University of Connecticut
College of Liberal Arts and Sciences

ENGLISH DEPARTMENT

BY-LAWS

Revised
4/17/2019
ENGLISH DEPARTMENT BY-LAWS

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ENGLISH DEPARTMENT
By-Laws
(Approved with Revisions 4/17/2019)

1. INTRODUCTION

a. The Department consists of all full-time English faculty at all campuses. All full-time, tenured or tenure-track faculty as well as professors, instructors, and lecturers in residence have voting rights within the Department. (By-Laws of the University of Connecticut, X.A; XIII.A). A designated representative of the adjunct faculty is invited to attend regular faculty meetings.

b. A bedrock principle of the English Department is that full-time faculty across all campuses be treated as equal members of the Department. The Head and the Executive Committee commit themselves to ensuring parity in support and assignments for full-time faculty in their research, teaching, and service, while acknowledging that each campus is unique.

c. Departmental Meetings are be conducted according to Roberts Rules of Order (simplified). Any changes to the by-laws of the department contained in this document must be approved by a majority vote of participants at a faculty meeting.

2. OFFICIALS, DIRECTORS & COMMITTEES MEMBERSHIP AND FUNCTION

Each Spring Semester, the Executive Committee, with the Department Head chairing, meets as a committee on committees to make committee assignments and to designate a chair or convener for each committee. Prior to this meeting, Department members are surveyed about their committee preferences, and an effort is made to accommodate individual preferences in making the assignments as well as balancing the workload among department members. Unless the case-load is particularly light in any given year (with a small number of reappointments and no final tenure cases), service on the Committee for Tenure and Promotion to Associate Professor is considered fulfillment of a member’s departmental service.

2a. DEPARTMENT HEAD

The Head is appointed by the Dean of the College of Liberal Arts and Sciences from a list of one or more candidates recommended by the Search Committee. The appointment is for a five-year term which may be renewed for one additional five-year term. According to the UConn/AAUP contract that runs to June 30, 2021, “In a selection of a Department Head for a continuing appointment due to a vacancy, the Dean shall ask the department to form a search committee. A majority of the committee must be elected by members of the department. Voting eligibility shall be determined by departmental by-laws. The elected members of the search committee shall be no more than 7 and no fewer [than] 3 department faculty members, unless agreed to
by the Dean and a majority of the votes cast by eligible Department members” (Collective Bargaining Agreement 15.1). Tenured and tenure-track members cast a vote to identify which candidate or candidates would be satisfactory as Head, and the result of the vote is communicated to the search committee. The search committee then forwards its recommendation to the Dean. “No candidate will be appointed Department Head who is not recommended by the search committee” (Collective Bargaining Agreement 15.1.E).

The Department conducts a review of the Head at the end of the fifth semester of the head’s appointment via electronic ballot. In order to continue in the position, the Head must receive a two-thirds majority of the votes cast by the faculty. The Dean conducts a review after the first five years. Any Head not receiving an endorsement during either the three-year or the five-year review will offer a resignation to the Dean and decline reappointment if it is offered.

The Department Head is responsible for representing the Department within the University and ensuring adequate consultation with faculty, chairing the Executive Committee, and forwarding to the Dean the recommendations of the Merit Advisory Committee, the Promotion, Tenure, and Reappointment Review Committee, and the Committee on Promotion to Professor, as well as his or her own recommendations on PTR and salary increases. The Head prepares the Department’s Annual Report and has general responsibility for the Department’s academic leadership, planning, curriculum, and administration. (CLAS “Department Head Manual,” 1/2018).

2b. PROCEDURES FOR APPOINTING DEPARTMENT OFFICIALS AND DIRECTORS

Early in the Spring semester in which the term of the Associate Head, Director of Graduate Studies, Associate Director of Graduate Studies, Director of First Year Writing, Director of the Honors Program is ending, or Curriculum and Courses Chair, the Head will invite the faculty to submit nominations and self-nominations for these positions. Current holders of the offices are welcome to re-nominate themselves for another term unless they have already served the maximum number of consecutive terms stipulated in the descriptions below.

2c. ASSOCIATE DEPARTMENT HEAD

Appointed by the Head in consultation with the Executive Committee. In the semester preceding the end of a Director’s term, the Head will solicit nominations, including self-nominations, for the position.

The Associate Head oversees the undergraduate curriculum and scheduling, identifies, hires and mentors adjunct faculty, evaluates domestic transfer credits, sits on the department C&C Committee, and works closely with the C&C Chair and the Undergraduate Advisor.
2d. DIRECTOR OF FIRST YEAR WRITING

Appointed by the Head in consultation with the Executive Committee. Ordinarily a five-year term, renewable. In the semester preceding the end of a Director’s term, the Head will solicit nominations, including self-nominations, for the position.

The Director of First Year Writing oversees the mission and pedagogy of First Year Writing; coordinates curriculum; supports and supervises instructional staff and graduate assistants; evaluates all instructor-developed teaching materials; sets budget policies and oversees spending; mentors graduate student research in the field; and reports on all work—material and intellectual—undertaken by the program. Annually, the Director develops and teaches ENGL 5100 (Theory and Practice of Teaching Writing), assesses undergraduate writing at the program level, manages the Aetna Undergraduate Writing competition, coordinates the Conference on the Teaching of Writing, consults on course development in this and other departments, advocates for funding through administration and outside grants, and participates in interdisciplinary and campus-wide initiatives, for example, First Year Programs, GEOC, and “Learning Communities.”

