

WILLIAM PATERSON UNIVERSITY  
ENGLISH DEPARTMENT  
BY-LAWS  
*Revised: September 2017*

Preface:

Nothing in these by-laws shall be construed as inconsistent with university policy or with the collective bargaining agreement.

Article I.     Name

The name of this department shall be the English Department of William Paterson University of New Jersey.

Article II.    Purpose and Objectives

The purpose and objectives of the department are:

- (1) to provide students with an appreciation of literature as art and an understanding of the relation of literature to its historical and cultural contexts;
- (2) to heighten students' awareness of diverse linguistic, literary, and cultural heritages;
- (3) to sharpen students' critical reading and analytical skills;
- (4) to develop students' ability to communicate their ideas in writing for a variety of audiences and purposes;
- (5) to further skills that will help students succeed in their careers;
- (6) to prepare students for advanced academic study.

Article III.   Membership

- Section 1.    Full-time members of the instructional staff shall constitute the voting membership of the department.
- Section 2.    Part-time members of the instructional staff shall constitute the non-voting membership of the department.
- Section 3.    Adjunct and student representation in the department and on its committees shall be in accordance with university policy.

## Article IV. Officers

The officers of the Department shall be the Chair, the Assistant Chair, the Director of the Program in Writing and Rhetoric, and the Director of the Graduate Program. Other officers as the Chair deems necessary for the efficient functioning of the Department may be appointed with the advice and consent of the Executive Council. The Chair and the Directors of the Program in Writing and Rhetoric and the Graduate Program shall be elected by a simple majority of the voting members of the Department. The Assistant Chair shall be appointed by the Chair, and the Assistant Director of the Program in Writing and Rhetoric shall be appointed by the Director of the Program in Writing and Rhetoric.

### Section 1. Department Chair

The Chair shall be elected for a three-year term of office. The position shall carry credit release time per semester commensurate with activities performed. Duties are as follows:

1. Responsibility for the welfare of the Department. The Chair shall be empowered to make all decisions affecting the Department's welfare which do not come under the jurisdiction of the Executive Council or the Standing Committees.
2. Responsibility for making all Administrative appointments in the department with the non-binding advice of the Executive Council unless otherwise noted.
3. Responsibility for initiating cooperative planning within the Department; and for providing the leadership required to ensure such planning.
4. Responsibility for forwarding all Department committee recommendations to the appropriate administrator(s) and/or University committees including the Department Executive Council.
5. Responsibility for representing the Department on all occasions; but he or she may delegate some other member of the Department for such representation.
6. Responsibility for maintaining all Department records and correspondence.
7. Assist the Curriculum Scheduling Committee Chair with assigning adjuncts to teach upper-level courses in the Department.
8. Responsibility, with the aid, advice, and consent of appropriate committees, for preparing the Department budget and maintaining an inventory of major items of equipment.
9. Authority to be member and Chair of the Executive Council and member ex officio of all Department standing or ad hoc committees.

10. Responsibility for the functioning of all Department committees and authority to require all such committees to complete assignments within stipulated time limits.
11. Responsibility and authority, with the advice and consent of the Executive Council, for maintaining the quality of instruction and professional performance of all English faculty as defined in official University policy and negotiated agreements.
12. Responsibility for insuring that the Department comply with the “Employment Process Guidelines.”
13. Responsibility, with the advice and consent of appropriate committees, for the implementation of a system of student advisement within the Department in accordance with University advisement policies and procedures.
14. Authority to review decisions of the Executive Council and other committees and to resubmit these recommendations or decisions for reconsideration.
15. Responsibility and authority, with the Curriculum-Scheduling Committee, for the preparation and assignment of courses and total workload for all members of the Department.
16. Responsibility and authority, with the advice and consent of the Department and appropriate committees, for the development of library holdings related to the Department’s academic programs.

