

**ENGLISH DEPARTMENT
PORTLAND STATE UNIVERSITY
DEPARTMENT POLICIES AND PROCEDURES
(Approved June 10, 2009)**

THE DEPARTMENT

Membership

Any faculty member currently teaching in the department, with the exception of graduate assistants, is a member. Voting membership is restricted to tenure line faculty, and fixed term faculty who have been on 0.5 FTE appointment for two consecutive years and who are currently at 0.5 FTE (in other words, in their third year).

Department Meetings

Department meetings are presided over by the Chair. Meetings are conducted in accordance with Robert's *Rules of Order*, with the exception of the following by-laws adopted by the department.

1. All voting members of the department are expected to attend department meetings.
2. A quorum shall consist of half the voting members of the department.
3. If a motion is to be presented for a vote, it must be circulated among voting members three working days before the department meeting (e.g. Friday before a Wednesday meeting).
4. A request for a mail ballot may be made by any member of the department, and the request will automatically be honored.
5. Procedural rules may be suspended by a two-thirds vote of those present at a meeting.
6. Mail ballots and all departmental votes are counted by the department's Office Manager, who will also take and publish the minutes of all department meetings.

DEPARTMENT CHAIR

Selection Procedures

In the final year of a Department Chair's term of office or whenever the position is vacated, a search committee for a replacement will be chosen according to the voting procedures in Appendix II.

At its first meeting, at a time and place determined by the chair of the Executive Committee, the Search Committee will elect its chairperson. After ascertaining the Department's preference for a local or a national search, the Search Committee will proceed in the following way.

If the Department prefers a national search, the Committee will seek the accord of University administration. When approval is given, the Search Committee will write the job

description, advertise the position, and screen candidates. The Committee will invite finalists to the campus to exchange ideas, written and spoken, with members of the University community. The Search Committee will then diligently seek the response of the Department to the finalists and submit a recommendation to the Department for a vote. The recommendation may be to accept none of the finalists and to continue the search. When the Department has approved a finalist by consensus or by simple majority, the Committee will submit the recommendation for appointment to the Dean of the College of Liberal Arts and Sciences.

If the Department prefers a local search, the Search Committee will seek out candidates agreeing to stand for election. Further, the Committee will write a statement outlining an appropriate process for an exchange of ideas, written and spoken, between the candidates and Department members. After this exchange, the Search Committee will supervise a mail ballot by which the Department will, by a simple majority, choose the candidate whose name the Search Committee will send to the Dean of the College of Liberal Arts and Sciences with a recommendation for appointment.

If it becomes necessary to appoint an interim chair, the Executive Committee is charged with recommending one to the Dean. An interim Chair's maximum term of service is one year.

Term of Service

The Department Chair will be appointed by the President on the recommendation of the department vote, for a term of three years and may be appointed to a subsequent three-year term subject to the department's vote of approval.

Responsibilities

See Appendix IV: Position Description for Department Chair

DIRECTOR OF LITERARY STUDIES

The Director of Literary Studies is appointed by the Chair for a three-year renewable term, in consultation with the Executive Committee.

Responsibilities

1. General Duties:

- a. Serves on the Curriculum Committee.
- b. Chairs the Literary Studies Committee.
- c. Oversees the graduate and undergraduate literature curriculum.
- d. With the Curriculum Committee, advises the Chair with respect to the staffing, scheduling of courses, and other needs of the literature curriculum.
- e. Administers the MA in English program.
- f. Coordinates with the English Department chair to respond to English major and MA student suggestions and complaints.

- g. Keeps up with national trends in literary studies pedagogy through attendance at appropriate national meetings.
- h. Acts as literary studies liaison with public schools, colleges, and universities in the state.

2. On the MA in English Program:

- a. Coordinates the application process for the MA in English and is available for pre-application consultations and questions that cannot be answered by the Graduate Secretary.
- b. Is available periodically during the summer for consultation and to field queries.
- c. Circulates student thesis and portfolio proposals among members of the Literary Studies and Rhetoric and Composition Committees for approval or revision.
- d. Collates all English MA graduate seminar proposals, including those approved by the Rhetoric and Composition Committee, and recommends to the Curriculum Committee a two-year seminar schedule to fulfill the curricular needs of the program.
- e. Organizes events and develops other tools to build a sense of identity and community among English MA students.

3. On Undergraduate Programs:

Oversees and administers the English major, English minor, and Film minor.

DIRECTOR OF CREATIVE WRITING

The Director of Creative Writing is appointed by the Chair for a three-year renewable term, in consultation with the Executive Committee.

Responsibilities

1. General duties:

- a. Serves on the Curriculum Committee.
- b. Chairs the Creative Writing Committee.
- c. Oversees the graduate and undergraduate creative writing curriculum.
- d. With the Curriculum Committee, advises the Chair with respect to the staffing, scheduling of courses, and other needs of the creative writing curriculum.
- e. Administers and builds the MFA creative writing program (fiction, nonfiction, and poetry).
- f. Coordinates with the English Department chair to respond to MFA student suggestions and complaints.
- g. Keeps up with national trends in creative writing pedagogy through attendance at appropriate national meetings.
- h. Acts as creative writing liaison with public schools, colleges, and universities in the state.

2. On the MFA in Creative Writing:

- a. Oversees the application process for the MFA in writing and is available for pre-application consultations and questions that cannot be answered by the Graduate Secretary.
 - b. Is available periodically during the summer for consultation and to field queries.
 - c. Circulates student thesis proposals among members of the Creative Writing Committee for approval or revision.
 - d. Organizes events and develops other tools to build a sense of identity and community among MFA students.
3. Community Outreach and Fundraising duties:
- a. Develops and maintains community relationships to increase the MFA Program's visibility locally and nationally.
 - b. Builds and maintains collaborative partnerships with other institutions and organizations in the Portland-Metropolitan area, throughout the state, and regionally, including colleges and universities, and literary organizations and institutions (e.g., Literary Arts, Inc., Fishtrap).
 - c. Works to develop internship opportunities in the community for students.
 - d. Works with designated Development staff and other fundraisers, and with the English Department chair, Advisory Board, and other colleagues to help meet the department's MFA Four-Year Fundraising Plan.
 - e. Establishes and works with Resource and Advisory Council for the MFA comprising business and community leaders and prominent writers.
 - f. Works with colleagues to build the writing community at PSU

DIRECTOR OF RHETORIC AND COMPOSITION

The Director of Rhetoric and Composition is appointed by the Chair for a three-year renewable term in consultation with the Executive Committee.

