

**THE DEPARTMENT OF ENGLISH
BALL STATE UNIVERSITY
MUNCIE, INDIANA**

1. PHILOSOPHY AND ORGANIZATION OF THE DEPARTMENT

- 1.1 The Discipline of English. English studies encompass diverse yet interdependent disciplines. The curriculum is designed to reveal the strong and natural relationships that link these disciplines. American, British, and world literature courses offer students a perspective gained only through intimacy with the thoughts, feelings, and works of writers of various times and cultures. Historical and descriptive linguistics offer linguistic heritage and, by exposing students to various patterns of language, contribute to understanding the ways people use language. Composition courses offer students the opportunity to become competent writers and to understand how writing can contribute to lifelong learning and to participation in their chosen profession. Creative writing helps students use language as a medium for imagination, insight, and artistry. English education prepares students to teach these interdependent disciplines. In all these areas of study, the Department of English has definite responsibilities not only to its own majors and minors but also to all other students attending Ball State University.
- 1.2 The Goals of the Department of English at Ball State University include the following:
- 1.2.1 To Play a Strong Role in the University Core Curriculum. The department's goal is to offer excellent classes to both majors and non-majors in the Foundation and at all Three Tiers of the UCC; to offer courses in the Honors College core curriculum; and to offer core classes through distance and extended education and through the prison program.
- 1.2.2 To Support Writers and Teachers of Writing, Both at Ball State and in the Wider Community. The department's goal is to offer excellent peer tutoring in the Writing Center; to offer comprehensive in-service support for writing instructors in the Writing Program; to run the Indiana Writing Project and NWP-IN Network; and to staff the Writing in the Design Curriculum program in the College of Architecture and Planning (CAP).
- 1.2.3 To Offer Flexible and Focused Majors and Minors in English. The department's goal is to provide flexible English majors and minors that allow students to combine the study of English with programs in other departments, and to offer an English/Language Arts teaching major that prepares students for the rigors of a

professional life in teaching. In order to ensure the quality of our major and minor programs, the department will engage in a continuous process of self-assessment. **(See Appendix A for our undergraduate student learning objectives.)**

1.2.4 To Offer Immersive and Experiential Learning Opportunities For All of Our English Majors. The department's goal is to continue offering established immersive and experiential learning courses and to establish new ones so that all English majors will have the opportunity to have a unique academic experience.

1.2.5 To Foster Teachers of English as a Second Language at the Elementary, Secondary and Post-Secondary levels. The department's goal is to offer excellent instruction in the all-grade ENL Undergraduate Add-On License as well as the online Graduate ENL Add-On License.

1.2.6 To Offer Excellent Graduate Education in English in Our M.A. and Ph.D. Programs. The department's goal is to offer our 7 M.A. and 3 Ph.D. tracks to prepare graduate students for the professional goals associated with each program of study. In order to ensure the quality of our graduate programs, the department will engage in a continuous process of self-assessment. **(See Appendix B for our graduate student learning objectives.)**

1.3 The Structure of the Department of English consists of administration, faculty, and students working together toward those academic and professional goals implicit in the courses and programs and explicit in the goals of the department (See 1.2).

1.3.1 The administration of the department includes elected and appointed administrative personnel, each of whom is a member of the tenure-line teaching faculty; five interrelated, interdependent area committees; and departmental committees.

Administrative personnel within the department are essential for the supervision and coordination of departmental personnel, programs, and curricula; the articulation and implementation of departmental policies and procedures; and the utilization of departmental facilities and budgets. Their major individual responsibilities may be differentiated as follows:

1.3.1.1 Chair of the Department (2/2 Administrative Load)
Elected by the members of the Department of English. The chairperson is responsible for the overall administration of

the entire department, including its personnel, policies, programs, curricula, facilities, and budgets. The Chair of the Department of English shall serve for one three-year term and may be re-elected for an additional two-year term.

Characteristic Duties and Responsibilities

A. Teaching

The Chair of the Department should provide a model of quality teaching.

B. Administrative

The Chair of the Department will be responsible for administering the general day-to-day operations involving faculty, staff, students, facilities, and equipment within the Department. He/she interprets, recommends, and implements goals established by the University and the College. These duties would include such things as the following:

Department

Preparing and administering the Department budget.
Administering the policies of the Department including the Standing Rules for Conducting Department Business **(See Appendix C for the Standing Rules for Conducting Department Business)**.