2e. DIRECTOR OF GRADUATE STUDIES

Appointed by the Head in consultation with the Executive Committee. Three-year term, renewable. In the semester preceding the end of a Director’s term, the Head will solicit nominations, including self-nominations, for the position.

The Director is responsible for admissions, curriculum, examinations, defenses, conferral of degrees, job placement, and alumni contact. The DGS chairs the Graduate Executive Committee and other graduate program committees as needed. The DGS keeps the graduate faculty and the Department Head informed and is the principal liaison to the Graduate School. The DGS collaborates with the Associate Head and the Director of First Year Writing on graduate student teaching and non-teaching assignments.

2f. Associate Director of Graduate Studies

Appointed by the Head in consultation with the Executive Committee. Three-year term, renewable.

The Associate Director of Graduate Studies chairs the Graduate Job Market Committee, serves on the Graduate Executive Committee, and assists the Director of Graduate Studies in overseeing the operations of the graduate program.
2g. DIRECTOR OF HONORS IN ENGLISH

Appointed by the Head in consultation with the Executive Committee. Three-year term, renewable. In the semester preceding the end of a Director’s term, the Head will solicit nominations, including self-nominations, for the position.

The Director of Honors in English serves as academic advisor to the English Honors majors, mentoring them and helping them to secure appropriate Honors Thesis supervisors among the faculty of the English Department; acts as instructor of record for ENGL 4897 (Honors Thesis) in both the fall and the spring semesters; holds expanded office hours, usually 6 to 8 per week; works with the Associate Department Head to schedule and staff suitable Honors courses; advertises Honors courses in English; recruits students into Honors in English; and liaises with regional campus faculty about Honors offerings. As appointed by the UConn Honors Program, the Director of Honors in English also sits on the Honors Board of Associate Directors.

The number of English majors in Honors varies from year to year, but should be expected to approximate ten percent of the total number of English majors, just as the total number of Honors students at UConn approximates ten percent of all undergraduates.

2h. CURRICULUM AND COURSES CHAIR

Appointed by the Head and Associate Head in consultation with the Executive Committee. The Chair works closely with the Associate Head, oversees the departmental C&C Committee, acts as a representative on the CLAS Curricula and Courses Committee, and also evaluates course alignments for Education Abroad.

2i. REGIONAL-CAMPUS CURRICULUM COORDINATORS

Appointed by the Head in consultation with the Executive Committee.

The English Curriculum Coordinators facilitate the mandated delivery of the undergraduate English major, consulting with the Associate Head, Undergraduate Advisor, and Regional Campus Liaison. Coordinators work with colleagues at their campuses to schedule classes that serve the needs of majors and minors as well as students seeking to fulfill their general education requirements, and organize programming for the benefit of English majors and minors. Coordinators identify, hire, and mentor adjunct faculty to teach relevant courses and serve as a point of contact for advising. They work with campus coordinators of First Year Writing. Curriculum Coordinators will also maintain a close relationship with the Campus Director and represent the English Department in that capacity, reporting to the Head. It is understood that curriculum coordination at each of the campuses varies according to local circumstances and conditions.
2j. REGIONAL CAMPUS LIAISON

Appointed by the Head. No set term.

The Regional Campus Liaison works to ensure that there are course offerings available such that students can complete the English major or minor at their home campus or at a combination of campuses in a reasonable amount of time; to ensure that any changes that are made to the major, the minor, or the English curriculum at Storrs are put into place at the regional campuses; and, in coordination with regional campus faculty, to aid in addressing any issues concerning teaching that do not need to be decided at Storrs.

3. SPECIAL APPOINTMENTS

3a. REGIONAL CAMPUS WRITING COORDINATORS

The Regional Campus Writing Coordinators oversee the delivery of First Year Writing at their campuses in consultation with the Director of First Year Writing and the Head. Coordinators identify, hire, and mentor adjunct faculty to teach First Year Writing courses, construct a schedule of courses, offer support for W faculty, serve on committees in FYW, and provide leadership on writing for the campus (including such activities as: organizing, delivering and assessing writing workshops, hosting writing retreats, doing outreach to the community, teaching the one-credit tutor training class, etc.) They work with the campus Curriculum Coordinator. Regional Campus Writing Coordinators oversee the campus Writing Center as well, identifying and mentoring tutors, and scheduling tutoring sessions available to students campus-wide. It is understood that writing coordination at each of the campuses varies according to local circumstances and conditions.

3b. DIRECTOR OF CONNECTICUT WRITING PROJECT

Appointed by the Head in consultation with the Executive Committee and the Dean of CLAS.

The Director of the Connecticut Writing Project works to improve writing instruction in Connecticut’s schools. This involves supervision of a federal grant, a corporate endowment, university funding, and funding from contractual relationships with public schools to design and deliver professional development opportunities for teachers, outreach programs for K-12 students, instruction and advising to undergraduate pre-teaching and teaching majors, supervision of graduate interns, and an Invitational Summer Institute of graduate study in the teaching of writing for K-college teachers from all disciplines.

3c. DIRECTOR OF CREATIVE WRITING
Appointed by the Head in consultation with the Executive Committee. Three-year term, renewable.

