

UNIVERSITY OF WISCONSIN-MILWAUKEE

English Department Faculty Handbook



Chapters 1-11

&

Appendices A-F

University of Wisconsin-Milwaukee (UWM) Policies and Procedures

<http://www4.uwm.edu/secu/policies/faculty/index.cfm>

In all cases not specifically covered by the laws of the Regents, the legislation of the University of Wisconsin and/or the University of Wisconsin-Milwaukee Policies and Procedures, or by these bylaws, Robert's Rules of Order shall apply.

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English Department Faculty Handbook

**CHAPTER 1
DEPARTMENT OF ENGLISH ADMINISTRATION**

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1.1 **Department Chair: Selection**

(1) General Procedures: See University of Wisconsin-Milwaukee (UWM) Policies and Procedures 4.06.

(2) Specific procedures of the English Department for casting advisory ballots:

- The casting of the advisory ballot for Chair is preceded by a primary ballot containing the names of all eligible candidates. The primary ballot is distributed by the Associate Chair for Undergraduate Studies to every member of the departmental faculty, including those on leave.
- This primary ballot is distributed with the call for the meeting at which the advisory ballot will be cast.
- On the primary ballot, the following message will be included: “The primary election for Chair has often determined the outcome of the selection process. Almost invariably, the winner of the primary has been the only candidate agreeing to stand for the final election (officially called the advisory election). It is therefore important to cast your vote in the primary election.”
- The marked primary ballots are returned one week before the meeting at which the advisory ballot will be cast. Sealed primary ballots are placed in a ballot box and tabulated in the presence of the Associate Chairs for Undergraduate and Graduate Studies. Results are distributed to the Departmental Faculty within 24 hours.
- The advisory ballot is cast at the Departmental Faculty meeting called for that purpose.
- In accordance with UWM Policies and Procedures 4.06 (2), “The method of expression of individual preferences must include the use of a written preference ballot, which may be a mail ballot.”
- The advisory ballot will be held before the submission of the final fall schedule and budget to the Dean or no later than February 21 so that the new Chair’s term can begin on the first day of the contractual period for the next academic year.

1.2 **Department Chair: Term of Office**

See UWM Policies and Procedures 4.06 (6). The Chair’s term of office begins on the first day of the contractual period for the academic year. The Chair generally serves four one- year terms but may serve one additional year.

1.3 **Department Chair: Duties**

The chair of the department has the following duties:

- (1) General responsibilities: See UWM Policies and Procedures 4.07.
- (2) Leads the Department of English Management Team (Chair, Associate Chair for Undergraduate Studies, Associate Chair for Graduate Studies, and Director of Composition).
- (3) Meets weekly with the Management Team and coordinates activities of the major areas of the department.
- (4) Provides information to the departmental faculty in monthly meetings and more frequently as circumstances warrant and brings all issues that require faculty or committee action to the prompt attention of the faculty.
- (5) Appoints the following posts in accordance with the procedures specified in the relevant sections of the English Department Faculty Handbook:
 - Associate Chair and Director of Composition
 - Associate Chair for Undergraduate Studies
 - Associate Chair for Graduate Studies
 - Coordinators of the Plans
 - Department Library Liaison
 - Administrators of Hoffman and other Departmental awards.
- (6) Makes appointments to standing subcommittees of the Departmental Faculty as prescribed in the relevant sections of the English Department Faculty Handbook.
- (7) Makes appointments to ad hoc appointive subcommittees authorized by the Departmental Faculty and Executive Committee.
- (8) Solicits nominations from departmental faculty for vacant Associate Chair positions.
- (9) Completes the following committee responsibilities:
 - Prepares agendas and materials for all meetings of the Departmental Faculty and Executive Committee and presides at these meetings.
 - Serves as ex-officio member of all subcommittees of the Departmental Faculty and Executive Committee.
- (10) Coordinates recruitment of new faculty and staff.

(11) Acts in cases of emergency and after consultation with other members of the Department as appropriate (e.g. the Coordinators of the various programs) for the Executive Committee in recommending appointments to the Dean. It is understood that when normal procedures can be followed, they will be observed.

(12) Consults with the Coordinators on policy and procedural matters relevant to the Department's undergraduate and graduate programs.

(13) Is available for consultation with all members of the Department regarding matters of professional concern.

(14) Meets annually with each probationary faculty member and writes a letter discussing the member's progress toward tenure and promotion.

(15) Keeps the English Department Faculty Handbook current. Consults with and advises people or groups on the format of proposals for departmental action that will require additions, deletions, or other revisions of the Handbook.

1.4 Department Chair: Voting

The Chairperson "is entitled to vote when the vote is by ballot (but not after the tellers have commenced to count the ballots), and in all other cases where the vote would change the result." (Robert's Rules of Order Revised, Sec. 58, <http://www.rulesonline.com/rror--00.htm>)

1.5 Department Chair: Assistance

The Chair shall have available staff and clerical services necessary for the performance of his/her duties.

1.6 Department Chair: Annual Appointment and Teaching Assignment

The Chair's appointment is nine months, plus a 1/9th summer administration with the option to teach one class during the summer session. The Chair will ordinarily teach one course in the fall semester and one course in the spring semester. Administrative appointments will be staggered to provide coverage over the summer.

1.7 Associate Chairs: Selection

- Tenured members of the departmental faculty appointed by the Chair with the advice and approval of the existing Management Team, after soliciting nominations from the departmental faculty, and subject to the approval of the Departmental Faculty and the Dean. Each Associate Chair generally serves a four-year term but may serve an additional year with the approval of the Chair and the Departmental Faculty. Departmental approval of the original appointments and one-year extensions shall be by paper ballot.

- The Associate Chairs will attend weekly meetings of the Management Team.

1.8 Associate Chair for Undergraduate Studies: Line of Authority

The Associate Chair for Undergraduate Studies is responsible to the Chair and to the Undergraduate Policy Committee and serves as the executive officer of that committee.

1.9 Associate Chair for Undergraduate Studies: General Responsibilities

- (1) Initiates policies and procedures for the undergraduate English program in cooperation with the Chair and subject to the approval of the Undergraduate Policy Committee.
- (2) Oversees the orderly and efficient operation of the undergraduate English program.
- (3) Serves as Chair of the Undergraduate Policy Committee and as ex-officio member of its sub-committees.
- (4) Prepares copy for the UWM Undergraduate Bulletin.
- (5) Serves as Acting Department Chair when so designated.
- (6) Revises and updates undergraduate English publications as needed.
- (7) Assesses the credits in English of transfer students.
- (8) Revises and updates English Major Handbook as needed.

1.10 Associate Chair for Undergraduate Studies: Administrative Duties

It is understood that the Associate Chair will work closely with the Department Chair and request the advice and assistance of the Undergraduate Policy Committee and individual members of the departmental faculty in performing the following duties:

- (1) Prepares and distributes agendas for and presides at meetings of the Undergraduate Policy Committee.
- (2) Oversees the preparation of minutes of the meetings of the Undergraduate Policy Committee and makes them available to members of the departmental faculty upon request.
- (3) Oversees preparation of the schedule of course offerings and teaching assignments, in consultation with the Management Team and various

Coordinators.

(4) Oversees transmittal of the class schedule as approved by departmental faculty to College and University administrators and oversees transmittal of changes to that schedule.

(5) Coordinates off-campus undergraduate and undergraduate/graduate (U/G) course offerings and cross-listed courses, in consultation with the Management Team and various coordinators.

(6) Serves as official advisor to all new English majors/minors regarding transfer credits, degree requirements, and programs of study.

(7) Assigns faculty advisors to students when they declare a major/minor in English and informs faculty of new advisees.

(8) Notifies undergraduate majors/minors of changes in degree requirements or departmental policies affecting their studies.

(9) Promotes and advertises the English major and minor. Prepares, with assistance, announcements and brochures on the undergraduate English program and oversees their distribution.

(10) Serves as departmental liaison for the undergraduate English program with Letters and Science advisors, other UWM schools and colleges, including the School of Education, as well as relevant College and University committees.

(11) Manages student appeals and grievances and oversees the work of the Grievance Committee.

1.11 Associate Chair for Undergraduate Studies: Assistance

The Associate Chair for Undergraduate Studies shall have available staff and clerical services necessary for the performance of his/her duties.

1.12 Associate Chair for Undergraduate Studies: Annual Appointment and Teaching Assignment

The Associate Chair's appointment is nine months, plus a 1/9 summer administration with the option to teach one class during the summer session. The Associate Chair will ordinarily teach one course in the fall semester and one course in the spring semester. Administrative appointments will be staggered to provide coverage over the summer.

1.13 Associate Chair for Graduate Studies: Line of Authority

The Associate Chair is responsible to the Chair of the Department and to the Graduate Policy Committee and serves as the executive officer of that

committee.

1.14 Associate Chair for Graduate Studies: General Responsibilities

- (1) Initiates policies and procedures and charts the direction of the English graduate program, in cooperation with the department Chair and subject to the approval of the Graduate Policy Committee.
- (2) Oversees the orderly and efficient operation of the English graduate program.
- (3) Acts as liaison between faculty and graduate students.
- (4) Serves as Chair of the Graduate Policy Committee and as ex-officio member of its subcommittees.
- (5) Prepares copy for the UWM Graduate School publications.
- (6) Serves as Acting Department Chair when so designated.
- (7) Represents the English graduate program as a member of Graduate School and other college or university committees.
- (8) Revises and updates the departmental Graduate Student Handbook as needed.

1.15 Associate Chair for Graduate Studies: Administrative Duties

It is understood that the Associate Chair will work closely with the department Chair and request the advice and assistance of the Graduate Policy Committee and individual members of the English graduate faculty in performing the following duties:

- (1) Prepares and distributes agenda for and presides at meetings of the Graduate Policy Committee.
- (2) Oversees the preparation of minutes of meetings of the Graduate Policy Committee and makes them available to members of the Departmental Faculty upon request.
- (3) Appoints subcommittees and persons to fill special posts authorized by the Graduate Policy Committee.
- (4) Advises and consults with the Management Team and various Coordinators in the coordination of faculty assignments and U/G course offerings.
- (5) Transmits to the Graduate School the recommendations of the Graduate Policy Committee, on the advice of the appropriate plan committees,

regarding admissions to the English graduate degree and certificate programs.

(6) Serves as official advisor to all graduate students regarding deficiencies, degree requirements, and initial programs of study.

(7) Assigns advisors to all master's and doctoral students during their first semester of graduate study and appoints major professors for Ph.D. students within three semesters of their entrance into the doctoral program.

(8) Notifies graduate students of decisions by the Graduate Policy Committee which affect degree requirements.

(9) Maintains and makes available to the graduate faculty the files of graduate students currently enrolled.

(10) Maintains and makes available to the graduate faculty departmental records on graduate enrollments, results of graduate examinations, and the awarding of graduate degrees.

(11) Schedules M.A. and Ph.D. examinations, appoints necessary committees, secures requisite forms from the Graduate School, and reports results both to the Graduate School and the Graduate Policy Committee.

(12) Handles correspondence concerning the English graduate program.

(13) Prepares, with assistance, announcements and brochures on the English graduate program and oversees their distribution.

(14) Informs graduate students who are nearing the completion of their course of study about positions available at other institutions.

(15) Arranges mock interviews for interested students, and in other ways assists graduate students with the job search process.

(16) Maintains information for students and faculty on the stipends and terms of appointment of awards at UWM and other institutions.

(17) Solicits and receives applications for UWM awards when departmental recommendation must be made.

(18) Prepares departmental requests for fellowships when these must be made.

