ENGLISH DEPARTMENT
PORTLAND STATE UNIVERSITY
DEPARTMENT POLICIES AND PROCEDURES
(Approved October 8, 2014)

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

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. 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 IV.

Responsibilities

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.

**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. With the Curriculum Committee, advises the Chair with respect to the staffing, scheduling of courses, and other needs of the English MA and undergraduate literature curriculum.
c. Directs the MA in English program.
d. Coordinates with the English Department chair to respond to English major and MA student suggestions and complaints.
e. Keeps up with national trends in English studies pedagogy through attendance at appropriate national meetings.
g. 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, 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.

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. With the Curriculum Committee, advises the Chair with respect to the staffing, scheduling of courses, and other needs of the Creative Writing MFA and undergraduate creative writing curriculum.
d. Directs and builds the MFA creative writing program (fiction, nonfiction, and poetry). Coordinates with the English Department chair to respond to MFA student suggestions and complaints.
e. Keeps up with national trends in creative writing pedagogy through attendance at appropriate national meetings.
f. 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.
Circulates student thesis proposals among members of the Creative Writing Committee for approval or revision.
c. 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. With the Curriculum Committee, advises the Chair with respect to the staffing, scheduling of courses, and other needs of the rhetoric and composition curriculum.
d. Coordinates with the English Department chair to respond to student suggestions and complaints regarding rhetoric and composition courses.
e. Keeps up with national trends in rhetoric and composition pedagogy through attendance at appropriate national meetings.
f. Acts as composition liaison with public schools, colleges, and universities in the state.
g. 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.
h. Administers writing across the discipline, including Writing Intensive Courses (WIC) and Writing in the Discipline courses (WID). Supervises student instructors for these courses.
i. 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. With the Curriculum Committee, advises the Chair with respect to the staffing, scheduling of courses, and other needs of the MA/MS in Writing and the undergraduate technical/professional writing curriculum.
   c. With the Creative Writing Committee and the Director of Publishing, periodically reviews and recommends revision of departmental policies and publications regarding the Writing Minor.
   d. Keeps up with national trends in technical writing pedagogy through attendance at appropriate national meetings.
   e. 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.
   e. Is available periodically during the summer for consultation and to field
queries.

f. Coordinates with the English Department chair to respond to MA/MS student suggestions and complaints.

g. 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. With the Curriculum Committee, advises the Chair with respect to the staffing, scheduling of courses, and other needs of the MA/MS in Writing and the undergraduate publishing curriculum.
   c. 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.
   d. 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 Student Affairs Committee and reports to 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.

2. Department Obligations:
   a. Attends Student Affairs Committee meetings as a voting member.
   b. Makes regular reports to the Literary Studies 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 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 MERIT 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.

Responsibilities

1. On curriculum development:
   a. Acts as a clearinghouse (after review by the appropriate departmental committees) 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).

3. In other administrative capacities:
   b. Reviews summer budget and teaching assignments.
   c. 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. Oversees the selection of graduate students for fellowships and awards requiring departmental nominations.
   f. Organizes yearly orientations for incoming graduate students.
   g. Develops and assesses policies regarding the department’s graduate programs.
   i. 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: five members chosen by the Executive Committee and Department Chair for at least a three-year term, plus the Director of Literary Studies, who chairs the Committee.

1. General Duties:
   a. Advises and supports the Director of Literary Studies.
   b. 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.
   c. Solicits and reviews proposals for changes in degree requirements for English majors and 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.
   d. Periodically reviews and recommends revision of other departmental policies and publications for the English major and minor, and the MA in English, and submits final recommendations to the Curriculum Committee for review.
   e. 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.
   f. Assists the Director of Literary Studies in organizing the staffing, scheduling of courses, and other needs of the English MA and undergraduate literature curriculum.
   g. Periodically reviews and revises departmental handouts and webpages used to advise English majors and 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 for approval or revision (members will
      seek the advice of the appropriate departmental committee(s) regarding proposals
      focusing on film, media studies, rhetoric, and/or composition).
   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 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. 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.
   c. Solicits and reviews proposals for changes in degree requirements for MFA students,
      and makes recommendations to the Curriculum Committee.
   d. Solicits and reviews proposals for changes in degree requirements for the Writing
      minor, and makes recommendations to the Curriculum Committee.
   e. 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.
   f. 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.
   g. Assists the Director of Creative Writing in organizing the staffing, scheduling of
      courses, and other needs of the creative writing curriculum.
   h. 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.

