

## COMPOSITION COMMITTEE

The Composition Committee acts on behalf of the English faculty on all matters relating to the composition programs. The Policy and Personnel Committee appoints three English faculty members who serve indeterminate terms. 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 the committee. The non-tenure track representative will be invited to Composition Committee meetings to discuss issues that directly affect non-tenure track faculty; he or she will also bring to Composition Committee concerns from this group. 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 Director of Composition, who serves a three-year renewable term, chairs the committee. The senior member of the committee serves as chair when the Director of Composition is absent. All members may vote.

The committee meets regularly as necessary during the academic year.

### Responsibilities

1. Policy Making and Implementation
  - A. The committee develops and recommends guidelines or changes to guidelines for composition courses to the English faculty.
  - B. The committee develops and recommends changes in the structure of the composition program to the English faculty.
  - C. The committee coordinates with the Undergraduate English Committee in proposing changes in composition courses for undergraduate majors and minors.
  - D. The committee oversees departmental Goal One assessment.
  - E. The committee oversees professional writing courses, specifically English 307 and 308.
  - F. The Director of Composition coordinates with the Director of Graduate Studies in all matters relating to teaching assistants, particularly the mentor program. Participates in the awarding of teaching assistantships and fellowships with the Graduate Committee.
  
2. Textbook Selection and Development
  - A. The committee evaluates and selects texts used by temporary faculty and teaching assistants for English 090, 101, and 102.
  - B. The committee develops an annual text for model student essays each year.
  - C. The committee reviews proposals for alternative choices of texts used in writing courses at the first-year level.

3. Testing
  - A. The committee designs the tests and the testing procedures for challenge exams for writing courses except for English 301. In cases that involve 301, the Director of Composition will work with the Undergraduate Committee.
  - B. The Director of Composition appoints two faculty members to grade composition challenge exams. A third faculty member will be appointed to resolve any grading conflict.
  
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.
  - D. The Director of Composition negotiates with individual instructors appropriate measures for plagiarism.
  
5. Student Development
  - A. The committee organizes and judges an annual essay contest for English 090, 101, and 102.
  - B. The committee organizes and judges an annual graduate student teaching award.
  - C. The committee gathers exemplary essays for the annual text of model essays.
  
6. Faculty Development
  - A. The committee develops and coordinates as necessary panel discussions on issues in rhetoric and composition.
  
7. Early College Program
  - A. The committee coordinates courses taught in high school systems that receive university credit as long as faculty continue to receive compensation.
  - B. The committee formulates appropriate ways to monitor and to evaluate ECP courses.
  - C. The Director of Composition negotiates appropriate compensation for faculty.
  - D. The Director of Composition coordinates assignment of liaisons among faculty and instructors in the ECP.

Approved: May 15, 2008

## PHILOSOPHY COMMITTEE

The Philosophy 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 is nominated by the faculty members on the committee. Visiting, adjunct, or affiliate faculty in philosophy may also be invited to attend meetings of the committee

All members of the committee vote in policy-making decisions; the student member may not vote on individual student programs or on personnel decisions. Visiting, adjunct, or affiliate faculty in philosophy but will not have voting privileges.

The committee meets throughout the year as needed.

### 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 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.

Approved: May 15, 2008

## 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 six 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 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 the committee. The non-tenure track 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.

The three elected members, the Philosophy Program Director and the Department Chair vote on all issues. When P & P votes on issues that directly concern non-tenure track faculty, this representative will have a vote. The non-tenure-track representative does not vote on Personnel Policy issues. Since voting is advisory, the Chair has the option to overturn the vote.

The committee meets as needed, normally at least every month during the academic year.

### Responsibilities

#### 1. Committee on Committees

- A. The committee appoints department standing committees (Graduate, Undergraduate, Composition, Research and Professional Development).
- B. The committee advises the chair on all departmental administrative positions and will review all department administrative positions at the end of each three-year term. These positions include Director of Composition, Director of Graduate Studies, Director of American Studies, and Assistant Chair.
- C. The committee confirms the appointments of student representatives to department standing committees.
- D. The committee recommends appointments to department tenure and/or promotion committees.
- E. The membership of English PPR committees will be composed of the three elected tenure-track representatives from English serving on the P and P committee, with other members of the department appointed as needed. The members of the committee will include at least one Associate Professor or Professor. In addition, a full-time, non-tenure track member will be appointed by the full-time, non-tenure track faculty.
- F. 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. Personnel Policies

- A. The committee assists Chair in determining needed faculty positions to cover department curriculum and programs; assists in developing 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.
  - i. 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 an English hiring committee, the philosophy representative(s) on Policy and Personnel is (are) excused, and the remaining English faculty members appoint additional members so that the hiring committee consists of six including the Chair. The non-tenure track representative is excused from serving on the English hiring committee. All members may vote.
  - ii. Philosophy positions: The Philosophy 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.
- E. The committee develops and recommends additions to or changes in policies relating to conditions of employment, including evaluation procedures, to the faculty for approval.
- F. The committee advises the Chair on loading and staffing, faculty leaves, administrative appointments, off-campus teaching.
- G. The committee may recommend potential nominees for the annual university Distinguished Teacher, Distinguished Researcher, and Distinguished Public Service award.
- H. The committee develops and recommends additions to or changes in policies relating to departmental governance to the faculty for approval.

