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The University of Texas at Austin

Department of English Organization

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(Approved by the Department during the 1980-81 year)

## I. Department and Senate Meetings

(A) The business of the Department shall ordinarily be conducted by the departmental Senate, which shall determine all matters of general policy in the areas of recruitment, academic programs and quality, and curriculum. All proposals of substantive import shall be brought to the Senate for consideration, except that in cases where final departmental consideration is reserved for other bodies within the Department, such proposals shall be presented to the Senate for information. At its meetings, the Senate shall hear and act upon reports from its officers and standing committees; determine policy; consider all items on its agenda, and take other appropriate action.

(B) The departmental teaching staff is comprised of "regular" (i.e., tenured and tenure-track) and temporary faculty (whether full-time, part-time, or holding joint appointments with other departments), visitors of the professorial ranks, lecturers, assistant instructors, and teaching assistants. Voting members of the Department shall include all faculty of the rank of Instructor and above who hold a full-time University appointment and are at least 50% in the Department's budget.

(C) Instructors and Assistant Instructors who are members of the Senate shall have full voting privileges in the Senate. In plenary sessions of the Department, however, Instructors on temporary appointment\* and Assistant Instructors, full-time or part-time, shall have the right to vote on all and only those questions which directly concern the rights and responsibilities of their ranks or those courses on whose committees their ranks are represented. The Chair of the Department shall determine what those questions are, but his or her ruling may be appealed to a vote of the Department itself, excluding part-time Instructors and part-time Assistant Instructors. It is specifically provided that Instructors on temporary appointment and Assistant Instructors, full-time or part-time, shall have the right to vote on any proposal to introduce a new course to which as many as six members from their ranks are likely to be assigned. The Chair of the Department shall estimate such probabilities, but his or her ruling may be appealed to a vote of the Department itself, excluding part-time Instructors and part-time Assistant Instructors. (Adapted from "TA [AI] Rights and Responsibilities.")

(D) The Senate shall meet at least twice each semester, preferably at a time when all members shall be free of class assignments (e.g., Friday 12-1 p.m.). Notices of meetings shall be placed in departmental mailboxes at least five working days in advance of meetings. Notices shall include a preliminary agenda, subject to revision if additional items are submitted as per paragraph F. Senate meetings, so far as the Chair deems practical, shall be conducted according to Robert's Rules of Order and shall follow the agenda given below.

\*Note: For the purposes of this document, Lecturers have the same status as Instructors on temporary appointment.

(E) Department meetings, so far as the Chair deems practical, shall be conducted according to Robert's Rules of Order and shall follow the agenda given below. A quorum shall consist of one-fourth of the voting faculty (the number to be calculated and announced to the Department by the Chair at the beginning of each semester); this is also the minimum number of voting members needed for a meeting to begin and conduct its business. A quorum count request shall be in order at any time during a meeting except when someone is speaking. Debate may continue in the absence of a quorum until someone raises the point while no one is speaking. A mail ballot of the voting faculty shall be conducted whenever a majority of voting members convened for the purpose of a departmental meeting deem a mail ballot appropriate for a particular issue.

(F) Any member of the Senate may place an item on the agenda by submitting it, at least 72 hours in advance of the scheduled meeting time, to the Chair's secretary. Should a Senate meeting fail to complete its agenda, it shall resume the following week at the same hour unless prevented by a conflict, in which case it shall resume as soon as feasible. Additional meetings (over and above the required two per semester) may be set by the Chair, or by five of the elected members of the Executive Committee, or by ten members of the voting faculty.

#### Agenda of Department and Senate Meetings

(The Agenda may be modified according to Robert's Rules of Order)

1. Approval of Minutes
2. Reports of Officers
3. Discussion of Reports of Officers
4. Old Business
5. Reports of Standing Committees
6. Discussion of Reports of Standing Committees
7. New Business
8. Questions to the Chair
9. Adjournment

## II. Departmental Officers

All appointments by the Chair are made with the advice of the Senate.

CHAIR: as per HOP 2.103, p. 33, appointed after due faculty consultation for one-year terms by the Dean of Liberal Arts; review before completion of fourth year as per HOP.

ASSOCIATE CHAIR: appointed annually by Chair to assist in administrative duties of the Department; coordinates all course assignments for faculty.

CHAIR, GRADUATE STUDIES COMMITTEE: elected by the graduate faculty.

GRADUATE ADVISOR: appointed by Graduate Dean on recommendation of the Chair and on consultation with the graduate faculty of the Department.

UNDERGRADUATE ADVISOR; appointed by Chair; ex-officio member of Undergraduate Course Committee.

DIRECTOR, FRESHMAN ENGLISH: appointed by Chair; chairs Freshman English Policy Committee.

DIRECTOR, SOPHOMORE LITERATURE POLICY COMMITTEE: appointed by Chair.

DIRECTOR, ENGLISH FOR FOREIGN STUDENTS: appointed by Chair.

DIRECTOR, HONORS PROGRAM: appointed by Chair; directs Honors Program and chairs Honors Committee.

DIRECTOR, CREATIVE WRITING PROGRAM: appointed by Chair; directs Creative Writing Program and chairs Creative Writing Committee.

OMBUDSMAN: elected by the Senate from a list of three candidates determined by Chair.

ELECTIONS OFFICER: appointed by Chair from a list of candidates submitted by Governance Committee.

PARLIAMENTARIAN: appointed by Chair.

### III. Standing Committees

Much of the Department's business is delegated to its standing committees. Tenured and tenure-track members of the Department are expected to serve on such committees (or on special committees, or to perform administrative assignments, at the discretion of the Department Chair) as part of their duties as "regular" faculty. Every effort will be made to minimize the committee responsibilities of faculty in their first year of teaching at UT, of those in their fifth year of probationary service before the tenure decision, and of those in their final year before retirement. Where possible, Teaching Load Credit points will be allocated to those who perform particularly onerous committee tasks.

