepted.
3. The professional voting faculty is defined as full-time professional faculty in the lecturer, clinical, and research faculty ranks. Visiting appointees are excepted.

### C. **Implementation**

These bylaws will take effect officially after approval by the dean of the College of Liberal Arts and Social Sciences (CLASS) and ratification by two-thirds of the tenure-system voting faculty of the department. Required elections will be held as soon as is practical. The dean retains the right to suspend the bylaws.

### D. **Nepotism Rule**

UNT Policy 05.012, Employment of Relatives (Nepotism Rule), §§C.01-02, governs the participation on committees of faculty who are related.

§C.1. A faculty member who serves on a committee whose purpose it is to recommend any employment decision must recuse themselves from making any recommendation regarding an employee to whom they are related within the prohibited degree of consanguinity or affinity or by cohabitation, and shall not attempt to influence the decision of any other committee member.

§C.2. Any recommendation made in violation of this section is void, as is any employment decision influenced by such recommendation. Actions taken in violation of this section may result in disciplinary action against the individual taking the action.

## II. STRUCTURE OF THE DEPARTMENT

### A. Administrative Officers

1. **Chair:** The department chair is the chief executive officer. The chair presides over meetings of the faculty and of the EC and is responsible to the dean and to the English faculty for carrying out academic, budgetary, and personnel policies in the department. The selection process and term of office for the chair shall be negotiated between the English voting faculty and the dean in accordance with the requirements set out in these bylaws. This negotiation includes the department forwarding to the dean the separate voting results of both the tenure-system faculty and the professional faculty. In keeping with CLASS bylaws, the chair shall be appointed to a four-year renewable term. To be eligible to serve, the chair must be a tenured faculty member with the rank of associate or full professor.
  - a. In the case of an internal search, one or more nominees will be solicited from the voting faculty by the election judge.
  - b. The nominee or nominees shall be declared “acceptable” or “unacceptable” by each member of the voting faculty. The chair will be appointed by the dean.
  - c. The chair will be appointed by the dean. The nominee or nominees shall be declared “acceptable” or “unacceptable” by each member of the voting faculty.
  - d. If an interim chair is needed, one or more nominees will be solicited from the voting faculty by the election judge and then declared “acceptable” or “unacceptable” by the voting faculty prior to having their names forwarded to the dean.
  - e. The dean may terminate the appointment of the chair following appropriate review and/or investigation. The dean should neither retain a chair found wanting by faculty standards nor arbitrarily dismiss a chair who meets the accountability standards of the academic community. The faculty of the department, of its own volition, may review the chair at any time according to the following procedure:

- i. At least twenty percent of the voting faculty may notify the chair and dean in writing that they are calling for a vote of confidence. This notification will specify particular reasons for calling for the vote of confidence.
    - ii. The chair may respond to the bill of particulars in a manner of their choosing within thirty calendar days.
    - iii. The voting faculty will conduct the vote of confidence by secret ballot within ten calendar days of the chair's response or on day thirty-one after the written notification of particulars.
    - iv. The results of the vote of confidence will be forwarded to the dean.
  - e. During the last year of a chair's term, the PAC will provide the dean with a comprehensive review of the chair's term using for at least part of the evidence annual faculty evaluations of the chair.
  - f. If the chair is to be absent for relatively short periods of time, the associate chair will conduct appropriate meetings and will act as chair.
2. **Associate Chair:** The associate chair is appointed to a term of three years by the chair with the advice and consent of the EC and is declared "acceptable or "unacceptable" by the voting faculty. Reappointment is permissible, as is the extension of a single term for one year. The chair may terminate the appointment of the associate chair with the advice and consent of the EC. The duties of the associate chair are determined by the chair and depend on the needs of the department, but typically include: assisting the chair with the adjudication of grade appeals and cases of academic dishonesty; coordinating the assignment of academic assistants and graders; assisting the chair with professional faculty promotions and with nominating faculty for university awards; and assisting the chair with recruitment and retention of students; and assisting the chair with advancement. The associate chair serves on the EC. To be eligible to serve, the associate chair must be a tenured faculty member.
3. **Assistant Chair:** The assistant chair is appointed to a term of three years by the chair with the advice and consent of the EC and is declared "acceptable or "unacceptable" by the voting faculty. Reappointment is permissible, as is the extension of a single term for one year. The chair may terminate the appointment of the assistant chair with the advice and consent of the EC. The duties of the assistant chair are determined by the chair and depend on the needs of the department, but typically include: scheduling the days and times of the course offerings approved by the CC; inputting and maintaining the schedule in the registrar's curriculum management software; communicating teaching assignments to the faculty; monitoring enrolments and advising the chair on schedule changes; and assisting the

chair with the hiring and supervision of adjunct faculty. The assistant chair serves on the CC. All full-time faculty are eligible to serve as assistant chair.

