

**DEPARTMENT OF ENGLISH
UNIVERSITY OF COLORADO, BOULDER
STANDING RULES**

Approved by Department vote on April 26, 2004; revisions approved by Department vote on May 9, 2005; May 12, 2006; September 20, 2006; and March 10, 2010. Approved by the College of Arts and Sciences, June 2010. Revisions to section VIII approved by Department vote, 18 November 2011 and submitted to College of Arts and Sciences for approval.

I. RULES, POLICIES AND PROCEDURES

- A. The Standing Rules describe the structure and main features of Department organization and governance.
- B. Policies and Procedures record the decisions the Department has made about the conduct of its business. Policies are established by the Department as a whole; procedures may be established by the faculty as a whole or by the appropriate standing committee.
- C. Motions to amend the Standing Rules or statements of Policy and Procedures must be considered at a Department meeting, and must be made by a written notice submitted to the Department by a voting member at least one week before the meeting at which they are to be considered. Changes must be voted on by a mail ballot distributed to the voting members and must be carried by a majority of those voting.

II. VOTING MEMBERS

- A. The voting members of the Department are those who hold the rank of professor, associate professor, assistant professor, and senior instructor. Visiting faculty are not voting members.
- B. The power to set rules, policies, and procedures rests with the voting members of the Department.

III. DEPARTMENT MEETINGS

- A. The Department must hold at least two meetings each semester.
- B. Unless a deadline dictates otherwise, meetings must be announced two weeks in advance; an agenda will normally be distributed before the meeting. All voting members may contribute items to the agenda.
- C. Special meetings may be called by the Chair or by the written request of four voting members. Unless a deadline dictates otherwise, voting members who wish to add an agenda item to a meeting previously called must notify the Chair at least one week in advance of the meeting.
- D. Department meetings will be conducted according to Robert's *Rules of Order* unless otherwise specified.
- E. A quorum is constituted by twenty per cent of voting members.

- F. Minutes are taken by the Recording Secretary or, in his or her absence, a substitute appointed by the Recording Secretary or by the Chair. Minutes are distributed to the voting members within ten days of the meeting.

IV. DEPARTMENT CHAIR

- A. The Chair must be a tenured associate or full professor or, if selected from the outside, eligible for such an appointment within the University.
- B. The Chair will be elected by a secret ballot of all voting members. The procedure for this election is as follows: in the spring semester before a Chair's term is to end, the Executive Committee will put out a call for nominations. One Department meeting after the call for nominations will be devoted to a discussion of the election; those nominated will have a chance to speak. Voting will be by secret mail ballot, with votes due no later than one week after the Department meeting at which the Chair's election was discussed. Election is by simple majority of votes cast; in the event that no candidate achieves a majority, a run-off (also by secret mail ballot) will follow between the two top vote recipients.
- C. The term of the Chair will be for three years.
- D. The Chair may be asked to resign for cause. Recall is initiated by a petition signed by twenty voting members. One of the Associate Chairs will then convene a departmental meeting to discuss the matter. A secret mail ballot will follow. A two-thirds majority of votes cast is required to recommend recall to the Dean.
- E. Vacancies in the office other than by expiration of the Chair's term will be filled as in IV.B, with one of the Associate Chairs serving as Chair while the nomination, discussion, and voting process takes place. Such vacancies must be filled within two months.
- F. In an extended temporary absence of the Chair one of the Associate Chairs, as designated by the Chair, will serve as Acting Chair.
- G. The duties and responsibilities of the Chair are as established in the Faculty Handbook.

V. OFFICERS

- A. In addition to the Chair the Department Officers will be: Associate Chair for Undergraduate Studies, Associate Chair for Graduate Studies, and Associate Chair for Creative Writing.
- B. The Duties of the Department Officers are as described in "Departmental Job Descriptions."
- C. Nominations for Associate Chair positions will be presented to the Department in the Spring semester. All voting members may vote. Voting will be by secret mail ballot. Election is by simple majority; in the event that no candidate achieves a majority, a run-off (also by secret mail ballot) will follow between the two top vote recipients. The term of office for Associate Chairs will be for two years. The Associate Chair position requires the approval of the Dean.