Responsibilities

1. General duties:
 - a. Serves on the Curriculum Committee.
 - b. Chairs the Rhetoric and Composition Committee.
 - c. Oversees the graduate and undergraduate rhetoric and composition curriculum.
 - d. With the Curriculum Committee, advises the Chair with respect to the staffing, scheduling of courses, and other needs of the rhetoric and composition curriculum.
 - e. Coordinates with the English Department chair to respond to student suggestions and complaints regarding Rhetoric and Composition courses.
 - f. Keeps up with national trends in rhetoric and composition pedagogy through attendance at appropriate national meetings.
 - g. Acts as composition liaison with public schools, colleges, and universities in the state.
 - h. Oversees the administration of composition courses, including the supervising and training of first-year teaching assistants, matters pertaining to course equivalencies, and other routine administrative matters.

- i. Administers writing across the discipline, including Writing Intensive Courses (WIC) and Writing in the Discipline courses (WID). Supervises student instructors for these courses.
- j. Has supervisory responsibility for the Writing Center.

2. University and Outreach Duties:

- a. Chairs the University Writing Advisory Committee.
- b. Acts as composition liaison with other units (including University Studies, Independent Study, ESL, International Student Programs, Student Learning Services, the PSU Library, the Center for Academic Excellence, Challenge Program, and others).
- c. Serves as member of the Oregon Writing and English Advisory Committee (OWEAC).
- d. In general, provides leadership and serves as resource and resident expert in all matters pertaining to the teaching and program development of composition and rhetoric for the university.

DIRECTOR OF TECHNICAL WRITING

The Director of Technical Writing is appointed by the Chair for a three-year renewable term in consultation with the Executive Committee. The Director of Technical Writing works closely with the Curriculum Committee on matters pertaining to the department's curriculum, degree programs, staffing, and scheduling.

Responsibilities

1. General Duties

- a. Serves on the Creative Writing Committee (alternating with the Director of Publishing).
- b. Oversees the graduate and undergraduate technical/professional writing curriculum.
- c. With the Curriculum Committee, advises the Chair with respect to the staffing, scheduling of courses, and other needs of the technical/professional writing curriculum.
- d. With the Creative Writing Committee and the Director of Publishing, periodically reviews and recommends revision of departmental policies and publications regarding the Writing Minor.
- e. Keeps up with national trends in technical writing pedagogy through attendance at appropriate national meetings.
- f. Acts as technical/professional writing liaison with public schools, colleges, and universities in the state.

2. On the MA/MS in Technical/Professional Writing

- a. With the Director of Publishing, administers the MA/MS in writing program.
- b. With the Director of Publishing, periodically reviews and recommends revision of departmental policies and publications for the MA/MS program.

- c. Assesses all applications to the MA/MS in Technical and Professional Writing program and determines status: acceptance, rejection. The director also is available for pre-application consultations and questions that cannot be answered by the Graduate Secretary.
- d. Advises graduate students in Technical/Professional Writing and Technical Writing minors. Is available periodically during the summer for consultation and to field queries.
- e. Coordinates with the English Department chair to respond to MA/MS student suggestions and complaints.
- f. Organizes events and develops other tools to build a sense of identity and community among MA/MS students in Technical/Professional Writing.

DIRECTOR OF PUBLISHING

The Director of Publishing is appointed by the Chair for a three-year renewable term, in consultation with the Executive Committee. The Director of Publishing works closely with the Curriculum Committee on matters pertaining to the department's degree programs, staffing, and scheduling.

Responsibilities

1. General Duties

- a. Serves on the Creative Writing Committee (alternating with the Director of Technical Writing).
- b. Oversees the graduate and undergraduate publishing curriculum.
- c. With the Curriculum Committee, advises the Chair with respect to the staffing, scheduling of courses, and other needs of the publishing curriculum.
- d. With the Creative Writing Committee and the Director of Technical Writing, periodically reviews and recommends revision of departmental policies and publications regarding the Writing Minor.
- e. Keeps up with national trends in publishing through attendance at appropriate national meetings.

2. On the MA/MS in Publishing

- a. With the Director of Technical Writing, administers the MA/MS in writing program.
- b. With the Director of Technical Writing, periodically reviews and recommends revision of departmental policies and publications for the MA/MS program
- c. Assesses all applications to the MA/MS in Publishing program and determines status: acceptance, rejection. The director also is available for pre-application consultations and questions that cannot be answered by the Graduate Secretary.
- d. Advises graduate students in Publishing and Publishing minors. Is available periodically during the summer for consultation and to field queries.
- e. Coordinates with the English Department chair to respond to MA/MS student suggestions and complaints.
- f. Organizes events and develops other tools to build a sense of identity and community among MA/MS students in Publishing.

PRIMARY UNDERGRADUATE ADVISOR

The Primary Undergraduate Advisor is appointed by the Chair for a three-year term in consultation with the Executive Committee. The Advisor also serves on the Literary Studies Committee.

Responsibilities

1. Student Obligations:

- a. Holds regular office hours for the purpose of advising undergraduate students on alternate days to meet all scheduling needs, and answer phone and email advising requests and questions.
- b. Prepares graduation checks for English majors, English minors, Film minors, and Writing minors.
- c. Advises students on deficiencies or problems uncovered in graduation checks.
- d. Reviews and acts on student petitions for changes in transfer evaluations and miscellaneous other petitions.
- e. Coordinates and supervises Department Advising Fair each term during the two weeks following the on-line publication of the next term's course offerings. The Fair will be held on two consecutive days to accommodate diverse student schedules.