4. **Director of Graduate Studies:** The director of graduate studies is appointed to a term of three years by the chair with the advice and consent of the EC and is declared “acceptable or “unacceptable” by the tenure-system voting faculty. Reappointment is permissible, as is the extension of a single term for one year. The director of graduate studies is responsible for maintaining the effectiveness and integrity of the English graduate program and for advising graduate majors on degree requirements or other pertinent academic matters, for managing the allocation of departmental resources such as teaching fellowships and tuition benefits, for recruiting new students (in consultation with the director of creative writing), for keeping records on graduate majors, for evaluating the academic progress of the teaching fellows, for co-chairing the Curriculum Committee and the Graduate Admissions Committee, for participating in the preparation of the schedule for graduate English classes, for supervising registration in graduate English classes, and for ensuring the assessment of graduate courses complies with university protocols. The director of graduate studies prepares the course offerings and staffing for graduate English classes in consultation with the director of creative writing. These offerings are subject to approval by the CC and the department chair. To be eligible to serve, the director of graduate studies must be a tenure-system faculty member.
5. **Director of Undergraduate Studies:** The director of undergraduate studies is appointed to a term of three years by the chair with the advice and consent of the EC and declared “acceptable or “unacceptable” by the voting faculty. Reappointment is permissible, as is the extension of a single term for one year. The director of undergraduate studies is responsible for maintaining the effectiveness and integrity of the English undergraduate program, for co-chairing the CC, for participating in the preparation of the schedule for undergraduate English classes, for supervising registration in undergraduate English classes, for overseeing the distribution of undergraduate scholarships, and for ensuring the assessment of undergraduate courses complies with university protocols. The director of undergraduate studies prepares the course offerings and staffing for undergraduate English classes in consultation with the directors of first-year writing and creative writing. These offerings are subject to approval by the CC and the department chair. To be eligible to serve, the director of undergraduate studies must be a tenure-system faculty member.
6. **Director of First-Year Writing:** The director of first-year writing is appointed to a term of three years by the chair with the advice and consent of the EC and declared “acceptable or “unacceptable” by the voting faculty. Reappointment is permissible, as is the extension of a single term for one year. The director of first-year writing is

responsible for maintaining the effectiveness and integrity of the first-year writing program, for developing curriculum, for managing the allocation of program resources, and for ensuring that the assessment of first-year writing courses complies with university protocols. The director of first-year writing also oversees an administrative team responsible for training, supervising, and evaluating teaching fellows in the program, and for maintaining program operations, which includes but is not limited to scheduling support, implementing curriculum, community outreach, and investigation of student concerns. When necessary, the director of first-year writing consults with the chair on the program's administrative and instructional appointments. The director of first-year writing may also assist the department chair in evaluating the performance of adjuncts and professional faculty who have taught first-year writing courses.

7. **Director of Creative Writing:** The director of creative writing is appointed to a term of three years by the chair with the advice and consent of the EC and in consultation with the tenure-system members of the creative writing faculty. Reappointment is permissible, as is the extension of a single term for one year. The director of creative writing is responsible for maintaining and promoting the effectiveness and integrity of the creative writing programs (such as the Visiting Writers Series, Rilke Prize, Writers in the Schools), degrees, and courses, for managing resources devoted to creative writing, for co-chairing the GAC, for participating in the preparation of the schedule for creative writing courses as a member of the CC, for supervising registration in creative writing classes, and for supervising and mentoring teaching fellows, adjuncts, and professional faculty who teach creative writing courses. The director of creative writing also assists the department chair in evaluating adjuncts and professional faculty who teach creative writing courses. To be eligible to serve, the director of creative writing must be a tenure-system faculty member.
8. **Other Administrative Officers:** With the advice and consent of the EC, the department chair may appoint such administrative officers as graduate placement officer, development officer, departmental webmaster, etc. The terms of office for such positions will be negotiated with the chair, subject to approval by the EC.