VI. STANDING COMMITTEES

- A. General principles and procedures.
 - 1. Service is an expected part of faculty duties, and all voting members of the Department are eligible for service in all Department offices and on all committees, unless specified elsewhere in these rules.
 - 2. All voting members are eligible to vote for elections for all committees. Committee elections will be held in the Spring semester for the following academic year and must be discussed at a Department meeting; balloting may be held at the meeting itself or by secret mail ballot following the meeting. Contested elections require a secret mail ballot following the meeting. Prior to the meeting the Chair will call for nominations; the slate of candidates will be published before the meeting. If there are insufficient number of nominations to a committee, nominations may then also be made at the meeting. The entire membership of all the committees must be published and available to English faculty immediately after their election in the Spring semester.
 - 3. Committee terms are for two years unless specified otherwise. Committee members may succeed themselves unless specified otherwise.
 - 4. Members of standing and non-standing committees are responsible for fulfilling the work of the committee. If any person outside the committee is asked to do committee work, he/she must be added immediately to the committee as a full member of the committee. The Chair of each committee is responsible for notifying the Salary Committee when a member of the committee does not fulfill her/his responsibilities.
 - 5. Committee meetings are open to members of the Department except as otherwise specified. Faculty who wish to attend particular meetings must inform the committee chair in advance. Committee meeting times must be posted at least a week in advance.
- B. Executive Committee.
 - 1. Membership, nine: Chair, Associate Chair for Undergraduate Studies, Associate Chair for Graduate Studies, Associate Chair for Creative Writing, five members elected by the Department. At least one member must be untenured, unless no untenured person wishes to stand. At least one member of the committee must be a woman. At least two members must be from protected classes (women and/or members of underrepresented ethnic minorities).
 - 2. Duties:
 - a. Assists and advises Chair in the conduct of Departmental business and handles matters assigned to it by the Chair.
 - b. Deals with personnel matters as appropriate.
 - c. Appoints and/or approves appointments of persons and of non-standing committees necessary for the conduct of Department business. Such appointments must be published within the Department.
 - d. Administers and participates in hiring faculty and rostered instructors.
 - 3. Executive Committee meetings will be open to the faculty except in cases when personnel issues are discussed or when two-thirds of the committee votes to close the meeting for other valid reasons.
- C. Graduate Committee.

1. Membership, six: Associate Chair for Graduate Studies plus five members of the Graduate Literature Faculty.
2. Duties:
 - a. Advises the Associate Chair for Graduate Studies on the conduct of the graduate programs in literature, including course scheduling, selection of graduate-student instructors, admissions, fellowships, etc.
 - b. Develops proposals for changes in the graduate programs in literature for presentation to graduate faculty.
 - c. Approves examination committees.
 - d. Approves graduate faculty membership.
 - e. Appoints a Graduate Placement Advisor to assist and advise graduate students in their job searches.
 - f. Serves as the appeals committee for graduate complaints that cannot be resolved by the Associate Chair for Graduate Studies alone.
- D. Undergraduate Committee.
 1. Membership, six: Associate Chair for Undergraduate Studies plus five members.
 2. Duties:
 - a. Assists and advises the Associate Chair for Undergraduate Studies.
 - b. Screens Honors applications.
 - c. Participates in Honors exams.
 - d. Advises Honors students about the program.
 - e. Approves new course proposals.
 - f. Responds to curricular questions from academic Deans.
 - g. Recommends to the Executive Committee formation of ad hoc curriculum committees as needed.
 - h. Serves as the appeals committee for undergraduate complaints that cannot be resolved by the Associate Chair for Undergraduate Studies alone.
- E. Creative Writing Committee.
 1. Membership: Associate Chair for Creative Writing and the tenured and tenure-track creative writing faculty, all ex officio.
 2. Duties:
 - a. Advises the Associate Chair for Graduate Studies on the conduct of the undergraduate and graduate programs in creative writing, including course

scheduling, selection of graduate-student instructors, admissions, fellowships, prizes, etc.