1.16 Associate Chair for Graduate Studies: Assistance

The Associate Chair shall have available staff and clerical services necessary for the performance of his/her duties.

1.17 Associate Chair for Graduate Studies: Annual Appointment and Teaching Assignment

The Associate Chair's appointment is nine months, plus a 1/9th summer administration with the option to teach one class during the summer session. The Associate Chair will ordinarily teach one course in the fall semester and one course in the spring semester. Administrative appointments will be staggered to provide coverage over the summer.

1.18 Associate Chair/Director of Composition: Line of Authority

The Associate Chair and Director of Composition shall be responsible to the department Chair and the Executive Committee for hiring, assigning, and supervising all composition teaching assistants and academic staff. The Associate Chair reports to the departmental faculty on matters of curriculum development and academic policy in the undergraduate composition program. The Associate Chair reports to the Chair and the Dean of the College of Letters and Science on the administration and curriculum development of the first year writing program.

1.19 Associate Chair/Director of Composition: General Responsibilities

- (1) Supervises all graduate teaching assistants and other academic staff members assigned to the composition program.
- (2) Interviews, hires, assigns, and evaluates the teaching performance of all composition program academic staff members.
- (3) Designs the curricula and syllabi for multi-section first-year composition courses and coordinates all other composition courses.
- (4) Conducts orientation sessions for new staff members and supervises regular meetings of the staff assigned to each of the multi-section courses.
- (5) Meets regularly with the responsible committees of the departmental faculty on matters of curriculum and academic policy and carries their recommendations forward for implementation.
- (6) Responds to student queries and complaints concerning the composition program.
- (7) Serves as liaison with other units of the campus concerned with the admission, testing, advising, and placement of entering students.
- (8) Maintains those professional contacts, within the university, the community, and the discipline, which support a strong composition program.

(9) Periodically evaluates the effectiveness of the department's instruction in composition and works with faculty, staff, and other administrators to facilitate improvements.

(10) Consults, as necessary, with the Associate Chairs for Undergraduate and Graduate Studies, and Plan and Program coordinators or their successors on matters of mutual concern, e.g. curriculum development, performance and supervision of Graduate Teaching Assistant's (GTAs) promotion and recruitment in the department's graduate programs, etc.

(11) Serves as Acting Department Chair when so designated.

1.20 Associate Chair/Director of Composition: Administrative Duties

(1) Serves as a voting member of the following committees:

- Graduate Policy Committee
- Academic Staff Committee

(2) Chairs the Composition Advisory Committee and appoints subcommittees and people to fill special posts authorized by the Composition Advisory Committee.

(3) Assigns instructors to all sections of English 090, 095, 101, 102, 201, and 430 for the Fall, Spring, and Summer terms.

(4) Conducts annual reviews of all academic staff assigned to teach 50% or more for both Spring and Fall terms.

(5) Supervises midterm and end-of-term reviews of the first term teaching performance of all beginning instructors assigned to English 090, 095, 101, 102, and 201.

(6) Maintains personnel files on the class observations and teaching performance reviews of all academic staff and Graduate Teaching Assistants.

(7) Recruits, hires, and supervises the Coordinators for English 090/095, 101, and 102; Graduate Student Mentors; and the Assistant Director of Composition.

(8) Supervises expenditures related to Supplies and Expenses, Capital Equipment, speakers, and other necessary outlays from monies allocated to the composition program.

(9) Reviews annually the work and budget of the Writing Center.

1.21 Associate Chair/ Director of Composition: Assistance

The Associate Chair shall have available staff and clerical services necessary

for the performance of his/her duties.

1.22 Associate Chair/ Director of Composition: Annual Appointment and Teaching Assignment

The Associate Chair's appointment is nine months, plus a 1/9th summer administration and a week of orientation prior to the beginning of classes. The Associate Chair will ordinarily teach one course in the fall semester and one course in the spring semester. Administrative appointments will be staggered to provide coverage over the summer. As agreed upon by the College of Letters and Science, the Associate Chair shall receive an additional one-ninth for research.

1.23 English Department Management Team: Definition

The English Department Management Team consists of the Chair, Associate Chair for Undergraduate Studies, Associate Chair for Graduate Studies, and Associate Chair/Director of Composition.

1.24 English Department Management Team: Duties

- (1) Meets weekly to advise the Chair and to coordinate the major activities of the Department such as preparation of the schedule of classes.
- (2) Approves the Chair's recommendation for Associate Chair appointments. These recommendations then go to the Departmental Committee for its approval.
- (3) Consults with the Department Business Manager regarding the Department's S & E budget and expenditures and brings budgetary matters to the Executive Committee as needed.
- (4) The Associate Chairs conduct the annual Chair's election. The Chair absents her/himself from this process.

1.25 Plan Coordinators: Definition

A member of the Departmental Faculty, appointed by the Departmental Chair, for a three-year term, his/her annual period of service to be confined to the two semesters of the academic year. During the summer, the Associate Chairs of Undergraduate and Graduate Studies will serve as Acting Coordinators for Departmental Plans. Some Plans may choose to have co-coordinators or to have separate coordinators for the undergraduate and graduate components of the Plan. The duties below will be assumed by the appropriate Coordinator or Co-Coordinators for the undergraduate and graduate Plans.

1.26 Plan Coordinators: Line of Authority

The Coordinator shall be responsible through the Department Chair to the Departmental Faculty and through the Associate Chair for Undergraduate Studies to the Undergraduate Policy Committee, and through the Associate Chair for Graduate Studies to the Graduate Policy Committee.

If the Coordinator is not a member of the Executive Committee, s/he shall be invited to report to that Committee on matters concerning Plan-related personnel.

1.27 Plan Coordinators: Undergraduate Program Duties

(1) Coordinates the Plan's undergraduate course offerings, with special attention to the sequence and frequency of upper division courses in order to insure undergraduates can fulfill Plan requirements in a timely fashion; submits each semester's slate of courses to the Associate Chair for Undergraduate Studies for approval and scheduling; guides the development of new courses and curricular initiatives; revises the Plan's curriculum and track options as needed.

(2) Coordinates multiple-section undergraduate courses in the Plan—such as English 215 in Literary Studies, English 233 in Creative Writing, and English 205 in Professional Writing—by providing an orientation for new instructors; making sure that instructors are observed and evaluated regularly; providing sample course materials; and holding regular staff meetings.

(3) Serves as a voting member of the Undergraduate Policy Committee or ensures that someone else in that Plan serves in this capacity.

(4) Publicizes the program and recruits exceptionally well-qualified students.

(5) Provides or assigns initial advising for new students in the track.

1.28 Plan Coordinators: Graduate Program Duties

(1) Administers the Plan's MA and PhD programs of study in conjunction with the Associate Chair for Graduate Studies.

(2) Coordinates the Plan's graduate course offerings, with special attention to the sequence and frequency of courses in order to insure graduates in the Plan can fulfill Plan requirements for the MA and PhD; submits each semester's slate of courses to the Associate Chair for Graduate Studies for approval and scheduling; revises the Plan's curriculum as needed; and guides the development of new courses and curricular initiatives.

(3) Chairs and convenes the Plan's advisory committee regularly to make important decisions about the Plan's curricula and policies, graduate admissions and GTA recommendations, long-range planning and faculty position requests; reports the results of these meetings to the appropriate administrators and bodies.

(4) Serves as a voting member of the Graduate Policy Committee.

(5) Publicizes the program and recruits exceptionally well-qualified students.

(6) Provides or assigns initial advising for new students in the program.

(7) Updates the Departmental Faculty and the Graduate Policy Committee, when requested to do so by the Chair, about Plan developments and accomplishments.

1.29 Plan Coordinators: Reduction of Teaching Load

Plan Coordinators and other members of the department who hold an administrative position are eligible to apply for a reduction in teaching load. A detailed description of duties and justification of the release must be submitted to the Management Team for review. The Management Team's recommendations for new and continuing course releases will be submitted to the Executive Committee for final approval.

1.30 Department Library Liaison: Definition

A member of the Departmental Faculty of professorial rank appointed by the Departmental Chair, subject to the approval of the Departmental Faculty and with the concurrence of the Dean, by mutual consent a continuing position.

1.31 Department Library Liaison: Duties

(1) Orders library materials deemed essential by members of the faculty.

(2) Supervises the checking of standard bibliographies and reference works against the UWM Library's holdings and pending orders to discover missing items, which, if essential, should be ordered.

(3) Determines whether the Library's automatic ordering system answers the department's needs.

(4) Ensures that the Liaison's principal responsibilities are discharged during the summer months.

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English Department Faculty Handbook

CHAPTER 2
DEPARTMENTAL FACULTY COMMITTEE

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2.01 Membership and Functions

As specified in UWM Policies and Procedures 4.02: “Departmental Faculty: Membership”— “All persons holding appointments in a department at the rank of professor, associate professor, assistant professor, or instructor, and as determined by the Departmental Executive Committee, departmental academic staff members with training, experience and responsibility comparable to those in the faculty ranks shall have the right to vote or participate otherwise in departmental faculty meetings, provided that this rule shall not be construed to withdraw any membership understanding or arrangements in effect at the time this rule was adopted.”

As specified in UWM Policies and Procedures 4.03, “Departmental Faculty: Functions”— “Immediate government of the department is vested in its departmental faculty (as defined in {UWM Policies and Procedures} 4.02), which has jurisdiction over all the interests of the department, with authority to determine all departmental questions of educational and administrative policy, other than those matters which are vested in the Departmental Executive Committee by {UWM Policies and Procedures} 4.05. The faculty of the department shall be responsible for teaching, research, and public service and shall carry out academic planning processes on a regular basis, including, but not limited to the preparation of the academic program plans for the department. Each department shall meet at least once each semester, and minutes reflecting all formal actions taken shall be recorded.” UWM Policies and Procedures 4.02 and 4.03 <http://www4.uwm.edu/secu/policies/faculty/index.cfm>

2.2 Procedures: Parliamentary Authority

In all cases not specifically covered by the laws of the Regents, the legislation of the University of Wisconsin and/or the University of Wisconsin-Milwaukee Policies and Procedures, or by these bylaws, Robert’s Rules of Order shall apply.

2.3 Conduct of the Meetings

(1) Quorum: A majority of the faculty shall constitute a quorum.

(2) Agenda:

a. The agenda must be circulated by the Chair at least three academic days prior to the meeting.

b. New business may be placed on the agenda by:

- The Department Chair;
- Any member of the faculty who submits an item in writing at least two academic days prior to the deadline for the circulation of the agenda;

- Majority vote at the immediately previous meeting of the faculty; (The person wishing to introduce an item of new business must, as the last order of business before adjournment, move to place his/her item on the agenda of the next meeting. An item so adopted becomes the first order of new business on the next agenda.)
- The unanimous consent of all members present for those items submitted during the course of a meeting. (Items so adopted shall be considered only after disposal of all other items of new business unless the rules are suspended by a two-thirds vote.)

c. New business on the agenda shall be described in sufficient detail to permit members of the committee to prepare for discussion and to draft motions or resolutions.

d. All main motions or resolutions pertinent to the agenda shall be circulated in duplicated form by the proposer at the time of the presentation.

(3) Special meetings of the Departmental Faculty may be called by the Chair when any two members file a request with the Chair and a full statement in writing of the purpose of the meeting. Upon receipt of such a request, the Chair will, within three academic days, circulate to the members of the faculty a notice of the special meeting and copies of the statement of purpose. The special meeting must be convened within ten academic days following the filing of the request. In all other matters the rules for regular meetings apply.