#### B. **Removal of Administrative Officers**

1. The voting faculty, of its own volition, may review any administrative officer defined in II. A. 2-7 according to the following procedure:
  - a. Twenty percent of the voting faculty (or tenure-system voting faculty, in the case of the director of graduate studies, or the tenure-system faculty of the creative writing division, in the case of the director of creative writing) may notify the department chair in writing that they are calling for a vote of



confidence. This notification will specify particular reasons for the vote of confidence.

- b. The administrative officer may respond to the bill of particulars in a manner of their choosing within thirty calendar days.
- c. The voting faculty (or tenure-system voting faculty, in the case of the director of graduate studies, or the tenure-system faculty of the creative writing division, in the case of the director of creative writing) will conduct the vote of confidence by secret ballot within ten calendar days of the response or on day thirty-one after the written notification of particulars. If the majority votes no confidence, then the administrative officer in question must tender their resignation to the department chair within thirty calendar days.

### C. **The Committee System**

1. **Standing Committees:** Standing committees are the Executive Committee (EC), the Personnel Affairs Committee (PAC), the Professional Faculty Personnel Affairs Committee (PFPAAC), the Curriculum Committee (CC), the First-Year Writing Advisory Committee (FYWAC), and the Graduate Admissions Committee (GAC).
2. **Search Committees:** Search committees must be formed for selecting a chair and for hiring full-time faculty members, with the exception of visiting appointees.
3. **Appointment to Ad Hoc Committees:** The department chair may appoint ad hoc committees, except in those cases when a committee is likely to exist for longer than one full semester, in which case such committees shall be approved by the EC.
4. **Ex-Officio Members:** Ex-officio members of committees serve with full voting rights, except as may be noted elsewhere in these bylaws. Their terms of office are coterminous with their terms in the enabling office.
5. **Limitations on Committee Service**
  - a. The department chair may not be a member of the PAC.
  - b. Members of all standing committees ordinarily serve for three years. Members may succeed themselves.
6. **Vacancies:** The EC is responsible for declaring positions vacant and for instituting steps to fill vacancies.

**D. Standing Committees**

**1. Executive Committee**

- a. **Composition:** The EC consists of nine members: the department chair as a voting ex-officio member and as chair of the EC; the associate chair as a voting ex-officio member; the directors of graduate studies, undergraduate studies, and creative writing as voting ex-officio members; three tenure-system voting members elected at large by the voting faculty; and one professional faculty voting member elected by the professional voting faculty. At least fifty percent of the voting members of the committee must be tenured. If this percentage is not met before the election of the three at-large voting members, then one or more of these members must be elected from the tenured ranks.
- b. **Responsibilities**
  - i. establishing departmental policy, within university guidelines and subject to the approval of the tenure-system voting faculty
  - ii. dealing with all matters concerning the department except those specifically delegated to other committees
  - iii. advising the chair on budgetary matters, expenditures, etc.
  - iv. establishing policies and procedures for department-sponsored and/or funded journals, including appointing editors and determining length and terms of appointment; and requiring an annual report from each journal which details budget, circulation, editorial practices and procedures, and other relevant information
  - v. approving ad hoc committees likely to exist for longer than one full semester
  - vi. approving proposed changes to the standing procedures of the PAC, PFPAC, and the GAC
  - vii. periodically reviewing these bylaws in the manner described below in section VIII
  - viii. advising the chair on terminations and other matters concerning professional voting faculty, in accordance with university policy

2. **Personnel Affairs Committee**

- a. Composition: The PAC consists of five members elected by the tenure-system voting faculty. All members must be tenured and at least three must hold the rank of full professor. At least one member must be a member of the creative writing faculty (assuming that the department includes at least one tenured faculty member in this area). The committee shall elect two co-chairs from its membership. One co-chair will be responsible for chairing the committee (and for coordinating all committee work) when it deals with promotion and tenure; the other co-chair, who must hold the rank of full professor, will chair the committee (and be responsible for coordinating all committee work) when it deals with annual peer evaluations.
- b. Responsibilities
  - i. conducting annual peer evaluations of all tenured and tenure-system faculty for purposes of merit ranking
  - ii. making recommendations concerning promotion and tenure to the department chair and other appropriate administrators, and conducting annual and midterm evaluations of probationary faculty
  - iii. selecting recipients of the annual awards for departmental outstanding undergraduate and graduate teaching and, in consultation with the chair, nominating faculty for university distinguished professorships and other awards
  - iv. establishing written standing procedures that specify the standards and methods to be used in making recommendations concerning reappointment, promotion, tenure, and merit rankings; these standing procedures must accord with college and university policy, and any proposed changes to them must be submitted for approval to the EC by October 15 of the academic year in which they are intended to take effect. Existing standing procedures will continue in force unless amended by the PAC. In considering proposed revisions to these procedures, the EC will confine its attention to whether the proposed procedures conform to college and university policy.
  - v. at the request of the chair, advising the chair on terminations and other matters concerning personnel, as conducted in accordance with university policy
  - vi. at the request of the chair, advising the chair concerning salaries