- b. Develops proposals for changes in the Creative Writing program for presentation to department faculty.
- F. Salary Committee.
1. Membership, five. Of those, one must be drawn from each of the three professorial ranks, and one from Creative Writing. Members may succeed themselves once. The committee must elect a chair. In addition to this membership, the Chair of the Department will act as non-voting administrative advisor and secretary for the committee.
 2. All funds awarded to the Department for salary equity, annual merit, extraordinary merit, or any other salary increment, must be awarded exclusively by the salary committee. No Salary Committee member may participate in any merit evaluation or salary discussion regarding him/herself or his/her spouse or partner.
 3. Duties: conducts annual faculty evaluations for salary recommendations, reviews salaries and makes recommendations for adjustments using those measuring instruments that, like the Faculty Report of Professional Activities (FRPA), are sanctioned by the University.
- G. Faculty Affairs Committee.
1. Membership, five tenured faculty members. At least two must be elected from protected classes.
 2. Duties:
 - a. Advises the Chair and Executive Committee on concerns of the faculty and especially of protected class faculty.
 - b. Makes recommendations as needed to ensure equity and sensitivity in Department policies and procedures, addresses questions of morale, publicizes and keeps track of changes in the Standing Rules, and publicizes the Department grievance procedure.
 - c. Calls for and makes nominations of faculty from the Department at large for prizes and awards, though the right to nominate for awards does not reside solely with the committee, which acts in a facilitative manner only.
- H. Outreach Committee.
1. Membership, four: Chair plus three faculty members.
 2. Duties:
 - a. Establishes fundraising priorities.
 - b. Works with the Foundation on fundraising.
 - c. Works with an external board established for fundraising.
 - d. Pursues outreach with and publicizes the work of the Department to local, state, and national communities.

- I. Graduate Teacher Training Committee.
 1. Membership: four faculty members, one of whom must be a member of Creative Writing.
 2. Duties:
 - a. Supervises pedagogy training seminars and workshops.
 - b. Supervises TA's and GPTI's.
 - c. Advises graduate students on teaching matters.
 - d. Supervises the Department's Lead GPTI's for literature and Lead TA for creative writing.

VII. GRADUATE STUDENT REPRESENTATION

- A. Each spring, graduate students in each degree program—MA-Literature, MFA-Creative Writing, and PhD—will elect a Departmental representative or co-representatives for the following academic year. Duties: attend Department meetings as defined in Section III, exclusive of meetings regarding reappointment, promotion, and tenure; advise the Associate Chair for Graduate Studies and the Associate Chair for Creative Writing on policy and curriculum matters involving the relevant degree programs.
- B. Each spring, graduate students in the Department will elect a representative or co-representatives to the campus United Government of Graduate Students (UGGS) for the following academic year. Duties: represent Departmental graduate-student concerns to UGGS; communicate UGGS events and initiatives to the Department.

VIII. APPOINTMENT, REAPPOINTMENT, TENURE AND PROMOTION

- A. General procedures: On matters of appointment, reappointment, tenure, and promotion the Department is governed by the Laws of the Regents and the procedures outlined in the Faculty Handbook. The Executive Committee is the administrative committee of the primary unit for all appointment, reappointment, tenure, and promotion issues. The voting mechanism will be uniform in all personnel voting: all ballots for all personnel votes—appointment, reappointment, tenure, and promotion—will be by secret ballot, and ballots must be counted by at least two members of the Executive Committee, who will ensure in the case of mail ballots that no association is made between the signed envelopes in which the ballots appear and the ballots themselves.
- B. Appointment.
 1. Hiring plan: Hiring needs are established by the Chair and the Executive Committee in consultation with the Department during at least one Department meeting. Those needs, as reflected by a hiring plan submitted to and approved by the Dean as required, are reviewed periodically. In the case of open searches, the positions for which the Department is recruiting and the names of members of the search committees shall be published by mid-September of the academic hiring year.
 2. Function of Search/Review Committee: For hiring into a tenured or tenure-line position or rostered instructorship, the Executive Committee appoints a Search Committee or Review Committee of at least three members of the Department for each position; in

addition, the Chair is an ex officio member of each Search or Review Committee. The designation Review Committee is used if there is only one candidate for the position. When there is more than one candidate for a position, the Search Committee recommends a list of candidates for initial interviews to be approved by the Executive Committee. The Search/Review Committee conducts the initial interview(s) of the candidate or candidates and then recommends a candidate or list of candidates for final interviews to be approved by the Executive Committee.