Approved: May 15, 2008

## PUBLICITY COMMITTEE

This committee promotes the accomplishments of the Department of English and Philosophy faculty and alumni to the College, the University, the region, and the greater academic community. The committee is made up of four members, as follows: two tenure-track faculty, a non-tenure-track faculty (all appointed by the Policy and Personnel committee), and a graduate student representative. The department web liaison will also be a member of the committee if not already represented among the individuals listed above. The committee chair is designated by the Policy and Personnel Committee.

### Responsibilities:

1. The Publicity Committee will advertise the faculty and alumni accomplishments and Department news on a regular basis by means of such media as website updates, press releases, book launches, Department displays, and newsletters.
2. The committee tracks the standing and reputation of the Department in the University overall, in the community, and in English Departments around the country.
3. The committee recommends new departmental goals and objectives regarding the Department's self-promotion and public identity.
4. The committee investigates new approaches or media to disseminate news from the Department and assesses whether current publicity approaches are the best use of Department time and resources.
5. Responsibilities of the Department Web Liaison as they relate to the Publicity Committee
  - A. Gathering and updating information for department web pages and individual faculty and staff pages;
  - B. Creating and formatting new pages as needed;
  - C. Collecting and formatting images for use on the department website;
  - D. Collecting information about visits to the department home page and main graduate studies page;
  - E. Generating reports on visits to the department home page and main graduate studies page;
  - F. Communicating with faculty and staff regarding the content and look of the department pages

Approved: March 9, 2009

## 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.

Membership of the committee consists of the following: two to three members from the tenure-track faculty, appointed by the Policy and Personnel Committee, who serve three-year staggered terms; one graduate student member approved by the committee members; and the Department Chair, ex officio, who chairs the committee. All non-tenure track faculty teaching a full-time load within the Department may annually select one of their number to serve as a representative to the committee. The chair of the committee will be appointed by the Policy and Personnel Committee.

All members vote.

The committee meets as needed during the academic year.

### 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 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 Collections

- A. The committee reviews 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.
- B. The committee reviews the departmental library collections and recommends acquisitions each year.

### 4. Development

- A. The committee advises the chair on department development issues.
- B. The committee may recommend to the chair nominees for the annual University Distinguished Researcher Award.

### 5. Special Programs

- A. The committee organizes a regular series of faculty and graduate student colloquia, Works in Progress, Graduate Student Thesis in Process, and What's New in Your Field programs to promote sharing of research/creative effort and to provide collegial critique of work in progress. The committee publicizes such events to the university community and the public, as appropriate.
- B. 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. The committee cooperates with other departments or external committees in arranging such visits and seeks funding help through grant requests made to corporations and organizations.
- C. The committee organizes other discussions/screenings/readings which may provide stimulating esthetic and critical experience for students and faculty.
- D. The Committee seeks suggestions from the Graduate, Undergraduate, Composition, and Philosophy Committees concerning desired programs.

Revised: November 2009

## 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 to the Undergraduate Committee and designates a chair. An undergraduate student representative will be nominated to serve on the committee and to participate in policy-making decisions, but will not vote. The committee meets as needed.

### Responsibilities

#### 1. Policy making

- A. The committee will review standing policy statements and guidelines and make recommendations for any changes to the English faculty.
- B. The committee will also initiate and recommend new guidelines to the English Faculty.
- C. More specifically, the committee will develop or recommend changes to the English undergraduate curriculum.
- D. As appropriate, the committee will coordinate with the Composition and Graduate Committee in proposing changes in courses and course guidelines.

#### 2. Individual Student Programs

- A. The committee will advise the Chair of the Department about requests for waivers and substitutions in undergraduate English program requirements.
- B. As appropriate, the committee will conduct outcomes assessment for undergraduate English programs.
- C. The committee will recommend rotation of courses for the undergraduate English majors and minors to the Chair and Assistant Chair of the Department.
- D. During the school year, the chair of the Undergraduate Committee administers the English 410 Writing Internships in collaboration with the Chair of the Department; the chair also coordinates English 448 Senior Creative Project in consultation with the instructor of record.

#### 3. Awards

- A. The committee publicizes and awards the appropriate undergraduate scholarships in accordance with the terms of each scholarship's bequest (on file at the Scholarship Office), including the Charles H. Kegel Memorial Fund Scholarship in English Studies, the Agnes Just Reid Memorial Endowment Scholarship in Creative Writing & Journalism, and the Jay G. and Mary Donna Jensen Scholarship (every other year). The awards will be assigned each spring for the fall of the following year.
- B. The committee recommends English faculty for University Recognition Awards, particularly for teaching, 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 recommends appropriate public relations and recruiting efforts to the Chair of the Department.
- B. The committee assists the Chair of the Department in publicizing undergraduate English Programs.

Approved: May 15, 2008