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. 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.
3. 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.
4. Assists the Director of Rhetoric and Composition in organizing the staffing, scheduling of courses, and other needs of the rhetoric and composition curriculum.
5. Periodically reviews and revises departmental handouts and webpages used to advise students on the composition curriculum.
6. Participates in evaluating MA theses where the majority of research is in Rhetoric and Composition, and 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.

FILM COMMITTEE

The committee is comprised of at least 3 members appointed by the Department Chair.

The Committee:
1. Solicits and reviews proposals and suggestions for new courses or for changes in existing course offerings and course descriptions in film and media studies, especially as they affect catalog copy; makes recommendations for such changes to the Curriculum Committee.
2. Oversees the film minor: makes recommendations to the Literature and Curriculum committees to ensure that the yearly schedule meets the needs of Film Minors; maintains departmental handouts and webpages regarding the Film Minor.
EVENTS AND OUTREACH COMMITTEE

1. This committee will be comprised of six members, three selected each year. Responsibilities
3. 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.
4. Collaborates with Friends of English in organizing events that lead directly or indirectly to department fundraising.
5. Directs the Office Manager in planning office parties.
6. 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.
7. Works with faculty on writing grant applications for department programs.
8. Works on strengthening the department’s presence in university development efforts.
9. Works closely with the MFA program and Center for Public Humanities on developing and maintaining fundraising streams.
10. 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 the Primary Undergraduate Advisor and at least two other faculty members, appointed by the Department Chair. The committee works closely with the Undergraduate Literary Organization (U-GLO) and the English Honors Society, Sigma Tau Delta, and holds open meetings for students to attend at least once per term. The Committee reports to the Literary Studies Committee (see the responsibilities of the Primary Undergraduate Advisor for a detailed description of the reporting process). The primary responsibility of this committee is to oversee and enhance the experience of undergraduate English majors.

Responsibilities

1. Organizes and supervises advising for English majors (individual committee members may or may not be responsible for actual day-to-day advising, but the committee devises and implements undergraduate advising plans for the department in consultation with the appropriate committees and Chair.)
2. Provides paper and online materials to assist in the advising process as well as support faculty advisers.
3. With the relevant student organizations and department committees, organizes events and
develops other tools to build a sense of identity and community among English majors, and to assist students in professional/career development.

4. Oversees departmental nominations for undergraduate scholarships requiring departmental nomination and delegates the writing of nominating letters to appropriate faculty.

5. Coordinates with CLAS on organizing the selection process for the John Elliot Allen Teaching Awards.

6. Members attend selected University orientation sessions, Viking Visitations, Viking Days, Fall Preview Day, and Major Exploration Day as Department representatives throughout the year.
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

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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.
GUIDELINES ON PROMOTION, TENURE, AND MERIT INCREASES

In accordance with the Policies and Procedures established by Portland State, and consistent with the applicable state and federal regulations, the AAUP-PSU Collective Bargaining Agreement, and internal University governance procedures, the following principles and practices shall apply when evaluating faculty for tenure, promotion, and merit increases.

I. PROCEDURES

A. Duties of the PTMI Committee

1. In accordance with University Guidelines, this Committee recommends promotion, indefinite tenure, and the awards of merit increase for members of the Department.

2. The Committee conducts the annual review of non-tenure track faculty, and the first- and third-year reviews of tenure track faculty.