## Section 2. Assistant Chair

The Assistant Chair shall be appointed for a three-year term of office. The position shall carry credit release time per semester commensurate with activities performed. The Assistant Chair shall:

1. Assist the Chair in advising prospective undergraduate and graduate English majors about the requirements of the program.
2. Assist the Chair in processing students declaring English Majors or changes of Major to English on the undergraduate level.
3. Assist the Chair in evaluating undergraduate transcripts of students majoring in English, assessing course equivalencies and ordinary waivers (in cases where there is any doubt about a student’s situation, the Chairperson will evaluate the problem)
4. Assist the Chair and the Director of the Program in Writing and Rhetoric with the beginning-of-semester concerns of students transferring/adding/dropping courses,

to be implemented through selected office hours on designated days at the beginning of the semester to sign forms for students.

5. Organize the observation schedule for all junior faculty and to coordinate the preparation of retention letters and tenure documents.
6. Stand in as Acting Department Chair when the Department Chair is unable to complete his/her duties due to illness, vacation or professional activities keeping him/her away from the University for an extended period of time.
7. Responsibility for the B.A. brochure.
8. Responsibility for other appropriate duties as agreed upon and coordinated with the Chairperson.

### Section 3. Director of the Program in Writing and Rhetoric

The Director of the Program in Writing and Rhetoric shall be elected for a three-year term of office. The position shall carry credit release time per semester commensurate with activities performed. The Director of the Program in Writing and Rhetoric shall:

1. Serve as Chair of the Program in Writing and Rhetoric Committee.
2. Appoint an Assistant Director of the Program in Writing and Rhetoric.
3. Administer the Program in Writing and Rhetoric, including Basic Writing, College Writing, Experiences in Literature, and upper-level courses in writing and rhetoric.
4. With the assistance of the Program in Writing and Rhetoric Committee, take responsibility for coordination and placement of students in all sections of the freshman writing course sequence.
5. With the assistance of the Program in Writing and Rhetoric Committee, hire and supervise part-time and adjunct faculty.
6. Maintain all Adjunct faculty records and correspondence.
7. Supervise the regular observation of adjunct faculty.
8. Work during the summer to hire new adjunct faculty as needed, serve as Department liaison to the Educational Opportunity Fund, resolve student complaints concerning adjunct faculty, resolve incomplete grades, and coordinate summer courses administered through the Program in Writing and Rhetoric.

9. Provide a liaison between college and high school writing programs and coordination.
10. Assist the Curriculum Scheduling Committee Chair with assigning adjuncts to teach upper-level courses in the Department.
11. With the Assistant Director of the program, administer the full-time lecture lines associated with the Program in Writing and Rhetoric.

#### Section 4. Director of the Graduate Program

The Graduate Director shall be elected for a three-year term of office and shall serve as the Chair of the Graduate Committee and MFA Advisory Committee. The position shall carry credit release time per semester commensurate with activities performed. The Graduate Director shall:

1. Administer the M.A. program and, in cooperation with the M.F.A. program coordinator, the M.F.A. program.
2. Represent the Graduate Program on University-wide committees concerning the administration of the M.A. and M.F.A. Programs.
3. Review applications for admission into the M.A. and M.F.A. programs. This includes coordinating with the M.F.A. Committee judging candidate manuscripts.
4. Develop, with the Graduate Committee, the kind of program the Department wants to offer and the cycle of courses to be given in the future.
5. Serve as advisor to all graduate students.
6. Coordinate the thesis process, which includes overseeing the assignment of students with advisors, communicating the Graduate Committee's thesis proposal comments to students, monitoring their progress, and organizing the Colloquium.
7. Oversee outreach, marketing advertising for the graduate program.
8. Work with the Graduate Committee and the Department Secretary concerning the text of correspondence to be sent to students when accepted into either the M.A. or M.F.A. program.
9. Evaluate student transcripts for transfer credit.
10. Process "waiver" forms.
11. Clear students for the M.A. degree and follow their progress after graduation.

