

## POLICY AND PERSONNEL COMMITTEE

This committee advises the English and Philosophy Department Chair on department policy and personnel matters. The committee is made up of five members, as follows: three members elected at large from the tenure-track faculty (by members of the tenure-track faculty), who serve three-year staggered terms; the Philosophy Program Director, ex officio; and the Department Chair, ex officio, who chairs the committee. All members may vote, but since voting is advisory, the Chair has the option to overturn the vote (except as noted under 3. D. 3.).

### Responsibilities

1. Committee on committees
  - A. The committee appoints department standing committees (Graduate, Undergraduate, Philosophy, Composition, special programs).
  - B. The committee confirms the appointments of student representatives to department standing committees.
  - C. The committee recommends appointments to department tenure and/or promotion committees.
  - D. The committee recommends, as appropriate, department nominees for major university and college councils/committees.
  
2. Budgetary policies
  - A. The committee recommends strategies (in relation to college, university, and state) for enhancing our budgets.
  - B. The committee recommends salary distribution policy.
  - C. The committee recommends travel budget distribution policy.
  - D. The committee recommends policy for use of communications, material and supplies, and capital outlay budgets as they affect personnel and performance of the department mission.
  
3. Faculty policies
  - A. The committee assists Chair in assessing needed faculty additions to cover department curriculum and programs; assists in developing position descriptions
  - B. The committee recommends strategies for securing and protecting needed faculty positions.
  - C. The committee advises Chair on hiring of temporary faculty members.
  - D. The committee oversees hiring practices in the department.
    1. English positions: The committee serves as hiring committee for English tenure-track and other full-time English positions. When the committee is thus constituted as a hiring committee, the philosophy representative(s) on Policy and Personnel is excused, and the remaining English faculty members appoint additional members so that the hiring committee consists of six, including the Chair. All members, except the Chair, may vote, and the chair may veto the recommendations of the search committee.
    2. Philosophy positions: The Philosophy Undergraduate Committee (excluding the student member) serves as the search committee for filling vacancies in the philosophy faculty. The Chair of English and Philosophy will not participate in

- the search but may veto recommendations of the search committee.
3. Joint English/Philosophy positions: Policy and Personnel will appoint a hiring committee made up of two members from English and two from philosophy. As appropriate, either the Chair of English and Philosophy or the Director of Philosophy will also be a part of such a hiring committee. All members vote, and the vote is binding on the Chair.
- E. Develops and recommends policy relating to conditions of employment, including evaluation procedures, to the faculty for approval.
  - F. Advises the Chair on loading and staffing, including research/creative activity support, faculty leaves, administrative appointments, off-campus teaching.

### Change of Policy and Personnel bylaws approved Fall 1999

All non-tenure-track faculty teaching a full-time load within the Department will annually elect one of their number to serve as a representative to P & P. This representative will be invited to P & P meetings to discuss issues that directly affect non-tenure-track faculty; he or she will also bring to P & P concerns from this group. When P & P votes on issues that directly concern non-tenure track faculty, this representative will have a vote.

## GRADUATE COMMITTEE

The Graduate Committee acts on behalf of the English graduate faculty in all matters related to the M.A. and D.A. programs. The Policy and Personnel Committee appoints three members of the English graduate faculty who serve three-year staggered terms. The Director of Graduate Studies chairs the committee. A student representative, nominated by the appointed faculty members, participates in policy making decisions. All five members may vote on policy issues, but the student representative may not vote on individual student programs. The committee meets at least every two weeks during the academic year.