The Director of Creative Writing oversees the CW curriculum and concentration, manages the Program budget, and works with the Foundation to steward endowed CW awards. The director organizes the annual Visiting Authors Series. They act as faculty advisor for the Long River Review and mentor undergraduate students on the Long River Reading Tour. The Director supervises the Graduate Assistant, mentors the undergraduate Creative Writing program interns, and administers the annual creative writing awards for the Department.

3d. DIRECTOR OF THE INTERNSHIP PROGRAM

Appointed by the Head in consultation with the Executive Committee.

The Director reviews the eligibility of applicants for internships, negotiates placements in on- and off-campus agencies, monitors intern performance, and, in consultation with field supervisors, assigns a grade for ENGL 3091 (Writing Internship).

4. ELECTED COMMITTEES

Tenure-track faculty elect their colleagues to the following committees: the Executive Committee, the Promotion and Tenure Committee, the Promotion to Full Professor Committee. (Faculty also elect one member of the Graduate Executive Committee.) The sequence in which ballots will be issued to faculty for populating these important committees is determined by the Head in consultation with the Executive Committee based on need and committee workload. No faculty member will serve on more than one of these three committees.

4a. THE EXECUTIVE COMMITTEE

Membership: The Head of the Department is ex officio chair of the Committee. The Associate Head, the Director of First Year Writing, and the Director of Graduate Studies are also ex officio, non-voting members. The Department’s Business Manager is a non-voting staff member. Four other members are elected by the Department via electronic ballot for one-year terms. After the first ballot, during which all Department members are both eligible to vote and eligible for election, the eight candidates receiving the greatest number of votes will be listed on a second ballot.

The Head may appoint one additional Department member to the Committee. In addition, in the event that a faculty member from a Regional Campus is not elected, the Head, in consultation with the Executive Committee, may appoint one. In the event that an elected member resigns from the Committee, the Head, in consultation with the Executive Committee, may appoint a replacement. No elected Executive Committee member may serve more than three consecutive terms.
Function: This Committee assists the Head in the administration of the Department, advises the Head on service assignments, and makes final decisions on appointments. It serves as a committee on committees, appointing chairs or conveners, and advises on all Department policies and practices. The Minutes of all meetings are made available to the entire Department.

4b. COMMITTEE ON TENURE, REAPPOINTMENT, AND PROMOTION TO ASSOCIATE PROFESSOR

Membership in the PTR Committee. Under normal circumstances, the PTR Committee consists of five tenured full or associate professors elected by tenured and tenure-track English Department faculty. To ensure continuity between PTR Committees, the Department will elect three members annually. The 2 highest-vote getters will each serve a two-year term and the 3rd a one-year term, subject to the following exceptions: in order to ensure that regional faculty and experts in candidates' specialties are represented, if no member representing either constituency is elected, the Head will appoint the regional faculty or field specialist with the highest number of votes in the place of the 3rd electee. The Committee may request an additional member in consultation with the Head in years in which there are an unusually high number of candidates to be considered or to further ensure representation across fields. The Committee will consist of a maximum of six members.

Since the PTR Committee performs some of the most important work within the Department, broad-based participation in the process is vital. Thus, after completing their terms, Committee members will not appear on the department ballot for the following two years.

Conflict of Interest. In the case of any conflict of interest between a committee member and a tenure candidate (e.g., co-authors, close collaborators, etc.) the committee member shall not vote on the candidate’s case.

Committee Procedures. The Committee will evaluate candidates’ progress towards tenure against the Department’s Standards and Expectations document and compile its report about how candidates could improve their performance or whether they deserve to be granted tenure and promotion. Members will read the complete dossiers of the candidates and consider the research, teaching, and service of all candidates. The Committee will consider the candidates’ record for evidence of achievement and leadership in their respective fields. In forming its independent assessment of the quality of a candidate’s research, the Committee will be guided by the peer review process, the relative influence of publication venues, and the opinions of external reviewers. The Department Head requests external reviews from a list of at least five names suggested by the candidate and a list of at least five names suggested by the Committee members and/or the Head.

4c. COMMITTEE ON PROMOTION TO FULL PROFESSOR
This committee will be constituted only in those years when an associate professor wishing to be considered for promotion to full notifies the department head by February 15.

Membership: A five-member Committee of full professors elected by the Department by electronic ballot. In the event that a faculty member from a Regional Campus is not elected, the Head, in consultation with the Executive Committee, may appoint one. The head may appoint an additional member to the committee. No member of this Committee is required to serve for more than three consecutive years. Each spring the Head designates a Convener of the Committee, which will meet soon after the election in order to elect a chair and begin developing a list of potential external reviewers.

Function: Each spring the Committee undertakes a thorough review and assessment of all faculty who have applied for promotion to Full Professor. The Committee may seek advice from other members of the Department and from authorities outside the university. The Department Head requests external referees from a list of at least five names suggested by the candidate and a list of at least five names suggested by the Committee members and/or the Head.

The Committee presents final written evaluations and recommendations to a meeting of the full professors no later than one month after the beginning of the fall semester. This meeting is chaired by the Chair of the Committee. The full professors conduct an advisory vote on the recommendations. However, if the recommendations are not approved by a majority of the faculty voting, the Committee on Promotion to Professor may reconvene and reconsider its recommendations.