**3. Professional Faculty Personnel Affairs Committee**

- a. Composition: the PFPAC consists of five members elected by the professional voting faculty. All members must hold the rank of senior lecturer, principal lecturer, associate professor of practice, or professor of practice. The committee shall elect two co-chairs from its membership. One co-chair will be responsible for chairing the committee (and for coordinating all committee work) when it deals with professional faculty observations and promotions; the other co-chair will chair the committee (and be responsible for coordinating all committee work) when it deals with annual peer evaluations.
- b. Responsibilities
  - i. conducting annual peer observations of all full-time faculty who hold the rank of lecturer or senior lecturer
  - ii. conducting annual peer evaluations of all full-time professional faculty
  - iii. making recommendations concerning reappointment and promotion to the department chair and other appropriate administrators
  - iv. selecting recipients of annual departmental awards for professional faculty, and in consultation with the chair, nominating professional faculty for university and other awards
  - v. at the request of the chair, advising the chair on terminations and other matters concerning professional faculty, as conducted in accordance with university policy

**4. Curriculum Committee**

- a. Composition: The CC consists of nine members: the director of graduate studies who chairs the committee when it deals with issues pertaining to graduate education; the director of undergraduate studies who chairs the committee when it deals with issues pertaining to undergraduate education; the assistant chair; the directors of first-year writing and creative writing; two voting members elected at large by the voting faculty, one of whom will be professional faculty and one of whom will be a tenure-system member of the faculty.
- b. The graduate advisor and undergraduate advisor will serve as permanent non-voting consulting members.

- c. Responsibilities
  - i. formulating and administering policy relating to graduate-level programs in English, subject to the approval of the tenure-system voting faculty; formulating and administering policy relating to undergraduate-level programs in English, subject to the approval of the voting faculty
  - ii. exercising internal editorial responsibility for the departmental material in the graduate and undergraduate catalogs
  - iii. carrying out any other duties relevant to the graduate or undergraduate programs assigned to it by the EC or the voting faculty
  - iv. approving the graduate and undergraduate course offerings developed by the directors of graduate studies, undergraduate studies, first-year writing, and creative writing
  - v. determining the allocation of scholarship funds

## 5. **Graduate Admissions Committee**

- a. Composition: The GAC consists of four members: the directors of graduate studies and creative writing who will serve as co-chairs, and two at-large members elected from and by the tenure-system faculty. Two committee members must be creative writing faculty, and one must be tenured literature faculty. The remaining member must be from a discipline other than creative writing. Should the committee deadlock on a decision, the department chair will serve as tie-breaker.
- b. Responsibilities: establishing written standards for admission to departmental master's and doctoral programs, and making decisions about which particular applicants to admit and those to whom teaching fellowships should be offered. Any proposed changes to the committee's written admissions standards must be submitted for approval to the EC by October 15 of the academic year in which they are intended to take effect.

## 6. **First-Year Writing Advisory Committee**

- a. Composition: The FYWAC consists of eight members appointed by the EC: one tenure-system faculty member in creative writing, one tenure-system faculty member in literature, one tenure-system faculty member in writing

and rhetoric, one professional faculty member, the associate director of FYW, the Writing Center Director, and two teaching fellows.

- b. Responsibilities
  - i. facilitating interaction between the program and its leadership team, first-year writing instructors, and the English department. The committee will meet at least once per semester.
  - ii. evaluating FYW program changes in curriculum, textbook adoption, or course structure
  - iii. advising the FYW leadership team on key objectives or needs from the department or university
  - iv. reviewing yearly goals and reports from the FYW administrative team and communicating these goals and reports to the chair
  - v. representing diverse interests of English faculty and TFs to the FYW leadership team.

