

# ENGLISH DEPARTMENT POLICY STATEMENT

Revised January 2011

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# ENGLISH DEPARTMENT POLICY STATEMENT

## I. MANDATORY FIRST PARAGRAPH

It is the right, the responsibility, and the privilege of University faculties to participate in the governance of their departments. Fundamentally, what is desirable and intended by the Department Policy Statement is to ensure meaningful participation by department faculties and procedural regularity within departments. It is understood that the ultimate power of decision-making resides with the administration. This Policy Statement is one means by which faculty of this department make recommendations to Western Michigan University.

## II. DEPARTMENT FACULTY

### A. Definition of Faculty for Governance Purposes

For voting purposes and all other matters involving faculty participation in department governance, (unless otherwise specified in this Department Policy Statement (DPS) or in the Agreement between Western Michigan University and the WMU Chapter of the American Association of University Professors (the Agreement and the Chapter), department faculty shall include all faculty members appointed by the WMU Board of Trustees (the Board), whether the faculty member is on continuing or temporary appointment. Specifically excluded from this definition of department faculty are the department chair, adjunct and visiting faculty, and non-Board-appointed part-time faculty (including persons who carry a full teaching load but whose appointment is for less than a full academic year).

### B. Duties

The department faculty participates directly in department governance in these ways:

1. The department faculty shall ratify, by a majority vote, this DPS and recommend it to the administration. Any subsequent revisions of this DPS shall require ratification by a majority of the department faculty. (See V.C.2 below.)
2. The department faculty shall decide by majority vote changes it will recommend in department curriculum, programs, and degree requirements. All these matters shall have been first approved by the Policy Committee for submission to the department faculty, except when decisions by the Policy Committee have been appealed according to the provisions described below. (See V. B. 7 below.)
3. If a new chair is to be appointed, the department faculty shall determine through an election its recommendation to the Dean of the College of Arts and Sciences of at least two candidates for the person to be appointed department chair. (See III. A. below.)

4. The department faculty shall participate in the biennial evaluation of the department chair and in the evaluation of higher administrators when such an evaluation has been initiated by the Policy Committee (See V. C. 12 below.)
5. The department faculty shall vote upon the question (when properly presented to it) of whether or not to recommend the removal of the department chair and the appointment of a new one. (See III. C. below.)
6. The department faculty shall elect the members of the Tenure and Promotions Committee (TPC) of the English Department. (See IV.A.4 below.)
7. The department faculty shall elect the members of the Policy Committee of the English Department. (See V.A. below.)
8. The department faculty shall serve as the body to whom department members may appeal decisions made by department committees (excluding those made by the Tenure and Promotions Committee), according to procedures outlined in this document. (See V.B.7 and V.C.11 below.)
9. The department graduate faculty shall decide by majority vote changes it will recommend in the department's graduate curriculum, programs, and degree requirements.
10. Each faculty member must conduct course evaluations according to the terms and procedures outlined in the Agreement.
11. Individual faculty members are responsible for maintaining their files by furnishing evidence of continuing professional competence and growth to the department chair for inclusion in the official personnel file. This evidence may include such materials as books and articles; reviews of faculty publications; records of lecturing, consulting, or teaching in other institutions; sabbatical leave reports; awards for research, such as assigned time, grants, or fellowships; reports of department activity, service to WMU, community activity, and service to professional organizations; course descriptions and syllabi.

### C. Meetings

There shall be at least two meetings of the department faculty during the fall semester and two during the spring semester. If the meetings are not called by the department chair or his or her delegate, the Policy Committee chair may convene the department unit faculty.

At meetings of the department faculty, a quorum shall consist of fifty percent of the department members not on leave.

The Policy Committee chair shall preside at meetings of the department unit faculty to

consider recommended additions to or changes in the DPS; to consider a recommendation to remove the department chair; and to consider business that, according to the Agreement, pertains to the work of the department unit faculty.

Motions concerning matters brought before the department faculty shall be voted on at a meeting if a quorum is present, unless a majority of the quorum votes to represent the motions to the department faculty by a mail ballot. In cases of emergency, the Policy Committee may determine upon a mail ballot.

### **III. DEPARTMENT CHAIR**

#### **A. Procedure for Recommendation of Candidates for Chair**

The department may recommend a candidate from its own ranks or from an external search. For internal candidates, the department faculty shall employ the following procedure in recommending candidates to the Dean for appointment as Department Chair. Any tenured board-appointed faculty shall be eligible to be an internal candidate:

1. The Policy Committee shall serve as a temporary nominating committee, whose duties shall be to count the ballots in the first round of nominations, notify those whose names will be placed upon the ballot in the second round and inform them of the number of votes they received, and publish those names to the department faculty.
2. The Policy Committee shall first circulate a list of eligible faculty members (those with tenure) to the faculty qualified to vote (board-appointed faculty), who may nominate one to three persons. Any person receiving one vote shall be declared nominated for the second ballot.
3. Each person nominated may inform the Policy Committee within three working days if he or she wishes his or her name withdrawn from the ballot.
4. After determining the names to be placed on a second ballot, the Policy Committee shall then appoint a Nominations Committee, composed of three members of the tenured faculty whose names are not on the ballot.
5. The Nominations Committee shall provide some formal or informal way of acquainting the faculty with the qualifications and views of those on the ballot.
6. The Nominations Committee shall conduct all balloting leading to the recommendation of candidates for department chair.
7. If on the second ballot one person receives a majority of the votes cast, the Nominations Committee shall so inform the Policy Committee, which shall then convey to the Dean of the College of Arts and Sciences in ranked order the name of the person receiving the majority of votes, and that of the person (or persons if there is a tie) with the next highest number of votes.

8. If no person receives a majority of the votes cast in this second ballot, the names of the two persons receiving the highest number of votes shall appear on a third ballot, provided that together they received at least two-thirds of the votes. If they did not, then the names of the three persons with the highest number of votes shall appear on the third ballot.
9. If the third ballot has two names, it will determine the order in which the names of both candidates shall be communicated to the Policy Committee for transmission to the Dean of the College of Arts and Sciences.
10. If the third ballot has three names, the two names of the persons receiving the highest number of votes shall be communicated in ranked order to the Policy Committee for transmission to the Dean of the College of Arts and Sciences, provided that together those two have a majority of the votes cast.
11. If the third ballot is inconclusive, a fourth ballot shall be circulated within three working days.
12. If the fourth and final ballot results in a tie, the Nominations Committee shall inform the Policy Committee of that result. The Policy Committee shall then communicate the result of the ballot to the Dean of the College of Arts and Sciences as the faculty's recommendations for department chair.

#### B. Procedure for External Search

**(No approved language as of January 2011.)**

#### C. Recommendations for Removal of the Department Chair

Upon receipt of a written petition signed by twenty-five percent of the department faculty requesting a poll of the department faculty on the question "Shall the English Department recommend removal of the present department chair and the appointment of a new one?", the Policy Committee chair shall, within three working days, distribute a ballot on this question to the department faculty.

This ballot must be returned within five working days, marked "Yes," "No," or "Abstain." If a simple majority of the faculty vote "Yes," this vote constitutes a recommendation by the department faculty for removal of the department chair. The Policy Committee chair shall then ask for an immediate meeting with the Dean of the College of Arts and Sciences to present this recommendation and discuss its implications.