5. COMMITTEES APPOINTED BY HEAD IN CONSULTATION WITH THE EXECUTIVE COMMITTEE

5a. ASSESSMENT COMMITTEE

Membership: At least four members appointed by the Executive Committee, at least one of whom should be a regional campus instructor and one the instructor of a capstone section during the current year. The Head in consultation with the Executive Committee has the option of appointing and activating this committee in any academic year if there is work for it to perform for the Department.

Function: This committee is responsible for assessing selected aspects of English majors’ performance relative to Departmental goals and for preparing the Department’s annual assessment report. The Chair is responsible for posting the report annually to the University’s Online Assessment Tracking System.

5b. COMMITTEE ON ADJUNCT FACULTY AFFAIRS

Membership: Three adjunct faculty members as well as two tenure-line faculty members appointed by the Head in consultation with the Executive Committee.
Function: To represent issues of interest to adjunct faculty to the Head, the Executive Committee, and the rest of the department.

5c. COMMITTEE ON SEMINARS, SYMPOSIA, AND SCHOLARLY DEVELOPMENT

Membership: Four members appointed by the Executive Committee, one of whom is from a regional campus.

Function: This Committee arranges for appearances by visiting speakers and is responsible for approving funding for speakers and their hosts. The Committee oversees “brown bag” presentations of faculty research as well as professionalization workshops and tenure and promotion workshops with junior faculty.

5d. COMMITTEE FOR UNDERGRADUATE WRITING AND INSTRUCTION

Membership: Membership includes the Aetna Chair, the Director of First Year Writing, the Director and the Associate Director of the University Writing Center, the Director of the Connecticut Writing Project, the five faculty Writing Coordinators from the Regional Campuses, one other member of the Storrs faculty, and one representative from EGSA (non-voting student). A convener is appointed by the Department Head and the Executive Committee, and a chair is elected by the committee for a three-year term.

Function: This Committee coordinates support for the broader writing curriculum (writing centers, FYW and W faculty development, etc.) and works toward consistency in writing instruction across all five UConn campuses.

5e. CURRICULUM AND COURSES COMMITTEE

Membership: Appointed by the Executive Committee. The Associate Department Head serves as a member of this committee. Five members from the Storrs faculty and one member of the regional campus faculty are appointed by the Head in consultation with the Executive Committee. The Head, again in consultation with the Executive Committee, will appoint a Committee chair, who also serves as the representative on the CLAS Curricula and Courses Committee. The Undergraduate Advisor (non-voting staff) also sits on the Committee.

Function: This Committee reports to the Department. It initiates or helps department members to develop proposals to add, drop, or revise courses; to revise the English major or minor; and to change any catalog text applying to the English Department. After review, the committee shall forward proposals to add new courses, proposals to drop courses, and all changes to course titles and catalog copy to the department for a vote. It may approve localized revisions to existing courses without going to the department for a vote, though it shall consult with the faculty who regularly teach the course in question about the change. Examples of localized revisions could include cross-listing a course with another unit, modifying a course number,
changing the level of a course, adding a W or E version of an existing course, or modifying the General Education designation of a course. All such localized revisions will be reported to the full department. The Committee also considers curricular issues such as class size and suitability of courses for non-traditional formats such as online or intersession teaching. The Committee sometimes considers the impact of proposed curriculum changes in other departments on the English Department.

5f. DIVERSITY COMMITTEE

Membership: Appointed by the Executive Committee.

Function: Advises the Department, its Executive Committee, and other relevant committees on how to foster diversity amongst its faculty, staff, and students across its undergraduate and graduate programs. This includes, but is not limited to, the creation of a work environment and departmental culture conducive to the retention of faculty of color and LGBT faculty; recommendations to improve diversity in hiring; efforts to recruit and retain graduate and undergraduate students amongst underrepresented populations, including first generation college students. Works with the EGSA Diversity Committee.

5g. IRISH LITERATURE CONCENTRATION

Membership: The Coordinator is elected by the members of the Executive Committee, usually for a three-year term. The Committee is composed of at least three full-time faculty members who are primarily engaged in Irish Studies.

Function: The duties include overseeing all majors concentrating in Irish literature, working with the Associate Head and the Irish literature faculty to ensure that at least four different courses in Irish literature are offered within any two year period, updating catalog copy relevant to the concentration, keeping abreast of Irish literature offerings at the Regional campuses, and arranging talks and readings, including the Elizabeth Shanley Gerson reading.

5h. MENTORING COMMITTEE

Membership: Three members appointed by the head in consultation with the Executive Committee. Members ideally should have experience on the PTR Committee.

Function: The Mentoring Committee holds annual individual meetings with tenure-track faculty and residential faculty (before their seventh reappointment) in early May. The purpose of these consultations is to review the standards for tenure and promotion or standards for reappointment of residential faculty; give candidates advice on the narratives in their PTR forms; answer questions; and give career advice.

5i. MERIT ADVISORY COMMITTEE
Membership: Four members from Storrs and one from a regional campus appointed by the Head and the Executive Committee. Normally the term of appointment is three years, although one member of the Committee may be asked to continue for another year to ensure continuity.

Function: The Committee reviews the annual performance report of each Department member and recommends rankings to the Head.