2.4 Participation of Full-Time Members of the Department of Non-Professional Rank in Meetings of the Departmental Faculty

The Chair of the Department is authorized to extend an invitation to all full-time members of the Department of non-professorial rank to attend meetings of the Departmental Faculty, with the understanding that they may participate in discussion but not vote (except as indicated below).

- Academic staff on indefinite appointment shall be considered members of the Departmental Faculty with full voting privileges.
- Adjunct Professors of any rank and Visiting Professors shall attend meetings of the Departmental Faculty with the understanding that they may participate in discussion but not vote unless invited to do so on an ad hoc basis.

2.5 Elective Committees: Membership

Committees are selected from the membership of the Departmental Faculty except as

specified. Unless otherwise specified, non-members of the Departmental Faculty are nominated and elected by their peers.

2.6 Elective Committees: Time of Election and Term of Office

Election of Departmental Faculty members of committees shall take place no later than the first meeting of the Departmental Faculty in April. Unless otherwise specified, elections are for two- year terms, except that when a new committee is established two members shall be elected for one year and the remaining members (those having the highest number of votes) shall be elected for two years. Those not members of the Departmental Faculty shall be elected for one-year terms at an election to take place as soon as possible after balloting by the Departmental Faculty.

DEPARTMENT ELECTIVE COMMITTEES

2.7 Academic Staff Committee:Membership

- Two elected members of the Executive Committee in addition to the Department Chair, Associate Chair/Director of Composition, and Assistant Director of Composition.
- Two elected members of the Departmental Faculty who are Academic Staff with indefinite appointments. One is elected each fall for a two-year term.
- Two elected members of the Academic Staff with limited term appointments. (All Academic Staff who have been employed by the Department for at least one year and are currently employed at 50% or more are eligible.) One is elected each fall for a two-year term.
- The Committee will elect a Chair at the beginning of each year to serve for that academic year.

2.8 Academic Staff Committee:Duties

The Academic Staff Committee has the following duties:

- (1) Reviews Department policies and procedures that pertain to Academic Staff and makes recommendations to the Departmental Faculty and Executive Committee.
- (2) Monitors annually the work records of all Academic Staff and notifies the Plan Committees of their obligations to review Academic Staff in their Plan who are eligible for promotions or longer-term contracts. In the case of those who teach in more than one Plan, the Academic Staff Committee will assign reviews based on percentage of

teaching appointment.* (*This review process is not to be confused with the annual Performance Reviews of all Academic Staff with appointments of 50% or more. These Performance Reviews are mandated by the College and assigned through the Business Manager's Office. The reviews referred to above involve only Academic Staff eligible for a title change and/or multi-year contract.)

(3) Reviews the recommendations for promotion to Senior Lecturer brought to the Committee by the Plans and forwards a recommendation regarding these promotions to the Executive Committee.

(4) Advises and mentors Academic Staff candidates on probationary contracts in preparing their files for promotions to indefinite status.**(**A subcommittee of the Academic Staff Committee made up of Executive Committee members will review the files of Academic Staff coming up for indefinite appointment and forward their recommendation to the Executive Committee.)

(5) Serves as a liaison between the Departmental Committee and Academic Staff with limited term contracts.

Also note the following documents, information, and requirements:

- UWM "Equal Employment Opportunity Policy"
http://www4.uwm.edu/eds/policies_forms/
- "Human Resources & Workforce Diversity UW System Administration, EEO Policies Policy Statement on Affirmative Action and Equal Employment Opportunity, Nondiscrimination and Anti-Harassment in the Workplace"
<https://www.wisconsin.edu/ohrwd/policies/eeo/>
- UWM Recruitment Toolkit Recruitment
<https://uwm.edu/hr/home/resources/toolkits/recruitment-toolkit/>

2.9 Advisory Committees for Department Plans: Membership by Plan

(1) Creative Writing Advisory Committee: All members of the Creative Writing Professorial Staff; one member of the Departmental Faculty not a teacher of creative writing (elected for a two-year term by the Departmental Faculty); and one Teaching Assistant from Plan C (appointed by the Coordinator of Creative Writing for a one-year term).

(2) Rhetoric and Professional Writing Advisory Committee (revised Plan B): All members of the Professorial Staff who regularly teach in these areas; plus one faculty member not a teacher in these areas (elected for a two-year term by the Department Faculty); and one graduate student in Plan B elected by Plan graduate students.

(3) Literature and Cultural Theory Advisory Committee: The selection of the Advisory Committee is voted on by all members of the Professorial Staff who regularly teach in the curricular areas of Plan A. Five members will be elected for staggered three year terms:

- One member English Literature before 1800
- One member English Literature since 1800
- One member American Literature
- One member criticism, theory
- One member at large from the department (any field of literature or any concentration)
- One graduate student from Plan A (elected by Plan A graduate students for a one-year term).

(4) Media, Cinema, and Digital Studies Advisory Committee: All members of the Professorial Staff regularly teaching in these areas; one member of the faculty not a teacher in these areas (elected for a two-year term by the Departmental Faculty); and one graduate student from Plan H (appointed by the Plan H Coordinator for a one-year term). Affiliated faculty from other departments and academic staff regularly teaching in these areas serve as non-voting members

2.10 Advisory Committees for Department Plans: Duties

All Plan Advisory Committees have the following duties:

- (1) Advise and assist the Plan Coordinator (or Coordinators) in the performance of his/her (or their) duties.
- (2) Review administrative procedures and decisions.
- (3) Review graduate applications and make recommendations for admission and teaching assistantships to the GPC and its GTA Selection Subcommittee.
- (4) Review the Plan's curriculum and recommend changes.
- (5) Frame resolutions and make recommendations concerning development of the Plan to the Departmental Faculty, including recommendations for new faculty positions.
- (6) Determine and administer procedures for designating core faculty membership in the Plan as needed.

2.11 Committee on Committees

Membership: Five members elected by and from the Departmental

Faculty. The Committee on Committees has the following duties:

- (1) Acts as nominating committee for elective sub-committees of both the Departmental Faculty and Executive Committee.
- (2) Examines and makes recommendations regarding the committee structure of the Departmental Faculty.

2.12 Composition Advisory Committee

Composition Advisory Committee Membership: one faculty member elected from each plan, the Director of Composition, the Assistant Director of Composition, the Assistant Director of Professional and Technical Writing, and the Director of the Writing Center.

The Composition Advisory Committee has the following duties:

- (1) Advises and assists the Director in curriculum and policy development.
- (2) Serves as a two-way communication channel between the First-Year Composition Program and the various graduate Plans, particularly in terms of the staffing and scheduling of Graduate Teaching Assistants and Lecturers in lower-level courses.
- (3) Provides feedback to the Director on issues raised by faculty, Graduate Teaching Assistants, or Lecturers about the composition program, and assists in addressing those concerns.
- (4) Ensures that faculty in the various plans are kept fully informed about the First-Year Composition Program in terms of major decisions, changes, and issues.

2.13 Graduate Policy Committee

Membership: Two members of the professorial staff who are also members of the UWM Graduate Faculty, to be elected by the English graduate faculty for staggered 3-year terms; the Associate Chair for Graduate Studies as permanent chair; the Chair of the Department as a voting member; the Director of Composition, the Coordinators of each plan; and two graduate students annually elected as needed for staggered 1-year or 2-year terms at large by students in the English graduate program. No elected member of the Committee may serve for more than three consecutive years.

Students (members and non-members of the Graduate Policy Committee) **cannot** have access to student files. When the Graduate Policy Committee is discussing confidential matters, students **cannot** be present (or participate). Students **cannot** vote on matters brought before the Graduate Policy Committee.

The Graduate Policy Committee has the following duties:

- (1) Formulates broad lines of policy, subject to the approval of the Departmental Faculty, regarding graduate matters. Such policy guidelines should include but need not be confined to: definitions of and curricular requirements for English graduate programs; criteria qualifying faculty to teach undergraduate courses offered for graduate credit, pro seminars, and seminars and for directing dissertations and serving on dissertation committees; participation of graduate

students in decisions affecting programs and curricula; appeals procedures for students.

(2) Implements approved policy and, in so doing, appoints individuals and creates standing and ad hoc committees to perform such duties as advising the Associate Chair for Undergraduate Studies on the scheduling of graduate courses and instructors for them; approves examination formats and dissertation topics; evaluates the performance of graduate students at appropriate times; makes recommendations for admission to and termination of students in graduate programs; makes recommendations for assistantships, fellowships, and scholarships; and assists graduate students seeking jobs.

(3) Maintains an up-to-date English Graduate Handbook which includes, in addition to approved policies, membership and duty specifications for all standing subcommittees created by the Graduate Policy Committee.

2.14 Grievance Committee

Membership: Four members from the following ranks are elected annually:

- One Professor, one Associate Professor, and one Assistant Professor (all elected by the Departmental Faculty);
- One Instructor or Lecturer who is NOT a student, either regularly- budgeted or non-regularly budgeted (elected by regularly-budgeted and non-regularly-budgeted Lecturers voting as a singlebody);

No member shall serve more than two years consecutively. After a year's interval, a member who has previously served two years consecutively may stand again for election. Due to privacy reasons, no students can serve on the Grievance Committee.

Undergraduate Grievance/Grade Appeal Procedure

According to the "College of Letters and Science Grievance/Grade Appeal Procedure" https://uwm.edu/letters-science/wp-content/uploads/sites/255/2016/05/grievance_policy.pdf

Step 1 of the "undergraduate grievance/grade appeal procedure" is as follows: "Within thirty (30) working days from the date of the action prompting the appeal or grievance, the student may file with the chair of the department or his/her designee a written statement of appeal. The statement should describe relevant facts surrounding the appeal/grievance and identify actions that will resolve the problem to the student's satisfaction. In response to this statement, the chair or designee will meet jointly or individually with all parties in an effort to resolve the problem and will prepare a written 'mediation report' of the results of his/her mediation efforts. Additionally, the

chair or designee will issue a status report on the resolution progress via email to all parties every 15 working days until the written 'mediation' report is completed. Concerns about lack of progress or reporting may be referred to the Office of the Associate Dean for humanities, natural sciences, or social sciences, as appropriate. The mediation report will be given to both the student and the instructor, and both the statement of appeal and the mediation report will be retained in the department's files. If a proposed resolution is agreeable, the student will be asked to indicate formally that the matter is resolved. If the proposed resolution is not acceptable to either the student or the instructor, or if no resolution has been proposed, then the process continues to Step 2"—i.e. "the student or the instructor may request, within ten (10) working days of receiving a copy of the written mediation report, that the chair or designee send the appeal/grievance to an existing departmental appeals committee."

As specified in "Step 2" of the "College of Letters and Science Grievance/Grade Appeal Procedure," a Grievance Committee has the following duties:

- Gathers and considers all information it deems appropriate.
- Affords the student and the instructor an opportunity to present their cases.
- Recommends a course of action in its own report.

Additional Requirements:

The chair of the Grievance Committee "will issue a status report on the committee's progress via email to all parties every 15 working days until the written committee report is completed. Concerns about lack of progress or reporting may be referred to the Office of the Associate Dean for humanities, natural sciences, or social sciences, as appropriate. The committee report will be given to both the student and the instructor, and a copy will be retained in the department's files. If a proposed resolution is agreeable, the student and instructor will be asked to indicate formally that the matter is resolved. If the proposed resolution is not acceptable to either the student or the instructor, or if no resolution has been proposed, then the process continues to Step 3. Both the student and the instructor will be informed that the decision arising from Step 3 is final."