2. Department Obligations:

- a. Attends all Literary Studies Committee meetings as a voting member.
- b. Makes regular reports to the Curriculum Committee on major issues arising during advising sessions as well as number of advisees seen per day throughout each term, illustrating advising patterns to, among other purposes, make it possible to plan adequate advising staff for peak times of need and offer courses that meet the requirements of the major and minors. Updates and maintains the advisor information handout for faculty.
- c. Acts as department liaison with Degree Requirements.
- d. Holds advising and DARS training each term for faculty.
- e. Attends University orientation sessions as Department representative throughout the year, or makes sure such sessions are covered by another department representative.
- f. Trains and mentors advising hires in the Department.
- g. Acts as Faculty Advisor for Sigma Tau Delta, the English Department Honor Society.

LIBRARY COORDINATOR

1. Oversees the acquisition of books and periodicals that will support the English Department's course offerings and of relevant material for the audio-visual library.
2. Divides the annual library budget for English among various areas and allocates funds for special collections of subjects or for unusually expensive items.
3. Serves as liaison between the library and the English Department, screening and transmitting requests from the faculty for purchases and bringing to the attention of

the faculty information on library acquisitions, budgetary deadlines, requests for help in choosing titles and filling gaps.

4. Acts as consultant to humanities librarian on purchasing problems or decisions.

DEPARTMENTAL COMMITTEES, ELECTED

All committees, whether elected or appointed, will keep minutes of meetings. Minutes will be submitted on a regular basis to the Office Manager, who will be responsible for maintaining committee files.

EXECUTIVE COMMITTEE

Membership

1. The Executive Committee shall consist of the Chair and four elected members.
2. Of the four elected members, at least one shall be a tenured faculty member in the English Department, and that person shall act as chair of the committee; in the event that more than one tenured faculty member is elected to the Executive Committee, its members will select the chair from among those elected members.
3. Elected members will serve 2-year terms—two elected each year.
4. The Committee chair will call meetings, set agenda (in consultation with Department Chair) and act as archivist. The chair will collect all changes to departmental procedure voted on during his/her term and write a summary of the Committee's significant activities at the end of the academic year, motions passed by the department and actions taken on them, to be presented to the department at the first meeting in September. Also in September, the Committee chair will provide an updated "Policies and Procedures" document or an appendix including all changes to departmental procedure voted on during his/her term.
5. After completion of a term on the committee, a member is ineligible for reelection for two years. Also ineligible are members of the PT&SI Committee, except in emergency situations (sabbatical leave and other faculty shortages), to be determined by the Department Chair.
6. For each election, an alternate (receiving the third highest total of votes) will be named to fill an unexpected vacancy.
7. The Committee normally holds elections for its replacements during spring term. It may choose one of the voting procedures listed in the Appendix.

Responsibilities

1. Advises the Department Chair on matters of departmental policy.
2. Recommends departmental committee assignments.
3. Coordinates the work of different committees.
4. Appoints members of search committees (see procedures for new appointments below).
5. Oversees departmental elections.

6. Solicits, evaluates, and approves requests for course load reductions to engage in research, administration, or other appropriate activities. For an outline of criteria for course reductions, see Appendix I.

PROMOTION, TENURE, AND SALARY INCREASE COMMITTEE

In accordance with University Guidelines, this committee recommends promotion, indefinite tenure, and the awards of salary increase for members of the department. The committee shall be selected as follows:

1. Tenured faculty on 0.5 FTE appointment or more shall be eligible.
2. Four members shall be elected from among those eligible.
3. Department members who have previously served on the PT&SI Committee may not serve again for the following two years.
4. Faculty on leave (either 1, 2, or 3 terms) should be excused from the year's rotation.
5. Department members elected to the Executive Committee will not be eligible for the PT&SI Committee.
6. If faculty believe they should be excused from service on the PT&SI Committee for any of the reasons above, they should request in writing to the Executive Committee that their name be removed from the eligible list at least two weeks before the selection. Any other petitions for excuse should be submitted at this time.
7. Elected members will serve 2-year terms – two elected each year. (The Executive Committee shall oversee this procedure).
8. The chair of the Executive Committee (with the help of the Office Manager) maintains the roster of faculty service on the PT&SI Committee.

DEPARTMENTAL COMMITTEES, APPOINTED

The members of the following committees are appointed by the Department Chair, with advice from the Executive Committee. Committees select their own chair except as otherwise indicated.

CURRICULUM COMMITTEE

The Curriculum Committee consists of the Director of Literary Studies, the Director of Creative Writing, and the Director of Rhetoric and Composition. No member of the committee may simultaneously serve on the Executive Committee, except in emergency situations (sabbatical leave and other faculty shortages), to be determined by the Department Chair. Any curricular matters that cannot be resolved by the committee will be referred to the Chair. The committee will work closely with the Directors of Technical Writing and Publishing on matters pertaining to the department's degree programs, staffing, and scheduling. Each member of the Curriculum Committee will serve as committee chair for one term, on a rotating basis.

In addition to the responsibilities listed below, the members of this committee report to each other regularly on the curricular matters they are addressing in the committees they chair

(Literary Studies, Rhetoric and Composition, and Creative Writing), and also report back to these committees on matters discussed in the Curriculum Committee. In this way, the Committee fosters cooperation and continuity across the curriculum.

Responsibilities

1. On curriculum development:

- a. Acts as a clearinghouse (after review by the appropriate departmental committee) for proposals to change degree requirements for department major, minors, and graduate programs. When necessary, works with proposers to resolve any outstanding issues related to these proposals before they are presented to the department or chair.
- b. Approves proposals for new courses or for changes in existing course offerings and course descriptions. When necessary, works with proposers to resolve any outstanding issues related to these proposals before they are presented to the university curriculum committee(s).
- c. Orders the periodic assessment of the department major, minors, and graduate programs to be carried out by the appropriate departmental committees.

2. On scheduling:

- a. Prepares yearly and summer course schedules, based on a biennial course cycle, that fulfill the educational goals of the Department, including providing courses that meet the schedules of a diverse student body.
- b. Estimates number of sections needed in Writing, English, and University Studies courses.
- c. Directs the assigning of courses to the faculty, including the gathering of course preference forms and the identification of curriculum gaps.
- d. Directs the assigning of Graduate Assistants and graduate student Teaching Assistants to courses.
- e. With liaisons to other programs, develops cross-listed courses.
- f. In conjunction with office staff, oversees the proofreading of all department related copy in the time schedule, including statements and footnotes concerning requirements and prerequisites.
- g. In conjunction with office staff, maintains enrollment records for future scheduling needs and derives reports and recommendations as necessary.
- h. Reviews department policies or practices, as the need arises, concerning class scheduling, long-range curricular planning, specific course offerings, and staff assignments (e.g. when the schedule for an upcoming year is being prepared).

