

1 **BY-LAWS of the DEPARTMENT OF ENGLISH AND COMPARATIVE**
2 **LITERATURE**
3 **SAN JOSE STATE UNIVERSITY**
4
5

6 **ARTICLE I. NAME AND PURPOSE**
7

8 The name of the Department shall be the Department of English and Comparative
9 Literature. Department governance shall be determined by the articles
10 enumerated in this document. Policy issues, which shall emerge out of the
11 governance practices delineated by this document, will be recorded, and updated,
12 within the Department of English and Comparative Literature Policy Handbook.
13 Departmental policies shall be determined by the Faculty, as defined in Article II,
14 Section 1, whose voting rights are defined in Article V, Section B..
15

16 **ARTICLE II. COMPOSITION OF AND RIGHTS AND RESPONSIBILITIES OF**
17 **THE DEPARTMENT FACULTY**
18

19 Section 1. Composition of the Department Faculty
20

21 The Department of English and Comparative Literature is comprised of tenure-
22 line faculty and temporary lecturers.
23

24 Section 2. Rights and Responsibilities of the Department Faculty
25

26 Department faculty of the English and Comparative Literature are expected to
27 teach their classes well, stay current in their fields of study, and when they receive
28 compensation for service, to participate in the life of the department through
29 serving on committees, attending appropriate committee meetings, and attending
30 department meetings. Temporary lecturer faculty are not required to attend
31 department meetings, but are welcome to attend.
32
33

34 **ARTICLE III. DEPARTMENT ADMINISTRATION: CHAIR**
35

36 Sec. 1. The Department Chair
37

- 38 A. The Department shall have a Chair who will have the ultimate responsibility
39 for the functioning of the Department in the total structure of the University.
40 B. The University's ["Selection and Review of Department Chairs and Directors"](#)
41 dictates all appointment, election, and other relevant procedures regarding
42 department chairs. The policy is posted on the Academic Senate website.
43
44
45
46

47 Sec. 2. Department Chair Duties and Responsibilities

48

49 The duties of the Department Chair are delineated in the College of Humanities
50 and Arts Chair's Responsibility Document.

51

52 **ARTICLE IV. DEPARTMENTAL COMMITTEES**

53

54 Sec. 1. Departmental Committees

55

- 56 A. The department has seven standing committees: (1) Policy; (2) Recruitment;
57 (3) Retention, Tenure, & Promotion (RTP); (4) Curriculum; (5) Composition;
58 (6) Graduate; and (7) MFA Committee.
- 59
- 60 B. Elections for all committees will take place during the fall semester, governed
61 by the policies in Article VIII.
- 62
- 63 C. Minutes shall be taken at all meetings either by the Chair of the committee or
64 by the Chair's designee.
- 65
- 66 D. Minutes from all committees shall be made available to all members of the
67 faculty through electronic distribution of minutes normally within two (2)
68 weeks but no later than four (4) weeks of the meeting. The only exception to
69 this is in cases of confidential actions (e.g., confidential personnel issues or
70 grade appeals). Electronic copies of non-confidential minutes shall be kept on
71 file through the departmental office.
- 72
- 73 E. Significant changes proposed by the Policy Committee will be placed on the
74 agenda for the next department. Any significant changes proposed by any
75 other committees [a curricular redesign of major; proposal of new program or
76 certificate] will be referred to the Policy Committee. If the Policy Committee
77 endorses these changes, these significant changes will be placed on the agenda
78 for the next department meeting.

79

80 Sec. 2. Policy Committee

81

82 A. Objectives and Goals

83

- 84 i. Advising Chair regarding budget allocations, including department
85 resource allocation, intellectual events planning, and program
86 development;
- 87 ii. Setting Department Meeting agendas in consultation with the chair.
- 88
- 89 iii. Setting goals and identifying priorities of the department; and working
90 to create and implement plans of action to help the department meet
91 those goals;

92

- 93 iv. Evaluating and suggesting revisions to Department policy, including
94 by-laws or suggested amendments to constitution, brought to the
95 Policy Committee's attention either via regular faculty meetings or
96 individual requests. Suggestions for changes or a reconsideration of
97 Department policy can be brought to the policy committee by any
98 member of the Department. A referendum on any policy or procedure
99 may be called by submission to the Policy Advisory Committee of a
100 petition with the signatures of at least 25% of the Department.