Supervising the hiring and assigning of faculty personnel, working with the Department Promotion and Tenure Committee, the Dean and the Assistant Chair of Operations.

Supervising the awarding and assigning of graduate assistantship, working with the Assistant Chair of Programs.

Approving and forwarding to the appropriate administrative units both external and internal grant proposals.

Evaluating and forwarding to the Dean such things as requests for travel funds, special workshops, grade

changes, space allocation requests, and other such routine matters.

Administering the policies of the curriculum committees within the Department and seeing that programs and courses meet the standards established by the Department and by the profession.

Administering the ordering, oversight, and allocation of equipment within the Department, including maintenance of safety standards and guaranteeing fair access by all those who need to use it.

Interpreting University and College policy to Department faculty and taking forward to those groups the clear concerns and intentions of the Department.

Resolving problems among faculty members, staff members, and students that would otherwise undermine the functioning of the Department.

College

Acting as the spokesperson for the Department in all the committees of which he/she is ex-officio member or elected member.

Helping to develop those parts of the college budget which involve the needs and goals of the Department.

Meeting with the Dean and his/her assistants to resolve staffing, budget, and curriculum problems.

University

Acting as the spokesperson for the Department in all the University bodies of which he/she is a member or to which he/she is invited.

Working with University officials to resolve staffing, budget, and other problems.

State

Reviewing and responding to policy and recommendations coming from the State Commission

for Higher Education, and Legislature, and other policy-making groups. Serving on state-wide professional groups as invited to do so. Suggesting ways in which the work of the Department might meet needs within the state and encouraging others within the Department to serve the state as their skills and interests allow.

Nation

Keeping abreast of developments in the profession at the national level, and serving as the Department's representative at national conferences and meetings.

C. Research

The Chair of the Department should provide high quality work in his or her field of specialization. The Chair of the Department should be aware of the research and creative disciplines in all areas of the department.

D. Service

The Chair of the Department should be an active, vital contributor to the intellectual and professional life of the Department, College, and University.

Minimum Acceptable Qualifications

- A. Education: An earned doctorate or MFA in English, literature, linguistics, applied linguistics, English Education, rhetoric and composition, the teaching of English as a second language, creative writing or related field.
- B. Experience: A minimum of five years in a full-time, tenure-track appointment, including appropriate administrative experience.
- C. Rank: Associate Professor or Professor, with Tenure.

1.3.1.2 Assistant Chair of Operations (2/2 Administrative Load)

Appointed annually by the Chair of the Department, the Assistant Chair of Operations is responsible for assisting in

the over-all administration of the department, as assigned by the Chair of the Department, such as preparing the Master Class Schedule, including classroom assignments; constructing faculty teaching assignments; initiating schedule changes; and processing transfer credit evaluations, DAPR exemptions, petitions, and study abroad programs: implementing departmental standards, requirements, and procedures for English undergraduate programs leading to graduation and certification in English; and evaluating transfer credit and certification requirements. The Assistant Chair of Operations handles student complaints, appeals, and plagiarism cases; serves as the lead advisor of the Literature, Rhetoric and Writing, and English Studies majors and for English and Linguistics minors; is an ex-officio member of the Contract Faculty Salary Committee; and serves as the Library Representative for the Department of English. The Assistant Chair of Operations will also coordinate the Department's social media presence, work on publicity (with the Assistant Chair of Programs and the Director of Creative Writing), and coordinate website maintenance (with the Assistant Chair of Programs and the Director of Creative Writing).

1.3.1.3 Assistant Chair of Programs (2/2 Administrative Load)

Appointed annually by the Chair of the Department, the Assistant Chair of Programs is responsible for supervising and coordinating the Masters and Ph.D. programs in the Department of English; supervising graduate admissions processes; processing admission and graduation paperwork; disseminating information about the procedures and program requirements; advising masters and doctoral candidates; distributing graduate and doctoral assistantships; coordinating the work of the graduate advisors; serving as liaison with the Graduate School and Center for International Programs and maintaining complete records of all graduate students. The Assistant Chair of Programs also supervises and coordinates undergraduate majors and minor programs in the Department of English and is responsible for coordinating the annual English Department Awards Ceremony (along with the Director of Creative Writing) and for supervising the awarding of student awards and scholarships. Within the Department of English, and in cooperation with University services, the Assistant Chair of Programs supervises, administers, and/or reviews the following

operations: program policy development and implementation; curriculum development and information services; assessment and testing; publications; recruitment; placement; and advising services. The Assistant Chair of Programs is chair of the Programs Committee, oversees the work of the Assessment Committee, and performs website maintenance (with the Assistant Chair of Operations and the Director of Creative Writing).