1. In other administrative capacities:

- a. Reviews department Bulletin copy annually.
- b. Reviews summer budget and teaching assignments.
- c. In consultation with the Adjunct Hiring Committee, reviews requests for access funds to cover courses not in the beginning budget for the academic year.
- d. Is available to the Graduate Literary Organization (GLO) for advice.
- e. Subject to the legal distinction between “supervisory academic officers” and “faculty,” members of this committee may serve as Acting Department Chair and/or

represent the department at meetings, in the Chair's absence.

LITERARY STUDIES COMMITTEE

Six (or more) member committee: four members chosen by the Executive Committee and Department Chair for at least a three-year term, plus the Primary Undergraduate Advisor and the Director of Literary Studies, who chairs the Committee.

1. General Duties:

- a. Advises and supports the Director of Literary Studies.
- b. Periodically assesses the goals of the graduate and undergraduate literature curriculum and whether they are being met.
- c. Reviews course and section offerings of literature courses yearly, checking especially for balance in meeting the differing needs of majors and non-majors, graduates and undergraduates, day and night students.
- d. Solicits and reviews proposals and suggestions for new courses or for changes in existing course offerings and course descriptions in literature, especially as they affect catalog copy; makes recommendations for such changes to the Curriculum Committee.
- e. Solicits and reviews proposals for changes in degree requirements for English majors, English and Film minors, and English MA students, and submits these proposals to the Curriculum Committee with its recommendations. For each program this process must occur at least triennially.
- f. Periodically reviews and recommends revision of other departmental policies and publications for the English major, English and Film minors, and the MA in English, and submits final recommendations to the Curriculum Committee for review.
- g. Solicits and reviews proposals and/or syllabi for omnibus-numbered and topics-based literature courses to determine their appropriateness to the course topic and level, and the overall yearly curriculum, and advises the Curriculum Committee accordingly.
- h. Assists the Director of Literary Studies in organizing the staffing, scheduling of courses, and other needs of the literature curriculum.
- i. Periodically reviews and revises departmental handouts and webpages used to advise English majors, English and film minors, and English MA students.

2. On MA in English:

- a. Assigns advisors for first-year graduate students.
- b. Reviews critical thesis and portfolio proposals in literature for approval or revision (theses and portfolios in rhetoric and composition will be referred to that committee).
- c. Reviews MA applications and chooses Graduate Assistants and alternatives (representative[s] from the Rhetoric and Composition committee will be included in the vetting process).
- d. Writes questions for the MA Critical thesis general exam. One member of the committee sits on each literature thesis student committee.

RHETORIC AND COMPOSITION COMMITTEE

The Director of Rhetoric and Composition is the Chair of the Rhetoric and Composition Committee.

The Committee:

1. Advises and supports the Director of Rhetoric and Composition.
2. Periodically assesses the goals of the graduate and undergraduate rhetoric and composition curriculum and whether they are being met.
3. Reviews course and section offerings of rhetoric and composition courses yearly, checking especially for balance in meeting the differing needs of majors and non-majors, graduates and undergraduates, day and night students.
4. Solicits and reviews proposals and suggestions for new courses or for changes in existing course offerings and course descriptions in rhetoric and composition, especially as they affect catalog copy; makes recommendations for such changes to the Curriculum Committee.
5. Solicits and reviews proposals and/or syllabi for omnibus-numbered and topics-based rhetoric and composition courses to determine their appropriateness to the course topic and level, and the overall yearly curriculum, and advises the Curriculum Committee accordingly.
6. Assists the Director of Rhetoric and Composition in organizing the staffing, scheduling of courses, and other needs of the rhetoric and composition curriculum.
7. Periodically reviews and revises departmental handouts and webpages used to advise students on the rhetoric and composition curriculum.
8. Evaluates MA theses and portfolios where the majority of research is in Rhetoric and Composition, and participates in evaluating students for entrance to the English MA program. The committee contributes questions to the English MA thesis exam and one member of the committee sits on each rhetoric/composition thesis student committee.

CREATIVE WRITING COMMITTEE

Five (or more) member committee: one member from each strand of the program (poetry, fiction, and nonfiction) chosen by the Executive Committee and Department Chair for at least a three-year term, plus the Director of Technical Writing/the Director of Publishing (who will serve as alternates for each other at committee meetings), and the Director of Creative Writing, who chairs the Committee.

1. General Duties:

- a. Advises and supports the Director of Creative Writing.
- b. Periodically assesses the goals of the graduate and undergraduate creative writing curriculum (poetry, fiction, and nonfiction writing) and whether they are being met.
- c. Reviews course and section offerings of creative writing courses yearly, checking especially for balance in meeting the differing needs of majors and non-majors, graduates and undergraduates, day and night students.
- d. Solicits and reviews proposals and suggestions for new courses or for changes in existing course offerings and course descriptions in creative writing, especially as

- they affect catalog copy; makes recommendations for such changes to the Curriculum Committee.
- e. Solicits and reviews proposals for changes in degree requirements for MFA students, and makes recommendations to the Curriculum Committee.
 - f. Solicits and reviews proposals for changes in degree requirements for the Writing minor, and makes recommendations to the Curriculum Committee.
 - g. Periodically reviews and recommends revision of other departmental policies and publications for the Writing minor and the MFA. Recommendations are reviewed by the Curriculum Committee.
 - h. Solicits and reviews proposals and/or syllabi for omnibus-numbered and topics-based creative writing courses to determine their appropriateness to the course topic and level, and the overall yearly curriculum, and advises the Curriculum Committee accordingly.
 - i. Assists the Director of Creative Writing in organizing the staffing, scheduling of courses, and other needs of the creative writing curriculum.
 - j. Periodically reviews and revises departmental handouts and webpages used to advise Writing minors and MFA students.
2. On the MFA in Creative Writing:
- a. Assigns advisors for first-year graduate students.
 - b. Reviews creative thesis proposals for approval or revision.
 - c. Oversees the process in which faculty from each strand (poetry, fiction, nonfiction) evaluate applications to the program and assign GAships.
 - d. Solicits and reviews proposals for graduate seminar/workshop topics, and recommends those deemed appropriate for yearly course schedule to the Curriculum Committee.
 - e. Assists the Creative Writing Director in fundraising efforts toward meeting the MFA Fundraising Plan. This might include event planning (with the Events Committee) and grant writing.
 - f. Assists the Creative Writing Director in community outreach efforts to help build awareness and support for the MFA.