101
102 B. Membership and Terms of Office

103
104 The Policy Committee shall consist of 7 (seven) faculty members,
105 including the Department Chair.

- 106
107 i. The Department Chair
108
109 ii. The Department's Associate Chair.
110
111 iii. Two full professors elected by the tenure-line faculty.
112
113 iv. Two other members elected by the tenure-line faculty.
114
115 v. One member of the lecturer staff, to be voted on by lecturers. Each
116 lecturer will vote according to his/her entitlement. Lecturers must have
117 taught in the department for at least one year to be placed on the ballot.
118 This position will be a voluntary one; if no lecturer is willing to serve in
119 this position, it will remain vacant.
120
121 vi. The term of office on the Policy Committee shall be two years, except for
122 the Department Chair and Associate Chair, who will serve for the length
123 of their term. Elected committee members will have staggered terms.
124

125 C. Procedure:

- 126
127 i. The Department Chair chairs the policy committee.
128
129 ii. All members of the committee have an equal vote; the department chair
130 does not vote within the policy committee.
131
132 iii. Although the Chair is not bound by the decisions of this committee, in
133 instances when the Chair contravenes the majority opinion or
134 recommendation of the committee, he or she must explain in writing the
135 reasons for this action.
136
137 iv. The Policy Committee shall meet at least two (2) times per semester, and
138 no fewer than four (4) times per year. Approval of department meeting

139 agendas may happen over email, but this will not constitute a meeting of
140 the policy committee.

141

142

143 Sec. 3 Recruitment Committee

144

145 A. Objectives and Goals

146

147 To review Department hiring needs, recommend searches, establish criteria,
148 review applications, and recommend hiring of candidates.

149

150 B. Membership and Terms of Office

151

152 i. Three tenure-line faculty (beginning Fall 2013), at least two of whom
153 must be full professors. These three faculty members will be voted on
154 by the tenure-line faculty. A probationary faculty member can serve
155 on the Recruitment committee with permission from the Dean and the
156 Associate Vice Provost of Faculty. A faculty member participating in
157 the FERP program can participate on a Recruitment committee if a)
158 the majority of faculty members are not FERP participants and b)
159 permission has been received from the Dean and the Associate Vice
160 Provost of Faculty.

161

162 ii. The Department Chair shall serve as a voting member on the
163 committee and will not make a separate recommendation on
164 recruitment decisions.

165

166 iii. The committee will elect the chair of the committee at their first
167 meeting; the Department chair is eligible to chair the recruitment
168 committee.

169

170 iv. Term is two years, not renewable, except for the department chair.

171

172 C. Procedure

173

174 i. The Committee will lead a discussion at a Department Meeting
175 (generally, in the spring term) to discuss recruitment needs.

176

177 ii. Following a review of applications and phone or Skype interviews, the
178 entire Recruitment committee shall meet to select at least three
179 candidates for on-campus interviews.

180

181 iii. All committee reviews of applications and discussions of candidate
182 qualifications are *strictly confidential*.

183

184 iv. The committee will meet as necessary to complete the recruitment for
185 the position(s); all committee members must attend all such meetings.

- 186
187 v. The committee shall be guided by the current year's University
188 Handbook for Recruitment and Appointment of Tenure-Track Faculty
189 and documents laying out University policy for hiring of temporary
190 faculty.

191

192 Sec. 4 Retention, Tenure, and Promotion Committee

193

194

A. Objectives and Goals

195

196

197

198

199

To review all temporary and tenure-line faculty in accordance with College and University guidelines, to write evaluations of temporary and tenure-line faculty, in accordance with contract regulations.