## E. Search Committees

1. Composition
  - a. Search committees formed to hire new tenure-system faculty will consist of four voting tenure-system faculty members appointed by the EC, with one of these members appointed by the EC to serve as committee chair. The EC will also appoint one non-voting graduate student to serve on each search committee and ensure that each committee includes a voting outside member as required by college and university policy.
  - b. Search committees formed to hire professional faculty will consist of four voting faculty members, at least one of whom will be professional faculty, and one of whom will be a tenure-system faculty member, who will be appointed by the EC and will serve as chair. The EC will also appoint one non-voting graduate student to serve on each search committee, and ensure that each committee includes a voting outside member as required by college and university policy.

2. Responsibilities

- a. The role of search committees is to seek out and select the best qualified person(s) for presentation to the faculty, the chair, and the dean.
- b. All search committees will make certain that faculty opinion and advice are solicited and fully weighed throughout the screening process.
- c. The EC may or may not charge a single search committee to search for more than one appointment (and a committee formed to hire professional faculty or visiting appointees may not also be used to hire tenure-system faculty). The committee will serve until the appointment is filled.
- d. All search committees will operate within the broadest interpretation of EO/TIX policies.

3. Procedures

- a. Chairs of committees formed to search for new faculty will be appointed by the EC, per II.C.2, above.
- b. The quorum for all search committee meetings will be three voting members, and all matters pertaining to the search will be decided by majority vote of the voting members. The committee chair may solicit email ballots from committee members.
- c. In searches for tenure-system positions, the tenure-system members of the voting faculty shall declare each finalist “acceptable” or “unacceptable” and rank those they have declared “acceptable.” The department chair will evaluate finalists for positions as professional faculty or visiting appointees in consultation with the search committee. Results will be forwarded to the chair, who will forward the faculty’s recommendation along with their own recommendation to the dean.
- d. All full-time faculty will be hired by the dean, subject to endorsement by the provost, the president, and the Board of Regents.

### III. INSTRUCTION AND CURRICULUM

#### A. Authority and Control

1. Instruction: The department chair is the supervisor of all instruction in the department. Certain supervisory powers may be delegated, upon approval by the EC,

to other administrative officers. The chair retains overall responsibility for such delegated supervision.

2. **Curriculum:** The curriculum, which includes degree programs, courses of study, and courses, is the vested responsibility of the faculty. Curricular policy shall be formulated by the CC, subject to the approval of the pertinent faculty.

## B. **Approval of Curricular Decisions**

Faculty curricular decisions are those which affect the substance, scope, and quality of the curriculum. Specifically included in this category are changes in degree programs, courses of study, and individual courses. Any curricular decision which falls within this category takes effect only after it has been approved by the pertinent faculty as stipulated below:

1. **Undergraduate Programs:** all voting faculty
2. **Graduate Programs:** tenure-system faculty

## C. **Administration of Curriculum**

Responsibility for administering curriculum within the department is vested in the faculty, the CC, and the EC.

1. **Coordination and Planning**
  - a. The CC periodically reviews the curriculum and makes recommendations to the pertinent faculty for needed curricular changes.
  - b. The CC provides technical assistance to departmental representatives on curriculum committees at the college and university levels in securing approval of department-sponsored curricular changes.
  - c. The CC, the EC, and the department chair shall keep abreast of trends in enrollment and curriculum, both at UNT and at other institutions.
2. **Scheduling and Staffing Courses**

In consultation with the directors of first-year writing and creative writing, the directors of undergraduate and graduate studies draft schedules of course offerings and proposed staff and submit them to the CC for revision and approval. The director of first-year writing is responsible for coordinating the staffing of first-year writing courses in consultation with the chair or associate chair. Each director is responsible for keeping appropriate records. The assistant chair is responsible for scheduling the days and times of courses and for meeting university deadlines. The



department chair retains the right to revise course offerings and staffing assignments as necessary.

#### IV. **PERSONNEL**

A. **Faculty Prerogatives:** faculty have the right to be informed in writing of the following:

1. all official evaluations of professional performance. Faculty have the right to be counseled by the committees or officers charged with such evaluation.
2. professional complaints filed against them. No complaint will be considered by the department or recorded in a faculty member's personnel file unless it has been submitted to the department chair in writing and the faculty member has had the chance to respond in writing. Faculty must respond in writing to student, faculty, or administrative complaints.

B. **Rights and Responsibilities of Faculty**

1. Faculty must meet all stipulated policies and standards of performance and professional responsibilities as detailed in university policy.
2. Faculty enjoy all privileges stipulated by university policy.