### Responsibilities

1. Policy making
  - A. The committee reviews standing policy statements and makes recommendations (if any) for change to the graduate faculty.
  - B. The committee initiates and recommends new policy statements to the graduate faculty.
  - C. The committee develops policy statements as directed by the graduate faculty for its subsequent approval.
  - D. The committee coordinates with the English Undergraduate committee in proposing changes in g400 categories.
  - E. The committee coordinates with the Composition Committee in all matters relating to teaching assistants in the composition program.
2. Individual student programs
  - A. The committee acts on all proposals from students required by the M.A. and D.A. programs.
  - B. The committee appoints graduate faculty members to serve on committees for D.A. papers and D.A. internships and on M.A. theses and M.A. internships.
  - C. The committee acts on all requests for variance (waivers, substitutions) by individual students from requirements of the M.A. and D.A. programs.
  - D. The committee recommends the graduate course offerings for each semester to the chair of the department.
3. Graduate examinations
  - A. The committee appoints members of the graduate faculty to serve on M.A. and D.A. comprehensive examinations.
  - B. The committee reviews and approves all questions for the M.A. and D.A. comprehensive examinations.
4. Awards and admissions
  - A. As members of the Graduate Awards Committee (which also includes the Chair of the Department and the Director of Composition), the committee awards teaching assistantships and doctoral fellowships.
  - B. The committee reviews and acts upon any application for admission which does not clearly meet the minimum requirements.
5. Program promotion
  - A. The committee recommends appropriate advertising efforts to the Chair of the department.
  - B. The committee develops a placement assistance program and assists graduates in securing positions.

## COMPOSITION COMMITTEE

The Composition Committee acts on behalf of the English faculty on all matters relating to the composition program. The Policy and Personnel Committee appoints three English faculty members who serve indeterminate terms. The Director of Compositions chairs the committee. A graduate student representative, nominated by the faculty members on the committee, participates in policy-making decisions but may not vote on individual student programs. The senior member of the committee serves as chair when the Director of Composition is absent. All five members may vote. The committee meets at least every two weeks during the academic year.

### Responsibilities

1. Policy making
  - A. The committee develops and recommends changes in the structure of the composition program to the English faculty.
  - B. The committee develops and recommends guidelines for composition courses to the English faculty.
  - C. The committee coordinates with the Undergraduate English Committee in proposing changes in composition courses for the undergraduate majors and minors.
  - D. The committee coordinates with the Graduate Committee in all matters relating to teaching assistants.
2. Textbook selection and development
  - A. The committee evaluates and selects texts used by temporary faculty and teaching assistants for English 101 and 102.
  - B. The Committee develops the Student Guide to Composition each year.
3. Testing
  - A. The committee designs the tests and the testing procedures for placement, proficiency, and challenge examinations for composition exclusive of English 301. In cases that involve 301, the Director of Composition will work with the Undergraduate Committee.
  - B. Members of the Committee participate in proctoring and grading the tests listed above.
4. Grading procedures
  - A. The committee develops procedures for grade appeals in composition courses.
  - B. The committee judges grade appeals in composition courses.
  - C. The committee develops policy for plagiarism cases in composition courses.

## RESEARCH AND PROFESSIONAL DEVELOPMENT COMMITTEE

The Research and Professional Development Committee exists to enrich the professional environment of the department by exploring and promoting opportunities for research and professional development in department members' varied disciplines.

Proposed descriptions:

The committee consists of three faculty members appointed by the Policy and Personnel Committee, including a member of the Philosophy faculty, and a student nominated by the appointed faculty members. The committee chair is designated by the Policy and Personnel Committee. All members vote.

### Responsibilities

1. Policy making
  - A. The committee reviews standing departmental goals and objectives regarding research and professional development and makes recommendations for changes (if any) to the English and Philosophy faculty.
  - B. The committee recommends new departmental goals and objectives regarding research and professional development to the English and Philosophy faculty.
  - C. The committee develops departmental goals and objectives regarding research and professional development as directed by the English and Philosophy faculty for its subsequent approval.
2. Budgetary assessment
  - A. The committee assesses the department's budgetary needs for the research and professional development, including but not limited to travel, research assistance, and exchange programs, and recommends to the Chair a departmental budget level appropriate for supporting faculty needs.
  - B. The committee explores outside sources of funding for departmental initiatives regarding research and professional development, reporting opportunities for funding sources to the Chair.
  - C. The committee explores outside sources of support that would be available for individual research projects and professional development activities, making information available to the Chair and the English and Philosophy faculty.
3. Library collection

The committee assesses ISU Library collection needs in the areas of English, Philosophy, and other disciplines related to faculty and student interests, consults with faculty regarding potential library acquisitions, and recommends new acquisitions.