12. Secure and help interview students interested in serving as Graduate Assistants.
13. Be responsible for other appropriate duties involving the graduate program, such as marketing efforts.
14. Oversee the following: English Department Newsletter (aided by a designated graduate assistant), approval forms and correspondence regarding graduating majors in the M.A. program.
15. Supervise Graduate Assistants in the editing and writing of the department newsletter, which is produced once per semester.
16. Update the M.A. and M.F.A. brochures.

Article V. Meetings

- Section 1. Regular meetings of the Department shall be held monthly during the academic year, unless otherwise ordered by the Chair, the Executive Council, or by the faculty.
- Section 2. Special meetings of the Department shall be called by the Chair, by the Executive Council, or upon the written request of two-thirds of the Department members. Written notice for such a meeting must state the specific purpose for which the meeting is called, and such notice shall be circulated to all members by the Chair at least one calendar week before the meeting.
- Section 3. In regular or special meetings, a majority of the voting members of the Department shall constitute a quorum.

Article VI. The Executive Council

The Executive Council shall consist of five tenured faculty members, elected annually, the Assistant Chair, and the Chair of the Department. The Council shall assist, guide, direct, and/or support the Chair in the discharge of his/her responsibilities to maintain the welfare of the Department. The Council shall:

1. Have responsibility and authority for maintaining the quality of instruction and professional performance of all English Faculty as defined in official University Policy and negotiated agreements.
2. Have responsibility and authority to make recommendations to the appropriate administrators or college/university committees on matters of tenure, appointment, reappointment, promotion, sabbatical leave range adjustment, and DAC.
3. Set the dates and agenda of regular and special meetings of the Department.

4. Consider and act on other items of business which are within the purposes and professional standards of the Department and which in the judgment of the Chair, Department Faculty, or Council members should be taken up by the Council.

Article VII. Other Administrative Positions

In the event that the Department wishes to change the process by which Other Administrative Positions I and II are designated, the By-Laws committee in conjunction with the Parliamentarian, shall convene a vote and the changes shall be reflected in the Annual Committee Preference sheet.

Of the following (Administrative I) positions, the Assistant Director of Program in Writing and Rhetoric shall be appointed by the Director of Program in Writing and Rhetoric. The other positions shall be appointed by the English Department Chair in consultation with whatever faculty members the Chair deems appropriate.

The chair shall announce by email and at a department meeting when any of the Administrative I positions are in the final semester of the appointment and ask any faculty members who are interested in serving in those positions to indicate their willingness to serve for the next term.

Reappointments or new appointments to these positions will be made by the chair (or in the case of the Assistant Director of Program in Writing and Rhetoric, by the Director of Program in Writing and Rhetoric) and the new or returning appointments announced at a department meeting by the end of the semester.

Administrative I—By Appointment

- a. Assistant Director of Program in Writing and Rhetoric (2 year term)
- b. Chair, Curriculum Scheduling Committee (3 year term)
- c. Writer's Conference Director (2 year term)
- d. Writing Center Director (3 year term)
- e. Writing Across the Curriculum Director (3 year term)
- f. Editor-in-Chief of Map Literary (3 year term)
- g. Managing Editor of Map Literary (2 year term)
- h. Internship Coordinator (2 year term)
- i. Liaison to WPU at Mercer Community College (2 year term)
- j. MFA Coordinator (3 year term)

Other Administrative Positions II—By Department Vote

- k. Advisor to the English Club
- l. Advisor to the Undergraduate Literary Journal
- m. By-Laws Committee (one-year term, two positions)
- n. Liaison to the College of Education

- o. Library Coordinator
- p. Representative to the College-Wide Assessment Committee
- q. Representative to the College-Wide Curriculum Committee
- r. Representative to the College-Wide Technology Committee
- s. Representative to the University Faculty Senate (two-year term)
- t. Liaison to the Sigma Tau Delta Honor Society
- u. Treasurer
- v. Undergraduate Writing Contest Coordinator
- w. Union Representative
- x. Webmaster
- y. Parliamentarian

Article VIII. Committees and Duties

Section 1 Each Spring Semester the Department shall elect members to the following Standing Committees and positions:

1. The Curriculum-Scheduling Committee shall consist of the Department Chair, the Director of the Program in Writing and Rhetoric, and five full-time members elected at large, one of whom will be designated C-S Chair by the Department Chair in advisement with the Executive Council; the Department shall attempt to distribute representation across the ranks.