3. The Committee evaluates candidates for promotion and tenure based on the faculty member’s scholarly portfolio and evaluations from external reviewers.

4. The Committee forwards its recommendations in narrative form to the Department chair. The Department chair prepares his or her own narrative recommendations. Both sets are sent forward in accordance with the University Policies and Procedures.

B. Selection of the PTMI Committee

1. Only English faculty who are tenured and on 0.5 FTE or higher appointments will be eligible for election to the Committee.

2. Four members shall be elected from among those eligible. Each spring the Department shall elect two members of a Committee to serve for two years. These will join two members elected the previous year.

3. In addition to these four Committee members, an auxiliary member of the Committee shall be chosen by the Executive Committee from the non-tenure track faculty, to serve on the Committee solely during non-tenure track reviews and promotion cases.

4. Department members who have previously served on the PTMI Committee may not serve again for the following two years.

5. Faculty on leave (either 1, 2, or 3 terms), who are serving on or elected to the Executive Committee, or who will go up for promotion during the term of service, should be excused from the year’s rotation.
6. If faculty believe they should be excused from service on the PTMI 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. The chair of the Executive Committee (with the help of the Office Manager) maintains the roster of faculty service on the PTMI Committee.

II. EVALUATION CRITERIA FOR TENURE-TRACK FACULTY

The University’s Promotion and Tenure Guidelines stipulate that faculty on tenure-track and indefinite tenure appointments are expected to be active to some extent in each of three areas: (A) scholarly and/or aesthetic creation; (B) teaching; and (C) service, including participation in departmental and University governance, service to the profession, and community outreach. The faculty portfolio submitted for promotion and tenure will include a narrative that discusses these achievements and how they support the faculty member’s career trajectory and goals, as well as supporting documentation. Promotion and tenure shall be based on the evaluation of the appropriate level, mix, and quality of achievements in these areas in accordance with definitions of ranks found in the University’s Policies and Procedures.

A. Research and Other Creative Activities

1. In line with the University guidelines and principles set forth in this document, the PTMI Committee evaluates the faculty member’s contribution to the discovery, integration, interpretation, and application of knowledge in these areas:

   a. Publications: books (authored or edited), refereed and invited articles, chapters, book review essays, completed exhibitions, multimedia productions, performances, productions, films, or other publicly distributed work. Collaborative work is to be valued as a legitimate form of inquiry and production and as equal to single authorship.
   b. Presentations at professional meetings.
   c. Honors, Grants, and Fellowships.

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

   a. Has the individual published, or had accepted, at least three referred articles, or the equivalent, since the date of hire or last promotion?
   b. In the case of creative writing faculty, does the individual have a book of fiction/nonfiction/poetry, or equivalent (of which the candidate is the sole author) published or in press by a university, commercial, or non-profit press since the date of hire or last promotion?
   c. How well does the scholarship or aesthetic creation contribute to the discipline,
as confirmed by external reviewers?

B. Teaching

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 based on the materials in the faculty member’s portfolio. The portfolio should include syllabi for all classes taught and student evaluations. Additionally, a faculty member should articulate teaching goals, methods, and outcomes in the narrative statement. Additional supporting materials such as peer classroom observations, teaching awards, student work, etc. may also be included. Other items for inclusion are listed in II.E.3. of the University guidelines.

C. Service

1. Governance and Other Professionally Related Service

   a. 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.
   b. 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.
   c. 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.

2. Community Service

   a. The Committee bases its evaluation of community outreach upon the faculty portfolio. Community outreach can include:

      i. Community-based or outreach learning that is designed as part of a course or curriculum (such as senior capstones).
      ii. Activities that define or resolve relevant local, national, or international problems and issues.
      iii. Planning literary or artistic events.
      iv. For other relevant activities, see Section II.E.4. of the University guidelines. The PTMI Committee will evaluate the quality and significance of community outreach by the following criteria in line with Sections II.D.1-5. and II.E.4.