5j. SEARCH COMMITTEES ON NEW APPOINTMENTS

NOTE: All appointments to the Department are made by the Board of Trustees, with recommendations from the Department Head, Dean, and Provost. Generally in the appointment of new (and near) Ph.D.s to the rank of assistant professor, the Head and the Executive Committee rely on the recommendation of the Search Committee. In any appointment to the rank of full professor, the Head and the Executive Committee will consult with the full professors in the Department. In all other appointments—lectureships, instructorships, advanced assistant professorships, associate professorships, visiting professorships—the Head and the Executive Committee consult with the Search Committee.

Membership of Search Committees: Nominated by the Executive Committee and elected by two-thirds vote of that Committee. Membership is augmented as necessary to carry out interviewing or include specialists in a pertinent field. The Department Head is general Chair, though each Search Committee has its own Chair.

Function: The Search Committee reviews applications, conducts personal interviews with candidates for positions in the Department, and makes recommendations for appointment to the Head and Executive Committee on the basis of those interviews.

5k. NEAG VISITING PROFESSORSHIP ADVISORY COMMITTEE

Membership: Members appointed by the Executive Committee.

Function: To conduct searches and recommend appointment for future Neag Visiting Professors every other year. The Committee eases the Visiting Professor’s transition to life in Storrs and arranges the Visiting Professor’s public lecture.

6. WRITING COMMITTEES AND PRIZE COMMITTEES

6a. AETNA CHAIR OF WRITING ADVISORY BOARD

Membership: Aetna Chair in Writing, who serves as committee chair; Head of the English Department; Director of Graduate Studies, English; Director of First Year Writing; Director of the Connecticut Writing Project; Director of Creative Writing; at least two (2) members of the English Department Committee on Undergraduate Writing Instruction (CUWI); at least one
faculty member appointed annually by the English Department Executive Committee; at least two (2) members from outside the English Department; at least one EGSA representative; one other graduate student (from English or other departments with “W” courses). At minimum: thirteen (13) total members. Ideal membership total: 20. English Department Business Manager also serves ex-officio.

Function: Supervise funds and policies of the Aetna Chair of Writing in relation to UConn (all campuses) and across the State of Connecticut for writing-related events, awards, initiatives in accordance with the Aetna budget.

6b. WALLACE STEVENS COMMITTEE

Membership: Members appointed by the Executive Committee. One faculty member shall be from a regional campus. The Director of Creative Writing shall serve as Chair.

Function: To arrange for creative writers and poets to read at the University, and to coordinate the Wallace Stevens contest and reading for the academic year. (To write the external grant application to fund a visit by a poet of note to the University; to select the guest poet; to arrange readings by the guest poet at UConn and when possible at a Hartford high school; to judge the Wallace Stevens poetry contest.)

7. GRADUATE COMMITTEES

7a. GRADUATE EXECUTIVE COMMITTEE

Membership: The Director of Graduate Studies (ex officio); the Associate Director of Graduate Studies (ex officio); the Director of First Year Writing (ex officio); one member elected annually by the Department’s Graduate Faculty; two graduate student representatives, normally the president and vice president of EGSA (ex officio); and the Department Head (ex officio), plus three additional faculty appointed by the department’s Executive Committee. (The student representatives attend most meetings to represent the interests of the graduate students, but the Director of Graduate Studies can ask them not to attend meetings devoted to discussing matters relating to specific students, admissions, and other matters of graduate program policy that require, according to the discretion of the DGS, faculty-only discussion).

Function: The Committee, in consultation with the department’s Graduate Faculty, determines general policy for the graduate program. The Committee’s duties include: initiating program changes, discussing issues of student or faculty concern; acting on admissions; awarding fellowships and teaching assistantships; arranging the graduate course schedule; and nominating candidates to the Graduate Faculty.

7b. MA WRITING PROJECT COMMITTEE
Membership: The Director of Graduate Studies and three graduate faculty appointed annually by the Department’s Executive Committee.

Function: The Committee evaluates the writing projects submitted by MA students to determine if those students will receive an MA. Each member provides a written evaluation of each student writing project and submits it to the Director of Graduate Studies and the Graduate Program Administrator.

7c. GRADUATE MA/PHD SECOND YEAR REVIEW COMMITTEE

Membership: The Director of Graduate Studies and five three graduate faculty appointed annually by the Department's Executive Committee.

Function: The Committee evaluates the portfolios submitted by second-year MA/PhD students to determine if those students will receive an MA and continue to the PhD. Each member provides a written evaluation of each student portfolio and submits it to the Director of Graduate Studies and the Graduate Program Administrator.

7d. GRADUATE JOB MARKET COMMITTEE

Membership: The Associate Director of Graduate Studies (Chair) and five faculty appointed annually by the Department’s Executive Committee.

Function: The Committee helps graduating and recently graduated PhD students in English and Medieval Studies pursue post-degree employment. It leads workshops on all aspects of the academic job search, including understanding trends in the job market, preparing job search materials (CVs, cover letters, dissertation abstracts, teaching portfolios, etc.), interviewing, and transitioning into the profession. It also offers individualized feedback on job search materials to every candidate going on the market, organizes mock interviews, and answers candidates' questions as they arise. The Committee also develops resources for students interested in teaching positions outside of four-year institutions and develops resources for those interested in nonfaculty employment.
Tenure Standards and Expectations: English Department
(Approved 30 November 2014)

According to the University bylaws, “Tenure and promotion in the professorial ranks will be granted only to persons of outstanding achievement consistent with standards expected of a top public research university. Specific evidence of superior performance in scholarship and in teaching is of primary importance. As a minimum standard for tenure and/or promotion, there must be evidence of strong performance in both scholarship and teaching and superior achievement in at least one of these areas.”