3. Composition of voting bodies: Decisions about hiring into tenured or tenure-line positions are made by the tenured and tenure-track faculty. Decisions about hiring into rostered instructorships are made by the Executive Committee and the Search or Review Committee.
4. Voting procedures.
 - a. Meeting, balloting timeline, and voter eligibility: Following the final interviews for a particular position, the Chair will convene a meeting to discuss the candidate(s) of the voting body, either the faculty (for tenured and tenure-line positions), or the Executive Committee and the Search/Review Committee (for rostered instructors). Votes on candidate(s) may be taken by secret ballot at the meeting or by secret mail balloting completed within 48 hours of that meeting. Members of the voting body are eligible to cast ballots for a particular position only if they have attended either a campus interview session or a campus talk/reading for every candidate for that position, or if they inform the Chair of their substantial familiarity with all the candidates for that position.
 - b. Voting procedure for a ballot with one candidate: If there is only one candidate on the ballot, eligible voters will vote "yes" or "no" on that candidate. "Abstain" will not be an option on the ballot. The Department should be understood to be committed to supporting an offer to that candidate only if the candidate receives "yes" votes totaling at least two-thirds of the total ballots cast.
 - c. Voting procedure for a ballot with two or more candidates: In a vote requiring ranking of two or more candidates, balloting will proceed in two stages. "Abstain" will not be an option on the ballot in either stage one or stage two.

In stage one, eligible voters vote "acceptable" or "unacceptable" on each candidate under consideration. An individual votes "unacceptable" when s/he believes that, if necessary, it would be preferable for the search to fail than for the Department to hire that candidate. To proceed from stage one to stage two, a candidate must receive votes of "acceptable" totaling at least two-thirds of the total ballots cast in stage one. All candidates who proceed to stage two should be understood as acceptable for hire in the view of the Department.

In stage two, eligible voters rank all the remaining candidates. Ballots in stage two are tabulated by assigning one point to a first-place ranking, two points to a second-place ranking, and so on. The candidate with the lowest total will be the Department's first choice, the one with the second-lowest total the second choice, and so on. Ballots in stage two that do not rank all candidates will be declared void and will not be included in the tabulation.

Upon completion of this process, the Department should be understood to be committed to supporting an offer being made to each candidate in the order of ranking until the position is filled or all candidates have declined. In the case of a tie ranking in stage two that confuses the issue of who is the Department's

choice for an offer, stage two will be repeated between or among the tied candidates until the ranking is clear.