If the removal is approved by the Dean of the College of Arts and Sciences and the provost of WMU, the Policy Committee shall immediately institute the normal procedures for recommending a new chair.

The incumbent may remain in office pending the appointment of a new chair. If the incumbent chooses to resign immediately, or the administration chooses to make the removal effective immediately, the Policy Committee shall recommend some department member to serve as interim department chair, pending a new recommendation and appointment.

#### **IV. TENURE AND PROMOTION COMMITTEE**

##### **Preamble**

The Department of English believes that promotion and tenure of faculty members should be founded upon informed evaluation and judgment by colleagues. Each year, in accord with the Agreement and this belief, the department faculty recommends persons to the department chair and the College Promotion Committee of the College of Arts and Sciences, listed in an overall order of priority. Decisions concerning these recommendations are made by the Department of English Tenure and Promotion Committee (TPC). Criteria upon which promotion recommendations and tenure recommendations are based are found in the Agreement and this DPS.

The TPC is responsible for review of department criteria and procedures for promotion and tenure and their possible revision and shall report its recommendations to the Policy Committee of the English Department for approval. Any substantive change in criteria and procedures shall be submitted by the Policy Committee to the department faculty for approval and shall be submitted to the provost for approval, as provided in the Agreement.

##### **A. TPC Membership and Election Procedures**

1. The TPC comprises eleven tenured members of the Department of English: six elected from the rank of full professor, and five from the rank of associate professor. The TPC may invite the department chair to advise and present information to the TPC.
2. Each member of the TPC is elected to a two-year term. A person may serve only two consecutive terms, but becomes eligible once again after two years off the TPC. An additional exception is noted in IV.A.4.h.
3. Terms are staggered so that in any given year, three full professors and three and two respectively in alternate years are elected from the lower ranks.
4. All eligible department members are expected to be willing to serve on the TPC. Exemption from service on the committee may be granted by the department chair under extraordinary circumstances.
5. Each year, following the election of new members to the TPC, the TPC shall elect a chair from among the full professors.

6. All department faculty members may vote for TPC members at all ranks.
7. Election of members to the TPC is held as early as possible in the fall semester. A nominating ballot listing all eligible candidates is circulated first; each elector may vote for as many candidates at each level as there are vacancies. At each level twice as many candidates will appear on the final ballot as there are vacancies. The Policy Committee will resolve anomalies. The requisite number of persons receiving the highest number of votes on the final ballot is elected to the TPC.
8. In case a vacancy occurs, the candidate receiving the next highest number of votes in the preceding election shall serve on the committee for the remainder of that term. A person thus added to the committee may subsequently be re-elected to two regular two-year terms (exception to Item IV.A.4.b) but in no case may serve more than 5 consecutive years.
9. It is understood that among the administrative responsibilities of the department chair are the preparation, circulation and counting of ballots; announcement of the election results; and retention of the ballots for one year.

#### B. Promotion Criteria and Procedures

##### 1. Qualifying Criteria

##### a. Educational Attainment

The doctorate is the appropriate terminal degree for faculty members whose primary teaching assignment is in the teaching of literary history, literary criticism, English education, or linguistics. The M.F.A. is the appropriate terminal degree for faculty members whose primary teaching assignment is in creative writing. The doctorate, M.F.A., or M.A. is the appropriate terminal degree for faculty specialists. **The M.A. in journalism is the terminal degree for faculty members who have had substantial experience as journalists and whose primary teaching assignment is in journalism.**

A faculty member who has the earned doctorate in one area but who has, with department approval or by department assignment, shifted his or her main teaching assignment and professional activity to another area, will be considered to have the appropriate terminal degree.

In unusual cases, outstanding creative, or scholarly or professional work and experience, or a combination of these, may, at the judgment of the faculty, be substituted for the conventional terminal degrees and qualify a faculty member for promotion to associate or full professor. E.g., an outstanding publication record might, in the case of creative writers, substitute for the M.F.A. In such cases, aid in determining what is "outstanding" work shall be sought from authoritative extra-academic and/or extra-university sources.

b. Length of Service in Rank

Length of service in rank refers to the number of years that a faculty member has spent in his or her present rank at WMU. Faculty service at the same or higher rank at other educational institutions may be included, except that it is limited to a maximum of seven years.

To be eligible for promotion to assistant professor, a faculty member shall have been an instructor for three years.

To be eligible for promotion to associate professor, a faculty member shall have been an assistant professor for five years.

To be eligible for promotion to professor, a faculty member shall have been an associate professor for seven years.

c. Exceptions

Exceptions to the above requirements may be requested by the department faculty according to procedures given in the Agreement.

d. Eligibility

Meeting these qualifying criteria establishes eligibility, but does not assure either immediate or eventual promotion.

2. Judgmental Criteria

Each year all faculty members eligible for promotion on the basis of qualifying criteria are entitled to be evaluated on the basis of the following criteria. Areas to be evaluated include professional competence, professional recognition, and professional service. For faculty specialists, areas to be evaluated include professional competence and professional service. Faculty specialists may request an evaluation of their professional recognition.

a. Professional Competence

Competence in teaching is an absolute necessity for promotion for teaching faculty. Judgment of the candidate's teaching ability must be based on all relevant sources of information such as evaluation by students, evaluation by colleagues, and review by the TPC. Evidence of curriculum development, innovation, and continuing self-education may also be included in the evaluation.

b. Professional Recognition

The English Department faculty recognizes two rather large and diverse areas in which candidates for promotion may achieve professional recognition. These two fields are publication and professional activity. Publication is the production of meritorious works of scholarship or creative literature that are published in a reputable or generally accepted manner. Publication may take such forms as the following: scholarly books, monographs, reviews, contributions to books and to recognized journals; fiction, drama, or verse; textbooks; edited texts, numbers or issues of scholarly and creative journals, or collections of essays, for which the faculty member has editorial responsibility; films, plays, or other significant works staged or produced in an appropriate medium; feature articles, news stories, and newspaper editing assignments, and the like.

Professional activities include all significant activities which the faculty member undertakes in connection with his or her professional expertise, but which are not included under publication or regular classroom teaching. Professional activity may include the following: holding office in professional organizations; presenting papers before professional meetings; serving as consultant or resource person; presenting or performing in creative literary works; regularly reviewing for scholarly or literary publications; serving as director of academic programs within WMU; serving on academically oriented WMU councils and committees (such as Research Policies, Educational Policies Council and Graduate Council); developing academic programs to meet changing department needs; developing proposals and receiving grants and fellowships from various sources, WMU and other; and external consultation.

c. Professional Service

Service to the English Department, WMU, or the community shall contribute to favorable consideration for promotion. In the English Department such service divides into four main types:

1. Service to the English Department
  - a. Committee service on department committees either elective, appointive, course, standing, professional, or ad hoc. A record of committee service with any relevant supporting documents should form part of the personnel file of the nominee for tenure or promotion. These documents might include statements of the nature of the committee activity and the contribution made to it by the nominee.
  - b. Department-sponsored public activities such as lecture series, colloquia, readings, noon programs, film series.
  - c. Academic advising
  - d. Other significant contribution

2. Service to WMU
  - a. Regular WMU committees, including the Faculty Senate.
  - b. Ad hoc committees relating to WMU functions and activities.
  - c. Inter-department and intercollegiate committees.
  - d. Other significant contributions.
3. Service to the Chapter.
4. Service to the community shall be ranked in the following order of importance:
  - a. Service specifically involving the professional expertise of the faculty member. Examples: School consultant, speaker to groups of teachers, administrators, and others interested in education.
  - b. Service based on the individual's being a faculty member. Examples: chairing committees or programs, honorary positions.
  - c. Other significant contributions.