ADJUNCT HIRING COMMITTEE

EVENTS AND OUTREACH COMMITTEE

This committee will be comprised of six members, three selected each year.

Responsibilities

1. Administers Friends of English.
2. Annually organizes, advertises, and conducts series of lectures, readings, and panel discussions relevant to the department's mission, including the Brown Bag faculty presentation series and special guest lectures.

3. Collaborates with Friends of English in organizing events that lead directly or indirectly to department fundraising.
4. Directs the Office Manager in planning office parties.
5. Plans and conducts the annual Nina May Kellogg Awards Ceremony, to include:
 - a. Setting date.
 - b. Soliciting suggestions for and arranging featured speaker (preferably during spring term of the previous year).
 - c. Soliciting applications for student awards; organizing panels of judges.
 - d. Advertising event.
 - e. Distributing invitations (emeriti, appropriate university officials, etc.).
 - f. Arranging media coverage.
 - g. Reviewing status of accounts feeding the various awards, reporting to Chair and making recommendations concerning their disposition.
6. Works with faculty on writing grant applications for department programs.
7. Works on strengthening the department's presence in university development efforts.
8. Works closely with the MFA program and Center for Public Humanities on developing and maintaining fundraising streams.
9. Works with the University Alumni/ae organization in maintaining contact with department graduates and building long-term support relationships.

STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee is comprised of two faculty members and one graduate and one undergraduate student representative (students and/or their organizations are responsible for determining the process for selecting these representatives).

Responsibilities

1. Collaborates with the appropriate committee(s), faculty, student organizations, and staff in organizing presentations on career opportunities and development for department majors and graduate students. At least six of such events should be organized per year.
2. Collaborates with the appropriate committee(s), faculty, student organizations, and staff in organizing events that build a sense of identity and community among majors in the department.
3. Oversees departmental nominations for Oregon Sports Lottery, Minority Student Pipeline, and other scholarships requiring departmental nomination and writes nominating letters.
4. Coordinates with CLAS on organizing the selection process for the John Elliot Allen Teaching Awards.

DEPARTMENTAL PROCEDURES

Appointment of New Full-Time Faculty

(Note: these procedures do not apply to the appointment of temporary, fixed-term or part-time instructors).

1. The Department Chair and the Executive Committee, in formal consultation with the department, develops and/or reviews a long-range plan for curriculum and staffing, and identifies the need for and clarifies the use of the faculty position sought.
2. Normally, the Chair, in consultation with the Executive Committee and an ad hoc committee of specialists in the field, draws up a position description and forwards it, with accompanying documentation, through the appropriate channels.
3. If authorization for a search is granted, The Department Chair, with the advice of the Executive Committee, appoints a search committee composed of four faculty members chosen so as to include representation of the appropriate field.
4. The Personnel Search Committee then draws up an advertisement and—consulting with the Office of Affirmative Action—places it appropriately, establishes the criteria for screening applicants, screens them, conducts interviews when feasible, consults with the Department, and chooses at least three candidates per position to recommend in ranked order to the Department Chair. The Department Chair does not sit with the Search Committee during the final phase of the process (i.e., during the Committee’s choosing and ranking of the candidates).
5. The Department Chair recommends one of those candidates to the Dean for appointment

Additional procedures are in the following appendices to this document:

Appendix I Guidelines on Faculty Course Load Reductions

Appendix II Departmental Guidelines on Promotion, Tenure and Salary Increase

Appendix III Departmental Policy on Student Complaints

Appendix IV Position Description for Department Chair

The Portland State University Faculty Governance Guide and Administrative Rules of the Oregon University System take precedence over these departmental procedures.

English Department Policies and Practices – Appendix I

Guidelines on Faculty Course Load Reductions

The Executive Committee solicits, evaluates, and approves requests for course load reductions (from normally 7 per academic year for tenure-track faculty) to engage in research, administration, or other appropriate activities. This process normally occurs in the spring term prior to the academic year in which such releases are requested, except in special circumstances. Tenure-track faculty do not need to submit a formal request for release from their 7th course obligation, although the Committee will assess faculty's eligibility for this release on a yearly basis. While the Committee sets a high priority on supporting faculty research activities, in evaluating requests it considers the following criteria:

1. Departmental teaching needs and budgetary resources.
2. The faculty member's research agenda and progress toward promotion and/or tenure, as appropriate.
3. The faculty member's level of participation in departmental and university service, including attendance at faculty meetings, participation in outreach activities such as Commencement, student orientations, and Major Exploration Day, and active involvement in the work of departmental and university committees. **It is expected that tenured faculty will devote an average of eight hours per week to service activities.**

English Department Procedures and Practices - Appendix II

Guidelines on Promotion, Tenure and Salary Increases

[Changes from December 3, 1997 Department meeting incorporated into this copy of the guidelines—approval from OAA still pending]

Policies and procedures for the evaluation of faculty are established to provide the means whereby the performance of individual faculty members and their contributions to collective university goals may be equitably assessed and documented. In the development of these policies and procedures, the university recognizes the uniqueness of individual faculty members, of the departments of which they are a part, and of their specific disciplines; and, because of that uniqueness, the main responsibility for implementation of formative and evaluative procedures has been placed in the departments.¹

INTRODUCTION

Within the context of Policies and Procedures established by Portland State University, and consistent with the applicable Oregon Administrative Rules, the AAUP contract, and internal University governance procedures, the following principles and practices shall apply when evaluating faculty for tenure, promotion, and merit increases.