- d. Additional voting procedure for tenured positions: If a tenured offer is involved, at the final stage of voting on the candidate(s) a separate but simultaneous ballot will also be held on the question of tenure and rank, with only associate and full professors voting on whether to extend an offer of a tenured associate professor position and only full professors voting on whether to extend an offer of a tenured full professor position. This vote is reported to those personnel committees and administrators who consider whether to approve the candidate's hiring as a tenured associate professor or a tenured full professor.
- C. Reappointment, tenure, and promotion.
1. Review schedule for untenured tenure-track faculty.
 - a. The first appointment will be for a period of four years unless otherwise contractually specified. The first review will be conducted in the Fall semester of the fourth year. At the beginning of the third year the Chair will have an informal discussion with the candidate to review his/her progress.
 - b. The second appointment will be for a period of three years. The tenure review will be conducted in the Fall semester of the seventh year.
 - c. In case of termination after either review, the candidate may be granted a terminal one-year extension of her/his contract. The tenure probationary period shall begin when the faculty member is first appointed to the rank of assistant professor or higher rank unless otherwise contractually specified.
 2. Evaluation procedures for reappointment, tenure, and promotion of tenure-track and tenured faculty.
 - a. The Executive Committee, consulting with the candidate, will select a three-person review committee. The candidate may submit a list of five or more faculty for the Executive Committee's consideration. Review committees members must be tenured faculty; only full professors may serve on review committees for promotion to full professor. The Chair of the Department may not serve on a review committee. The Executive committee will publish the names of people who are standing for reappointment or for promotion and tenure and the names of their committee members by mid-September. The Review Committee, in conjunction with the candidate, will develop a dossier for each candidate including reports and evaluations of teaching, research/creative work, and service. The dossier will include such internal and external letters as are required by current University policies. The dossier will also include a Review Committee letter of report and recommendation.
 - b. A meeting of the Department will be held to discuss the candidates. The meeting will be open to all tenured or tenure-track members of the Department. Only eligible faculty who have familiarized themselves with the dossier in advance of the meeting and who attend the meeting will be given ballots. An eligible faculty member may also obtain a ballot by filing a notice with the chair of her/his familiarity with the case. The Chair of the Department is not eligible to vote.
 - c. The dossiers will be available to Department members at least two weeks prior to the Department meeting at which candidates are discussed.

- d. The Department will be polled either by secret ballot at the Department meeting at which candidates are discussed or by secret mail balloting completed within 48 hours of that meeting. No candidate may vote on his/her own case. Only full professors may vote on cases of promotion to full professor. Only tenured faculty may vote on cases of tenure. Only those who have passed reappointment or its equivalent may vote on reappointment cases. The full vote will be promptly reported to the Department.
 - e. The Chair will write a letter to the Dean of the College of Arts and Sciences for the candidates' file summarizing the discussion of the case at the Department meeting and reporting the results of the vote. The letter will also include, in a separate section, the Chair's assessment of the case and her/his recommendation for action.
3. Evaluation procedures for reappointment of rostered instructors.
- a. The Executive Committee, consulting with the candidate, will select a two-person review committee. The candidate may submit a list of five or more faculty for the Executive Committee's consideration. Review committees are to be selected with reference to the candidate's areas of interest. Review committee members must be tenured or tenure-track faculty. The Chair of the Department may not serve on a review committee. The Executive Committee will publish the names of instructors who are standing for reappointment and the names of their committee members by mid-September. The Review Committee, in conjunction with the candidate, will develop a dossier for each candidate including reports and evaluations of areas specified in his/her contractual workload. The dossier will include such internal and external letters as are required by current University policies. The dossier will also include a Review Committee letter of report and recommendation.
 - b. A meeting of the Executive Committee and the Review Committees will be held to hear committee reports and to discuss the candidates. The meeting will also be open to all members of the Department. The potential voting body on reappointment of a rostered instructor includes the Executive Committee and the members of the candidate's Review Committee; however, of this potential voting body, only those who have familiarized themselves with the dossier in advance of the meeting and who attend the meeting will be given ballots. An Executive Committee member or a member of the candidate's Review Committee may also obtain a ballot by filing a notice with the chair of her/his familiarity with the case. The Chair of the Department is not eligible to vote.
 - c. The dossiers will be available to all members of the Department at least two weeks prior to the meeting at which candidates are discussed.
 - d. The Executive Committee and members of the candidate's Review Committee will be polled either by secret ballot at the meeting at which candidates are discussed or by secret mail balloting completed within 48 hours of that meeting. No candidate may vote on his/her own case. Only tenured and tenure-track faculty may vote on the reappointment of Senior Instructors; only tenured and tenure-track faculty and Senior Instructors may vote on the reappointment of Instructors. The full vote will be promptly reported to the Department.
 - e. The Chair will write a letter to the Dean of the College of Arts and Sciences for the candidate's file summarizing the discussion of the case at the meeting and reporting the results of the vote. The letter will also include, in a separate section, the Chair's assessment of the case and her/his recommendation for action.