To qualify for tenure in the English Department, candidates must meet high standards in the following areas:

- **Research.**
  - by beginning to build *scholarly reputations* in their fields.
  - by publishing their research according to one of the following models:
    - a *monograph* with a reputable, peer-reviewed press, accompanied by some peer-reviewed or invited publications
    - at least 7 articles in reputable, peer-reviewed venues, accompanied by other publications
    - a significant digital project with demonstrable impact, accompanied by publications in reputable, peer-reviewed venues,
    - a substantial body of creative work (novel, poetry or short story collection, memoir, etc.) in a reputable venue, accompanied by other publications, or
    - a significant body of work consisting of some combination of the above.
  - by demonstrating tangible *progress on a significant post-tenure research agenda* by the time of final review.

- **Teaching**
  - by demonstrating the quality of their teaching with some combination of the following: teaching philosophy, student comments, syllabi, SET scores, etc.
  - (During the course of Candidates’ probationary period, the Department will arrange for at least two tenured colleagues to sit in on and observe the Candidates’ classes and write letters concerning their teaching for the Candidates’ files.)
  - by teaching and advising graduate students (where possible)

- **Service**
  - by successfully completing limited pre-tenure assignments and demonstrating a willingness to contribute to post-tenure and university service.
Candidates should consult at least yearly with the department head about their research agendas.

**Scholarly Reputation.** Candidates can begin to build scholarly reputations with some combination of the following:

- presenting their work at national and international conferences (not just local or regional venues)
- publishing book reviews
- giving readings or invited lectures
- strategic publication of articles in respected, peer-reviewed venues
- reviewing manuscripts for journals or book manuscripts for academic presses
- applying for national grants
- serving on national or international prize committees
- serving in national or international scholarly organizations

**Published Research.**

- Unless the offer letter states otherwise, a candidate’s research portfolio for tenure will consist of work published after their date of hire at UCONN, with the following exceptions: 1) for candidates in their first tenure-track position, work published before their date of hire at UCONN counts for tenure; 2) for candidates who come to UCONN with time in rank, the work published in the years credited count towards tenure.
- If pursuing the **monograph route** or any others ending in a book publication, candidates should have their manuscripts accepted and in production by April 30 before their final probationary year at the latest. (We do not consider preliminary contracts laying out the publisher’s right of first refusal as final acceptance, which is usually decided at a press’s board meeting.) Under normal circumstances, this requirement means that candidates should be approaching publishers with book prospectuses no later than their third probationary year and should ideally use their junior faculty leaves (release from teaching, but not service) to prepare their manuscripts for submission.
- If pursuing the **article route**, candidates must have secured final acceptance of their complete portfolio of articles by the May before their final probationary year—at the very latest. Since the peer-review process for journal articles and book chapters can take as long as three years in some cases, candidates should begin submitting their work in a timely fashion.
- If pursuing the **digital humanities route**, candidates should publish peer-reviewed research as well as their digital projects—how much depends to what extent their digital project approximates the heft and scope of a monograph.
- Publication Venues. Candidates should place their work in respected peer-reviewed venues that serve as the major forums for research in their fields or sub-fields.
- While the Department recognizes that some scholarly editions, translations, textbooks or collections may approach or match the contribution of the monograph,
as a general rule such publications can strengthen the case for tenure but not serve as the main basis for it.

Digital projects will be evaluated by internal and external reviewers within the media in which they were conceived and developed. Given the inherently collaborative nature of most digital projects, the PTR committee should employ the most comprehensive model of attributing credit.

- Candidates should document a legible trail that articulates the nature, extent, and dates of their contributions to projects (which might include, but is not limited to, scholarly electronic editions, digital specifications like mark-up and text-encoding protocols, methodological advances like research tools and algorithmic developments, hypermedia and new media works, research blogs, and Web 2.0 activity) and maintain an archive of their evolving digital work.
- Scholarly blogs and websites with national and international impact will be considered under the rubric of research. Such blogging activity can be evaluated through a variety of measures including their participation in larger academic discourses and the ways they are linked to other related sites and projects, independent peer review (where possible), their citation in scholarly and journalistic publications, their ability to produce follow-up projects and inspire research by other scholars.
- Candidates pursuing the digital track are strongly encouraged to apply for major grants for their work. Both successful and unsuccessful applications will be considered as part of the candidate’s digital research profile. Not only do they provide a form of scholarly evaluation very much like peer review, but they increase exposure of the work.
- In consultation with the candidate, who will be asked to identify possible evaluators, the department will commission independent peer-reviewed evaluation of digital projects for a candidate’s third and final tenure reviews. Referees will be asked to assess the scope, depth, quality, importance, and impact of the work.

Post-Tenure Research. Candidates can demonstrate tangible progress on a significant post-tenure research agenda with some combination of the following...