### 3. Application of Judgmental Criteria

When a candidate is considered, professional competence, professional recognition, and professional service all are important for promotion. However, the English Department regards competence in teaching, and the related activities described under Professional Competence (IV.A.2.a) above, as necessary for promotion to any rank. A faculty member whose major achievement is outstanding success as a teacher may expect eventual promotion to Assistant or Associate Professor. Advancement will be more rapid if that faculty member meets the criteria below.

Successful candidates for promotion to the rank of Assistant Professor must be successful teachers who, in the judgment of the TPC, have demonstrated capability to achieve professional recognition in the future. Successful candidates for promotion to the rank of Associate Professor must be successful teachers who, in the judgment of the TPC, have attained substantial recognition in at least two of the following three categories: publications, professional activities, and professional service. Successful candidates for promotion to the rank of Professor must, in the judgment of the TPC, have earned outstanding recognition through an established pattern of publication, professional activities, and professional service, although their achievements may have been greater in two categories than in the other.

### 4. TPC Procedures Concerning Promotion Recommendations

- a. The TPC will issue to the department reports of the manner in which it discharges its responsibilities, as defined in this document.
- b. Meetings of the TPC are restricted to committee members, except when the committee invites either a person being reviewed or some other person who it believes can provide helpful information in its deliberation.

The proceedings of the TPC shall be confidential. It is unethical for committee members to disclose confidential information of any kind, including their own vote or position.

- c. By the date specified in the Agreement the department chair shall notify each person eligible for promotion according to the criteria given in the Agreement and the DPS that he or she should review his or her official personnel file in the department office and submit whatever additional evidence he or she would like TPC to consider.
- d. All faculty members who meet the qualifying criteria are included in the group to be considered for promotion. To that group may be added the names of those who request consideration according to the provisions of the Agreement, and the names of any persons nominated in writing by two members of the TPC.

A faculty member who is eligible for promotion to full professor in a given year may request that his or her name be removed from consideration for that year.

- e. In its deliberations concerning promotion the TPC functions as three separate committees. All members review the record of each instructor eligible for promotion to assistant professor; all members review the record of each assistant professor eligible for tenure and promotion to associate professor; all full professors review the record of each associate professor eligible for promotion to full professor. Members of the TPC who have been promoted during their first year of service on the committee participate in promotion deliberations at their new rank. The TPC chair will preside over all promotion deliberations, and will be responsible for preparing formal recommendations with full supporting data and forwarding and presenting these materials to the College Promotion Committee.
- f. Voting on promotion recommendations is by secret ballot.
- g. The quorum for each promotion subcommittee shall be at least eighty percent of its membership. A favorable vote of sixty percent of those present (rounded to the nearest whole number) is required to recommend.
- h. The ranking of persons to be recommended for promotion is determined by the particular subcommittee which has made the recommendations at that rank. The overall ranking of all persons to be recommended is determined by the full

- professors.
- i. After the full-professor subcommittee has established overall priority rankings, the TPC shall communicate to the department the names of those recommended or not recommended for promotion. The TPC Chair shall inform in writing each person considered of the TPC decision pertinent to him or her.
  - j. The following procedures will govern appeals at the department level:
    1. Only TPC decisions against recommendation for promotion may be appealed. Priority rankings are confidential and are not subject to appeal.
    2. If a faculty member wishes to appeal, he or she must first confer with the TPC chair within three working days after notification by the TPC Chair. If the faculty member wishes to continue the appeal, he or she shall file a written appeal with the TPC. Upon receipt of the appeal, the appropriate subcommittee shall grant a hearing to the faculty member. If, after the hearing, the subcommittee decides to recommend the appellant for promotion, the appropriate subcommittee shall review their original priority rankings.
  - k. If a department member recommended for promotion by the TPC is denied promotion at any subsequent steps, the TPC shall have the prerogative to exercise the department faculty's right (as specified in the Agreement) to make written recommendations to the appropriate committee or person.

##### 5. Nominations to the College Promotion Committee

The Tenure and Promotions Committee shall nominate at least two of its current members to stand for election by the department to serve for any vacancy on the College Promotion Committee.

##### C. Tenure Criteria and Procedures

1. In making department recommendations for tenure, the TPC will follow the tenure review criteria and procedures prescribed in the Agreement. Department members recommended for tenure must have demonstrated an ability to help the English Department fulfill effectively its goals:

The offering of programs of general and individualized study to students seeking a liberal education, the preparation of teachers, the education of students intending to enter graduate study, and the provision of courses of general interest to students throughout WMU.

Demonstrated teaching competence is a prime consideration in tenure recommendations, along with professional recognition and the demonstrated promise of continuing professional recognition and professional service.

The TPC is responsible for review and possible revision of:

- a. department explanation and interpretation of tenure and promotion judgmental criteria as they apply to the work and responsibilities of the English Department (see Section IV.A.2);
  - b. internal TPC procedures for carrying out its responsibility to make recommendations about tenure and promotion. As a result of such review, the TPC will forward any recommendations for revision to the Policy Committee of the English Department for approval. Any substantive change in organization and procedures shall be submitted by the Policy Committee to the department faculty for approval and shall be submitted to the provost and to the faculty union for approval, as provided in the Agreement.
2. Participation by the TPC in the second-year, fourth-year, and sixth-year reviews
- a. During the second year of a probationary faculty member's appointment, a subcommittee of the TPC will meet with the candidate to review the candidate's qualifications and performance.
  - b. During the fourth year of a probationary faculty member's appointment, a subcommittee of the TPC will meet with the candidate to review the candidate's qualifications and performance, and report the outcome of that review to the TPC in writing, with a copy to be placed in the candidate's official personnel file in the department office.
  - c. By the date specified in the Agreement, the department shall notify each person eligible for tenure according to the criteria given in the Agreement and the DPS that he or she should review his or her official personnel file in the department office and submit whatever additional evidence he or she would like the TPC to consider.
  - d. For the sixth-year review or final tenure review of the candidate the TPC shall follow these procedures:
    1. The TPC shall chair tenure deliberations, and vote with the full committee upon tenure recommendations.
    2. Each member of the TPC shall review the file of each candidate under consideration.
    3. In addition, the TPC shall appoint a subcommittee to review and document each candidate's professional competence, professional recognition, and professional service, and to assess his or her compatibility with department and university goals. In drafting its report, the subcommittee shall consider the following materials: (a) a current vita prepared by the candidate; (b) his or her student