C. **Principles for Peer Evaluation**

1. The PAC is responsible for peer evaluations of tenure-system faculty; the PFPAC is responsible for peer evaluations of professional faculty. These evaluations shall be considered by the department chair in making recommendations or decisions involving reappointments, tenure, promotion, merit raises, and workload/teaching assignments.
2. No procedure shall be adopted which prohibits open discussion and comparison of relevant evidence by committee members responsible for evaluations.
3. Members of the PAC, PFPAC, and EC shall keep the work of the committee in strict confidence.
4. Each faculty member evaluated by the PAC or PFPAC will receive a copy of the evaluation presented to the department chair. This evaluation will provide detailed explanation of the committee's assessment and ranking of the faculty member.

5. Adjunct faculty are evaluated by the department chair in consultation with the associate chair and, as appropriate, with the directors of first-year writing and creative writing.

#### D. **Procedure for Salary Recommendations**

In recommending salaries to the dean, the department chair will give strong weight to the written evaluations produced by the PAC and PFPAC.

### V. **MEETINGS AND PROCEDURES**

#### A. **Calling Meetings**

1. **Scheduling:** The department chair fixes the time and place for and distributes the announcement of all meetings of the full department. Meetings shall not be scheduled during the week before examinations, during examination week, or on holidays. The full faculty meets at least once each long semester, while committees meet as often as necessary to conduct business. At least one full faculty meeting each academic year shall include discussion of hiring needs.
2. **Special Meetings**
  - a. The EC must call a full faculty meeting upon receipt of a petition from twenty percent of the voting faculty.
  - b. When meetings are called in response to a petition, the petition shall contain a specific description of the purpose of the meeting, and this statement shall comprise the agenda for the meeting.

#### B. **Quorums**

1. The quorum for faculty meetings consists of a majority of the voting faculty. No faculty or committee shall transact official business except when a quorum of its members is present.
2. The quorum for committee meetings consists of a majority of its voting members.

#### C. **Minutes**

A record of business transacted at meetings is kept in the form of minutes, which will also list the names of faculty or committee members present and absent.

1. **Responsibility:** the presiding officer of each meeting is responsible for keeping and distributing minutes, although these functions may be delegated.

2. **Posting or Distribution**

- a. Minutes shall be prominently posted or distributed as soon as possible after adjournment.
- b. Minutes of meetings of all faculties and committees shall be distributed to all members of the particular unit holding the meeting and to the departmental office.
- c. Minutes of meetings of the EC shall be distributed to all members of the faculty of the department.
- d. Minutes of meetings of all standing committees shall be prominently posted or distributed.
- e. The above distributions are minimal. The EC may order wider distribution of minutes.
- f. The discussion of personnel matters shall not be included in the minutes of a meeting at which such discussion takes place.

D. **Conduct of Faculty Meetings**

1. **Presiding Officer:** the department chair or associate chair presides over all faculty meetings.
2. **Agenda**
  - a. An agenda setting forth the specific business to be transacted and the order of transaction shall be distributed at least two full business days in advance of the meeting.
  - b. The agenda is prepared by the person(s) upon whose initiative the meeting has been called.
  - c. Items may be added to the agenda of a called faculty meeting by the process of petition described in V.A.2.a.
3. **Voting by Proxy:** voting by proxy is not permitted at any faculty meeting; however, absentee voting may be permitted by a majority vote of the faculty.
4. **Rules of Order:** faculty meetings shall be conducted in accordance with the latest edition of Robert's *Rules of Order Revised* except for deviations stipulated in these bylaws.

5. **Adjournment and Recess**

- a. The chair shall entertain no motions to adjourn until the agenda for the meeting has been completed.
- b. If a quorum call fails before the agenda has been completed, the chair shall recess the meeting.
- c. When two sessions of a recessed meeting are separated by as much as four business days, interim minutes covering the earlier session shall be distributed.

VI. **ELECTIONS**

A. **General Principles**

1. Elections by written or electronic ballot are held annually in each spring semester for terms of office to begin in the following fall semester.

Faculty who have been recommended by the provost for promotion to a new rank are eligible to run for positions at the new rank. Should a faculty member elected on this contingency not assume the new rank in the following fall semester, a special election will be held.