200

B. Membership and Terms of Office

201

202

203

204

205

206

207

208

- i. Five (5) tenured members of the tenure-line faculty, elected by the tenure-line faculty members. A faculty member participating in the FERP program can participate on a RPT committee if a) the majority of faculty members are not FERP participants and b) permission has been received from the Dean and the Associate Vice Provost of Faculty.

209

210

211

212

- ii. The Department Chair only serves on the Department RTP committee if elected to the committee by the tenured and tenure-line faculty members.

213

214

215

216

217

- iii. Two year term, not renewable, except for the Department chair and the WPA (Writing Program Administrator) who may serve multiple terms if elected onto the committee. One year must elapse between terms for all other eligible faculty members.

218

219

220

221

- iv. No member may serve simultaneously on the department RTP Committee and on the RPT committee at the College or University level.

222

C. Procedure

223

224

225

226

227

228

229

230

231

232

- i. All committee reviews of all faculty are *strictly confidential*.
- ii. No member may participate in his or her own review.
- iii. If elected to the RTP committee, the department chair will not have a separate recommendation on tenure, promotion, and renewal cases.
- iv. If not elected to the RTP committee, the department chair will have a separate recommendation on tenure, promotion, and renewal cases.

- 233
234 v. The department chair sets the RTP schedule. The RTP committee will
235 meet as needed, but no less than one time in the fall to discuss any
236 probationary faculty or faculty undergoing promotion, and once in the
237 spring to discuss temporary faculty renewals.
238

239

240 Sec. 5. Curriculum Committee

241

242 A. Objectives and Goals

243

- 244 i. to review and develop Department curricula at the undergraduate
245 level
246
247 ii. to review assessment procedures within the undergraduate program
248
249 iii. to make recommendations concerning course proposals and
250 catalog copy.
251

251

252 B. Membership

253

- 254 i. Curriculum and Assessment Coordinator, who will chair the
255 committee
256 ii. the Department Chair, or the chair's representative
257
258 iii. Associate Chair
259
260 iv. Representative from each of the following curricular
261 concentrations in the department:
262
263 a. Literature (may also be filled by Curriculum Chair,
264 Chair, or Associate Chair)
265 b. Creative Writing Director or designee
266 c. English Education Director or designee
267 d. Professional and Technical Writing Director or designee
268 e. Composition Director or designee
269 f. Undergraduate Advisor

270

- 271 v. Other members of the department who wish to attend
272 vi. Term is one year, renewable

273

274

275 C. Procedure

276

- 277 i. The curriculum committee will meet at least 3 times a semester, or
278 6 times in the course of the academic year.

279
 280
 281
 282
 283
 284
 285
 286
 287
 288
 289
 290
 291
 292
 293
 294
 295
 296
 297
 298
 299
 300
 301
 302
 303
 304
 305
 306
 307
 308
 309
 310
 311
 312
 313
 314
 315
 316
 317
 318
 319
 320
 321
 322
 323
 324

Sec. 6. Composition Committee

A. Objectives and Goals

- i. to originate new composition course proposals or revisions of present catalog descriptions and carry such recommendations to the Curriculum Committee
- ii. to oversee the teaching and content of composition courses
- iii. to draft, revise, and clarify guidelines, and review composition greensheets for compliance with guidelines and catalog
- iv. to prepare and articulate policy on composition to the Department and the University.

B. Membership

- i. Writing Programs Administrator (WPA) serves as committee chair
- ii. Assistant Writing Programs Administrator
- iii. Department Chair, or the chair's representative.
- iv. Several faculty members appointed by the WPA in consultation with the Department chair.
- v. One member of the lecturer staff, to be voted on by lecturers. Each lecturer will vote according to his/her entitlement. Preference given to three-year entitled, and if no one wishes to serve, then those without three-year contracts are eligible.
- vi. Term is one year, renewable

C. Procedure

- i. The composition committee will meet at least 2 times a semester, or 4 times in the course of the academic year.