I. PRINCIPLES

- A. Processes and criteria for formative and evaluative activities shall be consistent with the department's academic mission.
- B. The department's academic mission shall be determined as the result of a collective process of planning and decision-making.
- C. To ensure consistency and communication between department mission and department faculty, faculty members shall work in groups of three (meeting at least once a year and to include at least one full professor) to guide the development of each member's scholarly agenda. In these groups the senior member(s) shall mentor the junior member. Each group will be responsible for articulating the individual agenda with the area or areas of professional responsibility agreed upon in the department's academic mission and will act as advocates when a group member goes forward for promotion and tenure.
- D. Promotion and tenure shall be based on the evaluation of the appropriate level, mix, and quality of achievements in teaching, scholarship, community outreach, and governance and other professionally-related service consistent with the individual's agreed-upon role in the department mission and in accordance with

¹ *Policies and Procedures For the Evaluation of Faculty For Tenure, Promotion, and Merit Increases* (adopted by Faculty Senate June 12, 1996).

definitions found in Section III (Ranks) of the University's Policies and Procedures.

- E. Faculty on annual review shall be reviewed at the end of their first year of appointment and each subsequent year as elaborated in Section IV (misnumbered V) of the University's Policies and Procedures document.
- F. Faculty on indefinite tenure, annual tenure, or fixed term appointments at 0.5 FTE or higher are eligible for promotion and merit review.
- G. Only English faculty who are tenured will be eligible for election to the department's Promotion, Tenure, and Salary Increase Committee (PTSI). One student will serve as a nonvoting member of the committee.
- H. The PTSI Committee will not recommend its own members for merit but will ask the department chair to make such determinations. Committee members under review for promotion will not participate in their own deliberations.

II. PROCEDURES

- A. Each spring the department shall elect two members of a committee to serve for two years to evaluate and recommend action on promotion, tenure, and salary increases. These will join two members elected the previous year. All will be drawn from the tenured faculty, and a nonvoting student. When an individual faculty member is reviewed for tenure or promotion, the committee will consult with the faculty member's scholarly agenda group who serve as advocates in shaping the candidate's case.
- B. The Promotion, Tenure, and Salary Increase Committee forwards its recommendations in narrative form to the Department chair. The Department chair prepares his or her own set of narrative recommendations. Both sets are sent forward in accordance with Section V (which is presently misnumbered IV) of the University Policies and Procedures.
- C. A faculty member who is deferred or negatively recommended by the Promotion, Tenure and Salary Increase Committee has the right to appeal, in accordance with Section V (Administrative Roles and Procedures). In instances in which a faculty member wishes to discuss a merit increase recommendation, he or she should meet with the Department head, in accordance with University internal grievance procedures.

III. AREAS OF PROFESSIONAL RESPONSIBILITY

The English Department endorses the position that faculty on tenure-track and indefinite tenure appointments (as distinguished from fixed-term and graduate assistant appointments) are expected to be active to some extent in each of four areas: (A) teaching; (B) scholarly

and aesthetic creation; (C) community outreach; and (D) governance and other professionally-related service. The extent of activity in each area is determined by the department's collective agreement on the deployment of each faculty member's talents in fulfilling the department and University missions. Fixed-term faculty responsibilities are defined by the terms of their contracts. Their performance, therefore, will be evaluated in terms of their contractual responsibilities.

Tenure-track faculty will normally emphasize the scholarship of research and aesthetic creation until tenure is awarded. Tenured faculty may present (but are not limited to) one area of emphasis--scholarship of teaching, scholarship of research and aesthetic creation, scholarship of community outreach--for promotion and merit consideration.

Department members in the instructor and professorial ranks are responsible for developing and maintaining a scholarly agenda in accordance with section II. A. of the University guidelines. As set forth in Section I (Principles) of this document, faculty will work in groups of three to define, maintain, or redefine their scholarly agendas. As set forth in II. B. 3. of the University Policies and Procedures, the primary use of a scholarly agenda is formative, not evaluative. Faculty, however, may include items from a previously-agreed-upon scholarly agenda in tenure and promotion documentation or for merit and other salary increase deliberations.

The English department endorses the principle of scholarly portfolios as the primary source of documentation for promotion, tenure, and salary increase evaluation. See Section I.E. in the University Promotion and Tenure Guidelines.

The scholarly portfolio will include a reflective overview which shall discuss the ways the faculty member's professional work fits with the discovery, integration, interpretation, and application of knowledge, explaining significance in the development of the individual's career, with reference to the criteria listed in sections A, B, and C below.

A. Teaching

Recognizing the need for both accountability and flexibility, the PTSI Committee will base its evaluation of teaching scholarship upon the scholarly portfolio developed by the individual with his/her scholarly agenda group. It is the responsibility of the faculty member to articulate teaching goals, methods, and outcomes. The Committee will evaluate the faculty member's contribution to the discovery, integration, interpretation, and application of teaching scholarship in these four areas:

1. Ongoing practice in the classroom.
2. Advising and mentoring.
3. Involvement with development and implementation of department and, where relevant, interdepartmental and University Studies curricula.
4. Dissemination of teaching scholarship.

Because the department endorses the development of scholarly portfolios, it is the responsibility of the faculty member to provide the PTSI Committee with a reflective overview and select documentation of the quality and results of his/her teaching and teaching-related activities. Such documentation might include: summary of teaching

responsibilities (including syllabi), summary of teaching practices (philosophy, methods, strategies, goals, and assumptions), summary of student evaluations (for example, ratings, written comments, letters of support, list of advisees, mentees, and theses supervised, examples of student work, etc.), peer and external reviews, teaching awards and honors. Other items for inclusion are listed in II.E.3. of the University guidelines.

In line with University guidelines Sections II.D.1-5. and II.E.3. and principles set forth in this document, the Committee will evaluate the quality and significance of teaching as an area according to the following criteria:

1. How well do the teaching, advising, and mentoring relate to the department and University missions?
2. How well does the documentation show teacher growth and student learning and service?
3. How well do the teaching and curriculum development activities demonstrate significant contributions to current practices and scholarship in the discipline?

