

Department of English

Constitution of the Executive Committee With revisions as approved by mail ballot 21 November 1980

I. Authority of the Executive Committee

The Executive Committee shall serve in lieu of a Budget Council as the committee in charge of recruitment, promotions, terminations, and faculty salaries.

II. Membership

(A) The Executive Committee shall comprise the Chair of the Department (ex-officio) and eleven elected members. If not an elected member, the Associate Chair shall be ex-officio without vote. The Chair of the Department shall serve as Chair of the Executive Committee. The eleven members shall consist of five Professors, two Associate Professors, two members drawn from the ranks of Assistant Professor and Instructor, and two members drawn from the ranks of Professor and Associate Professor.

(B) Elected members shall serve two-year terms.

(C) A quorum shall consist of six members (the Chair included). A majority of those present shall prevail. The Chair shall vote only to break a tie.

(D) At the first meeting of the Executive Committee each year, the Chair shall appoint one of the current members to serve as presiding officer in the event of the Chair's absence.

(E) Minutes of the EC meetings shall be taken by one of its members.

III. Elections

(A) Eligibility to serve

- (1) Tenured and tenure-track members of the Department's faculty who hold a full-time university appointment shall be eligible to serve on the Executive Committee (provided they do not hold a decanal appointment or a comparable post in the central administration). This includes Professors, Associate and Assistant Professors, and Instructors on joint appointment who have taught at least one course in the Department during the two semesters preceding the election. 'Tenure-track' refers only to those non-tenured faculty whose appointments are understood by the EC as leading to a tenure decision.

- (2) Faculty members on visiting or other temporary appointment shall not be eligible to serve. A temporary appointee whose transfer to tenured or tenure-track status has been approved by the administration at the time of the election shall be eligible.
- (3) Faculty members with non-contingent approved leaves of absence for any part of the term for which the election is being conducted, or who will retire during the term, or who will be on terminal-year appointment during the term, shall not be eligible to serve.
- (4) Members are eligible to serve two full terms (i.e., four years) and thereafter are ineligible for a period of two years. Terms of less than two years shall not count in the computation of eligibility.
- (5) An Associate Professor whose promotion has been approved by the administration at the time of an election shall be classified as a Professor on the ballot. The same principle shall apply for persons at other ranks.
- (6) Membership on the Executive Committee of anyone promoted to a different panel during his or her term in office shall terminate on March 1 unless the member has been elected to a position in his or her new panel.

(B) Eligibility to vote

All voting members of the Department's faculty are eligible to vote in Executive Committee elections. Members who are on leave shall be permitted to vote, although they shall not be entitled to have ballots sent to them through the U.S. mail. Visiting faculty shall not be eligible to vote.

(C) Election Procedures

The members of the Executive Committee (except for the Chair) shall be elected as follows:

- (1) Annual elections shall be held as soon as possible after the beginning of Spring semester; new terms begin on March 1.
- (2) Members of the Department carrying heavy responsibilities elsewhere may request that their names be withdrawn from the list of eligible candidates by submitting a letter of explanation to the Chair.

(3) After the elimination of ineligible and withdrawn names, there shall be a nominating round for choosing as members of Panel A half of the remaining eligible Professors and Associate Professors and for choosing as members of Panel B half of the remaining Assistant Professors and Instructors. The number shall be half-of-one more than half if the total is odd. All eligible voters at the rank of Professor and Associate Professor shall be entitled to nominate for Panel A by checking half of the names on the nominating ballot, with no indication of preference. Those chosen shall constitute Panel A on the final ballot. The result to be achieved is the election of nine members (including carry-overs) from the tenured ranks, including a minimum of five Professors and two Associate Professors. As with Panel A, all eligible voters at the ranks of Assistant Professor and Instructor shall be entitled to nominate for Panel B.

(4) All members of the Department eligible to nominate are also eligible to vote. The final balloting shall be conducted according to the Hare system, with every voter voting on both panels, marking priorities separately for the different panels.

(5) When unusual problems arise regarding an Executive Committee election, or EC membership, appropriate action shall be determined by a committee consisting of the departmental Chair, the elections officer, and the Chair of the Governance Committee. If the last two offices are held by the same person, the Associate Chair shall be added to the committee.

(D) Vacancies

(1) Any vacancy occurring between annual elections shall be filled by runners-up in the previous election, in order of preference on the final ballot. If the first runner-up is unable to serve, the second runner-up shall be elected, and so on. In any case, however, the number of runners-up succeeding to each panel shall not be more than the number of seats filled on that panel in the previous election. If additional vacancies occur, a special election shall be held.

(2) If a member of the Executive Committee, by resigning, leaves more than one year in the unexpired term, his or her seat shall be filled by a member of the same panel, if any, who had been elected to a one-year term. The seat of the latter shall be filled by a runner-up as described in III.(D)(1). The one exception to this rule is described in III.(D)(3).

- (3) If a member of the Executive Committee resigns between February 1 and the distribution of the final ballot in the regular annual election, his or her seat shall be filled by that election.
- (4) If a member of the Executive Committee goes on leave of absence or is appointed to a decanal position or to a comparable post in the central administration, his or her seat shall be declared vacant and shall be filled according to the procedures above.
- (5) If it is impossible to make a quorum at any time when Executive Committee business must be conducted, vacancies shall be filled by faculty who have most recently completed their terms on the Executive Committee. The number chosen shall be sufficient to bring and keep the Executive Committee up to a quorum but not to exceed the ordinary strength of the Committee (i.e., eleven elected members). As much as possible, Executive Committee panels shall be respected.

IV. Functions

- (A) The departmental Senate, acting for the Department, shall set general policies, including general policy on recruitment and appointment; but within the limits of the policies thus set, the Executive Committee shall be empowered to act on all matters of recruitment as well as appointment, promotion, and budget, subject to the approval of the Dean and the higher administration. In maintaining its responsiveness to the Department, the Executive Committee shall seek the advice of colleagues on pertinent matters; it shall promptly call a special open meeting when twenty percent of the voting members of the Department request it to do so. Individuals and groups of faculty members may request opportunity to appear before the Executive Committee.
- (B) Promotion recommendations. Before drawing up the tentative list of persons to be recommended for promotion, the Executive Committee shall inform itself of the relevant activities of the members of the Department. In addition, persons who wish to be considered for promotion may send a written request to the Chair.
- (C) Salary recommendations. Before making its yearly salary recommendations, the Executive Committee shall review each person's Annual Report and other relevant information. Members of the Department shall be annually notified by the Chair how to transmit to the Executive Committee (e.g., through their Executive Committee reporter) all such information. The Chair, rather than the EC, will make salary recommendations for EC members; but the Chair will be guided by an annual review of each EC member by another EC member serving as reporter. As soon as possible

after the Executive Committee completes its budgetary deliberations, the Chair shall inform each member of the Department of the recommendation made for him or her by the Executive Committee and by the Chair. Faculty members shall have the right to appeal those recommendations by writing a letter to the Executive Committee or to the Dean through the office of the Chair. The departmental budget for the current year shall be available for inspection by members of the Department.

V. Review

As required by HOP (p. 35), every third year the Department, after receiving the recommendation of the Governance Committee, shall review the operation of the Executive Committee and shall vote to continue, modify, or replace it.