In the case of committees that oversee courses, faculty members will be selected to represent a broad variety of attitudes toward content and instructional methods. All undergraduate course committees, regardless of their constitution, are responsible to the Department. Whenever as many as one-fourth of the sections of any courses are taught by T.A.'s and A.I.'s, the Association of Graduate Students in English shall be asked to designate a proportion of the membership of the committee for that course as large as the proportion of its sections which T.A.'s and A.I.'s teach, but in no case more than one-half of that committee's membership. One-half the membership of the committee shall be defined by subtracting one (the committee's chair) from the number of members of regular faculty appointed to that committee. When strictly proportional representation on the committee would require a fraction of a member, the nearest whole number of members shall be elected. Elections of T.A. and A.I. representatives on course committees will be held in accordance with the portion(s) of the AGSE Constitution concerning elections. Only T.A.'s and A.I.'s who are teaching a certain course or who have taught that course within the past year and who have at least one term's satisfactory service in the Department are eligible to serve on a course committee. Responsibility for arranging and conducting elections of representatives to course committees shall lie with AGSE. For adjudicating such differences as may arise, responsibility shall lie with the TA/AI Committee.

Executive Committee (EC): "The Executive Committee shall serve in lieu of a Budget Council as the committee in charge of recruitment, promotions, terminations, and faculty salaries." (EC Constitution; see also HOP, pp. 34-35.)

Undergraduate Course Committee: Appointed by Chair to recommend to the Department, each semester, course offerings and faculty course assignments. Assesses proposals for one-semester "topic courses." Makes proposals to the Department for long-range changes in curriculum (such as modified course descriptions, the creation or cancellation of courses, policy governing cross-listing with other departments, etc.).

Freshman English Policy Committee: Made up of an equal number of faculty and AI's and TA's and presided over by the Director of Freshman English. Members of faculty rank are appointed by the departmental chair in consultation with the Director. The committee determines policy for the freshman English courses, chooses and approves textbooks, and attempts to evaluate and improve the freshman English composition program.

Sophomore and Upper-Division Expository Writing Committee: Membership consists of the Coordinators of E310 (Expository Writing), E317 (Technical Writing), and E325M (Advanced Expository Writing) (appointed by Chair). Provides a context for discussing enrollment, staffing, and curriculum problems and objectives common to these multi-section writing courses, and for advice to the Chair about "service" programs in expository writing above the freshman level.

Sophomore Literature Policy Committee: Members appointed by Chair. Advises Sophomore Director. Coordinates and selects textbooks for E314K (Introduction to Literature I), coordinates E312 sequence (Masterworks of English Literature), and approves variants of E314L (Introduction to Literature II).

Teaching Assistants and Assistant Instructors Committee: Faculty members appointed by Chair in consultation with the EC. AGSE annually chooses two AI's who serve in an advisory capacity without vote.

English for Foreign Students: Members appointed by Chair. Advises Director and coordinates "Q" courses.

Governance Committee: Members appointed by Chair. Scrutinizes the structure and functioning of the Department, including conducting the required review of the EC every three years. Makes recommendations for appropriate changes to the Department.

Recruitment Committee: Appointed by Chair. Implements junior tenure-track recruitment policy determined by the Department and makes recommendations to the EC.

Honors Committee: Appointed by Chair. Advises the Director of the Honors Program, helps coordinate and administer the Program, assists the Director in maintaining the Program's high degree of excellence.

Creative Writing Committee: Members appointed by Chair; chaired by the Director of Creative Writing Program. Advises the Director of the Creative Writing Program and aids in coordinating the Program's offerings.

Departmental Senate: (approved 26 November 1980)

I. Provenance and Accountability

This committee represents the Department and acts in the name of the Department on all matters presently in the departmental purview. Such areas include: (a) recruitment policy; (b) long-range planning; (c) advising Chair on appointment of departmental officers and members of standing committees; (d) policy and problems of departmental Teaching Load Credits; (e) providing for exchange of ideas and information among departmental officers, standing and ad hoc committees, and Chair; (f) items of business that arise from time to time that are properly not in the purview of the EC, other committees, or departmental officers; (g) "quality of life."

All members of the Department may attend all meetings and speak at them. All actions of the Senate will be made public to the Department and will be final unless there is a declaration of non-support in the form of 15 signatures of any members of the professorial ranks, Instructors, AIs, or TAs in the aggregate. That is, any vote or action taken by the Senate can be halted. Should this occur, the Senate would reconvene at once or the Department itself would meet in plenary session to address the issue.

II. Membership

Departmental Chair (without vote, except in case of tie).

Six professors, five Associate Professors, and five Assistant Professors elected at-large by the professorial ranks.

Two Instructors and three Assistant Instructors elected at-large by the ranks of Instructor, Assistant Instructor, and Teaching Assistant.

Up to four members appointed by the departmental Chair (up to three members of the professorial ranks and up to one Instructor or Assistant Instructor) for the sake of securing adequate representation of major departmental discipline groups or teaching areas.

III. Elections

Elections for the Senate shall be held in two parts. Professors, Associate Professors, and Assistant Professors shall elect their representatives in late spring, with terms

beginning April 15. In a separate election, Instructors, Assistant Instructors, and Teaching Assistants shall elect their representatives in early fall, with terms beginning September 15.

All terms shall be for one year.

The Governance Committee is authorized to establish a mode of succession to fill vacancies that may occur.

IV. Quorum

A quorum for meetings of the Senate shall be 13 of its members.



## Department of English

### Constitution of the Executive Committee As Approved by the Department 11 December 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.