2. Except for elections to ratify or revise these bylaws, a simple majority of votes cast is required to decide an election. In case of a tie, the election is determined by lot under the supervision of the election judge.
3. At the direction of the EC, the election judge shall hold special elections to fill vacancies or to vote on matters not otherwise mandated in these bylaws.
4. If the election judge posts a request for nominations for candidates in an election (see VI.B.3.b. below) and no eligible candidates are nominated, the EC shall appoint a candidate, and an election shall be held in which the faculty eligible to vote on the position in question declare the appointed candidate “acceptable” or “unacceptable.” If the faculty do not declare “acceptable” the first candidate appointed by the EC, then the EC shall appoint additional candidates until one is judged acceptable.
5. In all elections, at least two votes are required for nomination. If the election judge posts a request for nominations for candidates in any election (see VI.B.3.b. below) and only one eligible candidate is nominated, then the election judge shall issue ballots asking the eligible voters for that election to declare the nominee “acceptable” or “unacceptable.” No elections shall be decided with the nominating ballots alone.

If the eligible voters do not declare the nominee “acceptable,” then the EC shall appoint additional candidates until one so declared.

6. The election judge will allow at least two business days between distributing and counting the ballots in all departmental elections. In no case will ballots be counted less than forth-eight hours or more than ninety-six hours after their distribution.

## B. **Election Judge**

The election judge is responsible for holding all elections mandated by these bylaws.

1. **Qualifications:** any full-time, tenured member of the faculty
2. **Term of Office:** appointed by the EC for a term of three years with self-succession permitted
3. **Responsibilities:** The election judge is responsible for holding all elections mandated by these bylaws. Specifically, they will:
  - a. appoint two faculty or clerical-staff members to assist in the counting of ballots; all three shall certify the accuracy of the tally and adherence to policy
  - b. initiate elections by posting requests for nominations from eligible voters. Nominees may remove their names from consideration without prejudice
  - c. see that the names of only eligible persons appear on the ballots
  - d. ensure that the integrity of the secret ballot is maintained
  - e. inform all faculty of the results by numerical vote in all elections

## C. **Qualifications for Voting**

Unless these bylaws specify otherwise, all tenure-system and professional faculty may vote in any election decided by the voting faculty. The following departmental personnel are not eligible to vote: faculty on modified service, adjunct faculty, visiting appointees, and graduate students of the University of North Texas.

## D. **Order of Elections**

Elections shall proceed as follows: (a) for positions on the PAC, (b) for positions on the PFPAC; (c) for positions on the EC, (d) for positions on the CC, (e) for positions on the GAC.

E. **Disputed Elections**

Anyone may question the conduct of any election in which they are eligible to vote. Following consultation with the election judge, the voter may appeal the election in accordance with the provisions of Section VII.C of these bylaws. If the ad hoc committee declares an election invalid, the EC shall direct the election judge to hold a new election.

VII. **GRIEVANCE AND APPEALS PROCESSES**

A. **Statement of Principles**

1. A faculty member must be informed by the department chair in a timely manner of anything that may adversely affect their ability to continue to act as a responsible member of the department.
2. To correspond to procedures in CLASS and university policy, some types of appeals must be handled differently than others. Additionally, appeals may be the first step in a grievance procedure which ultimately would go to the appropriate university committee or other body.
3. Where unspecified below, time limits imposed by the college, university, or university committee will apply.

B. **Appeals of Evaluations and Decisions (by PAC, PFPAC, or department chair)**

Grievance committees shall consist of five members selected according to the following procedure:

1. Within ten calendar days of receiving written notification of the evaluation, a faculty member may request a reconsideration by informing the appropriate PAC or PFPAC co-chair or the department chair in writing. This memorandum must outline the reasons for the appeal and the remedy desired. Within five calendar days of receiving this request, the appropriate committee or department chair will reconsider its decision and inform the appellant of the outcome of this deliberation.
2. If the appellant is dissatisfied with this outcome, they have three business days to initiate a grievance by informing the department chair and/or appropriate committee co-chair of their intent. Within ten days of receiving the letter of complaint, depending on whose decision is being grieved, the department chair or appropriate PAC or PFPAC co-chair will name two members of the voting faculty to a special grievance committee and inform the appellant of the names. Neither the department chair nor any member of a committee involved in the dispute may be named to the grievance committee. The appellant will then name two members of

the voting faculty to the grievance committee. All members of a promotion/tenure grievance committee must hold a rank at or above that to which the appellant aspires. After the first four members of the grievance committee have been named, those four members will choose a fifth member of the voting faculty to serve as chair of the grievance committee.