- evaluations for the period since the fourth-year review; (c) syllabi and other materials assembled by the candidate; (d) publications and off-prints and manuscripts of professional papers or works in progress, also assembled by the candidate; (e) the TPC fourth-year review and the department chair's letters to the candidate and to the Dean of the College of Arts and Sciences at the time of second-year and fourth-year reviews, and (f) copies of correspondence relevant to the candidate's professional performance.
4. After the subcommittee has examined the candidate's materials, it may confer with the candidate (or request that the TPC Chair confer with the candidate) to elicit further information or documentation, allowing reasonable time to do so.
  5. Upon completion of (3) and (4), the subcommittee shall present its report for discussion by the full committee, and upon completion of discussion of each candidate, the full committee shall vote by secret ballot to recommend award or denial of tenure. The vote count shall not be communicated outside the committee.
  6. Seven favorable votes out of eleven are necessary to recommend a person for tenure, or, in the absence of one or two members of the committee, six favorable votes are necessary. Nine members present shall constitute a quorum.
  7. For each candidate, the TPC chair shall assign two members of the committee to draft its recommendation and rationale and submit it for committee approval.
  8. Upon approval of the draft recommendations, the TPC chair shall communicate to the department chair and the Dean of the College of Arts and Sciences the recommendations of the TPC.
  9. The TPC chair shall notify in writing the department chair and each candidate of its decision that the candidate will or will not be recommended for tenure. The department shall announce to the department the names of persons recommended for tenure.
  10. If the faculty member wishes to appeal, he or she must first confer with the TPC, within three working days after notification by the TPC. If the faculty member wishes to continue the appeal, he or she shall file a written appeal with the TPC. Upon receipt of the appeal, the TPC shall grant a hearing to the faculty member. If, after the hearing, the TPC decides to recommend granting of tenure, the TPC shall so inform the candidate, the department, and the Dean of the College of Arts and Sciences.
  11. Upon denial of tenure by WMU, the candidate may request the TPC to appeal that decision on his or her behalf, in accord with the appropriate article of the Agreement.

## V. POLICY COMMITTEE

### Preamble

The Policy Committee shall be the chief representative body of the faculty of the Department of English. As such, the Policy Committee is responsible for recommending policies – educational as well as procedural – for the direction and governance of the department; for overseeing revision of the DPS; for appointing persons and committees responsible for areas of faculty governance provided by the Agreement, except when these have independent status under the Agreement or DPS; for reviewing and coordinating the activities of all department committees and officers not having independent status under the Agreement or DPS; and for continually reviewing the department's situation and affairs. The Policy Committee also initiates procedures for recommending the appointment of a department chair, conducts procedures for recommending removal of the department chair, hears complaints from department members, and initiates procedures for evaluating WMU administrators.

### A. Membership and Election Procedures

1. The Policy Committee comprises six members of the Department of English elected at large without regard to rank. In addition, the department chair shall be, ex-officio, a non-voting member of the Policy Committee.
2. Candidacy for election
  - a. A candidate for the Policy Committee will have been a member of the department faculty for at least one year, and will be available to serve in the year following election.
  - b. The Scheduling Coordinator, the Director of the Undergraduate Program, and the Director of the Graduate Program are not eligible for election to and shall not serve on the Policy Committee during their terms of appointment. They are, however, ex officio, non-voting members of the Policy Committee during these terms.
  - c. Each member of the Policy Committee is elected to a two-year term. No person may serve more than five consecutive years on the Policy Committee. All eligible department members are expected to be willing to serve on the Policy Committee. Exemption may be granted by the department chair under extraordinary circumstances.
  - d. The Policy Committee shall elect yearly (at the first fall meeting) its own chair from among the elected members of the Policy Committee. The office of chair is a rotating office, and a chair of the committee shall not serve in that role for more than two consecutive years.

- e. All department faculty are eligible to vote in the election of Committee members.
- f. Elections to the Policy Committee shall be conducted during the month of March and completed by the end of the month. The department chair will prepare and circulate the ballots, arrange for ballot counting, and announce and preserve results of the voting.
- g. A nominating ballot listing all eligible candidates is circulated first. Each department faculty member may vote for as many candidates as there are vacancies.
- h. The names of the persons (the number of depending on the distribution of votes) receiving the highest number of nominations will be placed on the ballot for election. If a candidate receives a majority of votes on the nominating ballot, he or she is declared elected to the committee. At least twice as many candidates will appear on the second ballot as there are remaining vacancies. Balloting will continue until all openings have been filled by candidates with a majority of the votes cast. The Policy Committee shall resolve anomalies. A tie vote on the final ballot shall be resolved by flipping a coin.
- i. Vacancies which would last one semester or less shall be filled by the Policy Committee chair from the list of names on the Policy Committee final ballot in the previous election. All vacancies which would last more than one semester, whether vacated by a sitting member or member-elect, shall be filled by special election to be held as soon as the vacancy occurs. The candidate(s) receiving a majority of the votes cast shall serve out the term of his or her predecessor.

#### B. Policy Committee Procedures

1. The Policy Committee shall meet regularly at least once every month during fall and spring semesters, and at least once during each summer session. Special meetings of the Policy Committee may be called by the Policy Committee chair whenever necessary and must be called upon written request from a member of the Policy Committee or four members of the department.
2. The Policy Committee chair shall prepare the agenda of its meetings and publish the agenda to the department at least twenty-four hours in advance of any regular meeting.
3. Any member of the department may place items on the agenda, provided that his or her written request is filed with the Policy Committee chair at least forty-eight hours in advance of a meeting.
4. All regular and special meetings of the Policy Committee shall be open to all members of the department unless the Policy Committee declares itself, by a two-

thirds vote of the members present, to be in executive session.

5. A quorum does not exist unless four elected members of the Policy Committee are present. If it is necessary to conduct business without a quorum, no action will be official until the Policy Committee chair obtains the votes of absent members.
6. Votes shall be decided by a simple majority.
7. Decisions of the Policy Committee may be appealed to the department faculty upon written request to the department chair by two Policy Committee members, four department members, or a majority of a department committee concerned.
8. Minutes shall be kept of all regular and special meetings of the Policy Committee and its subcommittees.
9. Minutes of all regular and special meetings of the Policy Committee and its subcommittees will be published within ten working days of the meeting.
10. To insure continuity and a full committee membership during summer sessions, new members shall take office at the first meeting of the summer session. New members, as well as retiring members, may vote.

#### C. Policy Committee Duties

##### 1. Formulating Plans and Policies and Reviewing Programs

The Policy Committee shall formulate policies – educational as well as procedural – for the direction and governance of the department, and recommend such policies to the department chair.

The Policy Committee shall be responsible for advising the department chair on the department's academic planning and for reviewing department activities and programs whenever necessary.

##### 2. Overseeing Revision of the DPS

- a. The Policy Committee may recommend revisions of the DPS at any time. These recommended revisions shall be circulated to the department faculty at least five working days before the faculty meeting at which they will be considered.
- b. At a meeting of the department unit faculty, chaired by the Policy Committee chair, the recommended revisions of the DPS shall be discussed and voted on. An affirmative vote by a majority of the department unit faculty shall be necessary to ratify the recommended revisions. If the vote at the department meeting is in favor of the revisions, but the number of affirmative votes falls short of a majority of the department unit faculty, then the revisions shall be presented to the

department faculty in a mail ballot. An affirmative vote by a majority of the department faculty shall also be necessary in the mail ballot to ratify revisions of the DPS.

- c. Revisions of the DPS ratified by the department unit faculty shall be forwarded as recommendations of the department faculty to the administration, in accordance with the procedure specified in the Agreement.

### 3. Appointing

The Policy Committee may recommend to the department chair candidates for the positions of Director of the Undergraduate Program, Director of the Graduate program, Scheduling Coordinator, and members of all standing committees of the department. The Policy Committee shall represent the department faculty in reacting to the chair's appointments. The Policy Committee shall appoint the members of its own sub-committees and the members of ad hoc committees it establishes. The Policy Committee shall advise the department chair on appointments of department representatives on college and university committees, except when otherwise provided for in the DPS or in the Agreement.