1.3.1.4 Director of the Writing Program (2/2 Administrative Load

Appointed annually by the Chair of the Department, the Director of the Writing Program is responsible for supervising and coordinating all Core Curriculum writing courses (currently 101, 102, 103, 104, and 114); developing, interpreting, and guiding Departmental policy on University Core Curriculum writing instruction; consulting with and advising Department chair and Assistant Chair of Operations on personnel issues relating to contract faculty who teach primarily in the Writing Program; consulting with contract faculty; evaluating aims and effectiveness of Writing Program courses; conducting orientation and training programs; maintaining records of student and faculty performance and complaints; establishing and overseeing placement and credit-granting policy and procedures; overseeing use of educational technology in the Writing Program, including technologically-based distance education; representing interests of the Department and Writing Program in University forums; conducting assessment protocols for the Writing Program and for UCC assessment.

1.3.1.5 Associate Director of the Writing Program (1/1 Administrative Load)

Appointed annually by the Director of the Writing Program, the Associate Director assists with faculty development by contributing to Teacher Prep (ID 601), coordinating the mentoring program for new graduate assistants, assisting with orientation, and overseeing teaching circles and faculty workshops. The Associate Director also assists with placement, including placement by exam and portfolio submissions; meets with textbook representatives; acts for the Director in his/her absence; and fulfills other duties as assigned by the Director. The Associate Director also serves on the Writing Committee.

1.3.1.6 Director of the Writing Center (1/1 Administrative Load)

Appointed annually by the Department Chair, the Director of the Writing Center is responsible for hiring, training, scheduling, supervising, and evaluating tutors; appointing, training, supervising, and evaluating the assistant director(s); assessing and meeting the needs of the tutors, faculty, and students when possible; maintaining a student wage budget and an operational budget; maintaining the Writing Center website and online presence; advertising and promoting the center; connecting with other programs, centers, and department to support a culture of writing at Ball State; maintaining records of students visits and student satisfaction; and preparing an annual report. The Director of the Writing Center also serves on the Writing Committee.

1.3.1.7 Director of English Education (1/1 Administrative Load)

Appointed annually by the Chair, the Director of English Education serves as the primary advisor for teaching majors in English Language Arts and post-baccalaureate students seeking licensure in English Language Arts; conducts post-baccalaureate program evaluations; supervises portfolio and dispositions reviews; conducts the preparation of reports as required by accrediting bodies and Teachers College; serves as a liaison to Teachers College and the Department of Communications Studies; and works with the Assistant Chair of Programs to assign undergraduate scholarships and awards and to conduct the English Department Awards Ceremony. The Director of English Education is also empowered to forward, when appropriate, DAPR exemptions and conduct transfer credit evaluations for English Education majors.

1.3.1.8 Director of Creative Writing (1/1 Administrative Load)

Appointed annually by the Chair, the Director of Creative Writing serves as the primary advisor for Creative Writing majors and minors; runs visiting writers events and coordinates related student-hosted readings and events; is responsible for fund-raising for Creative Writing events and for managing existing funds devoted to Creative Writing; serves as department liaison to TCOM, Digital Storytelling, the Journalism department and other appropriate departments on campus; coordinates

professional memberships with AWP (Association of Writing and Writing Programs); works with the Assistant Chair of Operations to assign creative writing instructors and to coordinate undergraduate creative writing classes taught by contract faculty; serves as department liaison for the Academic Honors in Writing program; performs website maintenance (with the Assistant Chair of Programs and the Assistant Chair of Operations); and works with the Assistant Chair of Programs to conduct undergraduate scholarships and awards and to conduct the English Department Awards Ceremony. The Director of Creative is also empowered to forward, when appropriate DAPR exemptions and conduct transfer credit evaluations for Creative Writing majors.

