

## **University of North Texas**

### **DEPARTMENT OF ENGLISH**

#### **BYLAWS**

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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 who hold the rank of professor, associate professor, assistant professor, principal lecturer, senior lecturer, or lecturer, with the exception of visiting appointees.
2. The tenure-system voting faculty is defined as all full-time members of the department who hold the rank of professor, associate professor, or assistant professor, with the exception of visiting appointees.
3. The non-tenure-system voting faculty is defined as full-time faculty members of the department who hold the rank of lecturer, senior lecturer, and principal lecturer, with the exception of visiting appointees.

### 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), governs the participation on committees of faculty who are related.

§3.01 A faculty member who serves on a committee whose purpose it is to recommend any personnel decision or any other personnel action must recuse himself or herself from making any recommendation regarding an employee to whom he or she is related within the second degree of affinity [e.g. related by marriage], the third degree of consanguinity [e.g. related by blood], or with whom the faculty member cohabitates and shall not attempt to influence the decision of any other committee member.

§3.02 Any recommendation made in violation of this section will be void, as will any personnel decision based thereon influenced by the recommendation. Actions taken in violation of this section may result in disciplinary action against the individual taking the action. (UNT Policy 05.012, §§3.01-02, p. 3)

## 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 non-tenure-system 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. The chair will be appointed by the dean – subject to endorsement by the provost, the president, and the Board of Regents – from nominees selected by an elected search committee (see II.E). The nominee or nominees shall also first be confirmed and then ranked by the voting faculty of the department.
  - b. If an interim chair is needed, one or more nominees will be solicited from the voting faculty by the election judge, and then be confirmed and ranked by the voting faculty prior to having their names forwarded to the dean.
  - c. 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:
    1. At least 20% 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.
    2. The chair may respond to the bill of particulars in a manner of his or her choosing within 30 calendar days.



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.

4. **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 confirmed 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.
5. **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 confirmed 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 lecturers who have taught first-year writing courses.
6. **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 lecturers who teach creative writing courses. The director of creative writing also assists the department chair in evaluating adjuncts and lecturers who teach creative writing courses. To be eligible to serve, the director of creative writing must be a tenure-system faculty member.

7. **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 his or her choosing within 30 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 10 calendar days of the response or on day 31 after the written notification of particulars. If the majority votes no confidence, then the administrative officer in question must tender his or her resignation to the department chair within 30 calendar days.

**C. The Committee System:**

1. **Standing Committees:** Standing committees are the EC, the PAC, the LPAC, the CC, and the 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 and secretary of the EC; 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 lecturer voting member elected by the non-tenure-system voting faculty. At least 50% 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:**
    1. establishing departmental policy, within university guidelines and subject to the approval of the tenure-system voting faculty
    2. dealing with all matters concerning the department except those specifically delegated to other committees
    3. advising the chair on budgetary matters, expenditures, etc.
    4. establishing criteria for office assignments, and assigning such space equitably
    5. establishing policies and procedures for department-sponsored and/or funded journals, including:

- a. appointing editors and determining length and terms of appointment
  - b. requiring an annual report from each journal which details budget, circulation, editorial practices and procedures, and other relevant information
6. approving ad hoc committees likely to exist for longer than one full semester
  7. approving proposed changes to the standing procedures of the PAC, LPAC, and the GAC
  8. periodically reviewing these bylaws in the manner described below in section VIII
  9. advising the chair on terminations and other matters concerning non-tenure-system 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:**
  1. conducting annual peer evaluations of all tenured and tenure-system faculty for purposes of merit ranking
  2. making recommendations concerning promotion and tenure to the department chair and other appropriate administrators, and conducting annual and midterm evaluations of probationary faculty
  3. 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

4. establishing written standing procedures that specify the standards and methods to be used in making recommendations concerning 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.
  5. at the request of the chair, advising the chair on terminations and other matters concerning personnel, as conducted in accordance with university policy
  6. at the request of the chair, advising the chair concerning salaries
3. **Lecturer Personnel Affairs Committee**
- a. Composition: the LPAC consists of five members elected by the non-tenure-system voting faculty. All members must hold the rank of senior lecturer or principal lecturer. 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 lecturer 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
    1. conducting annual peer observations of all full-time faculty who hold the rank of lecturer or senior lecturer
    2. conducting annual peer evaluations of all full-time faculty who hold the rank of lecturer, senior lecturer, and principal lecturer
    3. making recommendations concerning reappointment and promotion to the department chair and other appropriate administrators
    4. selecting recipients of annual departmental awards for lecturers, and in consultation with the chair, nominating lecturers for university and other awards

5. at the request of the chair, advising the chair on terminations and other matters concerning lecturers, 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 associate chair; the directors of first-year writing and creative writing; two voting members elected at large by the voting faculty, one of whom will hold the rank of lecturer, senior lecturer, or principal lecturer, and one of whom will be a tenure-system member of the faculty. The graduate advisor and undergraduate advisor will serve as permanent non-voting consulting members.
- b. Responsibilities:
  1. 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
  2. exercising internal editorial responsibility for the departmental material in the graduate and undergraduate catalogs
  3. carrying out any other duties relevant to the graduate or undergraduate programs assigned to it by the EC or the voting faculty
  4. approving the graduate and undergraduate course offerings developed by the directors of graduate studies, undergraduate studies, first-year writing, and creative writing
  5. 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. One of the at-large members must be a member of the creative writing faculty; the other must represent a subdiscipline 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.