### 4. Criteria Used in Recommending Appointments

The Policy Committee will use no formal criteria in making the recommendations specified above. However, the Policy Committee will make every attempt to be judicious and fair, and to take into account all the many variables that necessarily apply, e.g., rank, sex, field, etc.

### 5. Fostering Shared Responsibility

The Policy Committee will also try to insure that committee assignments and responsibilities are spread as widely as possible throughout the department. No person may serve on more than one of the following: Policy Committee, Undergraduate Committee, Graduate Committee.

### 6. Personnel

The Policy Committee makes recommendations to the department chair concerning hiring priorities. For each open position, the Policy Committee appoints a search committee, consisting of one member of the Policy Committee and two other faculty members. The search committee screens candidates, examines letters of recommendation, conducts interviews, and makes recommendations to the chair. Each search committee should include faculty members qualified to evaluate candidates' scholarship and background. The opinions and counsel of the full department faculty shall also be sought and considered by search committees for all hires. The Policy Committee also advises the department chair on the reappointment of temporary faculty, and the consideration of converting temporary positions to

continuing positions.

## 7. Reviewing and Coordinating

The Policy Committee shall be willing to receive reports, proposals, and recommendations from any department member, group, or committee, or from the department chair. The Policy Committee shall receive and review (a) minutes of department committees (except those of the TPC); (b) reports on matters important to the department from the department's representatives on college and university committees and the Faculty Senate; and (c) reports, proposals, and recommendations concerning department policies or practices, revision of the DPS, or areas in which the Agreement allows the faculty to determine or recommend to WMU (unless the Agreement or DPS provides that such reports, proposals, and recommendations shall go elsewhere).

The Policy Committee may approve, disapprove, amend, return for reconsideration, or take other action on the reports, proposals, and recommendations, and may address itself to individuals as well as groups and administrators as well as faculty members.

The Policy Committee shall receive from department faculty members notifications of their appointment or election to political office. (The Agreement requires such faculty members to notify the department chair of their appointment or election to political office).

## 8. Making Recommendations to the Administration

The Policy Committee may advise and make recommendations to the administration (normally, to the department chair) on any matter it chooses to, except in those areas where the DPS specifies that recommendations to the administration shall come from some other source, and unless barred by the Agreement or the DPS from doing so.

In all areas in which the Agreement provides for faculty recommendation and participation, the Policy Committee shall advise and make recommendations to the administration (normally, to the department chair), except when the Agreement or DPS requires that this advice and recommendation come from some other source or from the department faculty as a whole.

At the time the annual department budget is prepared, or when the department budget is being adjusted, the Policy Committee may recommend to the department chair any guidelines or particular allocations desired by a majority of the committee.

The Policy Committee may ask the department chair for explanation or justification of the department budget.

## 9. Alternate-Academic-Year Appointments

In all cases of proposed alternate-academic-year appointments for department faculty, the Policy Committee shall consult with the person to be so assigned and with the Directors of the Undergraduate and Graduate Programs, and shall then make its recommendation concerning the case to the department chair.

#### 10. Initiating Procedures for Recommending the Appointment of a Department Chair

The Policy Committee's role in initiating procedures for recommending a successor to the department chair is described above, under "Procedure for Recommendation of Candidates for Chair" (III.A).

#### 11. Hearing Complaints

The Policy Committee shall hear complaints from a department member or group of department members only after the person or group has tried to resolve the complaint by all other means within the department.

The department member or group of members having a complaint shall then request a conference with the Policy Committee chair.

If the matter is not resolved by means of this conference, the person or group having a complaint shall make a written appeal to the Policy Committee chair. This appeal automatically places the complaint on the agenda of the Policy Committee's next meeting.

#### 12. Initiating Procedures for Evaluating Administration

The department faculty shall participate in the biennial evaluation of the department chair and in the evaluation of higher administrators when such an evaluation has been initiated by the Policy Committee.

In alternate years the Policy Committee shall initiate an evaluation procedure for the department chair. The result of the evaluation shall be reported to the Dean of the College of Arts and Sciences, the provost of WMU, the department chair, and the department faculty. At its discretion, the Policy Committee shall institute an evaluation procedure for the Dean of the College of Arts and Sciences and the provost of WMU. The result of that evaluation shall be reported to the department faculty, the department chair, the Dean of the College of Arts and Sciences, the Provost of WMU, and the President of WMU.

### **VI. SCHEDULING COORDINATOR AND PROGRAM DIRECTORS**

#### **A. Scheduling Coordinator**

1. Appointment. The Scheduling Coordinator is appointed by the department chair for a term of five semesters. (See V.C.3 for the role of the Policy Committee in

making recommendations for and review of the appointment.)

2. Responsibilities. The Scheduling Coordinator coordinates and manages all aspects of course schedules and teaching assignments (maintaining scheduling files and faculty preference forms; hiring part-time faculty members; schedule building), in consultation with Graduate, Undergraduate, and First Year Writing directors, for recommendation to the department chair. The Scheduling Coordinator may also provide leadership in the area of instructional space and technology, as time permits.

B. Procedures for Preparing the Schedule of Courses and Teaching Assignments

1. The Scheduling Coordinator shall, in concert with the Director of the Undergraduate Program and the Director of the Graduate Program, prepare a schedule of courses and teaching assignments to be recommended to the department chair.
2. Before preparing the schedule, the Scheduling Coordinator shall consult (a) individual faculty members about their teaching assignment preferences; (b) the Policy Committee about programmatic priorities; and (c) faculty members in any special units or areas within the English Department about scheduling assignments affecting those units or areas.
3. In preparing the recommended schedule, the Scheduling Coordinator shall, to the maximum degree compatible with the needs for required classes and a balanced schedule, and consistent with faculty requests, distribute equitably among individual faculty members the available courses, class hours, and types of schedules.
4. In assigning faculty members to summer session teaching assignments, once essential programmatic needs are met, time since last summer assignments, rank, and length of service shall take precedence.
5. At least once a year, the Scheduling Coordinator and the department chair shall meet with the Policy Committee and discuss with it the pattern of course offerings. The Policy Committee may request the department chair to reconsider or to revise the proposed pattern of course offerings.
6. After the schedule is submitted to the administration, each faculty member shall be notified of his or her tentative schedule for, as the case may be, the succeeding semester, session, or year.
7. A faculty member who objects to his or her schedule for a particular semester, session, or year should confer immediately with the Scheduling Coordinator, the Director of the Undergraduate Program, the Director of the Graduate Program, or the department chair.
8. A faculty member who believes he or she has received a pattern of unsatisfactory teaching assignments may request a review by the Policy Committee. After such a

review, the Policy Committee may then make a recommendation to the department chair.

### C. Director of the Undergraduate Program

#### 1. Appointment

The Director of the Undergraduate Program is appointed by the department chair for a term of three years, with a possibility of reappointment for a second term. A subsequent reappointment may occur after a lapse of two years. Exceptions to these terms may occur in unusual cases, for example, if the director of the undergraduate program has a fiscal-year appointment.

(See V.C.3. For the Policy Committee's role in making recommendations for and review of the appointment.)