"If the situation is not resolved in the Step 2 process, the student or the instructor may request, within ten (10) working days of receiving a copy of the written report from the departmental committee, that the appeal/grievance be referred to the Office of the Associate Dean for humanities, natural sciences, or social sciences, as appropriate. The Associate Dean will review all documents, independently consider all information s/he deems appropriate, afford the student and the instructor an opportunity to present their cases, and decide on a course of action. The Associate Dean or designee will issue a status report on her/his investigation via email to all parties every 15 working days until s/he reaches a decision.

Concerns about lack of progress or reporting may be referred to the Office of the Dean of the College of Letters and Science. Following evaluation at this level, the decision of the Associate Dean is final.”

“While due consideration will be given to summer or other recess periods, failure by the student or the instructor to meet any of the prescribed deadlines terminates the appeal procedure, and the decision at the previous appeal level stands.”

https://uwm.edu/letters-science/wp-content/uploads/sites/255/2016/05/grievance_policy.pdf

Graduate Student Appeal Procedure:

According to the Graduate School Academic Policies and Procedures
<https://uwm.edu/graduateschool/appeals-exceptions/>

“Appeals of academic decisions proceed through a three-step procedure beginning in the student’s program or department and ending with the dean of the Graduate School. A graduate student who chooses to appeal an academic decision (e.g., grades, scholastic standing, and graduation decisions) initiates the appeal with the appropriate authority within the department or program in which the decision was made. As dean of the school administering graduate programs, the dean of the Graduate School is the final authority on appeals of academic decisions. An appeal to the dean of the Graduate School is the third and final step in the appeal procedure and is made only after the first two steps in the appeals procedure have failed to produce a result that the student considers satisfactory. In pursuing an appeal, the student must observe the following sequence:

Step 1

The student appeals to the faculty member or faculty/staff body responsible for making the initial decision within 30 working days of the action that prompted the appeal. This appeal must be made in writing with substantiating reasons for the appeal. If requested by the student, the faculty member or body must provide the student with a written statement of the reason for the adverse decision.

Step 2

If the Step 1 decision is not in the student’s favor, the student may, within 10 working days from the date the Step 1 decision is communicated to the student, appeal to the body designated by the graduate faculty of the student’s program to hear appeals. This appeal must be in writing with substantiating reasons given for the appeal. In the event that any of the members of the body hearing the Step 2 appeal were involved in rendering the Step 1 decision being appealed, they must be replaced for the purpose of hearing the Step 2 appeal. Substitute members will be chosen by the program using established program appeal procedures. If necessary, the dean of the school or college in which the program is located may be asked to appoint replacement members of the committee. If the Step 1 decision that is being appealed was handled by the committee for hearing appeals in the program, the Step 2 appeal should be made to the appropriate appeals committee of the school or college. If such a committee

does not exist, the dean of the school or college should appoint an ad hoc committee to handle the appeal.

Step 3

If the Step 2 decision is negative, the student may, within 10 working days from the date of notification of that decision, appeal to the dean of the Graduate School. The student must provide information on the reason for the appeal, substantial evidence in support of the appeal, and the solution sought. All documentation must be forwarded to the dean. In appeals dealing with academic matters which fall within the purview of the faculty, the dean of the Graduate School will respect the faculty decision.”

<https://uwm.edu/graduateschool/academic-appeals-procedure/>

2.15 Travel Committee

Membership: The Department Chair; three members of the Executive Committee, elected by the Executive Committee for staggered three-year terms; one Assistant Professor, elected by the Departmental Faculty for a three-year term; one lecturer elected annually by those currently employed as lecturers; one Graduate Student appointed annually by the Associate Chair for Graduate Studies.

The Travel Committee has the following duties:

- (1) Meets with the Department Chair early in the Fall semester to discuss the availability of departmental travel funds. The Chair will convene this meeting.
- (2) Devises guidelines for the distribution of departmental travel funds.
- (3) Awards departmental travel funds in accordance with those guidelines.
- (4) Gathers and disseminates information about travel support available from extra-departmental sources at UWM.

2.16 Undergraduate Policy Committee

Membership: Members that represent each of the tracks; one representative of teaching academic staff elected each year by indefinite, probationary, and academic staff holding at least a 50% appointment for the previous academic year; one representative of graduate teaching assistants to be elected each year by GTAs; the Director of Composition; the Associate Chair for Undergraduate Studies, who will act as permanent chair; and the Department Chair.

Line of Authority: The Undergraduate Policy Committee shall be responsible through the Chair to the Departmental Faculty concerning undergraduate courses.

Mission: To ensure a high-quality undergraduate curriculum and major.

The Undergraduate Policy Committee has the following duties:

(1) Reviews regularly the undergraduate curriculum and tracks; reviews and then recommends to the Departmental Faculty the approval of proposals for new courses, cross-listing or joint offering of courses or sections, discontinuation of courses, alterations of scheduling patterns, and other substantive modifications to undergraduate courses and the undergraduate program. Proposals on these matters need to come to the Undergraduate Policy Committee (UPC) for review and approval before they go to the Departmental Faculty and then the Chair. The UPC endorses the use of e-mail or mail ballots for changes in course numbers, titles, subtitles, catalog descriptions, and prerequisites, and situations in which emergency Departmental Faculty approval is necessary.

(2) Reviews the course schedule for each fall and spring semester, summer session, and Winterim session before it goes to the Departmental Faculty.

(3) Oversees track options. Reviews and decides on issues and proposals related to the tracks before they go to the Departmental Faculty.

(4) Oversees the process of observing (non-composition) undergraduate courses taught by graduate students and instructors; collects and provides a central repository for reports (or letters) of classroom observations; ensures that classroom observations are done regularly within each specialty area.

(5) Ensures that a process of course evaluation is in place that assists in the continued enhancement of undergraduate courses; assists the department in activities related to the quality of teaching.

(6) From time to time, reviews other undergraduate programs; identifies features of those programs that would benefit the undergraduate program and proposes the adoptions of those features to the Departmental Faculty.

(7) Assesses the relationship of the undergraduate program to other units of the University and reports to the Departmental Faculty its assessment.

(8) Encourages good relations and interactions among undergraduate students, faculty, staff, and administrators in the Department.

2.17 Open House Committee

Membership: One member of the departmental faculty is elected annually to organize and manage, with the assistance of the members of the English Department, the Department's booth at the University of Wisconsin-Milwaukee's annual Open House in October.

2.18 Long Range Planning Committee

Membership: Department Chair; Associate Chair of Graduate Studies; Associate Chair of Undergraduate Studies; Associate Chair of Composition; coordinators of tracks A, B, C, and H; one representative of the Academic Staff holding Indefinite status and selected by the Academic Staff Committee.

The Long-range Planning Committee has the following duties:

- (1) To provide the Executive Committee with a background analysis and recommendations regarding priorities for faculty recruitment; this should occur no later than April during every academic year.
- (2) To conduct discussions, from time to time, of the Department's program array, including consideration of enrollments, programmatic coverage, resource allocation, and staffing; recommendations may go to the Department or Executive Committee, or to the Undergraduate Policy or Graduate Policy committees, as appropriate. Such a discussion should usually occur each year and will be convened by the Chair.
- (3) To conduct the initial review of any inquiry regarding the prospect of a conversion of an academic staff employee to tenure-line appointment; review will be conducted by those members who are also members of the Executive Committee; recommendations will be sent to the Executive Committee.

UNIVERSITY OF WISCONSIN-MILWAUKEE

English Department Faculty Handbook

**CHAPTER 3
EXECUTIVE COMMITTEE**

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3.1 Membership and Functions

See UWM Policies and Procedures 4.04 and 4.05.

3.2 Executive Committee: General Procedures and Voting

(1) Parliamentary authority and conduct of meetings: See sections 2.02 and 2.03 of the English Department Faculty Handbook.

(2) Voting on all personnel matters shall be by written ballot. In accordance with UWM Policies and Procedures 5.162, "This ballot shall contain the motion before the committee, the date of the meeting, the individual's vote (yes, no, abstain), and the signature of the individual voting. These ballots will be collected by the chair of the committee and retained in the confidential personnel files for the duration of the candidate's employment at UWM." "The vote on a decision of tenure/promotion shall be recorded in the minutes of the executive committee."

(3) In accordance with UWM Policies and Procedures 5.162, "Proxy votes are not allowed."

(4) The Chair may request members of the Executive Committee to assist her/him in preparing supporting data to accompany recommendations to the Dean.

3.3 Criteria for Recommending Promotion to Associate Professor with Tenure

The present and foreseeable needs of the Department may be a factor in determining recommendations for tenure. Because tenure constitutes a lifetime appointment, the Department must assess the candidate's potential for continued professional growth and accomplishment which must necessarily be judged on the basis of performance at the probationary rank. While successful teaching and commitment to the Department are essential, scholarly achievements weigh most heavily in the tenure decision.

(1) Teaching

Candidates must demonstrate a sustained record of strong and successful teaching. Candidates whose teaching is judged unsatisfactory will not be tenured. In assessing teaching the department will consider evidence such as peer and student evaluations, letters of support, syllabi and other classroom materials, service on graduate student committees, new or revised courses, teaching awards, and overall contributions to the Department's curriculum. The Department may also consider the candidate's ability to incorporate ongoing research into graduate and undergraduate teaching.

(2) Scholarship

Candidates for promotion to Associate Professor must demonstrate evidence of ongoing, significant, and substantial research or creative activity which must necessarily take the form of publication by reputable presses and journals. Given the diversity of the English Department, no hard-and-fast criteria can be formulated with regard to quantity of publication; however, in most cases a book (published or accepted for publication) or its equivalent is expected for tenure. In fields in which the publication of scholarly books is not the norm, judgment will likewise be based on ongoing, significant, and substantial publication as appropriate to the field. The Department will solicit outside evaluations regarding the substance and merit of the candidate's work.

(3) Service

While the department does not require extensive service from Assistant Professors, candidates should demonstrate the capacity to work effectively within departmental structures as well as a commitment to the Department, the university, and the profession.

3.4 Criteria for Recommending Promotion to Professor

Promotion to Professor is recognition of significant accomplishment since tenure. Continued success as a teacher and substantial service to the Department are essential to promotion, but publication is the primary consideration. Although teaching and service cannot entirely replace publication, outstanding contributions in these areas will weigh heavily in the decision.

(1) Teaching

In assessing teaching the Department will consider evidence similar to that considered for tenure. Additional considerations include directing graduate students, developing curriculum, work on graduate examinations, coordinating programs, and ability to incorporate ongoing research into graduate and undergraduate teaching.

(2) Scholarship

Given the diversity of the English Department, no hard-and-fast criteria can be formulated with regard to quantity of publication; however, in most cases a second book (published or accepted for publication) or its equivalent is expected. In fields in which the publication of scholarly books is not the norm, judgment will be based on ongoing, significant, and substantial publication as appropriate to the field. The Department will solicit outside evaluations regarding the substance, merit, and influence of the candidate's work. Candidates are expected to have attained a national reputation in their field.

(3) Service

Candidates for promotion are expected to have contributed extensive service to the Department, the university, and the profession. While service cannot entirely replace publication, outstanding contributions in the area of service will strengthen the case for promotion.

