

# Guidelines for Appointing and Reviewing Departmental Program Directors

## English Program Directors

The Personnel Committee (P&P) advises the Chair on the appointment of the English program directors, who serve for three-year terms. All tenure-line faculty are eligible to apply. Currently, there are three program directors in English: Director of Undergraduate Studies in English, Director of Graduate Studies in English, Director of Composition:

To appoint a director, the Chair and P&P will follow the following procedure:

1. The Department Chair will put out a call for applications for the position, which should include a clear deadline and advice to consult the Department Faculty Handbook for details about the duties of the director.
2. Applicants should submit a statement of their interest in the position, qualifications or plans, and other relevant information. The statement should be about 1-2 paragraphs, but should be no more than one single-spaced page in a readable 12-point font.
3. P&P will review the statements of interest, weighing each faculty member's experience and background and their potential to carry out the duties of the director, including the faculty member's potential to work well with student advisees; lead and coordinate larger projects around curriculum, assessment, and policy; represent the program positively to university and community constituents; and work collaboratively with committee members, other program directors, and the chair.
4. In addition to the statement of interest, P&P will consult with faculty members who have worked with the applicant(s) on committees in the past.
5. Ideally, P&P's recommendation will be unanimous, but in cases where it is not, the committee members may choose to record its recommendation as a vote.
6. In cases where a member of P&P has a conflict of interest, that member will be excused from the deliberations. Where the Chair has a conflict of interest, the Chair will not participate in the discussion and should accept the recommendation of P&P, or if that decision is split, turn to CAL leadership for the decision.
7. The chair will announce the appointment to the department.

## Guidelines for Review:

In the last semester of a three-year term, P&P will call for applications for program director. All tenure-track faculty members, including the current director, are eligible to apply.

## Term Limitations and Extensions:

It is healthy bring new insights into a program and to develop a cadre of faculty with administrative competence. For this reason, most directors should expect to serve no more than two consecutive three-year terms, although there may be cases where directors are appointed to serve beyond the two consecutive three-year terms due to the expertise of the

director, significant projects underway within the director's office, or the availability of other faculty members.

In some cases, a director may begin a three-year term mid-way through the year, or P&P may not have time to review a director at the end of a three-year term. In these cases, P&P may choose to extend the director's position for up to a full year in order to complete a review or align the director's terms with the normal cycle of the academic year. In these cases, the new call for applications will be for another three-year term, but P&P may decide to fold the extended time into the normal three-year term.

#### Term Cycles and Short-term Replacements:

In some cases, it may be necessary to replace a program director, for instance when a director takes a sabbatical or other leave. In these cases, P&P can appoint an interim director for up to one year without putting out a call for applications. If a director takes time off during their normal three-year term, the length of the term does not change and the director should expect to apply for reappointment at the end of the normal three-year term.

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## Philosophy

The Philosophy Committee advises the Chair on the appointment of the Philosophy program director, who serves for a three-year term. All tenure-line faculty members are eligible to apply.

To appoint the Director, the Philosophy faculty will follow this procedure:

1. The Department Chair will let the Philosophy faculty know that the position of Director of Philosophy is open or up for renewal.
2. The Department Chair will schedule a meeting with the Philosophy faculty to discuss their choice of director, considering each faculty member's experience and background and their potential to carry out the duties of the director, including the faculty member's potential to work well with student advisees; lead and coordinate larger projects around curriculum, assessment, and policy development; represent the program positively to university and community constituents, serve as Vice Chair and work collaboratively with faculty members in Philosophy, the Department Chair, and leadership in the College of Arts and Letters.
3. Ideally, the Philosophy faculty's decision will be unanimous, but in cases where it is not, the faculty may choose to register their recommendation with a vote.
4. If a Philosophy faculty member has a conflict of interest, then that faculty member will not participate in the discussion. In cases where the Department Chair has a conflict of interest, a member of P&P will initiate conversations with the Philosophy faculty. In these cases too, the Department Chair should accept the recommendation of the Philosophy faculty or, if the decision is split, turn to CAL leadership to make the appointment.
5. The Chair will announce the appointment to the Department.

### Guidelines for Review:

In the last semester of a three-year term, the Chair will call for applications for Philosophy program director. All tenure-track faculty members, including the current director, are eligible to apply.

### Term Limitations and Extensions:

It is healthy bring new insights into a program and to develop a cadre of faculty with administrative competence. For this reason, most directors should expect to serve no more than two consecutive three-year terms. There may be cases where directors are appointed to serve beyond the two consecutive three-year terms due to the expertise of the director, the nature of ongoing projects within the director's office, or the availability of other faculty members.

In some cases, a director may begin a three-year term mid-way through the year, or there may not be time to review a director at the end of a three-year term. In these cases, the Philosophy faculty may choose to extend the director's position for up to a full year in order to complete a review or align the director's terms with the normal cycle of the academic year. In these cases, the new call for applications will be for another three-year term, but the Philosophy faculty may decide to fold the extension into the normal three-year term.

### Term Cycles and Short-term Replacements:

In some cases, it may be necessary to replace a program director, for instance when a director takes a sabbatical or other leave. In these cases, the Philosophy faculty can appoint an interim director for up to one year without putting out a call for applications. If a director takes time off during their normal three-year term, the cycle of their term does not change and they should apply expect to apply for reappointment at the end of their normal three-year term.

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