B. Research and Other Creative Activities

The Committee will base its evaluation of research scholarship upon the scholarly portfolio developed by the individual faculty member with his/her scholarly agenda group. It is the responsibility of the individual to articulate his/her research goals, methods, and results. In line with the University guidelines (II.D.1-5.) and principles set forth in this document, the PTSI Committee evaluates the faculty member's contribution to the discovery, integration, interpretation, and application of knowledge in these four areas:

1. Publications: monographs, books, refereed and invited articles, chapters, book review essays.
2. Conference presentations.
3. Artistic creations.
4. Interdisciplinary and collaborative projects.

It is the responsibility of the faculty member to provide the PTSI Committee with a reflective overview and select documentation of the quality and amount of activity in this area. Such documentation might include: article off-prints, table of contents from book, and other evidence of publication; copies of conference presentations and evidence of other scholarly contributions to professional organizations; professional journal editing; external letters reviewing scholarship or aesthetic work; slides, videos, and other evidence of scholarly or artistic work; grant proposals; and evidence of electronic scholarship. See II.E.2. of the University guidelines for other items.

In line with sections II.D. and E.2. of the University guidelines, the PTSI Committee will evaluate the quality and significance of activities in the area of research and aesthetic creation according to the following criteria:

1. For tenure, has the individual fulfilled the terms of her/his detailed letter of appointment for gaining tenure?

2. For promotion, has the individual published the equivalent of at least three scholarly articles since last promotion? (See Attachment for equivalents.)
3. How well does the scholarship or aesthetic creation contribute to knowledge in the discipline?
4. Are the issues addressed substantive?
5. What theory informs the work?
6. Is the publishing or artistic venue appropriate/respected in the profession?
7. Do critical reviews, where available, support the quality and significance of the work?

C. Community Outreach

The Committee bases its evaluation of community outreach upon the scholarly portfolio developed by the individual faculty member with his/her agenda group. It is the responsibility of the individual to articulate purposes, processes, outcomes, and significance of outreach activities and projects.

The discovery, integration, interpretation, and application of outreach scholarship that contributes to department and University missions includes:

1. Community-based or outreach learning that is designed as part of a course or curriculum (such as senior capstones).
2. Activities that define or resolve relevant local, national, or international problems and issues.
3. Planning literary or artistic celebrations.

For other relevant activities, see Section II.E.4. of the University guidelines.

Documentation presented to the PTSI Committee to support community outreach as an area must include a narrative overview of activities and should show evidence, where appropriate, of project or event design, involvement of stakeholders, assessment, and dissemination of results. Scholarship of community outreach may also be established by external review.

In line with Sections II.D.1-5. and II.E.4. of the University guidelines, the PTSI Committee will evaluate the quality and significance of community outreach by the following criteria:

1. How well does the documentation show the purpose and importance of the project (including nature and context of outreach, individual preparation, needs, and priorities of external partners)?
2. How clear is the account of the processes (including goals and methods and provisions for feedback and reflection)?
3. How well does the documentation establish the significance of the outcomes (including impact on community and contribution to knowledge of the discipline or field)?

IV. Governance and Other Professionally-Related Service

All faculty are expected to maintain an active presence in department, University, and professional activities. This includes attendance at faculty meetings, committee work, and contributions to the life of the University, community, and profession that do not directly relate to scholarship. To be promoted to associate professor a faculty member is expected to carry his or her fair share of department and University governance and professionally-related service. For promotion to full professor faculty are expected to exercise leadership or provide substantial contributions to the governance and professionally-related service activities of the University. See Section II.F. and Section III of the University guidelines.

V. Other Matters

A. Minimum Expectations

In conjunction with the overall structure of the scholarly agenda, as outlined in the University guidelines, faculty will be expected to keep their vitas current, engage in on-going creation or scholarship, arrange for and be responsive to evaluations of teaching, advise students when asked, and participate in the life of the department, including scholarly agenda groups and the on-going work of the department mission.

B. Merit Documentation

Faculty eligible for merit consideration will submit a notebook documenting their accomplishments. The notebook should contain a table of contents, a reflective essay, curriculum vita, summaries of activities, accomplishments, and evaluations of teaching, research (to include example of recent publication), and community outreach.

C. Peer Review

Post-tenure review will ordinarily be conducted every three years unless a faculty member is within three years of retirement. Eligible faculty will submit the names of at least three colleagues in writing to the Executive Committee, which will appoint the review committee. In accordance with the AAUP contract, the review committee meets alone and with the candidate and prepares a narrative report of findings and recommendations for the department head.

D. Senior Instructors

To be eligible to promotion to the rank of senior instructor the individual must possess at least the Master's degree and have at least six years of teaching experience in writing and/or literature. Primarily candidates for promotion must have demonstrated quality in teaching and the scholarship of teaching and in working with students. Candidates for senior instructor will present relevant documentation as outlined in Section III. A. of this document.

ATTACHMENT

With reference to III.B. "The equivalent of at least three scholarly articles since last promotion."

Because of the expanded definition of scholarship (to include the scholarship of teaching and community outreach, as well as the traditional research model) and the changing nature of academic publication, with articles and reviews routinely solicited by major journals and essays solicited by book editors, in addition to blind or refereed submissions, the establishing of equivalencies will be an on-going process. Faculty, tenure and promotion committees, and department chairs need the protection of a procedure and guidelines.

Procedure: The scholarly agenda group will be responsible for the initial evaluation of suitability of each publication or equivalent a faculty member proposes to include in his or her promotion case. This determination should include investigation and written substantiation purpose, value, and quality of the publication or equivalent, and of the venue.

N.B. The scholarly agenda group will function in a "coaching" capacity and will not usurp the role of the PTSI committee to evaluate a faculty member's case. Similarly, the group will not evaluate an individual's scholarly agenda but assist the individual with substantiation and documentation of a case.

Equivalencies:

1. A published book may also fulfill this requirement.
2. One substantive grant proposal submitted to an outside agency (whether funded or not) will be considered equivalent to one scholarly article.
3. One article or review solicited by a publication important in an individual faculty member's field may be considered equivalent to one scholarly article.
4. Documented scholarship of teaching and/or community outreach may be considered equivalent to one scholarly article.
5. Document Internet/Web site projects may be considered equivalent to one scholarly print article.