The Curriculum-Scheduling Committee shall make all necessary decisions regarding the curriculum of the Department and the scheduling of courses consistent with the best professional interests of the Department and the needs of the students, while at the same time considering the individual needs and desires of faculty members. Assignment of courses shall be based upon prerequisites established by the Committee and approved by the Department.

2. The Graduate Committee shall consist of the Chair, the Graduate Director, and four staff members qualified to teach graduate courses, elected at-large.

The Graduate Committee shall make all necessary decisions regarding the Department's Graduate Program consistent with the best professional interests of the Department, while at the same time considering the individual needs and desires of the graduate teaching staff.

3. The Program in Writing and Rhetoric Committee shall consist of the Chair, the Director of Program in Writing and Rhetoric, the Assistant Director of the Program in Writing and Rhetoric, the Director of the Writing Center, six full-time faculty members elected at-large, and writing lecturers.

The Program in Writing and Rhetoric Committee shall be responsible for the coordination of all the writing, literature, and rhetoric courses which serve as foundational University Core Curriculum courses and shall coordinate the placement of all students into English 1080, 1100 and 1500 courses. In addition, the Committee, under the supervision of the Director of the Program in Writing and Rhetoric, shall conduct regular evaluations of all adjunct faculty including all lecturers teaching in the program.

4. The Map Literary Committee shall consist of the Editor-in-Chief of Map Literary (appointed to a 3-year term), the Managing Editor of Map Literary, and approximately 8 Editorial staff positions for soliciting and reviewing submissions and providing general needed support for the magazine. Under the direction of the Editor-in-Chief, the committee shall provide a leading vision for Map Literary, review all submission decisions of the staff, handle outside correspondence, organize promotion and advertisements, establish submission guidelines and editing processes, and oversee the budget, including outside funding/grant applications. The Managing Editor of Map Literary will create and frequently update the website as well as handle all technical issues, assist the Editor-in-Chief in reviewing submissions and policies and in editing and proofreading, and assist in applying for outside funds/grants.
5. The M.F.A. Committee shall consist of the MFA Coordinator, Director of the Graduate Program and four staff members qualified to teach M.F.A. graduate courses, elected at-large. Under the direction of the Coordinator of the M.F.A. the committee shall assess all incoming writing samples and files of potential MFA candidates. The MFA committee shall make all necessary decisions regarding the Department's MFA Program consistent with the best professional interests of the Department, while at the same time considering the individual needs and desires of the graduate teaching staff.
6. The Promotion Committee shall consist of at least three tenured faculty members, plus the Dept. Chair (ex-officio, whether or not tenured).
7. The Department Faculty Range Adjustment Committee shall consist of at least three tenured faculty members, with the exception of the department chairperson, who shall be a member (ex-officio, non-voting) whether or not tenured, unless the chairperson is expressly elected by the faculty of the department to the DFRAC.
8. The Department Assessment Committee (Career Development) shall consist of three tenured faculty members who are not being assessed.
9. The Program Assessment Committee The English department Assessment Committee shall be elected on an annual basis in order to oversee all

departmental assessment activities. While Middle-States Accreditation is an occasional process, assessment must be on-going in order to develop and maintain appropriate consciousness about our pedagogical successes and weaknesses, our curriculum's appropriateness as student and social needs change, and our advisement and other support activities within the department. It is the Committee's responsibility to determine appropriate assessment activities, direct and indirect: surveys, standardized tests, rubric-driven readings of student work, etc. The assessment committee chair shall be elected by the department, and serves both as chair of the committee, and as representative to the HSS Assessment Council. The number of members, and term of service shall be determined by the Chair of the Department and the Chair of the Committee.