1.3.1.9 Assistant Writing Program Director of Assessment and Curricular Development (1/1 Administrative Load)

Main responsibilities: Enact UCC-21 assessment plan for English 103, 104, & 114; oversee curricular materials: coordinate textbook review; supervise updates and developments to Ball Point; coordinate textbook fair; approve faculty requests for alternative texts; oversee updates and developments of common readings; guide faculty in pedagogical technology use; assist in annual technology requests and planning. Other responsibilities: attend writing program administrative meetings; complete peer observations of teaching; help develop and deliver workshops and build other faculty professional development opportunities; be involved in writing program curricular decisions; and perform other related duties as assigned.

1.3.1.10 Assistant Writing Program Director of Offsite Education and Outreach (1/1 Administrative Load)

Main Responsibilities: Supervise Dual Credit (High School) & Independent Learning Plan (Distance Ed) Courses and Instructors; Supervise prison courses and instructors (when offered); Serve as a liaison for Freshman Connections, the Writing Proficiency Exam, Writing-Intensive Courses, the Writing Center, the Learning Center and other related programs. Other responsibilities: attend writing program administrative meetings; peer observations of teaching; help develop and deliver workshops and build other faculty professional development opportunities; be involved in writing program curricular decisions; and perform other related duties as assigned.

1.3.2 Area Committees

Area committees are essential for the processing of ideas, decisions, and recommendations concerning the personnel, programs and curricula within these areas. Each tenure-line faculty member serves on the committee which deals with his or her primary area of specialization and teaching. Joint membership on area committees is not possible; each faculty member is allowed only one vote on one area committee though faculty members may petition to teach a specific course in areas other than their own. An area chair is elected annually by those faculty members within each area; each area chair, in turn, serves on the departmental Executive Committee. Ad hoc subcommittees are elected or appointed as needed and work within the framework of the following five area committees:

1.3.2.1 Literature Area Committee

Membership: All tenure-line faculty members whose primary area of specialization and teaching is in literature.

Goals and Responsibilities: To foster in students an interest in, understanding of, and enjoyment of literature; to initiate and recommend policies and procedures on matters relating to courses in literature; to conduct a continuous study and evaluation of courses in literature; to prepare and evaluate doctoral examinations.

1.3.2.2 English Education Area Committee

Membership: All tenure-line faculty members whose primary area of specialization and teaching is English Education.

Goals and Responsibilities: To provide courses, teaching preparation experiences, and evaluations needed for the professional preparation in English and language arts for elementary, junior high/middle school, secondary, and college teachers; to guide students to know, understand, and evaluate curricular and instructional strategies, methods, trends, and innovations; to develop within students a personal and professional commitment to the teaching of English and language arts.

To initiate and recommend policies and procedures on matters relating to courses and programs in English

Education: elementary school preparation in language arts and children’s literature, elementary school certification in the endorsement in English, junior high/middle school certification in language arts, junior high/middle school certification for holders of standard elementary licenses or standard secondary licenses in English and secondary certification in English; to prepare and evaluate doctoral examinations.

1.3.2.3 Rhetoric and Composition Area Committee

Membership: All tenure-line faculty members whose primary area of specialization and teaching is rhetoric and composition.

Goals and Responsibilities: To provide an organized, articulate expression of the department’s approach to rhetoric and composition as embodied in the department’s courses while working with the University Core Curriculum (through the Director and the Writing Committee), the Writing Across the Curriculum Committee, and the Writing Competency Program to ensure that key goals and objectives are shared by all programs; to provide an historical survey of the theory and practice of rhetoric and composition; to analyze, design, and conduct theoretical and experimental research on the composing process; to interpret and assess various methods of teaching writing; to exemplify for our graduate students those abilities we wish them to possess—innovative teaching, graceful writing, and informative research.

To initiate and recommend policies and procedures on matters relating to courses and programs in Rhetoric and Composition; to conduct a continuous study and evaluation of courses and programs in Rhetoric and Composition; to prepare and evaluate doctoral examinations.

1.3.2.4 Language and Linguistics Area Committee

Membership: All tenure-line faculty members whose primary area of specialization and teaching is language and linguistics and applied linguistics.

Goals and Responsibilities: To provide a systematic inquiry into the structure and history of humankind’s most distinctive attribute—language; to provide the necessary

foundations for students who plan to teach language arts, English, English to speakers of other languages, or linguistics, or to do research in TESOL or linguistics.