DEPARTMENT GUIDELINES FOR POST-TENURE REVIEW

SELECTION OF PEER REVIEW COMMITTEE

The person to be reviewed will choose two tenured colleagues who are willing to serve on the Review Committee and will submit their names to the Executive Committee. The Executive Committee will select one of these and will appoint two other tenured faculty members to form the required three-member committee. The faculty member being reviewed may appeal either or both of the members appointed by the Executive Committee, and, in that case, the Executive Committee will then replace the members against whom the appeal was made. If the person being reviewed wishes to appeal a second time, he or she

can ask the department head to appoint a replacement from the tenured faculty for one or both of the members of the Review Committee appointed by the Executive Committee. Any additional appeal must be made to the Dean of the College of Liberal Arts and Sciences.

Those under review will not themselves be required to serve on a Review Committee during the term in which they are reviewed.

SELECTION OF REVIEWEES

Persons who want to be reviewed during any given quarter are encouraged to do so. They will have first priority. (See Sec. 4, p. 9 of Agreement.) Otherwise the review will be done alphabetically. In order to complete the review of the entire staff within the required five-year period, no fewer than five and no more than seven persons shall be reviewed each academic year

English Department Policies and Practices – Appendix III

English Department Policy and Procedures for Handling Student Complaints about Teaching Practices and Grading

The following statement was approved by the Department of English, Portland State University, at its meeting of April 9, 1970, and thereby adopted as department policy.

The department makes these assumptions: the instructor requires the widest latitude in his or her teaching methods and goals; the grades may be used as instructional tools; and a grade given as an evaluation of a student's work reflects professional judgment.

The department does not, however, assume that every teaching practice is defensible or that every grade assigned as an evaluation is just. Therefore the student's right to fair treatment is protected by provisions for hearing and weighing complaints. The university provides the student with the opportunity for a hearing by means of an appeal to the Academic Appeals Board. Before the Board can be expected to hear his complaint, the student must have exhausted the procedures of the department.

A student registering a complaint will follow these steps:

1. The student will make a reasonable attempt to discuss the matter with his or her instructor.
2. If the discussion with the instructor fails to satisfy the student, he or she may then complain to the department head. At this point the student receives a copy of these procedures. If the student is not satisfied by the department head's counsel, he or she may ask for another conference with the head after the head has conferred with the instructor.
3. If the matter is not resolved at step two, the student may ask the department head to appoint a three-member department investigative panel. The student or faculty member may reject any or all of the appointees. This panel will confer separately and informally with the student and the instructor. The panel will then transmit a brief written recommendation to the instructor and the department head. The department head, after conferring with the instructor, will present the panel's finding to the student in a final effort to resolve the matter at the department level.
4. If the student is not satisfied with the results of step three, he may then carry the matter to the Academic Appeals Board.

At no stage in these procedures can the department head or the investigative panel direct the instructor to change a grade or to act in any way contrary to his or her professional judgment. They may, however, urge the instructor to take such actions they may believe necessary to resolve the issue.

In case the complaint is brought against the department head, the chair of the Executive Committee will act as the head in these procedures.

English Department Policies and Practices – Appendix IV

Position Description for Department Chair

RESPONSIBILITIES

For selection procedures and term limits, see Policies and Procedures.

The Department Chair is responsible for the academic program of the department, the coordination of the efforts of the faculty in committees and governance, many support activities provided for in the departmental budget, and all functions assigned to the department by the Dean of the school or college. The Chair is responsible for assuring high standards of teaching and research through faculty selection, retention, and promotion, through consultation with and among faculty members, through judicious use of the departmental resources, and through appropriate representation of the department in requests for support of its programs. The Chair's decisions on policy matters are reached after consultation with appropriate departmental faculty members, but the Chair assumes responsibility for them.

The Chair is appointed by the President on the recommendation of the Provost, after following departmental procedures for recommending choice of chair to the appropriate Dean. The Chair shall serve a stated term of three years and eligibility for reappointment is subject to departmental guidelines.

The Chair develops budget requests, in consultation with the Dean, and is responsible for all expenditures.

The Chair directs the recruitment of new faculty members and recommends appointments to the Dean.

The Chair recommends to the Dean all personnel changes (i.e., in salary, tenure status, and rank.)

With the Department Curriculum Committee, the Chair is responsible for teaching assignments and arrangement of teaching schedules.

With the Department Curriculum Committee, the Chair is responsible for providing an effective program of student advising in the department.

The Chair is responsible for all aspects of departmental office management including inventory and control of departmental equipment and supplies, fiscal activities, and supervision of clerical support personnel.

The Chair is responsible for fielding student and community complaints and grievances and, where possible, facilitating their resolution, and where not possible, initiation investigations.

The Chair is responsible for helping to develop the culture of the department, maintaining relationships within the department as well as with the community, emerita, and others.

REPLACEMENT PROCEDURE

Whenever the position of Department Head is vacated, for whatever reason, a replacement will be sought by an elected committee composed of five Department faculty members and one teaching assistant, all of whom will be voting members of the Search Committee. Faculty candidates for the Search Committee will be nominated by a mail ballot. A faculty member may nominate no more than one person from each of the three groups specified in the review procedure. Nominees with the highest number of votes in each group, up to a maximum of three for each, will be considered candidates. In a run-off ballot distributed by mail, a faculty member may vote for one candidate in each of the three groups and for two additional candidates from any of the groups of representative-at-large. The candidate receiving the highest number of votes in each of the three groups and the two candidates receiving the most votes for representatives-at-large will be considered elected.

The teaching assistant representative will be nominated and elected in the same manner as for the Review Committee.

At its first meeting, at a time and place determined by the chairperson of the Executive Committee, the Search Committee will elect its own chairperson. After a diligent search both within and without the University, the Search Committee will recommend no fewer than two names to the Dean of the College of Liberal Arts and Sciences for consideration for Head of the English Department. Names so submitted to the Dean will require the approval of at least four of the six members of the Search Committee.

By means of a mail ballot, the Department faculty will elect an Acting Head to serve until a new Head is appointed. This election will require a simple majority of those voting.