3.5 Criteria of the Divisional Committee for Arts and Humanities for Promotion to Associate Professor with Tenure and Promotion to Professor

Each year the Divisional Committee for Arts and Humanities updates and disseminates its criteria for promotion and tenure as well as information to candidates about preparing their files. Current information is available at <http://www4.uwm.edu/secu/faculty/divisional/ah/index.cfm>

3.6 Sabbatical Ranking Procedure

Early in the fall semester in accordance with the policies and procedures available on the Provost's website, individual sabbatical "proposals will be reviewed first at the departmental level by the executive committee. Where a department receives multiple proposals, the executive committee shall rank the proposals." http://www4.uwm.edu/acad_aff/policy/sabbatical_gl.cfm

The ranked list of sabbatical proposals must be approved by the Executive Committee. The following criteria will apply:

(1) Eligibility Criteria (every proposal that satisfies these criteria will be approved):

According to the policies and procedures available on the Provost's website, "A faculty member is eligible for a sabbatical award under the following terms:

- A faculty member must have completed six or more years of full-time instructional service as ranked faculty, or its equivalent, in the UW System and not have taken a sabbatical within the UW System during the previous six years of full-time service, or its equivalent.
- Leaves of absence, regardless of source of funding (including personal resources and duly approved extensions to the probationary period 'Tenure Clock Extensions') will be excluded in determining a faculty member's years of full-time service.
- Preference shall be given to those making significant contributions to teaching and who have not had a leave of absence, regardless of source of funding, in the previous four years.
- A sabbatical will not be awarded to:

- A faculty member denied reappointment to a permanent position in the year following the sabbatical leave.
- A faculty member who does not plan to return to UWM for at least one academic year of service after the termination of the sabbatical.
- In accord with UWS 1.04, 'ranked faculty' is defined as persons holding the rank of instructor, assistant professor, associate professor, or professor in an academic department or its functional equivalent.
- Part-time faculty have the same waiting period as full-time faculty, but their sabbatical appointment will be based upon the percentage of their faculty appointment."
(http://www4.uwm.edu/acad_aff/policy/sabbatical_gl.cfm)

See the complete UWM policies on and guidelines for the sabbatical program at: http://www4.uwm.edu/acad_aff/policy/sabbatical.cfm

3.7 Sabbatical Ranking Criterion

The number of years during which the faculty member has served without receiving a leave of absence. The faculty member who has taught longest without a break will be ranked first. Buyouts and other partial leaves will be considered in making this calculation, as will years of service at other universities.

3.8 Procedures for Recommending Reappointment, Promotion, or Termination of Probationary Service

(See also UWM Policies and Procedures, 5.15 through 5.19 at <http://www4.uwm.edu/secu/policies/faculty/index.cfm>)

(1) The Executive Committee states formally with reasons (though these reasons do not appear in the minutes), its intention (arrived at by a 2/3 majority of those present and voting in the affirmative) to recommend the promotion, non-retention, dismissal, or continuation in rank of assistant professors and probationary instructors.

(2) If the intended recommendation is for other than promotion, the assistant professor or probationary instructor is notified by the Chair in writing of the intention of the Executive Committee and is advised that s/he may request reconsideration of the intended recommendation by notifying the Chair before a terminal date stated in the correspondence. The reasons are given orally unless the candidate requests the reasons in writing. (See UWM Policies and

Procedures 5.173.)

(3) The assistant professor or probationary instructor is advised that appeal may take the form of a written statement or an appearance before the Executive Committee, or both, and that s/he may request a closed or open session to be scheduled within a reasonable time. Such a session will include reconsideration of all pertinent information discussed in earlier meetings. (See UWM Policies and Procedures 5.174.)

(4) After this procedure, the Executive Committee makes its recommendation to the Dean.

3.9 Regulations Governing Executive Committee Personnel Actions

(1) A quorum shall consist of a simple majority of members not on leave or excused because of illness.

(2) All actions concerning faculty appointments, reappointments, and promotions are open to comments by the Chair concerning Departmental needs and priorities.

(3) A motion recommending tenure or indefinite appointment requires the affirmation of two-thirds of those present and voting to pass. (Abstentions do not count in determining the two-thirds of those present and voting.)

(4) Votes on promotions from Associate to Full Professor will be cast by the Associate and Full Professors meeting in executive session.

(5) Voting on all personnel matters shall be by written ballot. In accordance with UWM Policies and Procedures 5.162, "This ballot shall contain the motion before the committee, the date of the meeting, the individual's vote (yes, no, abstain), and the signature of the individual voting. These ballots will be collected by the chair of the committee and retained in the confidential personnel files for the duration of the candidate's employment at UWM." "The vote on a decision of tenure/promotion shall be recorded in the minutes of the executive committee."

(6) In accordance with UWM Policies and Procedures 5.162, "Proxy votes are not allowed."

3.10 Probationary Faculty and Academic Staff without Tenure: Class Visitations

1. Each new member of the probationary faculty or staff without tenure is to be visited at least twice during her/his first year of teaching at UWM.

If the new probationary faculty or staff member is teaching composition, one visit will be made by the Director of Composition, the other by a member of the Executive Committee. The instructor to be visited may choose the member of the Executive Committee. Each visit will

involve an examination of the instructor's theme grading.

If the new faculty or staff member is not teaching composition, both visits will be made by members of the Executive Committee, one chosen by the instructor to be visited and one appointed by the Chair of the Department in consultation with the instructor.

2. In subsequent years, additional visits to classes taught by probationary faculty and staff may be arranged at the request of the faculty or staff member to be visited or at the discretion of the Executive Committee or one of its subcommittees. All class visits for the purpose of teaching evaluation will be arranged in advance by the Chair of the department in consultation with the instructor to be visited.

3. Graduate Teaching Assistants in their first year of teaching at UWM will be visited by the Director of Composition—the number of visits to be determined by the amount of help deemed advisable.

3.11 Recommending Salary Increments

Each member of the Department will complete an Annual Summary of Academic Activities as required by the Dean's Office. One copy will be provided for use within the Department—for the Merit Committee, Chair, and Executive Committee. Each faculty member will submit an Annual Summary to the Dean's Office electronically via "Digital Measures."

—See also UWM Faculty Document 2370 ("Merit Salary Recommendations – Information to Faculty Members") (No: S-39) available at <http://www4.uwm.edu/secu/docs/other/S39.htm>

Each year the Executive Committee will elect a Merit Committee of five members from a slate of nominees proposed by the Committee on Committees. Members are exempt from service on the Merit Committee for five years following their initial term and may be excused for two more years for good reason (i.e., on leave, departmental administration, etc.). The Merit Committee shall not award points to its own members for salary adjustment or exceptional accomplishments, but they should include themselves in the general distribution of points for satisfactory performance. They are also eligible for points allocated by the Department Chair. (See number 3 below.)

If money is made available to the department to increase salaries on the basis of merit, faculty will complete, in addition to the Annual Summary of Academic Activities described above, the procedures outlined below in 3.11.1-3.

(1) Merit Reports and Merit Score Sheets are distributed annually.

(2) Accomplishments in teaching, research, and service, 95 points. Assignment of these points shall be made on the basis of the annual merit self-reports submitted by each member of the departmental merit pool. Merit scores for members of the Merit Committee will be tabulated by the Department Chair; merit scores for other members of the merit pool will be tabulated by the Merit Committee. Each member will receive a merit score which is the mean of her/his score in the current year and her/his scores for the two previous years (to be calculated retroactively if no merit money was available in previous year(s)). If a member has been in the Department for less than three years, she/he will receive a score which represents the mean for the number of years she/he has been in the Department.

(3) Chairperson's allocation. 0-5 points. The Chair will be allocated 5 points to award to members of the Department who, in her/his opinion, deserve additional consideration. Further, to expedite the Merit Committee's task and to promote fairness, the following practices shall be observed:

(a) The Merit Committee shall meet at least once in the fall semester of each year to plan its work for the year. The reports and recommendations of previous Merit Committees are available in the English Department.

(b) During the second semester, while waiting for the Faculty Merit Self-Evaluations to be completed, the Committee is advised to begin reviewing teaching evaluations.

(c) Each faculty member shall be provided with instructions for filling out a Merit Self-Evaluation Form. Along with the Merit Self-Evaluation form, each merit pool member shall submit to the Merit Committee one copy of all publications listed on the Merit Self-Evaluation Form.

(d) Except for members of the Merit Committee, every merit pool member's teaching evaluations should be read by at least two members of the Merit Committee. Evaluations for members of the Merit Committee shall be read by the Chair.

(e) As part of its report to the Executive Committee, the Merit Committee shall list both the raw and merit point scores assigned to each member of the merit pool for each of the categories assessed (teaching, research, and service).

(f) The Chairperson will add the "Chair's points" in a separate entry column and provide an explanation for each entry.

(g) The entire recommendation must be distributed to the Executive Committee at least one week before the meeting at

which it is to be approved.

(h) Amendments to the recommendations may be offered in the Executive Committee, but the maximum established for the merit categories may not be exceeded.

(j) When appropriate, the Merit Committee will consult with individual faculty for the purposes of explanation, clarification, or justification.

SUBCOMMITTEE OF THE EXECUTIVE COMMITTEE

3.12 Merit Committee

Membership: Five members of the Executive Committee elected annually. Members are exempt from service on the Merit Committee for 5 years following this initial term and may be excused for two more years for good reason (i.e. on leave, departmental administration, etc.). In addition, the Merit Committee will review faculty teaching evaluations.

The Merit Committee has the following duties:

(1) Reviews the Annual Summaries, publications, teaching evaluations, and other pertinent material of all members of the English Department's Merit pool, and awards merit points in conformity with the procedures described in the English Department Faculty Handbook (section 3.11) and the *Merit Report: A Sheet of Explanations—Legends and Notes for the Merit Report Detail & Summary Sheets*.

(2) Reviews the merit procedure and recommends changes as necessary.

3.13 Awards and Recognition Committees

Membership: Five members of the Executive Committee elected annually.

The Awards and Recognition Committee has the following duties:

- (1) Acts as nominating committee for all university-wide awards and honors.
- (2) Meets at the beginning of each semester to consider possible nominations of members of the department for relevant awards.
- (3) Along with the Chair, is available to consult with faculty who express interest in particular awards.
- (4) For those awards stipulating approval of departmental Executive Committee, the committee will forward its recommendation to the EC.
- (5) When needed, assists the Chair in gathering all supporting materials required for nominations (e.g., letters of support, comments from student evaluations, etc.).

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**CHAPTER 4
AMENDING OF THE BY-LAWS**

“Constitutions, by-laws, and rules of order, that have been adopted and contain no rule for their amendment, may be amended at any regular business meeting by a vote of the majority of the entire membership or, if the amendment was submitted in writing at the previous regular business meeting, then they may be amended by a two-thirds vote of those voting, a quorum being present.”
(Robert’s Rule of Order Revised, Section 68, <http://www.rulesonline.com/rror--00.htm>)

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**CHAPTER 5
HIRING**

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| 5.05 | Spouse/Partner Hiring Procedures | 42 |
| 5.06 | Transfer Procedures | 43 |

5.1 Equal Employment Opportunity (EEO) Policies

See the following documents:

- UWM “Discriminatory Conduct Policy Including Sexual Harassment”
http://www4.uwm.edu/eds/policies_forms/
- UWM “Equal Employment Opportunity”
<https://www.wisconsin.edu/ohrwd/policies/eeo/>
- “General Counsel: Discrimination in Employment”
<https://www.wisconsin.edu/general-counsel/legal-topics/discrimination-in-employment/>

5.2 Faculty & Academic Staff Recruitment

For information, see the Department of Human Resources Recruitment Toolkit:
<https://uwm.edu/hr/home/resources/toolkits/recruitment-toolkit/>

For guidance and further resources, contact the Assistant Dean for Administrative Affairs and Personnel, College of Letters and Science

See also “Legal Issues in the Recruiting Process”: <https://uwm.edu/legal/wp-content/uploads/sites/147/2015/01/Legal-Issues-in-the-Recruiting-Process.pdf>

5.3 Academic Personnel Recruitment & Hiring

For rules governing competitive and non-competitive appointment processes, consult the Assistant Dean for Administrative Affairs and Personnel, College of Letters and Science.

