

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 in English, and Director of Undergraduate Studies in English.
 - 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 the English PPR committee will be composed of the elected tenure-track representatives from English serving on the P and P committee, with other members of the department appointed as needed in accordance with College of Arts and Letters evaluation policy. In addition, in the review of a full-time, non-tenure-track English faculty member (lecturer), an English lecturer will be appointed by P and P.
 - 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 the 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 the 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; revised April 22, 2014