To initiate and recommend policies and procedures on matters relating to courses and programs in Language and Linguistics; to conduct a continuous study and evaluation of courses and programs in Language and Linguistics; to prepare and evaluate doctoral examinations.

1.3.2.5 Creative Writing Area Committee

Membership: All tenure-line faculty members whose primary area of specialization and teaching is creative writing.

Goals and Responsibilities: To develop and offer courses that develop students' understanding and interest in reading and writing poetry, fiction, creative nonfiction and screenplays; to develop co-curricular activities that benefit students, faculty and the local community; to initiate and recommend policies and procedures in matters relating to creative writing

1.3.2.6 Contract Faculty Area Committee

Membership: All contract faculty.

Steering Committee: A standing Steering Committee of seven full time contract faculty and two part-time contract faculty will be elected by the contract faculty as a whole. Eligible part-time contract faculty are defined as persons who have an academic year appointment to teach two or three courses per semester. Persons in their first year of teaching at Ball State are not eligible to hold membership on the Steering Committee. The Steering Committee will elect its Chairperson and Secretary at its first meeting. In the event of a steering committee member vacancy, the committee chair may appoint a replacement based on the current election results.

Goals and Responsibilities: To work with the Writing Program Director or other area supervisor as assigned, to provide an organized, articulate expression of the department's approach to assigned courses.

To initiate and recommend policies and procedures on matters relating to Contract Faculty concerns and professional careers.

1.3.3 Executive Committee

Membership: Chair of the Department (serving as chair), Assistant Chair of Operations, Assistant Chair of Programs, Directors of the Writing Program, English Education, Creative Writing, and Writing Center; and Chairs of the following area committees: Literature, English Education, Language and Linguistics, Creative Writing, Rhetoric and Composition, and Contract Faculty.

Goals and Responsibilities: the Executive Committee advises the chairperson on matters relating to departmental policy; reviews all agenda items proposed for department vote; proposes and reviews changes to department policy; and reviews and, where appropriate, proposes changes to department curriculum.

1.3.4 Programs Committee

Membership: Assistant Chair of Programs (serving as ex-officio chair) and elected members from the following area committees: Literature, English Education, Creative Writing, Rhetoric and Composition, Language and Linguistics, and Contract Faculty. The Assistant Chair of Programs will also appoint both a graduate student representative and an undergraduate student representative. The Programs Committee is an advisory committee to the Assistant Chair of Programs and all members—except the Chair—vote to pass agenda items up to the whole department for a binding vote.

Goals and Responsibilities: Act as an advisory board to the Assistant Chair of Programs; initiate and recommend policies and procedures on matters relating to the masters and doctoral programs in the Department of English; conduct a continuous study and evaluation of the masters and doctoral programs in the Department of English, including curricula, admissions and retention requirements, doctoral examinations, the dissertation, and other requirements of the programs; supervise the admission of students; recommend the granting of assistantships; initiate and recommend policies and procedures on matters relating to the undergraduate programs and courses in English; and conduct a continuous study and evaluation of undergraduate programs and courses in English, both at Ball State and at other similar universities. The members of the Programs Committee who hold graduate faculty status will evaluate new and renewal applications for graduate faculty status.

1.3.5 English Technology Committee

Membership: Members of the English Department appointed by the Chair.

Responsibilities: Advise chair on matters relating to computer use in the Department, including but not limited to digital literacy instruction for students and faculty, software and hardware distribution, labs, online instruction, policy and planning.

1.3.6 Promotion and Tenure Committee

Reference the English Department Promotion and Tenure Document (**Appendix D**) for full description of the committee, its membership, and the work it performs.

1.3.7 Salary Committee

Reference the English Department Promotion and Tenure Document (**Appendix E**) for full description of the committee, its membership, and the work it performs.

1.3.8 Contract Faculty Salary Committee

Reference the English Department Promotion and Tenure Document (**Appendix F**) for full description of the committee, its membership, and the work it performs.