III. EVALUATION PROCESS TOWARD TENURE
The first-, third-, fourth-, and fifth-year reviews are part of a multi-year evaluation process leading toward tenure and promotion. They are designed to give faculty members clear feedback on the progress they are making toward tenure.

A. The first-year review is internal to the English Department and takes place at the end of the fourth term (normally the fall term of the second year) of employment. The faculty member under review should submit a portfolio that includes an updated Curricula Vitae (which must follow the format provided in Appendix I of the University P&T Guidelines), a self-appraisal of scholarly agenda and accomplishments in the areas required for tenure (scholarly and/or creative work, teaching, and service), copies of all course syllabi taught, student evaluations, and a copy of the original Notice of Appointment letter and Supplementary Letter of Offer. The exact due date for the portfolio will be determined by the Chair of the PTMI Committee, but will generally fall on the Monday after the last day of class of the fall term.

B. The third-year review gives the faculty member being reviewed a clear assessment of progress toward tenure as perceived from all appropriate administrative levels (Section IV., C., 2.a, para.8). The third-year review differs from normal promotion and tenure consideration only inasmuch as there are no outside evaluators involved in the review process. The third-year review normally takes place in the spring of a faculty member’s third year of appointment. For faculty who have brought in prior service from another institution, the review will not be conducted until the faculty has completed at least one academic year at Portland State University. Faculty members under review should consult the Dean’s Office Third-Year Review Checklist for a list of required materials (including a self-appraisal of scholarly agenda and accomplishments, updated CV, syllabi, student evaluations, and a copy of the original Notice of Appointment letter and Supplementary Letter of Offer). The Dean’s Calendar lists all relevant due dates for this review.

C. The fourth- and fifth-year reviews are internal to the English Department and are meant to help pre-tenure faculty respond to the third-year review. The faculty member under review should submit an updated CV and a brief statement describing how he or she is either addressing concerns that came up in the third-year review (and fourth-year review, when relevant) or how he or she is continuing to make progress toward tenure. The fourth- and fifth-year reviews will take place in the fall terms between the third-year review and the tenure review. The exact due date for the portfolio will be determined by the Chair of the PTMI Committee, but will generally fall on the Monday after the last day of class of the fall term.

IV. JOB DESCRIPTIONS FOR NON-TENURE TRACK FACULTY MEMBERS AND EVALUATION CRITERIA FOR PROMOTION

A. Non-tenure track faculty members hired before September 16, 2014 who hold the rank of Assistant Professor or above can be promoted to higher NTTF professional ranks based on promotion criteria for tenure track faculty members established in their Department P&T Guidelines. See University Guidelines Appendix IV: Addendum For Implementation of Amended Guidelines.
B. For non-tenure track faculty hired after September 16, 2014, the Department has three ranks: Instructor, Senior Instructor I, Senior Instructor II. NTTF positions do not carry expectations for scholarly research. The job descriptions and promotion criteria for each academic rank are:

1. Instructor: A non-tenure track faculty appointment for individuals whose responsibilities are primarily devoted to academic instruction at the undergraduate level. Such appointments include teaching, advising, and mentoring expectations congruent with creative and engaged instruction. Normally, this appointment requires an advanced degree in the field of specialization.

2. Senior Instructor I: A non-tenure track faculty appointment for individuals whose responsibilities are primarily devoted to academic instruction at the undergraduate level. Such appointments include teaching, advising, and mentoring expectations congruent with creative and engaged instruction. Normally, this appointment requires an advanced degree in the field of specialization. Instructors are not eligible for promotion to Senior Instructor I until completion of the third year as an Instructor at PSU. Length of time in rank is not sufficient reason for promotion. Those who hold the rank of Senior Instructor I have demonstrated their excellence as teachers.
   
a. To be promoted to Senior Instructor I, a candidate’s materials must demonstrate teaching excellence beyond that which is expected for an Instructor. The criteria for evaluating the quality of the candidate’s teaching includes:

   i. Quality of instruction (by classroom observation and teaching materials)
   ii. Expertise in the discipline, demonstrated by activities such as ongoing revision of course materials, curricular innovations, participation in continuing education, conferences, and other professional activities
   iii. Active participation in departmental, college/school and university governance as appropriate to assignment and contract
   iv. Demonstrated excellence in mentoring
   v. Ability to respond to relevant student feedback and incorporate it into class structure.