10.

Social Committee. Shall organize various Departmental events such as the Senior Reception and the Faculty Colloquia. It is recommended that this committee consist of the Treasurer, the Sigma Tau Delta Honor Society Liaison, the Undergraduate Writing Contest Coordinator, and the Advisor to the English Club, and one other faculty member.

11. The Creative Writing Committee shall consist of approximately five faculty members. It is strongly recommended that at least one faculty member have an expertise in poetry and one an expertise in fiction, and that one faculty member also sits on the Program in Rhetoric and Writing Committee. The Creative Writing Committee shall make recommendations on the course outlines and syllabi of all creative writing courses, and shall review resumes and make hiring recommendations for any adjunct faculty teaching in the creative writing program to the Curriculum Scheduling Committee. In addition, the committee shall conduct regular evaluations of all adjunct faculty teaching creative writing courses.

## Section 2 Other Duties

1. Other faculty duties, such as attending University Open House, acting as Marshal at graduation, etc., will be assigned on an alphabetical basis.
2. A copy of the minutes of each committee shall be kept on file in the office of the Department secretary and shall be distributed to all faculty members and forwarded to the Dean and Provost.
3. The Department shall from time to time, by election or appointment, establish ad hoc committees whose duties and responsibilities will be indicated at the time of their creation; such committees will be dissolved upon the completion of their assignment.

4. Committee meetings shall be open to all members of the Department, with the exception of the Executive Council meetings in which personnel matters are being deliberated or acted upon.
5. At the meetings of all the above committees and the Executive Council, a majority shall constitute a quorum.
6. All elections of Officers, the Executive Council, and Standing Committees shall be by secret ballot if requested by any faculty member.
7. While several committees are empowered to act for the Department, they shall be expected to bring sensitive problems to the attention of the whole Department when matters of departmental welfare as a whole may be affected.

Article IX. Additional Provisions.

- Section 1. The opportunity for appeal of Department Committee decisions shall be open to all faculty members regardless of where the basic authority for decisions resides. Faculty members who wish to appeal a committee's decision or action shall file their appeal and their reasons with the appropriate committee for review before going to a higher level of authority.
- Section 2. If at a Department meeting, two-thirds of the faculty decide that a decision not involving reappointment, tenure, or promotion shall be reviewed, then the original ruling body shall meet to reconsider its decision and announce its reconsidered decision to the Department. If the decision remains unchanged and is unsatisfactory to the Department, said decision may be rejected by the Department by a two-thirds vote.
- Section 3. The avenue of all other appeals shall be according to the negotiated grievance procedures.

Article X. Parliamentary Authority

- Section 1. Questions concerning any matter related to departmental parliamentary procedure shall be governed by Robert's Rules of Order (revised edition), with the following exception: Department business will be conducted at meetings without a quorum, including action on important issues, unless a quorum is called for by someone present.
- Section 2. An English faculty parliamentarian shall be elected by the Department. It shall be the parliamentarian's responsibility to advise concerning any violations of parliamentary procedure or these By-Laws.

Article XI. Amendments to and Suspensions of By-Laws.

- Section 1. Amendments to these By-Laws shall be presented for discussion and approval at a regular or special meeting of the Department.
- Section 2. Notice of the proposed amendment shall be circulate to all members of the Department at least two calendar weeks prior to formal introduction of the amendment at a Department meeting.
- Section 3. Amendments shall be adopted by a two-thirds vote, a quorum being present.
- Section 4. At times of exigency or emergency, these By-Laws may be suspended by a two-thirds vote of the Department, a quorum being present.

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