1.3.9 Writing Committee

Membership: (10 voting members)

Chair: Director of the Writing Program

Tenure-line faculty (3):

- Director of the Writing Center
- Two additional tenure-line faculty members appointed by the Chair of the Department upon recommendation of the Director of the Writing Program

Contract faculty (4):

- Associate Director of the Writing Program
- One Representative from the Contract Faculty Steering Committee

- Two contract faculty members elected by the contract faculty

Graduate students (2):

- Graduate Assistant to the Director of the Writing Program and/or Writing Center Director and/or teaching assistant in the writing program appointed by the Director of the Writing Program

Responsibilities: To initiate and recommend policies and procedures on matters relating to the Writing Program; to conduct a continuous study and evaluation of writing course, both at Ball State and at similar universities; to evaluate the textbooks used in University Core Curriculum Writing courses and to adopt a list of recommended and/or required texts for the instruction of writing within the Department; to initiate, recommend, and promote efforts to improve the teaching and learning of writing at Ball State.

1.3.10 Assessment Committee

Membership: Three faculty members appointed by the Chair, who serve for two-year terms.

Responsibilities: To create and revise assessment instruments, plans, and procedures in the department; to help faculty collect relevant assessment data; to write required assessment reports; and to represent the department within the University assessment system, including with UCC and regular university assessment for graduate and undergraduate programs. The Assessment Committee reports to the Assistant Chair of Programs. (See **Appendix G** for updated departmental plan and schedule of assessment.)

1.4 The faculty of the Department of English have teaching assignments in one of more of the major areas of the department.

1.4.1 The areas of teaching assignments are reflected in the following groupings:

1.4.1.1 Writing Faculty

This faculty consists of tenure-line faculty, contract faculty, doctoral assistants and graduate assistants who have teaching assignments in University Core Curriculum writing courses. Writing Committee members are ex officio members of the Writing Faculty, as are the Director of the

Writing Program and Assistant to the Chair of the Department.

1.4.1.2 Undergraduate Departmental Faculty

This faculty consists of all tenure-line faculty members of the rank of assistant professor or above who are responsible for the classes, programs, and advising of English undergraduate majors and minors.

1.4.1.3 Professional Education Faculty

These faculty include those who meet all university PEC requirements and who (1) regularly teach courses designated in the university catalog as professional education requirements or (2) are qualified to teach such courses but currently hold other assignments. Representation to the university-wide Professional Education Committee is determined by the number of Teacher Education Faculty members in each college and by a college-wide nomination and election process.

1.4.1.4 Graduate Faculty

This faculty includes individuals whose credentials have been reviewed and accepted by the Graduate Education Committee and the Dean of the Graduate School. Graduate faculty apply for membership in one of two groups; responsibilities and prerogatives of graduate faculty members vary depending on group membership.

Regular membership implies a long-term commitment to graduate students and their programs. Associate membership implies more limited responsibilities and time commitments. All policies and procedures are outlined in the Graduate Faculty Document in **Appendix H**.

2. RESPONSIBILITIES OF DEPARTMENT MEMBERS

2.1 Assigned Duties and Responsibilities of Tenure-line Faculty

2.1.1 Load

12 credit hours per semester (Fall and Spring), constituted of assignments to teaching, research, and/or administration.

2.1.2 Teaching

To fulfill the primary goals and responsibilities of the department (See 1.1 and 1.2).

To consist of zero to four courses, 0-12 hours per semester, depending upon assignment to research, or certain administrative positions, granted special leave with pay, etc., as approved by the Chair of the Department, the Dean of the College, and the Provost.

To administer faculty-course evaluations by students in their courses, in accordance with the faculty-course evaluation procedures approved by the department. **(See Appendix I for a description of course evaluation procedures.)**

2.1.3 Research/Creative Activity

To keep current with scholarship in their teaching disciplines and administrative positions.

To pursue scholarly research and/or creative endeavors evidenced by such activities as publication, presentation of papers or creative work, participation in professional meetings or symposiums, application for grants, and improvement in pedagogy.

To apply the results of current research and/or creative activity to their teaching and to the administration of departmental programs. Please consult departmental Salary (**Appendix E**) and Promotion and Tenure (**Appendix D**) documents for a fuller articulation of department policies and expectations for research/creative activity.

2.1.4 Administration

To facilitate and implement the goals, policies, procedures, and responsibilities of the department (See 1.1 and 1.2).

To serve as elected and/or appointed administrative personnel and chairpersons of departmental committees (See 1.3).