#### 2. Responsibilities

The Director of the Undergraduate Program shall serve in these capacities:

- a. As chair of the Undergraduate Committee;
- b. As chair of the Academic Advising Staff;
- c. As advisor to undergraduate students;
- d. As advisor to the department chair on matters related to personnel, program, course schedules and teaching assignments, especially as they pertain to undergraduate education.

### D. Academic Advising Staff

1. The director of the Undergraduate Program shall assist the department chair in advising the department's undergraduate students. The Director of the Undergraduate Program makes recommendations to the chair, who appoints faculty members to serve on the academic advising staff with the advice and consent of the Policy Committee.
2. Any member of the department on continuing appointment may ask to be considered for assignment to the Academic Advising Staff.
3. With the exception of the Director of the Undergraduate program, members of the advising staff serve three-year terms, with the possibility of reappointment.
4. Advising duties during fall and spring semesters include an average of five scheduled hours per week in the department advising office and service during registration and the drop-add period. Advisers may be asked to be on duty during summer terms. Responsibilities of the Academic Advising Staff include keeping

department records of student programs, talking with prospective students, answering correspondence on majors, minors and programs in general, advising students on course choice and on programs in Summer Orientation, and helping to establish and maintain liaison with other academic units within and outside WMU, as the department chair deems necessary.

#### E. Director of the Graduate Program

##### 1. Appointment

The Director of the Graduate Program is appointed by the department chair for a term of three years, with the possibility of reappointment. A subsequent reappointment may occur after a lapse of two years. (See V.C.3. for the Policy Committee's role in making recommendations for and review of the appointment.)

##### 2. Responsibilities

The Director of the Graduate Program shall serve in these capacities:

- a. As chair and voting member of the Graduate Committee;
- b. As principal advisor to graduate students;
- c. As chair of meetings of the department graduate faculty;
- d. As an ex officio member of the Academic Advising Staff;
- e. As advisor to the department chair on matters related to personnel and programs, course schedule, and teaching assignments, especially as these pertain to the graduate program.

##### 3. Graduate Advisor

###### a. Appointment

The Advisor of the Graduate Program is appointed by the department chair in consultation with the Graduate Director for a term of two years, with the possibility of reappointment. (See V.C.3 for the Policy Committee's role in making recommendations for and review of the appointment.)

###### b. Responsibilities

The Advisor to the Graduate Program shall serve in these capacities:

- i. As advisor to graduate students, including holding weekly office hours;
- ii. As assistant to the Graduate Director in running the daily business of the graduate office, including filling in when the Graduate Director is unavailable;
- iii. As one who registers students;
- iv. As a voting member of the graduate committee;

v. As liaison for his or her discipline in reading and coordinating the evaluation of graduate student applications.

#### F. Assignment to Extended University Programs (EUP) Courses

Details of compensation, availability, and overload or regular load are in the Agreement. The Director of the Graduate Program shall, as the department chair deems necessary, help to provide liaison with EUP, provide student counseling at the request of the Division, receive and publicize to the faculty course suggestions and requests from EUP, and apply the criteria stated below in recommendation to the department chair the assignment of department faculty to these courses.

1. When assigned as an overload, the course should normally be one that the faculty member has taught or will be assigned to teach on campus within the following academic year.
2. In cases of duplicate applications from faculty members equally qualified for a suggested or requested EUP course, the assignment shall go to that person who has less recently taught an EUP course; and, if a further deciding factor is necessary, to that person senior in rank or time in rank.

#### G. Director of First-Year Writing

1. Appointment. The Director of First-Year Writing is appointed by the department chair for a term of three years, with the possibility of subsequent reappointments.
2. Responsibilities. The Director of First-Year Writing shall serve in these capacities:
  - a. As orientation leader for new teaching assistants each fall;
  - b. As instructor for new teaching assistants in English 6690;
  - c. As overseer of all course syllabi for first year writing courses;
  - d. As first-line mediator for instructor/students in disputes or problems arising in first year writing courses;
  - e. As assessment administrator of first year writing courses;
  - f. As representative on the Graduate Committee.

### **VII. OTHER DEPARTMENT COMMITTEES**

#### A. Curriculum Committees

1. The Undergraduate Committee
  - a. Membership

The Undergraduate Committee consists of four members, in addition to the Director of

the Undergraduate Program, who is chair and voting member of the Undergraduate Committee. Four faculty members, reflecting variety in rank and specialization, are appointed by the department chair following recommendations by the Director of the Undergraduate Program. (See V.C. 3. for the Policy Committee's role in making recommendations for and review of the appointments.) Faculty members are appointed for a term of two years, with the possibility of reappointment for a second term. A year must elapse between a second appointment and further reappointment. The terms of faculty members are staggered to provide continuity.

b. Duties and Procedures

The Undergraduate Committee shall be responsible for reviewing and recommending changes in the English undergraduate program, including advising, scheduling, class format, curriculum, course offerings, programs, degree requirements, and policies meant to serve faculty, student, and programmatic needs.

The Undergraduate Committee forwards to the Policy Committee any recommendations requiring ultimate approval of the department faculty. In matters involving undergraduate and graduate programs jointly, such as 5000-level courses, the Undergraduate Committee shall attempt to coordinate work with the Graduate Committee.

The Undergraduate Committee may also forward (with copies to the Policy Committee) formal recommendations or resolutions on any aspect of the undergraduate program to the department chair or elsewhere in the department or university as appropriate.

2. The Graduate Committee

a. Membership

The Graduate Committee consists of at least three and no more than five members of the department graduate faculty, appointed by the department chair following recommendations by the Director of the Graduate Program. (See V. C. 3. for the Policy Committee's role in making recommendations for and review of the appointments.) Faculty are appointed for a term of two years, with the possibility of reappointment for a second term. A year must elapse between a second appointment and further reappointment. The terms of faculty members are staggered to provide continuity. One or two graduate students are appointed by the Director of the Graduate Program for a one-year term with the possibility of reappointment. The Director of the Graduate Program serves as chair of the Committee.

b. Duties and Procedures

The Graduate Committee shall be responsible for reviewing the English graduate program, including admission, advising, scheduling, and assignment of faculty, and coordinating with the Graduate College, Extended University Programs, and other

departments and colleges, as well as for making recommendations about all of the above to the department chair.

The Graduate Committee shall also be responsible for proposing changes in course offerings, programs, and degree requirements. Proposals shall be submitted to the Policy Committee for approval before submission to the department graduate faculty for vote to recommend the proposals to the department chair. If proposals by the Graduate Committee are rejected by the Policy Committee, the Graduate Committee may appeal that decision to a meeting of the graduate faculty. A favorable vote by a majority of the graduate faculty will constitute a recommendation of proposals to the department chair.

#### B. Sabbatical Leave Committee

The Sabbatical Leave Committee is responsible, on behalf of the department faculty, for making recommendations to the department chair on matters pertaining to the granting of sabbatical leave to individual faculty members for purposes of research, writing, and other professional development.