- presenting portions of it at conferences
- submitting materials and notes related to research to the PTR committee
- submitting chapter or article drafts to the PTR committee
- applying for grants and fellowships to advance post-tenure research
- publishing strategic portions of the work in peer-reviewed venues

The PTR Committee’s Role. The Committee will consider the candidates’ record for evidence of a productive and creative mind as well as achievement and leadership in their respective fields. In forming its own assessment of the quality of a candidate’s research, the Committee will be guided by the peer review process, the relative influence of publication venues, and the opinions of external reviewers.
The Third Year Review. In their fourth probationary year at UCONN, candidates’ achievements in research, teaching, and service in their three years will be reviewed by the department and dean’s council as usual but also by the provost as well. For this important review, candidates should document substantial progress towards their monographs or equivalent projects as well as their ability to publish their work in peer-reviewed venues.
Reappointment of Lecturers and in-Residence Faculty
English Department Policies and Procedures
(Approval by the EC: November 9, 2016)

This document establishes guidelines for reappointment of lecturers and in-residence faculty members in English Department. Faculty in these positions are covered by Article 13 of the AAUP Contract as revised at the August 8, 2012 meeting of the Board of Trustees.

Under Article 13 of the AAUP contract, Lecturers and in-residence faculty may be offered a multi-year contract after completing one year of employment, and must be offered multi-year contracts if reappointed after completing six years of employment. After a multi-year contract is awarded, subsequent reappointments must also be for multiple years unless just cause is given for non-reappointment, and such non-renewal is grievable.

These procedures are subject to review and reconsideration whenever the AAUP contract is renewed.

Procedures Governing the Reappointment of APIRS
Before the Seventh Year of their Residency

Starting in the 2016-17 academic year, APIRs who have not yet been given long-term contracts will complete the Promotion and Tenure form and submit it to Claire Reynolds by the beginning of July each year (this year, July 10, 2017). In it they will document their activities as fully as possible.

The PTR Committee will evaluate all residential faculty during their third and sixth years of residency for reappointment in the fourth and seventh years, respectively. In these years candidates will provide a robust collection of supporting materials along with their PTR forms. After the successful completion of the sixth year review, residential faculty will be offered multi-year contracts in their seventh year. (Multi-year contracts may be offered to outstanding residential faculty after the first year.)

The PTR committee will oversee the evaluations in the third and sixth years only, which will take place according to the PTR calendar. The PTR committee and the department head will evaluate the performance of the faculty member in parallel (as with the PTR process) and forward their recommendations to the Dean's Office.

The PTR committee will arrange for direct observation of residential faculty’s teaching and will solicit reports from supervisors and other faculty who have worked with the candidate.

Standards for Reappointment in Third and Sixth Years

Administrative APIRs

Candidates must be able to document a record of having administered their programs effectively via an administrative portfolio, which includes reports or studies which they have authored, policies they have written or revised, spreadsheets of data they have
collected, etc. In addition, they should show achievements in at least one of the following:

- pursuing professional development via conferences, seminars, etc.
- publications relevant to their work or to their research agenda
- a solid record of teaching as evidenced by student evaluations, peer observation, and a portfolio of syllabi and other teaching materials.

Teaching APIRs

Candidates must show excellence in teaching: via teaching awards, student evaluations, peer observation, and a portfolio of syllabi and other teaching materials. In addition, they should show achievements in at least one of the following:

- pursuing professional development via conferences, seminars, etc.
- service contributions that go beyond the expectations of their teaching responsibilities
- publications relevant to their teaching or their research agenda

Review of non-tenure-track faculty for reappointment to a second, third, fifth, and sixth year, and for the renewal of a multi-year contract, will be carried out by the head of the English Department, who will forward a recommendation to the Dean. The Dean in turn will take this recommendation into account in deciding whether or not to reappoint the individual.

The Dean will make the final decision as to whether to reappoint the faculty member to a fourth year or to a multi-year contract, taking into account the recommendations of the dean's committee, the unit/departmental committee, and the unit/department head. The Dean shall communicate the results of his review in writing.

Mentoring for APIRs

In April of each year residential faculty are invited to meet with the Mentoring Committee to discuss professional development, plans for teaching innovation, research and publication, etc.
Promotion Standards for Residential Faculty
English Department
University of Connecticut

An Assistant Professor in Residence may apply for promotion to Associate Professor in Residence after meeting the following criteria:

Administrative APIRs

Candidates must have overseen and be able to document a record of having administered a program effectively as well as having instituted reforms and improvements in the program they oversee. In addition, they should show exceptional performance in at least one of the following:

- successes in supervising other members of their unit
- a track record of pursuing professional development via conferences, seminars, etc.
- service contributions that go beyond the expectations of the position they hold
- publications relevant to their work or to their research agenda
- a solid record of teaching as evidenced by student evaluations, peer observation, and a portfolio of syllabi and other teaching materials.

Teaching APIRs

Candidates must show significant innovation and achievement in teaching: designing new courses, incorporating recent technologies, etc., as well as documenting their excellence in teaching via teaching awards, student evaluations, peer observation, and a portfolio of syllabi and other teaching materials. In addition, they should show exceptional performance in at least one of the following:

- a track record of pursuing professional development via conferences, seminars, etc.
- service contributions that go beyond the expectations of the position they hold
- publications relevant to their teaching or their research agenda

The College’s Criteria for promotion read as follows:

At a minimum, candidates should demonstrate excellent teaching AND significant professional growth beyond their assigned responsibilities, such as:
• Development and implementation of new curricula
• Implementation of new methods of pedagogy
• External recognition through awards or professional societies
• Significant service to the university or the profession
• Research contributions, where appropriate, including publications on pedagogy

Letters of recommendation for promotion to associate professor in residence should make an informed case for such professional growth.