4. Grievance procedures concerning reappointment, tenure and promotion: Faculty who are not recommended for reappointment, tenure, or promotion by the Chancellor have the right to appeal the decision to the University President. The appeal process is described in the rules of the Regents. Once a faculty member receives written notification from the Chancellor of his or her decision not to make a positive recommendation, the affected faculty member has ten days in which to make written appeal.
- D. Post-tenure review.
- a. The rules of the Regents require that "After award of tenure, a comprehensive performance evaluation that emphasizes performance-based measurements shall be completed every five years. The purposes of this regular comprehensive evaluation process are: (1) to facilitate continued faculty development, consistent with the academic needs and goals of the university and the most effective use of institutional resources; and (2) to ensure professional accountability to the university community, to the Board of Regents, and to the public."
 - b. Reviewing body: Ordinarily, the Chair will conduct post-tenure reviews. At the discretion of the Chair or at the request of the faculty member, a two-person review committee, consisting of tenured Department faculty, may be appointed by the Chair in consultation with the Executive Committee. The two persons on the review committee will share the work of assessment. The chair of each review committee will be responsible for assembling relevant materials provided by the faculty member and for writing the evaluation report.
 - c. Procedures: Tenured members, except those with a signed retirement agreement, will be reviewed every five years. Post-tenure review will begin in the middle of the Fall semester and submitted to the Dean of the College by May 1. The review will assess teaching, research/creative work, and service. The annual Faculty Reports on Professional Activities, peer reviews of teaching, and *curriculum vitae* over the last five years will provide the basis for evaluation. The faculty member may also submit additional materials for evaluation. The report will indicate whether it judges the faculty member's performance and development to be satisfactory and may make recommendations to assist in faculty development. The author of the report will discuss it with the faculty member before it is submitted in its final form. If a review committee is constituted, the report is submitted to the Department Chair, who forwards it to the Dean.

IX. GRIEVANCES

- A. Policy and procedures: It is the policy of the Department to handle and resolve all disputes or grievances at the lowest possible administrative level. Where a special procedure has been provided by the Boulder Campus or the University, such as, for example, such as those involving student misconduct, staff grievances or misconduct, or matters involving research misconduct or sexual harassment, the grievance will be handled according to those procedures. If not, the grievance will be handled according to the procedures described here.
- B. Faculty: If one faculty member has a grievance against another, the faculty members should first meet with one another and attempt to resolve their differences. If this fails, grievances will be brought in the first instance to the Chair. If they are unresolved, they may be brought in the second instance to the Faculty Affairs Committee, which acts as the final appeals committee within the Department.

- C. Students.
 - 1. Undergraduate students: The Associate Chair for Undergraduate Studies handles undergraduate grievances. If they are unresolved, they may be brought to the Undergraduate Committee in the first instance, and to the Chair in the second instance. The Executive Committee acts as the final appeals committee within the Department.
 - 2. Graduate students: The Associate Chair for Graduate Studies handles graduate student grievances for graduate students in literature. If they are unresolved they may be brought to the Graduate Committee in the first instance, and to the Chair in the second instance. The Executive Committee acts as the final appeals committee within the Department. The Associate Chair for Creative Writing handles graduate student grievances for graduate students in creative writing. If they are unresolved they may be brought to the Creative Writing Committee in the first instance, and to the Chair in the second instance. The Executive Committee acts as the final appeals committee within the Department.

X. SPOUSAL/PARTNER CONFLICTS OF INTEREST

- A. The Department will follow university policy on conflicts of interest regarding couples in amorous relationships, including spouses and partners. In particular, a member of a spousal/partner/amorous couple may not take part in any personnel-related decision, discussion, or event involving the other member of the couple.
- B. Both members of a spousal/partner/amorous couple may not serve together on the Salary Committee or the Executive Committee.
- C. Both members of a spousal/partner/amorous couple may not serve concurrently in any two of the positions of Chair, Associate Chair for Graduate Studies, Associate Chair for Undergraduate Studies, and Associate Chair for Creative Writing.