In the rare instances when the department needs to hire additional personnel to teach specific courses at the 300-level or above due to programmatic need, plan or program coordinators must submit a request to the Department Chair and Management Team prior to scheduling. Final confirmation of the teaching assignment will be subject to Executive Committee review and approval.

5.4 Guidelines for Staffing the Summer Session

Staffing for the summer session will be determined by the Chair and Associate Chairs. The assignment of courses to Graduate Teaching Assistants will be made in consultation with the Associate Chair/Director of Composition and Associate Chairs for Undergraduate and Graduate Studies. These determinations will be guided by the following principles:

- Programmatic need will be the first consideration.
- Plan coordinators are given preference in summer teaching assignments.
- When possible within the constraints of the summer budget, faculty members who declare their intention of retiring within three years will be offered the opportunity to teach two courses.
- The Department is committed to offering summer teaching to as many Graduate Teaching Assistants as possible. In selecting GTAs for the summer session, preference will be given to those in the latter stages of the doctoral program whose teaching and academic progress have been satisfactory, and who have received no previous summer support.
- The Management Team will review applications to staff UWM's London Study Abroad Program (January-April). Before June 1, the Management Team will send out a call for applications for the following year.

Applications for the exchange will be reviewed and the selection of a faculty member for the program will be determined on the basis of programmatic need. It is expected that applications will propose courses that are designed specifically for the London-based curriculum of the program, and preference will be given to faculty whose field of specialization is an area of British literature and culture. In order to offset any reduction in salary stemming from the exchange, priority will be given to the faculty member in summer teaching assignments.

In the ranking of applications, priority will be given to the faculty member who has taught the fewest times and/or least recently in London.

- In addition, the Management Team will be responsible for staffing the faculty exchange program with Justus Liebig University, Giessen. Before September 1, the Chair will send out a call for applicants for the following summer. Applications for the exchange will be reviewed and the selection of a faculty member for the program will be determined on the basis of programmatic need. In the ranking of applicants, priority will be given to faculty who do not have other forms of summer support (administrative salary or other summer teaching) as well as those who have not participated in the exchange program. If all applicants have been part of the exchange before, priority will be given to the faculty member who has taught the fewest times and/or least recently at Giessen.

5.5 Spouse/Partner Hiring Procedures

In the event that the issue of a spouse hire or partner hire is raised by a job candidate or a Departmental faculty member, a time frame must be established that includes the opportunity for the Department to consider the questions included below.

See also: UWM policies regarding the “Faculty Partner Accommodation Program” http://www4.uwm.edu/acad_aff/policy/facpartner.cfm

- When the potential hire is the spouse or partner to an external candidate:
 - (1) What constitutes the uniqueness to the Department of the primary job candidate?
 - (2) To what extent is the primary job candidate replaceable by a second or third candidate, and how acceptable would this be to the department?
 - (3) What are the spouse’s or partner’s qualifications, what contributions would s/he make to the Department, and how does s/he fit into the current and long- range needs of the Department?
 - (4) At what rank would the spouse or partner be hired, and what rank would the primary candidate hold? What implications, if any, does that have for the Department?
- When the potential hire is the spouse or partner to a Departmental faculty member:
 - (1) What constitutes the uniqueness and value of the Departmental faculty member, and how detrimental to the Department would it be if s/he left?

(2) What are the spouse's or partner's qualifications, what contributions would s/he make to the Department, and how does s/he fit into the current and long- range needs of the Department?

(3) At what rank would the spouse or partner be hired, and what rank does the faculty member hold? What implications, if any, does this have for the Department?

- If it is decided to use a line for a tenured or tenure-track spouse or partner hire, the Executive Committee will consider the spouse's or partner's candidacy according to the usual procedures for regular faculty hires. If the person is to be offered a tenured appointment, outside evaluations, information on teaching, scholarship, and service, should be obtained as is done for internal tenure candidates. If a non-tenured appointment is at issue, candidates should provide the usual information obtained from applicants for assistant professorships. All candidates for a spouse or partner hire are expected to give job talks or demonstrations to the Department.

5.6 Transfer Procedures

Occasionally, tenured UWM faculty members outside of the department request to transfer into the English Department. These requests can come from individual faculty, or a Dean, or an Associate Dean on their behalf, and generally first go to the Department Chair. The Chair will then send the request, and any related material, to the relevant plan, and the Long Range Planning Committee (LRPC). If approved, either the relevant plan, or the LRPC will prepare a brief report stating the impact on departmental programs, the fit with the department, and potential teaching duties at the graduate and undergraduate level. Curricular need and the quality of research will be considered at all levels. The request is then forwarded to the EC for further consideration, which will include a public presentation by the transferee. Following deliberations, the transfer request is voted upon by the EC, with the results forwarded to the Dean of L&S.

For UWM policies on faculty transfers, please see the following: <https://apps.uwm.edu/secu-policies/storage/faculty/2218.pdf>

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**CHAPTER 6
COURSE-RELATED POLICIES**

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6.1 Course Action Request (CAR) Process

All Course Action Request (CAR) forms for course changes or new courses must be approved by the Departmental Committee after they have been approved by either the Undergraduate Policy Committee or Graduate Policy Committee (or both in the case of U/G courses). The Departmental Committee's approval process will be as follows:

(1) Those committees proposing new or revised courses will notify the Chair that the CAR forms have been approved by the appropriate supervisory committee and request that they be placed on the automatic consent agenda for the next Departmental Committee meeting.

(2) The Chair will then notify Departmental Committee members that these CAR forms will appear on the automatic consent agenda for the next meeting and that they can be reviewed at <http://www.caronline.uwm.edu>.

(3) If even one member of the Departmental Committee requests that a particular CAR form be pulled from the automatic consent agenda and discussed at the meeting, it will be pulled and discussed.

(4) If no one requests that the CAR form be pulled, it will be voted upon as part of the automatic consent agenda.

(5) Once the CAR forms have been approved by the Departmental Committee, the Chair will sign the forms and return them to the appropriate committee member to be forwarded to either the Graduate Course and Curriculum (GCC) or Academic Program and Curriculum Committee (APCC) or both.

6.2 Academic Dishonesty

See http://www.uwm.edu/acad_aff/policy/academicmisconduct.cfm for information about University Policies regarding academic misconduct.

6.3 Grievances

See section 2.14 of this Handbook, as well as the following documents:

“College of Letters and Science Grievance/Grade Appeal Procedure”
http://www4.uwm.edu/lets/upload/grievance_procedure.pdf

The Graduate School Academic Policies and Procedures
<http://www.graduateschool.uwm.edu/students/policies>

6.4 Policies Regarding Teaching Evaluations

See http://www4.uwm.edu/secu/docs/other/S_52.5_TEACHING_ON_POLICIES.pdf

CHAPTER 7 ABSENCES OF FACULTY AND ACADEMIC STAFF

See http://www4.uwm.edu/hr/faculty_and_staff/unclassified/ucla_faq.cfm

CHAPTER 8 GUIDELINES FOR DEPARTMENTAL ANNUAL SUMMARIES

- The guidelines for Annual Summaries are distributed by the department and the Dean’s Office early each spring semester.
- See also UWM Faculty Document 2370 (“Merit Salary Recommendations – Information to Faculty Members”) (No: S-39):
<http://www4.uwm.edu/secu/docs/other/S39.htm>

CHAPTER 9 POLICIES RELATED TO ACADEMIC STAFF

- Academic Staff Personnel Policies and Procedures:
http://www4.uwm.edu/secu/policies/acad_staff/index.cfm
- University of Wisconsin System Administration Academic Staff Personnel Policies and Procedures: <https://www.wisconsin.edu/general-counsel/legal-topics/academic-staff-appointments/> and
<https://www.wisconsin.edu/ohrwd/policies/ups-operational-policies/>

CHAPTER 10

GRADUATE TEACHING ASSISTANT AND PROJECT ASSISTANT POLICIES

- <https://uwm.edu/graduateschool/graduate-assistant-policies-procedures/>

CHAPTER 11 OTHER POLICIES AND PROCEDURES

11.1 : Policy on Use of Departmental Spaces

Any reassignment of a department-owned space requires a prior affirmative vote from the Departmental Committee. Proposals should be presented to the Departmental Committee in writing, and any reassignment is contingent on departmental approval.

This policy applies to classrooms, offices, and any other department-owned space.

11.2 : Policy on Infrastructural Expenses

Any expense above \$2,000 must be approved by the Departmental Committee. A proposal with budget should be presented in writing to the Departmental Committee before any charges are made.

This policy applies to classroom renovations, bulk ordering of computers and other technology, and any other infrastructural expenses. Members of the Departmental Committee have the right to request the final budget relating to any expenses for these projects.

11.3: Criteria and Procedures for Review of Tenured Faculty

1. CRITERIA

Departmental review of tenured faculty is based on professional achievement in research, teaching, and service. Tenured faculty are expected to make sustained, long-term contributions to the Department's mission in each of these areas.

A. Research:

Tenured faculty are expected to continue their scholarly development. Publications and other scholarly and creative activities that make a positive contribution to the development and reputation of the Department will be considered. Achievement will be measured by the number and quality of publications, research fellowships and grants applied for and awarded, special honors and awards, scholarly and creative work delivered at professional meetings, academic institutions, and other venues, editorial and refereeing work for publishers and journals, and quality and promise of long-term projects and work in progress.

B. Teaching:

Tenured faculty are expected to contribute to the Department's instructional mission. Contributions to the Department's programmatic needs, improvement of its instructional program, and quality of instruction will be considered. Assessment

will be based on such items as: summary of student teaching evaluations by the Merit Committee, student advising, supervision of independent studies, service on graduate student committees, direction of dissertations, development of new and existing courses, and teaching awards.

C. Service:

Tenured faculty are expected to make service contributions to the Department, university, and profession. Service contributions include: serving on or chairing Department, college, university, and professional committees; service as Department Chair or member of the management team; service as plan coordinator; participation in professional organizations; and service in community engagement activities that utilize the faculty member's scholarly expertise. Evaluation will be based on willing and active participation.

2. PROCEDURES

- A. The departmental Management Team will comprise the committee responsible for post-tenure reviews, which will be conducted by the Department Chair, the Director of Graduate Studies, and the Director of Undergraduate Studies. If a member of the review committee is scheduled for review that year, that person will be reviewed by the other two members of the Management Team along with the Director of Composition selected for service in this case.
- B. The Chair will notify in writing each faculty member scheduled for post-tenure review in a given academic year of the review in the previous spring semester (by April 15). By October 15, the faculty member should provide the Chair with the following materials for the period since the last review:
1. List of activities covering solely the previous 5-year period, divided into separate categories for research, teaching, and service.
 2. Faculty development plan: this document should explain accomplishments in the three areas of research, teaching and service in the previous 5-year period (1-2 pages), and should also outline career plans for research, teaching, and service for the five years following the review (an additional 1-2 pages). The faculty member may also submit any other material deemed relevant. The materials will be due to the Chair by October 15.
- C. The Management Team will review the materials submitted for each faculty member being reviewed in that academic year. In addition to teaching material submitted by the faculty member, the Management Team may consult the Merit Committee's review of teaching evaluations from previous years. After reviewing all the relevant materials, the Management Team will draft a written report which assesses the faculty member's performance using the criteria listed above. The report should contain the committee's recommendation regarding whether the faculty member "Meets Expectations" or "Does Not Meet Expectations". The Management Team will communicate its result to the Executive Committee within 14 days of the commencement of the review.