#### E. **Search Committees**

##### Composition:

1. Search committees formed to select a new department chair will consist of five voting tenure-system faculty members elected by the tenure-system faculty (including at least one member from the creative writing faculty), one non-voting lecturer elected by the non-tenure-system voting faculty, and one non-voting extra-departmental member appointed by the dean. The tenure-system faculty will vote on the selection of the candidate(s) provided by the search committee; subsequently, the non-tenure-system voting faculty will vote to confirm or not confirm the individual candidate(s).
2. 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.
3. Search committees formed to hire non-tenure-system faculty will consist of four voting faculty members, at least one of whom will be a non-tenure-system faculty member, and one of whom will be a tenure-system faculty member appointed by the EC member who 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.
4. The EC may or may not charge a single search committee to search for more than one appointment (and a committee formed to hire new lecturers or visiting appointees may not also be used to hire tenure-system faculty). The committee will serve until the appointment is filled.

##### Responsibilities:

1. 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.

2. All search committees will make certain that faculty opinion and advice are solicited and fully weighed throughout the screening process.
3. All search committees will operate within the broadest interpretation of Affirmative Action and OEO policies.

Procedures:

1. The chair of a committee formed to search for a new department chair will be elected by its members at the first committee meeting. Chairs of committees formed to search for new faculty will be appointed by the EC.
2. 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 mail ballots from committee members.
3. In searches for a new department chair, the tenure-system voting faculty shall confirm and rank the finalists. In searches for other tenure-system positions, only the tenure-system members of the voting faculty shall confirm and rank the finalists who visit campus. The department chair will evaluate finalists for positions as continuing lecturers or visiting appointees in consultation with the search committee. Confirmation and ranking results will be forwarded to the chair who will forward the faculty's recommendation along with his or her own recommendation to the dean.
4. 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 for needed changes concerning curriculum to the pertinent faculty.
  - 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 associate 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 LPAC is responsible for peer evaluations of lecturers. These evaluations shall be considered by the department chair in making recommendations or decisions involving appointments, 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, LPAC, and EC shall keep the work of the committee in strict confidence.
4. Each faculty member evaluated by the PAC or LPAC 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 LPAC, and will forward copies of these evaluations to the dean.

**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 20% 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**

No faculty or committee shall transact official business except when a quorum of its members is present.

1. **Faculty Meetings:** the quorum for a faculty meeting consists of a majority of the voting faculty.
2. **Committee Meetings:** the quorum for a committee meeting 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 chair pro-tem 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, confirm nominations, and conduct mail ballots.
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 either confirm or do not confirm the appointed candidate. If the faculty do not confirm the first candidate appointed by the EC, then the EC shall appoint additional candidates until one is confirmed.
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 either to confirm or not to confirm the nominee. No elections shall be decided with the nominating ballots alone. If the eligible voters do not confirm the nominee, then the EC shall appoint additional candidates until one is confirmed.
6. The election judge will allow at least 2 business days between distributing and counting the ballots in all departmental elections. In no case will ballots be counted less than 48 hours or more than 96 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 shall
    - 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 members at least twenty-four hours in advance of the date, time, and place for the counting of ballots so that any faculty member who so desires may be present as an observer
    - f. inform all faculty of the results by numerical vote in all elections.
- C. **Qualifications for Voting**
- Unless these bylaws specify otherwise, all faculty with the rank of lecturer or above 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 LPAC; (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 he or she is eligible to vote. Following consultation with the election judge, the voter may appeal the election in accordance with the provisions of Section VIII 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 his or her 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 made by the PAC, LPAC, or department chair regarding merit evaluations or promotion/tenure; appeals of decisions made by the department chair to dismiss full-time faculty.

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 LPAC 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, he or she has three business days to initiate a grievance by informing the department chair and/or appropriate committee co-chair of his or her intent.

Depending on whose decision is being grieved, the department chair or appropriate PAC or LPAC 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.
4. If the faculty member remains dissatisfied with the outcome, he or she 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 chair pro-tem) 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, he or she may continue the process by requesting a grievance committee at the college level in accord 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.3 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 A: Sample Hiring Ballot

The English Department Bylaws mandate that all faculty candidates invited to campus by search committees be both confirmed and ranked. Confirmation—in addition to ranking—is necessary because in some cases only one candidate may visit campus, while in other cases the faculty may determine that none of the candidates who have visited campus are acceptable. To confirm and rank candidates 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 confirm and to rank the candidates who visit campus. Because the bylaws also mandate that nominees for department chair be both confirmed and ranked, this model should also be followed when a new chair is selected.

### Sample Ballot

Regarding the candidates who visited campus, the Search Committee for the Assistant Professor position in X recommends that the faculty confirm all three candidates as hireable and rank in preference for hiring Candidate A first, Candidate B second, and Candidate C third.

First, please vote to confirm any and all candidates by clicking the button in the left column.

Second, use the right column to rank confirmed candidates by number. Please do not rank candidates that you do not confirm.

	Click here to confirm	Click here to rank confirmed 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.