Sec. 7. Graduate Committee

A. Objectives and Goals

- 325
326 i. to recommend policies regarding all graduate programs
327
328 ii. to recommend changes or additions to the graduate curriculum
329
330 iii. to be a liaison to the College and University graduate committees
331 and the Graduate Office
332
333 iv. to consider student petitions
334
335 v. to approve M.A. and M.F.A thesis proposals
336
337 vi. to arrange for the creation and administration of M.A.
338 examinations
339
340 vii. to propose guidelines and review policy for the M.A.
341 examinations.
342
343 viii. to advise on M.A. admissions
344
345
346

347 B. Membership and Terms of Office
348

- 349 i. Graduate Coordinator, who chairs the Graduate Committee
350 ii. MFA Director
351 iii. Department Chair, or chair's representative
352 iv. 2 - 4 other faculty members, appointed by the Graduate
353 Coordinator in consultation with the Department Chair. The
354 proportion of students in the M.A. and M.F.A. programs will
355 determine the composition of the entire committee.
356 v. Term is one year, renewable
357

358 C. Procedure
359

- 360 i. The graduate committee will meet at least 2 times a semester, or 4 times in
361 the course of the academic year.
362

363 Sec. 8 MFA Committee
364

365 A. Objectives and Goals
366

- 367 i. to recommend changes or additions regarding the MFA creative writing
368 program, policies, and curriculum,
369 ii. to consider student petitions
370 iii. to arrange for the creation and administration of M.F.A examinations;

371
 372
 373
 374
 375
 376
 377
 378
 379
 380
 381
 382
 383
 384
 385
 386
 387
 388
 389
 390
 391
 392
 393
 394
 395
 396
 397
 398
 399
 400
 401
 402
 403
 404
 405
 406
 407
 408
 409
 410
 411
 412
 413
 414
 415
 416

B. Membership and Terms of Office

- i. Director of Creative Writing, who will chair the committee
- ii. Department Chair, or chair's designee
- iii. Representatives from each genre (fiction; non-fiction; poetry); these positions may also be filled by the Director of Creative Writing or the Department Chair
- iv. Term is one year, renewable

C. Procedure

- i. The MFA committee will meet at least 2 times a semester, or 4 times in the course of the academic year.

Sec. 9. Limitations

- A. No faculty member, except for the department chair, will serve on more than three departmental committees. Except in extraordinary circumstances, no faculty member would serve, other than the chair, on both Recruitment and RTP. Faculty should limit themselves to no more than two additional committees outside of the department.
- B. A faculty member elected as a replacement for a member of an elected committee shall serve for the period of the replacement only and shall not serve beyond the remaining term of office of the person being replaced unless elected during the regular election cycle.

Sec. 10. Ad Hoc committees

- A. Ad Hoc committees may be appointed as necessary by the Department Chair in consultation with the Policy Committee and may be discontinued at the Chair's discretion. Operating committees shall serve special functions but they shall not establish Department policies, though they may recommend policies to the appropriate policy-developing committees.

ARTICLE V. DEPARTMENT MEETINGS

A. Objectives and Goals

The full department will review significant changes to policy, practice, or curriculum. Department meetings will also allow for communication of and conversation about smaller changes to policy or curriculum, as well as discussion of larger, long term goals of the department. No discussion

417 of RTP or Recruitment decisions will take place in department meetings,
 418 pursuant to University procedure and the CFA Collective Bargaining
 419 Agreement.
 420

421 B. Membership
 422

423 All members of the department are considered voting members at a
 424 department meeting. Tenure-line faculty have full votes. Faculty in the
 425 FERP program have a full vote in semester(s) they are teaching.
 426 Temporary faculty have proportional voting rights in a department equal
 427 to the amount of time they are serving in that department. (See Senate
 428 policy F02-4).