2.1.5 Departmental Advising

The system of advising entails the use of the computer, permitting the adviser to retrieve appropriate information and accurate up-to-date records associated with each student. Student records are conveniently described in the Degree Analysis Progress Report (DAPR) which aids the adviser in assessing the student's progress

toward the completion of academic requirements outlined for the English Department's various undergraduate programs.

Although the policy of the University in respect to advising places the emphasis on the student (the concept of "self-responsibility"), it must be pointed out that the student will be strongly encouraged to see a faculty adviser, whose own responsibility will involve primarily these functions: (1) Be familiar with the English Department's major/minor programs; (2) Audit the student's program; (3) See if the student is taking courses in proper sequence; (4) Advise the student in terms of what he/she may take as general education requirements; (5) Explain what the English Department expects from its English majors/minors; (6) Assist the student in relating his/her English program to various career possibilities.

The programs and courses that our majors undertake derive from our own department; consequently, it is only logical and reasonable that we as English faculty should have a hand in the process of advising. It is hoped, therefore, that this system, an extension beyond the classroom, will encourage and foster a working relationship between student and professor.

The Graduate Advisors, selected from among the Department's graduate faculty, register M.A. and Ph.D. students for classes; answer questions about curricula, programs, and professional opportunities; recommend transfer and equivalency courses; help to evaluate the progress of their advisees; and help to foster a collegial relationship between students and faculty.

2.1.6 Faculty Sponsorship of Student Organizations

To provide guidance and university status to student organizations.

2.2 Other Areas of Responsibility

2.2.1 Publications

Faculty may be assigned responsibility for any departmental publications as appropriate.

2.2.2 Committees, Councils, and Senate

To serve on departmental, college, university, regional, state, and national committees, sub-committees, councils, and senate,

particularly those which relate in some way to the discipline of English.

2.3 Assigned Duties and Responsibilities of Contract Faculty

2.3.1 Teaching

To fulfill the primary goals and responsibilities of the department (See 1.1 and 1.2)

To consist generally of teaching four courses per semester for full-time contract faculty.

2.3.2 Committee Assignments

To serve on departmental, college, or university committees and subcommittees, as elected or appointed.

2.3.3 Lectures, Conferences, and Professional Meetings

To attend and participate in local, regional, state, and national professional meetings, conferences, lectures, and convocations for professional self-improvement.

2.4 Assigned Duties and Responsibilities of Graduate and Doctoral Assistants

2.4.1 Duties

To preform satisfactory service to the department and the university for 20 hours per week or 10 hours per week (for half-time assistants) as required by the university contract.

To teach, tutor in the writing center, work in the department's computer laboratories, assist faculty members in research, perform administrative duties, or do other academic work as assigned.

To participate in assigned training programs, workshops, and other means of improvement, as appropriate to their assignments.

2.4.2 Satisfactory Progress Toward the Degree

To include registrations in graduate courses and research projects, as well as satisfactory academic progress and performance. To include positive progress reports and evaluations by assistantship supervisors, advisors, and/or thesis and dissertation chairs.

2.4.3 Professional Service

To serve on committees or subcommittees, as elected or appointed.

2.5 Assigned Duties and Responsibilities of Support Staff

2.5.1 The Administrative Coordinator will serve as office manager and secretary to the Chair.

2.5.2 There are five other full-time staff members:

Secretary to the Assistant Chair of Operations

Secretary to Director, Writing Programs

Secretary to Academic Programs Directors (includes the Assistant Chair of Programs and Directors of English Education and Creative Writing)

Coordinator, Computing Environments

3. Evaluation Instruments and Procedures

The Department of English considers it essential that routine, systematic evaluations be made to assess the competence and performance of its students, faculty and administrative personnel, courses, and programs. The primary purpose of these evaluations is self-improvement.

3.1 Evaluation of Students

3.1.1 Course Grade Reports: constructed by the university and required of the faculty to indicate each student's individual academic achievement and/or performance in undergraduate or graduate courses.

3.1.2 Letters of Recommendation: written voluntarily by individual faculty upon the request of individual students.

3.2. Evaluation of Faculty

3.2.1 Student Evaluation Policy

3.2.1.1 The Department will establish and implement with the approval of enfranchised faculty departmental policy and procedures for the evaluation of teaching which are

consistent with College and University policies and procedures. (**See Appendix I**)

3.2.1.2 Anonymous student evaluations will be administered in every section of regularly scheduled courses in the Department of English. Faculty will use the university online evaluation system designated for the Department of English and/or the Writing Program and/or the Honors College, depending on the course assignments.