3. Grievance committees will determine their own process and procedures but (a) must allow presentation of both sides of the issue(s) by the parties and (b) must submit a written report of its findings and recommendations to the faculty member, the appropriate committee chair, and the department chair. They must also adhere to the principles of due process, including timely notification, hearings open to all parties involved in the dispute, and full availability of documentation and communication to the parties. Both the grievant and respondent may be accompanied by an advocate for observational purposes. Advocates are permitted to speak at grievance hearings.
4. Ad Hoc grievance committees must complete their work and notify all parties of their recommendation within twenty-five business days of being formed. Grievances filed during the summer or within twenty-five days of the last day of final exams during spring semester will be heard the following academic year. If the faculty member remains dissatisfied with the outcome, they may continue the process by requesting a grievance committee at the college level in accord with the college bylaws.
5. The faculty member may take the issue(s) to the appropriate university committee if resolution is not reached within CLASS.

C. **Resolution of Other Disputes** (between faculty members or between a faculty member and a departmental administrator or involving a teaching fellow). Such committees shall consist of five members selected according to the following procedure:

1. The faculty member filing the grievance must first notify the department chair in writing of the content of the dispute. The department chair must convene a meeting of the EC to name two members of the voting faculty to hear the appeal. Neither the department chair nor any member of a committee involved in the dispute may be named to the grievance committee. In the case of a grievance against an individual, the appellant will be informed by the chair (or the EC in case of a grievance against the chair) and allowed to select two members of the voting faculty to the grievance committee. Within one week of the notification of a grievance, the department chair will inform the person filing the grievance of the individuals chosen.
2. The person filing the grievance will choose two members of the voting faculty to serve on the grievance committee and inform the department chair. The chair (or associate chair) will ask one of the named members to convene the grievance

committee, at which time the four members will choose a fifth member to serve as committee chair.

3. Grievance committees will determine their own process and procedures but (a) must allow oral and written presentation of both sides of the issue(s) by the parties and (b) must submit a written report of its findings and recommendations to the parties involved in the dispute and the department chair who will inform the EC.
4. A grievance committee may decide a remedy is needed. If the administrator or administrative committee refuses to provide the remedy, the EC may decide to overturn that decision and provide the remedy recommended by the grievance committee.
5. If the person bringing the grievance remains dissatisfied with the outcome, they may continue the process by requesting a grievance committee at the college level in accordance with the college bylaws.

#### **VIII. RATIFICATION, AMENDMENTS, AND REVIEW**

These bylaws must be ratified and may be amended or suspended by a two-thirds vote of the tenure-system voting faculty. The amendment process may be initiated by any member of the voting faculty who follows the procedures for calling a special meeting of the faculty described in V.A.2.b of these bylaws. The EC also may initiate the amendment process.

To ensure their continuing validity and effectiveness, these bylaws must be comprehensively reviewed and re-ratified by the tenure-system voting faculty of the department within five to seven years of their initial ratification. After seeking input from the faculty, the Executive Committee will determine what revisions (if any) are needed and then submit the results of their work for ratification by a two-thirds vote of the tenure-system voting faculty.



## APPENDIX: SAMPLE HIRING BALLOT

The English Department Bylaws mandate that all faculty candidates invited to campus by search committees be ranked and declared “acceptable” or “unacceptable” by voting faculty. To rank candidates and judge their acceptability at the same time requires an unusually complex ballot: the sample below is intended to minimize confusion by offering a model. Each search committee should feel free to modify this model as needed (for example, by changing the number of candidates listed), but in all cases faculty must be allowed both to rank and declare “acceptable or “unacceptable” all candidates who visit campus.

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### Sample Ballot

Regarding the candidates who visited campus, the search committee for the assistant professor position in X recommends that the faculty declare all three candidates “acceptable” and rank them thus: Candidate A first, Candidate B second, and Candidate C third.

First, please vote to declare any and all candidates “acceptable” or “unacceptable” by clicking the button in the left column.

Second, use the right column to rank candidates declared “acceptable.” Please do not rank candidates that you do not declare acceptable.

	Click here to declare a candidate “acceptable”	Click here to rank “acceptable” candidates
1. Candidate A	[click button]	[enter number]
2. Candidate B	[click button]	[enter number]
3. Candidate C	[click button]	[enter number]

Please note that only first place votes will be counted unless the candidate with the most first place votes rejects the offer. Then, all votes (first, second, and third place votes) will be counted to determine the follow-up candidate with the best ranking.