## ENGLISH UNDERGRADUATE COMMITTEE

The English Undergraduate Committee acts on behalf of the English faculty in all matters related to the English undergraduate majors and minors. The Policy and Personnel Committee appoints four English faculty members and designates the chair. An undergraduate student representative, nominated by the appointed faculty members may vote on policy issues, but the student representative may not on individual student programs. The committee meets as needed.

### Responsibilities

1. Policy making
  - A. The committee reviews standing policy statements and guidelines and makes recommendations for changes (if any) to the English faculty.
  - B. The committee initiates and recommends new policy statements and guidelines to the English faculty.
  - C. The committee develops policy statements and guidelines as directed by the English faculty for its subsequent approval.
  - D. The committee coordinates with the Composition Committee and the Graduate Committee (as appropriate) in proposing changes in courses and guidelines for the undergraduate majors and minors.
2. Individual Student Programs
  - A. The committee supervises advising for undergraduate English majors and minors, including students in English education.
  - B. The committee advises the Chair of the Department about request for waivers and substitutions in undergraduate English program requirements not pertaining to composition.
  - C. The committee conduct outcomes assessment for all undergraduate English programs.
  - D. The committee recommends rotation of courses for the undergraduate English majors and minors to the Chair of the Department.
3. Awards
  - A. The committee publicizes and awards the Charles H. Kegel Scholarship in accordance with the terms of the Kegel bequest (on files with the committee).
  - B. The committee recommends candidates for University Recognition Awards to the Chair of the Department, according to protocols generated in the office of the Dean of Arts and Sciences.
4. Program Promotion
  - A. The committee plans to enhance undergraduate English programs.
  - B. The committee assists the Chair of the Department in publicizing undergraduate English programs.

## SPECIAL PROGRAMS COMMITTEE

The Special Programs Committee exists to enrich the professional environment of the department for both faculty and students by promoting colloquia, lectures, performance, or other events appropriate to the disciplines of English and philosophy.

The committee consists of four faculty members, appointed by the Policy and Personnel Committee, and a student nominated by the appointed faculty members. The committee chair is designated by the Policy and Personnel Committee. The Department Chair serves ex officio as one of the faculty members (but not as committee chair). All members vote.

### Responsibilities

1. The committee organize a regular series of faculty colloquia to promote sharing of research/creative effort and to provide collegial critique of work in progress.
2. The committee arranges visits by recognized speakers and artists whose views or creations will be relevant to the professional interests of our faculty and students. Cooperates with other departments or external committees in arranging such visits. Seeks funding help through grant requests made to corporations and organizations.
3. The committee organizes other discussions/screenings/readings which may provide stimulating esthetic and critical experience for students and faculty.
4. The committee seeks suggestions from the Graduate, Undergraduate, Composition, and Philosophy Committees concerning desired programs.

## PHILOSOPHY UNDERGRADUATE COMMITTEE

The Philosophy Undergraduate Committee acts on all matters relating to the philosophy major and minor. The committee consists of all permanent members of the philosophy faculty. The Director of Philosophy chairs the committee. A student representative nominated by the faculty members on the committee, participate in policy-making decisions but may not vote on individual student programs or on personnel decisions.

Visiting, adjunct, or affiliate faculty in philosophy may also be invited to attend meetings of the committee, but these will not have voting privileges.

### Responsibilities

1. Policy making
  - A. The committee develops and approves proposals for changes in the undergraduate philosophy curriculum.
  - B. The committee makes all other policy decisions relevant to the undergraduate philosophy major and minor.
2. Individual student programs
  - A. The committee reads and evaluates essays assigned to graduating seniors who take the senior thesis courses (as part of the Outcomes Assessment Program).
  - B. The committee supervises advising for philosophy major and minor.
3. Administration
  - A. The committee develops topics for the Philosophy Colloquia.
  - B. The committee assists the Director of Philosophy in the development of the seven-year review of the program.
  - C. The Philosophy Undergraduate Committee serves as the search committee for filling vacancies in the Philosophy faculty. The Chair of English and Philosophy will not participate in the search but may veto recommendations of the search committee.
4. Program promotion

The committee assists the Chair of the department in publicizing the philosophy major and minor.