Promotion to Full Professor in Residence requires significant external visibility and impact in a professional field, in pedagogy, or in research, as documented by external letters selected according to the same process as for tenure cases.

The process for promotion to associate professor in residence supersedes the reappointment process and leads to a multi-year contract as well as a promotion. Note that a faculty member may receive a multi-year contract under Article 13, following the reappointment procedures, without being promoted to associate professor in residence.

Procedures for Promotion

APIR’s seeking promotion should consult with the department head by the late fall of their year before the review. If the head agrees that the candidate has met the criteria for pursuing promotion, the candidate will assemble a list of four referees within the university to write in their behalf. The PTR committee will develop a similar list, and the head will commission at least four letters that evaluate the candidate’s career and accomplishments. The candidate will fill out the tenure and promotion form and provide supporting materials. The PTR Committee will then handle promotion cases for APIRs as it does for tenure-track faculty.

CLAS Procedures for In-Residence Appointments
https://uconn.sharepoint.com/sites/claspublishedpoliciesanddocuments/_layouts/15/guestaccess.aspx?guestaccesstoken=Eclhw8yDiqVAvzVFr5xr7OGupjPPPIMssbgH4VZa2ic8%3d&docid=2_03ea45d0efd8c4d86895567015c5179b1
Standards and Expectations for Promotion to Full Professor
(revised 12/14/15)

To qualify for promotion to full professor in the English Department, a candidate must have published a monograph or its equivalent: 6-10 substantial peer-reviewed articles in top-ranked venues or an equivalent body of creative work (a novel, collection of poems or stories, etc.).¹ If pursuing the monograph route, candidates should wait until their books have been finally accepted and are in production--and ideally until they are published and reviewed--before applying for promotion. The candidate’s body of work should give evidence of a demonstrable national reputation. Edited collections or textbooks generally can strengthen the case but not serve as the basis for it.

Please note that any items listed on the PTR form at the time of original tenure as “published” (listed under B.2 of the form) or “in press” (listed under B.4.a of the form) do not count toward promotion to full professor. The department’s standards exclude material that formed the central case for original tenure (items that were actually published or finally accepted). Drafts of post-tenure projects under preliminary contract and submitted as part of the tenure dossier can count for promotion to full once published. We do not consider preliminary contracts laying out the publisher’s right of first refusal as final acceptance, which is usually decided at a press’s board meeting.

The candidate should also ideally...

- have directed dissertations or made other significant contributions to the graduate program.
- have served in leadership roles on important committees in the department, college, university, and/or local community.
- have built a reputation within the scholarly organizations of his or her field.
- have shown an excellent record of undergraduate and graduate teaching

Strengths in any one of these secondary categories may compensate for weaknesses in the others but cannot substitute for a strong record of publication.

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PROCEDURES (recommended for inclusion in the departmental governance document):

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¹ Other equivalents of the monograph are possible: for example, significant editions or translations with substantial editorial commentary may qualify a candidate for promotion if supported by 3-5 articles.
Candidates should...

- consult with the head, ideally in the fall semester, before formally applying for promotion to full professor, providing a CV with research and service since tenure highlighted in bold face.
- fill out and submit the department’s application form by February 1 of the academic year before the review.
- consult with the head about the committee’s list of recommended reviewers—the candidate may strike one name from the list.
- complete the provost’s promotion form by April 15 of the academic year before the review.
- make sure that titles and other publication information in the CV are accurate and match exactly the listing in the provost’s promotion form. In addition, make sure that items are listed in the right categories in section B.
- assemble a dossier of materials to be sent to external reviewers by April 15 (please see separate instructions for the assembly of the dossier.)
- The dossier will include all materials published after tenure as well as all scholarly reviews of pre-tenure work, allowing the external referees to judge the impact of the candidate’s pre-tenure research. The Full Professor Committee and the external referees will use the same dossier to form their judgments.
- make final revisions to form by September 1, a strict deadline. (If the status of an item changes after September 1—for example from “under consideration” to “accepted”—register this change in an email to the Promotion committee chair as well as in the appendix to the PTR form: section 4.)

The Full Professor Committee will...

- be elected by February 15 of the spring semester (if any applications for promotion have been submitted)
- submit to the head a list of at least 5 external reviewers for each candidate by March 1.

The Head and the Chair of the Full Professor committee will...

- review the candidate’s promotion form by May 1, making sure...
  - that all publications are eligible for consideration (anything listed as “accepted” or “in press” on the original PTR form cannot be used to make the case for a promotion to full).
  - that the research agenda section is clear and informative.
- examine the dossier of materials going out to referees to make sure it contains only eligible post-tenure material and published reviews of pre-tenure work.

Full professors on the Executive Committee (excluding the head) will review drafts of the letters of the Full Professor Committee to offer advice for improving the rhetoric of the letters and
correcting any inadvertent mistakes. However, the Full Professor Committee is the final arbiter of its letters and is under no obligation to accept the advice of EC members.