##### 1. Membership

- a. The Sabbatical Leave Committee shall consist of three tenured faculty members, at least one at the rank of full professor, elected by the faculty.
- b. Each member shall serve a one-year term. A person may serve only two consecutive terms.
- c. Each year, following the election of new members to the SLC, the SLC shall elect a chair.
- d. All board-appointed department faculty members may vote for SLC members.
- e. Election of members to the SLC is held as early as possible in the fall semester. A nominating ballot listing all eligible candidates is circulated first; each elector may vote for as many candidates at each level as there are vacancies. At each level twice as many candidates will appear on the final ballot as there are vacancies. The Policy Committee will resolve anomalies. The requisite number of persons receiving the highest number of votes on the final ballot is elected to the SLC.
- f. In case a vacancy occurs, the candidate receiving the next highest number of votes in the preceding election shall serve on the committee for the remainder of that term. A person thus added to the committee may subsequently be re-elected to two regular one-year terms but in no case may serve more than three consecutive years.

- g. It is understood that among the administrative responsibilities of the department chair are the preparation, circulation and counting of ballots; announcement of the election results; and retention of the ballots for one year.
- h. In cases of conflict of interest, a substitute shall be appointed by the chair of the Policy Committee, after deliberation with the Policy Committee.

## 2. Procedures

- a. Upon call of the Sabbatical Leave Committee chair and the department chair, eligible faculty members will submit to the department chair copies of the WMU application form, a statement of the proposed sabbatical activity and the benefits to be derived from it, a curriculum vitae, and any other relevant information. Statements should be as specific as possible, indicating how much preliminary work has been completed and, if at all feasible, a time schedule for completion of the project. Copies of the application are available in the department chair's office.
- b. The committee shall, in closed deliberations, rate each proposal on its merits, without prejudice to the kind of activity proposed (see appropriate activities under Criteria, VII.B.2.f [below]), and make a priority ranking of all proposals, which shall then be shared with the department chair.
- c. The Sabbatical Leave Committee chair shall inform, in writing, each applicant of the committee's action upon his or her proposal.
- d. A faculty member whose proposal is not approved by the department Sabbatical Leave Committee may appeal to the committee, or to the university Sabbatical Leave Committee (SLC), as provided in the Agreement, or to both. Appeals to the department Sabbatical Leave Committee shall be heard as soon as possible; a favorable recommendation following appeal shall be immediately forwarded to the department chair for his or her action. If the committee review is favorable but their decision comes too late for favorable action at higher levels, the faculty member's proposal will be given priority for recommendation in the next ensuing year (a substantially different proposal, however, would not automatically receive such priority).
- e. Recipients of sabbatical leave shall report on their activities as provided in the Agreement.
- f. Criteria for sabbatical leave
  - i. Proposals must demonstrate that the sabbatical activity will benefit the department and the university, as well as the individual.
  - ii. The department recognizes three main areas of activity appropriate to

- sabbatical leave: a. original research, with promise of leading to publication; b. creative work, with promise of leading to publication; c. improvement of program-related skills, with promise of leading to significant strengthening or expansion of the department's curriculum, as compatible with university goals.
- g. Nominations to the University SLC shall be made by the department chair, with the advice and consent of the Policy Committee.
- h. Reports by recipients of sabbaticals
- i. By the end of the first semester following a sabbatical leave, the recipient shall file a written report with the current Sabbatical Leave Committee chair, detailing the activities and accomplishments made possible by the sabbatical or load reduction. (Sabbatical reports go also to the department chair, the Dean of the College of Arts and Sciences, and the University Sabbatical Leave Committee, as required by the Agreement.)
  - ii. The Sabbatical Leave Committee chair shall maintain up-to-date files of these reports, available to the Committee as evidence for decisions on future applications and as a measure of what is possible within certain time limits.

#### C. Student Success and Recognition Committee

1. Membership. Members of this committee are appointed by the chair, in consultation with the Policy Committee, based on their experience with and expressed interest in development.
2. Duties. The Student Success and Recognition Committee coordinates recruitment, marketing and image building, fund raising, and student recognition.

#### D. Strategic Planning and Assessment Committee

1. Membership
  - a. The Strategic Planning and Assessment Committee shall consist of six faculty members appointed by the chair for a term of two years, with the possibility of reappointment.
  - b. The Strategic Planning and Assessment Committee will elect a chair for a one-year term, who will also serve as a voting member of the committee. The criteria for serving as chair of the Strategic Planning and Assessment Committee will include experience in the areas of planning and assessment at the department, college, and/or university level.
2. Duties and Procedures  
The Strategic Planning and Assessment Committee is responsible for developing and maintaining the department's Assessment Plan, for coordinating the department's response to assessment and strategic planning initiatives mandated by the college and the

university, and for advising the chair and the Policy Committee on matters related to issues of assessment and strategic planning.

The Strategic Planning and Assessment Committee will report to the Policy Committee and will forward to the Policy Committee any recommendations requiring ultimate approval of the departmental faculty.

#### E. Other Standing Committees and Service Responsibilities

1. Present standing committees of the department, such as the Technology Committee and the Scholarly Speakers Committee, shall continue as presently constituted. (For the role of the Policy Committee in making recommendations about appointments and reappointments, see V.C.3.) The Policy Committee may recommend discontinuance of any of these committees when they are no longer needed.

#### 2. Sigma Tau Delta

a. The Department of English is the academic home of the Alpha Nu Pi chapter of Sigma Tau Delta, the international English Honor Society.

b. The faculty advisor is appointed by the chair, in consultation with the Policy Committee, based on the appointee's experience and interest in Sigma Tau Delta and in the responsibilities of advisorship.

#### F. Course and Staff Committees

Faculty who regularly teach a particular course or whose primary teaching assignment is in a particular area may organize themselves into course or staff committees to help insure coordination in multi-sectioned courses or for purposes of professional development, generation of proposals to appropriate department committees, cooperation with other departments or agencies of WMU, or other appropriate activities. Such committees shall elect a chair and keep the department chair and the Policy Committee informed of their activities.

#### G. Ad Hoc Committees

1. Chairs of all standing and ad hoc committees in the department may appoint ad hoc subcommittees to deal with particular problems falling within their committee's jurisdiction.
2. Special ad hoc committees to deal with problems involving the department's relations with other units of WMU – such as program review, general education, or university writing requirements – may be appointed at any time by the department chair, with the advice and consent of the Policy Committee.

## VIII. CLASS SIZE POLICY

Although the English Department embraces a number of different fields and offers a wide variety of courses, in most of our courses students must learn to read and interpret texts, to master the conventions of writing in one of a variety of formal modes, and to develop the ability to think critically, to analyze, and to evaluate and develop cognitive or aesthetic insights. They develop these skills through the opportunity to ask questions, to articulate insights, to engage the instructor and other students in discussion of the texts being read, the materials being investigated, or the writing being produced and refined. These disciplinary objectives inform our decisions about class size.

The English Department offers courses at many different levels from freshman and sophomore introductory and preparatory courses, to upper division undergraduate work in the major or in the general education curricula, to graduate courses in our three master's and our doctoral program. Class sizes vary with the emphases and requirements of these levels.

### GRADUATE LEVEL

At the 5000 level, courses are open to both advanced undergraduates and graduate students. The courses at this level are designed to develop breadth of knowledge, may involve some lecture and commentary from the instructor, but should allow for active discussion and participation of the students as well as written assignments which receive careful attention from the instructor. These courses should not exceed thirty and may be offered for fewer students than that when they are programmatically necessary.

At the 6000 level, the need for involvement of the instructor in the student's research project, for careful and copious response by the instructor and peers to written work, and for classroom practices appropriate to graduate seminars dictates that these classes should not exceed sixteen and may indeed enroll fewer than that number.