- D. The Executive Committee will assess the findings of the review, and within 10 days of receiving the findings, vote by written ballot whether the faculty member “Meets Expectations” or “Does Not Meet Expectations”. The result of the vote shall be recorded in the minutes of the Executive Committee and communicated to the faculty member.
- E. For reviews resulting in Executive Committee decision of “Meets Expectations”, the Chair shall provide the faculty member with: a) the Management Team’s written report and b) a written statement of the review within 30 days of the determination. The faculty member shall have the right to submit a written report within 15 days of receipt of the statement from the Chair. The Chair will forward the written statement of the review and the faculty member’s response, if received, within 5 days of the deadline for receiving the faculty member’s response to the Dean(s), Provost and Chancellor. If either the faculty member or the Management Team wishes further to discuss the review, the Department Chair will schedule a meeting of the Committee and the faculty member. The Department Chair will attend this meeting.
- F. A copy of the review report, of the Chair’s written summary, of the faculty member’s written response (if there is one), together with a copy of those documents that played a substantial role in the review (excepting materials that are readily available elsewhere), will be placed in the faculty member’s personnel file in the Department office. The Department will keep an ongoing record of the review cycle.
- G. For reviews resulting in “Does Not Meet Expectations,” the Executive Committee shall provide the faculty member with a) the Management Team’s written report and b) a written summary of the review within 5 working days of the decision. The faculty member shall have the right to prepare a written response within 10 working days after receipt of the summary. If either the faculty member or the Management Team wishes further to discuss the review, the Department Chair will schedule a meeting of the Committee and the faculty member. The Department Chair will attend this meeting.
- H. For reviews resulting in “Does Not Meet Expectations,” the Chair will forward the written statement of the review and any additional response from the faculty member to the Dean(s) within 5 working days after the faculty member’s written response deadline.
- I. Before a final judgement of “Does Not Meet Expectations” is rendered, both the Dean (with involvement of the Divisional Committee) and the Chancellor must conduct their own reviews. The Chair will monitor these higher reviews on behalf of the Department. The final determination of “Does Not Meet Expectations” is to be received by the faculty member in writing from the Chancellor’s office no later than 30 days prior to the end of the academic year during which post-tenure review is conducted. The Chair and the faculty member, in consultation with the Dean(s),

shall develop a written remediation plan for mentoring and professional development to address all the issues identified in the review, to be completed no later than 30 days after the Chancellor has informed the faculty member of the final determination. The plan shall be the product of mutual discussion between the faculty member, the Chair and the Dean(s), shall respect academic freedom and professional self-direction, and shall be flexible enough to allow for subsequent alteration.

- J. By university policy, the faculty member who has received a review of “Does Not Meet Expectations” will have three academic semesters to fully satisfy all elements of the remediation plan. An extension of one academic semester may be granted if the remediation plan includes performance shortfall in research. Regarding the process for determination of the successful completion of remediation: A) the faculty member submits documentation of activities that address issues in the remediation plan to the EC. This can be submitted at any time during the period, but no later than 4 weeks prior to the end of the remediation period. B) Within 30 days, the EC will review the materials submitted, and make their determination of whether the elements of the remediation plan have been satisfied. C) The EC will formulate a written explanation for their determination, and submit this, along with the faculty member’s documentation to the Dean. The Chair will monitor the higher stages of review and whatever disciplinary actions may be imposed on behalf of the Department.
- K. The Department Chair and Executive Committee will take the post-tenure review reports into account in long-range planning for the Department.

3. IMPLEMENTATION

- A. Every tenured member of the Department will be reviewed once every five years. Reviews for promotion conducted according to departmental criteria and procedures for promotion will constitute a faculty review for the purposes of post-tenure review.
- B. In scheduling reviews, the Department will take into account faculty requests for a promotion review, changes of Chairperson, leaves of absence, sabbaticals, impending retirement, etc.
- C. The schedule of post-tenure reviews will initially follow a three-year rotation arranged alphabetically. A faculty member’s position in this rotation can also be changed due to upcoming retirement or date of most recent promotion.
- D. Faculty will provide a prospective 5-year Faculty Development plan when they come up for their first post-tenure review. The first post-tenure review of currently tenured faculty will take place according to general departmental criteria. From this point forward, faculty will be asked at the time they are appointed with tenure to submit a prospective five-year Faculty Development plan.

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APPENDIX A:

**English Department Timeline for Candidates for Reappointment, Promotion to Associate Professor with Tenure, and Promotion to Professor English Department
Timeline for Candidates for Reappointment, Promotion to Associate Professor with Tenure, and Promotion to Professor**

Exact dates are approximate and may change; consult the Chair for this year's dates.

TIMELINE

| | |
|-----------------------|---|
| April 1 | Meet with Department Chair to review process, documentation, etc. |
| April-May | Assemble Tenure and Promotion files on OneDrive according to Division of Arts and Humanities criteria. Share to Department |
| May 1 | Candidate submits to Chair names of outside reviewers for consideration. |
| May 15 | Candidate sends letter to Chair selecting open or closed Executive Committee hearing (closed guarantees confidentiality of letters) |
| June 1 | Chair sends candidate's materials to outside reviewers. |
| June-September | Candidate contacts undergraduate and graduate students, requesting letters about teaching |
| September 1 | Receipt of letters from external reviewers (for candidates for promotion to Associate Professor with tenure and promotion to |
| September 15 | Candidates share final version of promotion files to the Department Chair on OneDrive. Chair adds student letters and external letters. |
| September 20 | Chair sends completed promotion file to members of the Executive Committee through confidential OneDrive share link. |
| September EC meeting | EC agrees to hear the promotion case. Candidate receives 30-day notification of hearing date. |
| 3rd week of September | Dean announces deadlines and required personnel actions. |
| October EC meeting | Executive Committee votes on cases for promotion to Associate Professor with tenure. |
| November 1 | Executive Committee recommendations on cases for promotion to Associate Professor with tenure forwarded to the Dean of the |
| November EC meeting | Executive Committee votes on cases for promotion to Professor. |

| | |
|-------------------------------------|--|
| December 1 | Executive Committee recommendations on cases for promotion to Professor forwarded to the Dean of the College of Letters and Science. |
| December 5 | Chair sends memo requesting that faculty notify chair if they intend to apply for tenure and/or promotion in next academic year. Notification should be as early as possible, preferably by February 20, but no later than May 1. |
| 1 st Tuesday in February | Faculty to be considered for reappointment should provide the department chair with the following materials: (1) Updated vita (organized according to Divisional Committee specifications); (2) Copies of any teaching observation letters; (3) A brief description of current research and a research agenda; and (4) Any other materials that support the case for reappointment. (The Executive Committee has access to teaching evaluations, so those do not have to be included.) |
| February EC meeting | Executive Committee votes on reappointments. |
| March 1 | Executive Committee recommendations on assistant professor reappointments forwarded to the Dean. |

| | |
|------------|--|
| May 1 | Last possible date for faculty to notify chair of intention to apply for tenure and/or promotion. |
| April/May | Chair writes to potential external reviewers, sends packets of materials with promotion criteria, and requests evaluations be returned to the department by September 1. |
| May-August | Candidates for tenure and/or promotion prepare master file and abbreviated files according to the Division of Arts and Humanities guidelines. |

Please Note the Following:

- Each year the Divisional Committee for Arts and Humanities updates and disseminates its criteria for promotion and tenure as well as information to candidates about preparing their files. Current information is available at <http://www4.uwm.edu/secu/faculty/divisional/ah/index.cfm>
- The master file and abbreviated files of a candidate seeking promotion to Associate Professor with tenure or promotion to Full Professor should be completed in accordance with the current Division of Arts & Humanities Executive Committee guidelines.
- The completed master file and abbreviated files should be submitted to the Chair of the English Department.

- The Chair solicits external reviewers, whose letters will be kept in a separate, confidential file.
- Reconsideration: A faculty member may request that the Executive Committee reconsider a negative recommendation on reappointment, tenure, or promotion. Such request must be made to the Executive Committee no later than five (5) working days after receipt of the oral reasons for the committee's decision. The university guidelines for reconsideration and appeals during the tenure or promotion process are time sensitive. See the relevant sections of the University of Wisconsin-Milwaukee Policies and Procedures, including 5.16-5.20. (<http://www4.uwm.edu/secu/policies/faculty/index.cfm>)

APPENDIX B:

Departmental Awards

B.1. The Frederick J. Hoffman Award

B.2. The Award for Teaching Excellence

B.3. Tinsley Helton Dissertation Fellowship

B.4. James A. Sappenfield Fellowship

B.5. Creative Writing Awards

B.6. Composition Award

B.7. Leslie Whitaker Award

B.8. The Alice Gillam Award

B.9. The Elizabeth Babbitt Memorial Scholarship

B.10. The Robert Jones Scholarship

B.11. Faculty Teaching Awards

B.1. The Frederick J Hoffman Award

This award for \$500 is for the best paper written by a graduate student in the Department of English during the current academic year (established by the Departmental Faculty, 10/8/68; the following regulations approved by the Departmental Faculty, 6/1/71, and revised, 4/10/17, 5/14/2020). Submissions are due on May 15 each year, with the winners announced at the Fall awards ceremony.

The Administrator

The Administrator of the Hoffman Award shall be the Associate Chair for Graduate Studies, who shall oversee all phases of the contest. S/he shall:

- Be responsible for advertising and announcements concerning the award; solicit volunteers to serve on the board of judges, and forward these to the Chair
- Meet with the board of judges and see that a decision is rendered by the set date.

The Board of Judges

The Board of Judges will consist of three faculty members: the Administrator, along with two other faculty members appointed by the Chair from among those volunteering. The committee members will represent different programs in the department. The Board shall be selected by May 1 each year. The judges will complete their evaluation in time for the Administrator to announce the winner at the Fall ceremony, but they reserve the right to make no award if in their opinion no worthy paper is entered. A judge has the right to send a given paper to a specialist in the field in which it concentrates in order to get an opinion about its originality or the importance of content with which the judge may not be familiar. Papers judged worthy of honorable mention may be so designated.

Rules for Entry

The submitted paper must not be shorter than fifteen nor longer than thirty-five double-spaced pages of text. Papers can be seminar papers, revised seminar papers, conference papers, essays accepted for publication, dissertation chapters, or other academic writing. Submissions will be made anonymously. The submission process will be detailed each year in the call for entrants. No student may enter more than one paper in a given year.

B.2. Tinsley Helton Dissertation Fellowship

Eligibility:

Open to students in the Department of English at the dissertation stage of their doctoral study who are in Plans A, B, or C and who anticipate completion of the degree during the fellowship year. Moreover, the recipient may not be employed by UWM or hold any other UWM fellowship or scholarship during the semester of the fellowship.

Description:

The award is for one semester, either the fall or spring, and also includes a Nonresident Tuition Remission (NRTR). The amount may vary to allow for cost of living increases. In recent years, the fellowship has been worth more than \$10,000.

Selection of recipient:

The student to be offered the fellowship will be selected by a committee consisting of the Chair of the Department, the Associate Chair for Graduate Studies, and a faculty member of the Graduate Policy Committee chosen by that Committee.

The Fellowship Committee will examine the academic record of all eligible students to ascertain what students are highly likely both to qualify for and to accept the award. The Committee will then request of the major advisor of each of these students a written statement as to the satisfactoriness of the student's progress, the subject and scope of the dissertation, the likelihood of its completion during the next academic year, and any other data that may be helpful in selecting the recipient. The Committee may also confer orally with the advisors.

B.3. James A. Sappenfield Fellowship

Eligibility – An outstanding student enrolled in the master's or doctoral program of the Department of English at the University of Wisconsin- Milwaukee, and who will enroll for at least one semester after receiving the award.

Description – The Sappenfield Fellowship, awarded annually, consists of a stipend paid to the student at the end of spring semester.