3. Senior Instructor II: A non-tenure track faculty appointment for individuals whose responsibilities are primarily devoted to academic instruction at the undergraduate level. Such appointments include teaching, advising, and mentoring expectations congruent with creative and engaged instruction. Normally, this appointment requires an advanced degree in the field of specialization. Instructors are not eligible for promotion to Senior Instructor II until completion of the third year in rank as a Senior Instructor I at PSU. Length of time in rank is not sufficient reason for promotion. Those who hold the rank of Senior Instructor II have demonstrated their excellence as teachers.

   a. To be promoted to Senior Instructor II, a candidate’s materials must demonstrate teaching excellence beyond that which is expected for a Senior Instructor I. The criteria for evaluating the quality of the candidates teaching includes:
i. Quality of instruction (by classroom observation and teaching materials)
ii. Ongoing engagement with the discipline, demonstrated by activities such as updating of course materials, curricular innovations, participation in continuing education, conferences, and other professional activities
iii. Ongoing participation in departmental, college/school and university governance as appropriate to assignment and contract.
iv. Ongoing excellence in mentoring
v. Ongoing ability to respond to relevant student feedback and incorporate it into class structure.

V. REVIEW AND EVALUATION PROCEDURES FOR NON-TENURE TRACK FACULTY MEMBERS

A. Promotion between ranks will follow procedure established by University P&T Guidelines. See “Non-tenure track instructional positions” under the “Administrative Roles and Procedures/Promotion and Tenure” section of the University P&T Guidelines. The promotion process for non-tenure track faculty will follow the same timeline as the promotion of tenure-track faculty, with promotion materials and a list of reviewers due to the Committee in the spring term.

B. The university’s P&T Guidelines stipulate that non-tenure track faculty members are primarily instructional faculty. The PTMI Committee will evaluate the quality of teaching based on the materials in the faculty member’s portfolio. The portfolio should include an updated Curricula Vitae (which must follow the format provided in Appendix I of the University P&T Guidelines), a narrative self-evaluation, copies of all course syllabi taught, student evaluations for all courses (including quantitative summaries of student evaluations), and a copy of the faculty member’s contract. Additional supporting materials such as peer classroom observations, teaching awards, student work, etc. may also be included. Other items for inclusion are listed in II.E.3 of the University Guidelines.

C. All non-tenure track faculty members will be evaluated in accordance with the collective bargaining agreement. Non-tenure track faculty members with one-year appointments will be reviewed annually and those who hold multi-year appointments will be reviewed in the first year of the contract. All reviews for non-tenure track faculty will take place in the winter term. The faculty member’s review materials are due five weeks before the PTMI Committee’s review letters are due to OAA and HR. By the end of the fall term, the Chair of the PTMI Committee should determine this date and communicate it to all non-tenure track faculty members. The materials due for this review include an updated CV, syllabi and student evaluations from the current year, and a cover letter that highlights any new items since the last review or other important accomplishments.

VI. OTHER MATTERS
A. Merit Documentation

1. Faculty eligible for merit consideration will document their accomplishments. The PTMI Committee may request materials, including a reflective essay, curriculum vita, summary of activities, accomplishments, and evaluations of teaching, research, and community outreach.

2. The Executive Committee will determine merit pay for members of the PTMI Committee based upon the Department’s criteria.

B. Guidelines for Post-Tenure Review

1. 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.

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

3. 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.
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

REPLACEMENT PROCEDURE FOR DEPARTMENT CHAIR

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.

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.