At the 7000 level, courses are frequently based on individualized scholarly, research or creative projects developed by an advanced graduate student and closely supervised by a member of the faculty. Such courses may enroll only one student at a time or may be designed for several students and they are an important part of the faculty member's instructional load.

### UNDERGRADUATE LEVEL

At the undergraduate level the English Department recognizes six broad categories of courses, each broken into significant subcategories. Each of these broad categories defines a range of class size which the English department feels is consistent with the goals of the individual class and the department's overall mission. The broad categories are:

1. introductory writing courses, in which a student prepares for university and/or major study;

2. writing instructive courses, in which the central aim is to teach writing in one of its many specialized contexts;
3. writing intensive courses (fulfilling the baccalaureate writing requirement of WMU), in which writing within the discipline is highly utilized as a mode of learning about English language or literature;
4. reading and discussion courses, in which writing is not formally taught, although it is used to promote understanding of literature or to evaluate student progress;
5. reading and lecture courses, in which writing is used occasionally;
6. writing and reading pedagogy courses, in which reading and writing focus on the teaching of language, writing and literature.

### INTRODUCTORY WRITING COURSES (15-22 STUDENTS)

Including English 1000, 1050, and 1100, these courses hold a special position in either WMU or English Department requirements.

As a basic skills course, English 1000 prepares students for their freshman writing course and typically enrolls those WMU students with the most severe writing problems. Success or failure in this course carries implications not only for retention at WMU but also for the student's prospects generally in higher education. Because of the importance of this course and the need for individualized pedagogy and mentoring, the course is capped at fifteen.

English 1050 is often the student's only course regularly demanding writing during the freshman and sophomore years, and along with 1000 it has implications for student retention. Taught with frequent use of conferences and with emphasis upon informed revision, this course is capped at twenty-one

English 1100 needs to be taught in small sections because it introduces students to the complex task of writing about literature, and indeed to many unfamiliar aspects of literature itself, especially the forms and characteristics of poetry. It involves frequent writing, revision, and conferences and is capped at twenty-two

### WRITING INSTRUCTIVE COURSES (16-20 STUDENTS)

These courses teach writing in a specific context, often at an advanced level. They ordinarily do not fulfill the department's baccalaureate writing requirement because they seek to develop specialized abilities in creative or practical writing. This group furthermore has important subcategories. Any teacher of writing will notice the difference between sixteen and twenty students in the intensity of attention he or she can devote to each student. All of these courses require students to master conventions of writing that are widely shared and to bring personal insight, observation, or skills of research to bear on those conventions. Important in these courses is the degree to which the conventions are teachable to a group.

The courses in which the conventions are most teachable to a group because they are well defined and require less individual variation include those in practical writing: English 2640, 2650, 3630, 3050, 4630, 4640. To allow for frequency of assignments as well as conferences and

consultation, these courses are capped at twenty.

The department recognizes an intermediate level of difficulty in the conventions. These courses teach types of writing which have well defined conventions but also require individual voice, observation, or formal innovation; department practice accordingly caps these courses at eighteen. This subcategory includes English 3640 and 3650.

The department judges that the conventions of creative writing are among the subtlest to perceive, the most difficult to master, and the most individualized in their application. The creative writing courses – and a non-fiction course that calls for similar abilities – are capped at sixteen students. These include: English 2660, 3660, 3670, 3680, 3700, 4620, and 5660.

### WRITING INTENSIVE COURSES (16-30 STUDENTS)

These courses fulfill the university's baccalaureate writing requirement for English majors. Two broad subcategories occur here depending upon whether the focus is upon literature or the English language.

A very few sections the department offers as seminars are capped at sixteen (e.g., ENGL 4520, Shakespeare Seminar) to reflect both the consistent complexity of the texts studied, the research expected from students, and the responsibility of students to discover for themselves much of the matter of the course. The instructor's work with the students in these courses is intense and highly individualized.

Courses principally in literature are capped at twenty-four because understanding, researching, judging often-dense literary texts, and producing polished writing demand both intense discussion among students and frequent consultation with the instructor. Courses in this category include English 3620, 4100, 4150, 4400, 4420, 4440, and 4520.

The other subcategory here is the department's courses in the English language (English 3710, 3720, and 4720). Because the material here demands a somewhat more instructor-centered pedagogy, the department caps these courses at thirty students. It is nevertheless understood that writing in both categories of courses will be relatively frequent and judged by a rigorous standard.

### READING AND DISCUSSION COURSES (35 STUDENTS)

Department practice, in keeping with standards articulated by the Associated Departments of English, caps a large group of 2000-level and 3000-level literature courses at thirty-five students. The cap is allowed this high because many of these courses involve a survey of material with which the students have little previous experience and therefore demand a more instructor-centered pedagogy. Within this category are two significant subcategories, even though the cap for each is the same.

The first subcategory consists of survey courses which occupy a crucial place in the department's major and minor curricula. This group includes the American and British literature surveys

(English 3200, 3210, 3300, and 3310), which require English 1100 as a prerequisite and anticipate the students' subsequent enrollment in the department's 4000-level and 5000-level literature courses. English 3820 and 3830 are similarly important to the department's Elementary Education curriculum. All of these course(s) should be firmly capped at thirty-five students to allow our majors and minors to ask questions and discuss textual intricacies both among themselves and with their instructors.

The other subcategory consists of most of the department's courses for general education credit, including English 1070, 2230, 2520, 3070, 3110, 3120, 3130, 3140, and 3150. One course that is in fact sui generis but most nearly fits into this group is English 2100 (Film Interpretation). Because of its different medium and the special requirements of both scheduling and technical apparatus for this course, the department allows its cap to go to forty-five. However, its goals in terms of interpretive competence as well as its pedagogical use of writing and discussion, are similar to those of other courses in this group.

#### READING AND LECTURE COURSES (50-200 STUDENTS)

Relying heavily upon an instructor-centered pedagogy, these courses offer less opportunity to use writing and less scope for student discussion than do smaller sections. These courses may be designed from the outset for large-enrollment or they may be special sections of reading intensive courses (the subcategory discussed immediately above) expanded to meet student demand. In either case these courses can exist only if supported by a special arrangement such as team teaching, graduate assistance, or both.

Courses designed for large enrollment include English 1120, 1500, and 2220.

Courses normally capped at thirty-five but occasionally taught in larger sections when technological support and teaching assistance is available include English 1070, 2100, 2520, and 3070.

#### READING AND WRITING PEDAGOGY (20-24 STUDENTS)

The courses in this group are focused upon teacher preparation and therefore significantly reflect WMU's commitment to K-12 education. These courses must be kept small for two reasons. First, students in these courses are learning how to teach reading and writing to others while they often themselves are still working to perfect their own reading, writing, and literary skills at the college level. Dealing with students as aspiring teachers and simultaneously as learners requires a complex pedagogy that includes conferences and consultations. Second, the department recognizes that some English Education courses involve the placement of students into the schools, which adds a dimension of administration and field supervision which most English courses do not have. For the purposes of class size, the department recognizes two subcategories: courses that deal with writing education and those that deal with reading/literature education.

Courses in writing for teachers at the elementary and secondary levels (respectively English 3690 and 4790) carry a cap of twenty.

The department's courses in the teaching and learning of reading at the elementary level (English 3770) and in the teaching of literature at the secondary level (English 4800) carry a cap of twenty-four.