429 C. Procedure
 430

- 431
- 432 i. Regular meetings of the Department shall be called by the Chair, who
 433 will designate the time and place of the meetings within two weeks of
 434 the opening of the semester. One (1) week in advance of all meetings
 435 the Department Chair will distribute an agenda as approved of by the
 436 Policy Committee.
 437
 - 438 ii. Department meetings shall be held at a minimum of two (2) times per
 439 semester and four (4) times per academic year.
 440
 - 441 iii. Special/Emergency department meetings may be called by the
 442 Policy Committee and/or the Department chair.
 443
 - 444 iv. Votes of the full faculty will take place only when the issue at hand
 445 concerns the entire department and does not involve personnel issues.
 446
 - 447 v. All full votes cast in a department meeting will be taken
 448 anonymously, though in votes of the full faculty (see section VI.C.iv),
 449 lecturer faculty will be provided a mechanism to indicate their
 450 teaching percentage (.2; .6; 1.0) for the semester, which will be
 451 recorded on their ballots. Votes may need to be counted after the
 452 meeting, and if so, all results will be reported to the department
 453 within 48 hours.
 454
 - 455 vi. Proxy votes will be accepted from eligible voting faculty members
 456 who have a demonstrated conflict (class conflict; hospitalization).
 457 Disputes over the acceptability of individual proxy votes will be
 458 referred to the Policy Committee.
 459
 - 460 vii. Minutes shall be taken at all meetings by the chair's designee.

- 461
462 viii. Minutes shall be made available to all members of the faculty
463 through electronic distribution of minutes normally within two (2)
464 weeks but no later than four (4) weeks of the meeting. Electronic
465 copies shall be kept on file through the departmental office.
466

467 **ARTICLE VI. NOMINATIONS, ELECTIONS, AND VOTING**

468 469 470 Sec. 1. Committee Elections and Voting Procedures

471
472 A. The Associate Chair makes a calendar of necessary elections, devises and
473 distributes the ballots, and publishes the results. All eligible faculty names will
474 appear on the ballot for each elected committee.
475

476 b. All votes, whether for committee members or in department meetings, shall be
477 secret. Secret ballots shall be created that will allow no tracing of votes to an
478 individual. Acceptable secret ballot mechanisms may include secure electronic
479 voting or paper ballots; whatever mechanism is deployed, it must not allow for an
480 individual's vote to be traced to that person.
481

482 b. All committees shall be elected in the opening two weeks of the fall semester.
483 All eligible faculty shall have the opportunity to vote within five days of the
484 ballots being disseminated by the Associate Chair.
485

486 c. Those faculty members receiving the highest number of votes will be elected to
487 the open position or positions on departmental committees.
488

489 d. The vote to elect standing committees and other regular committees shall be
490 determined by a secret vote of the tenure-line faculty. Lecturers shall vote for
491 representatives for committees on which they are eligible to serve; lecturers will
492 vote according to their proportion of time they are teaching that semester (.4; .6;
493 .8).
494

495 **ARTICLE VII. REMOVAL OF COMMITTEE MEMBER OR COMMITTEE** 496 **CHAIR**

497 a. An elected committee member may be removed from a committee or from
498 said position by a two-thirds (2/3) vote of the faculty who elected the
499 committee member.
500

501 b. A request for such removal should be presented to the department chair, who
502 will investigate the issue and, if the issue is deemed serious enough, will then
503 bring the vote to the floor of a department meeting.
504

505 **ARTICLE VIII. AMENDMENTS**

506

507 Sec. 1. Amendment of the Constitution

508

509 a. This Constitution may be amended by a two-thirds (2/3) vote of the
510 Department. In these votes, a complete “count” of faculty will be attained by
511 combining those who have full votes and those who have proportional votes.
512 Once that number is obtained, 2/3’s of the total vote must be to approve the
513 amendment (see Article VI.C.v).

514

515 b. The amendment must receive two readings before it can be voted upon.

516

517 c. After two readings, a secret ballot vote shall be initiated within five (5)
518 working days of the second reading.

519

520 Approved by the faculty on August 24, 2016

521 Revised by the faculty on Feb. 22, 2017

522