3.2.1.3 In addition, each faculty member's teaching will be evaluated by at least one of the following means:

1. Peer review of teaching. The functioning of the Salary Committee, the Promotion and Tenure Committee, and the Contract Faculty Salary Committee will normally fulfill this requirement. A faculty member may also request from the department chair or designee supplemental peer evaluation. The request will include suggested peers and methods of evaluation, such as classroom visitation; evaluation of syllabi, examinations, and other instructional materials; or evaluation of student achievement.
2. Peer and Chair review of a teaching portfolio. Typically a portfolio will contain a balance of materials of three types:
 - a. Representative instructional materials from the faculty member, such as:
 - Statement of teaching philosophy,
 - Course goals,
 - Description of teaching,
 - Syllabi,
 - Assignments,
 - Handouts,
 - Tests,
 - Audio-and/or videotapes of teaching,
 - Self-evaluation
 - b. Evaluation from others, such as:
 - Classroom visitations,
 - Internal or external peer evaluation of syllabi,
 - Examinations and/or other instructional materials,
 - Student evaluations

- c. Results of teaching, such as:
A sample of student work such as papers, answers to test questions, journals, videotapes, creative projects, student publications, honors, awards, comparison of pre- and post- course test scores.

3.2.1.4 Materials will be turned in to the department chair according to deadlines established by documents for salary and for promotion and tenure. These materials will be available to the Salary committee, the Promotion and Tenure Committee, and/or the Contract Faculty Salary Committee as relevant. These materials will also be used by the department chair as one of the factors influencing course assignments. These materials will be held for one calendar year and then returned to the individual faculty member.

3.2.2 Faculty Evaluations

Routine evaluations also are conducted of individual English faculty members, both by the faculty members themselves and by other faculty members within the department. For example,

- 3.2.2.1 All tenure-line and contract faculty members submit annual reports.
- 3.2.2.2 Evaluations of tenure-line faculty members are made by the departmental Promotions and Tenure Committee, in professional matters as they relate to promotion and tenure.
- 3.2.2.3 Evaluations of tenure-line faculty members are made by the departmental Salary Committee, in matters and qualifications as they relate to the merit salary program.
- 3.2.2.4 The Dean of the College of Sciences and Humanities annually evaluates the Chair's recommendations for the Dean's discretionary salary monies for faculty.
- 3.2.2.5 Evaluations of Contract faculty members are made by the Contract Faculty Salary and Merit Pay Committee in professional matters as they relate to the annual salary and merit review.
- 3.2.2.6 Evaluations of doctoral assistants and graduate assistants assigned to teach courses in the Writing Program area are

made by the Director of the Writing Program and the results reported to the Chair of the department. Evaluations of doctoral assistants and graduate assistants assigned to teach courses in other areas are made by the relevant program directors or area representatives, as assigned by the Chair of the Department, and reported to the Chair of the Department.

3.2.2.7 The Chair of the Department is evaluated annually by the Dean and members of the department.

3.2.2.8 In some cases faculty members are evaluated by colleagues in the department or by extramural peers in the faculty member's field of specialization.

3.3. Course Program Evaluation by Faculty

Systematic evaluations of English courses and programs are also encouraged. All evaluations are processed through departmental channels and finally considered by the department at a scheduled department meeting. These evaluations may be initiated by program directors, area committees, the Assessment Committee, or other departmental committees, or individual faculty members.

Appendices

Appendix A: Undergraduate Student Learning Objectives

Appendix B: Graduate Student Learning Objectives

Appendix C: Standing Rules for Conducting Department Business

Appendix D: English Department Promotion and Tenure Document

Appendix E: English Department Salary Document

Appendix F: English Department Contract Faculty Salary Document

Appendix G: English Department Assessment Plans and Procedures

Appendix H: English Department Graduate Faculty Status

Appendix I: English Department Policy for the Evaluation of Teaching

Revisions Approved: English Department Meeting, 21 April 1994.

Revisions Approved: 1.3.2.6, English Contract Faculty 1997

Revision Approved: 1.3.2.6, English Department Meeting, 11 January 2001.

Revision Approved: 1.3.13 removed. English Department Meeting, 12 April 2001.

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