Selection of Recipient – Selection is by the Associate Chair for Graduate Studies and the Chair of the Department of English.

Further Considerations – Mindful that even very large bequests have proven to be insufficient to sustain over time the programs they were intended to support, the donors have agreed that the faculty of the department ought to have the flexibility to reallocate the resource if it is judged to be inadequate as originally chartered. At the same time, the donors intend that the Sappenfield money be used only for student scholarships and that it be devoted to attracting and retaining outstanding graduate students in the Department of English. Should the department discontinue its graduate programs, the fund would be converted to a scholarship program for undergraduate English majors. Although the donors desire that the Fellowship be awarded annually, the amount of individual awards and the frequency of awarding the Sappenfield Fellowships will be at the discretion of the faculty of the Department of English.

B.4. Creative Writing Awards

The Creative Writing Program awards a variety of prizes annually. The Plan C Coordinator announces the competitions and solicits entries each spring. Unless otherwise indicated: a) all Plan C/creative writing graduate students are eligible and b) winning pieces are selected by a judge from outside the university appointed by the Plan C Coordinator. Students may submit entries to more than one contest, but may not submit more than one entry to a single contest. Plan C oversees the following; consult the plan coordinator for details:

- **Academy of American Poets Award/Edward Ryan Prize.** Students should submit up to three pages of poems to be considered.

- **The Wladyslaw Cieszynski Memorial Award** is for previously published work: one poem of no more than two pages, one story of no more than 6000 words, or one creative nonfiction piece of no more than 6000 words. Online and print publications are both acceptable. Please submit (as a PDF) a copy of the journal cover or web site front page, table of contents when one exists, and the published piece itself with the author's name blacked out wherever it appears.
- **The Sheila Roberts Prize** is for up to twenty pages of unpublished short fiction.
- **The Ellen Hunnicut Prize** is for up to twenty-five pages (chapter or other suitable excerpt) of an unpublished novel or novella.
- **The William Harrold Memorial Poetry Award** is for up to three pages of poems.
- **The Thomas J. Bontly Faculty Fiction Award.** There is no application or submission required for this prize; the creative writing faculty will select the winner from work they have seen during the academic year. Thomas Bontly's widow, Marilyn Bontly, and son, Thomas Bontly, Jr., will be informed annually, via the university's development office, who has won the award.
- **UWM Poetry Manuscript Award** is to be awarded annually in the amount of \$250 or a lesser or greater amount, according to donations received. The guidelines are:
 - All UWM English graduate students who have not previously published a full-length book of poetry are eligible to apply. The monetary award should be used for submission fees to poetry book contests.
 - Applicants should submit a full-length poetry manuscript (48- page minimum) to the department chair by a deadline set by the chair.
 - Formatting: the manuscript must include a table of contents and may include an acknowledgments page. It should be submitted via email as a single document (in .doc or .pdf format) by noon on the day of the deadline.
 - The winner will be selected by an outside judge.
 - The winner must submit to the Chair of the English Department a list of the contests to which their book was submitted by April 30th of the following year.
 - The same poet cannot win the contest twice.

B.5. Composition Award

The Virginia Burke Writing Contest honors first-year writers whose essays are judged the best of the year. Contest rules and entry forms are available in Curtin 433. (The Rhetoric and Composition Program oversees the Virginia M. Burke Award.) <http://www4.uwm.edu/letsci/english/eng101-102/index.cfm>

B.6. Leslie Whitaker Award

The Leslie Whitaker Award was established to support a bi-annual symposium, workshop or lecture in the Department of English, centered around writing, creativity and teaching. Funds will be awarded to an academic staff person each year: up to \$1,000 to develop the program in year one and up to \$2,000 to implement the program in year two. This cycle will continue as long as funds are available. The proposal and selection process are to be determined by the Chair of English.

B.7. The Alice Gillam Award

The Alice Gillam Award is to be awarded annually in the amount of \$500 or a lesser or greater amount, according to donations received. It is designed to acknowledge a graduate student whose work exemplifies Professor Gillam's commitment to holding together the intellectual and the humane in the discipline of Rhetoric and Composition.

B.8. The Elizabeth Babbitt Memorial Scholarship

The Elizabeth Babbitt Memorial Scholarship is an award given to outstanding undergraduate students in English, with preference given to freshmen and sophomores with demonstrated financial need. The number of awards and their amount is determined each year in consultation with the College of Letters and Science, based on availability of funding. Each spring the department Chair will appoint an ad hoc committee of three faculty members to administer this and any other undergraduate awards. The Elizabeth Babbitt Memorial Scholarship is an award of \$1,000 given to outstanding undergraduate students in English, with preference given to freshmen and sophomores with demonstrated financial need. Each spring the department Chair will appoint an ad hoc committee of three faculty members to administer this award (along with the Jones scholarships).

B.9. The Robert Jones Scholarship

The purpose of the Robert Jones Scholarship is to provide financial assistance for tuition and related educational expenses for undergraduate students pursuing a degree at the University of Wisconsin–Milwaukee and who are enrolled fulltime in a curriculum leading to admission to graduate work in literature. The recipient(s) of the Scholarship shall be selected based on these criteria:

- The student(s) must be an English major, with junior year status.
- Preference will be given to African-American student(s).
- The student(s) must have maintained a grade point average of at least 3.0 on a 4.0 scale in their prior undergraduate course work.
- The student(s) must be a resident of the State of Wisconsin and have demonstrated financial need.

In any year where eligible candidates for this prize are identified, the chair will

appoint an ad hoc committee from the faculty to determine the winner(s).

B.10. Faculty Teaching Awards

Faculty Undergraduate Teaching Award:

The Faculty Undergraduate Teaching Award is given in recognition of outstanding undergraduate teaching. Each year faculty will be selected on the basis of the Merit Committee's annual review of teaching evaluations. The amount of the grant, and the number of grantees, will be determined by the committee in consultation with the Chair.

Faculty Graduate Teaching Award:

The Faculty Graduate Teaching Award is given in recognition of outstanding graduate teaching. Each year faculty will be selected on the basis of the Merit Committee's annual review of teaching evaluations. The amount of the grant, and the number of grantees, will be determined by the committee in consultation with the Chair.

A faculty member cannot win the same teaching award two years in a row. However, winners of the undergraduate teaching award are eligible for the graduate teaching award the following year, and vice versa.

APPENDIX C:

Professional Organization Sponsored by the Department: The Lambda Theta Chapter of Sigma Tau Delta, National English Honor Society

The Lambda Theta Chapter of Sigma Tau Delta, National English Honor Society Membership

English majors (both L & S and Education) whose academic record indicated superior performance in English courses beyond the sophomore level are invited to membership in Sigma Tau Delta.

Honorary memberships are conferred upon members of the English faculty in recognition of distinctive service to the English Department. Students or faculty who are members of a chapter of Sigma Tau Delta at another institution are invited to affiliate membership in the Lambda Theta Chapter.

Activities

The Lambda Theta Chapter of Sigma Tau Delta usually holds three meetings during an academic year, all involving a speaker or event of literary or scholarly value and ordinarily followed by a social gathering. The last of these events is the annual initiation ceremony and banquet.

Advisors

Two members of the English Department Faculty or Instructional Staff are appointed by the Department Chair to serve as advisors to Sigma Tau Delta, the appointments considered to be continuing subject to the will of the advisors and of the Department Chair.

APPENDIX D:

Online Course Request Policy First-Year Composition (FYC) and Business & Technical Communication (BTC)

Online sections of FYC and BTC courses are a fixed and scarce commodity, and all requests cannot be met. We cannot continue to make these staffing decisions based on precedent or distance from campus. It is department policy to prioritize the professional development of all instructors (academic staff and graduate teaching assistants) above other concerns. If a request for online/hybrid teaching stems from needs pertaining to disability, there must be current accommodation documentation on file with HR per ADA guidelines. Online and hybrid courses will be assigned according to the judgment of the FYC and BTC coordinators based on adding value to the instructor, and/or adding value to the course or program.

The procedure will be as follows: For each academic year, requests will need to be submitted by the first day of Winterim in the preceding January. Requests need to be made anew each year. Graduate students and academic staff should make their requests, including relevant evidence, according to the following priorities:

Adding value to the instructor

- Expanding teaching experience to online/hybrid
- Going on the job market
- Going up for promotion

Adding value to the course or program

- Demonstrated excellence in teaching online/hybrid
- Recent, relevant professional development in teaching online/hybrid (e.g., CETL's Online and Blending Teaching certificate; Digital Media and Composition Institute—DMAC; etc.)

The decisions about who is assigned to online sections will be a complex, holistic one which balances the interests of the department as well as the professional needs and interests of the instructors. Final review of online teaching assignments will take place during the normal scheduling process, which includes Management Team input.

APPENDIX E:

Criteria for the Assignment of 200-Level Courses to Graduate Teaching Assistants

1. No Graduate Teaching Assistant (GTA) will be assigned a 200-level course in their first year of teaching if they are part of the Composition pool. Exceptions may be made for students whose first language is not English.
2. Plan coordinators in the areas of Literary and Critical Studies; Rhetoric and Composition; Creative Writing; Professional and Technical Writing; and Media, Cinema, and Digital Studies as well as the Associate Chair for Undergraduate Studies will assign Graduate Teaching Assistants to 200-level courses in their respective tracks. Coordinators will consider such factors as previously demonstrated teaching ability and programmatic need. Coordinators will forward their recommendations to the Associate Chair of Undergraduate Studies. Ultimately, the Department Faculty must approve the entire schedule.
3. Ordinarily, GTAs who have not taught 200-level courses previously will be given preference over those who have; similarly, those who have taught only one such course, will be given preference over those who have taught two or more, and so on.
4. All GTAs teaching 200-level courses should expect to be visited and assessed by a member of the Undergraduate Policy Committee or the relevant Advisory Committee. Such assessments will be a significant factor in the consideration of future assignments to such courses.

APPENDIX F:

Summary of changes to the *University of Wisconsin – Milwaukee English Department Faculty Handbook* since December 2011

- *December 8, 2011*
 - The Department Committee voted unanimously in favor of inserting the following as the third paragraph of Section 3.11 of the *Handbook*: “If money is made available to the department to increase salaries on the basis of merit, faculty will complete, in addition to the Annual Summary of Academic Activities described above, the procedures outlined below in
 - 3.11 (1-3)” and adding the following words to the end of 3.11(2): “(to be calculated retroactively if no merit money was available in previous year(s)).”
- *March 15, 2012*
 - The Department Committee voted unanimously in favor of amending the *Handbook* as stated in the following motion [~~Strike through~~ = deletion, underline = addition]: “The English Department Faculty Handbook, Section 2.13, shall be amended as follows: ‘Graduate Policy Committee. Membership: Three members of the professorial staff who are also members of the UWM Graduate Faculty, to be elected by the English graduate faculty for staggered 3-year terms; the Associate Chair for Graduate Studies as permanent chair; the Chair of the Department as a voting member; the Director of Composition, the Coordinators of each plan ~~Creative Writing, Graduate Rhetoric and Composition, Literary Studies, and Professional Writing~~; and two graduate students annually elected at large by students in the English graduate program. No elected member of the Committee may serve for more than three consecutive years.’ **AND** Section 2.16 shall be amended as follows: “Undergraduate Policy Committee. Membership: Plan coordinators or their designees from each track ~~Members that represent each of the tracks to be elected for a three-year rotation by clusters of faculty in the track areas;~~ representatives of lecturers and teaching assistants to be elected each year by their constituencies; the Associate Chair for Undergraduate Studies, who will act as permanent chair, and the Department Chair.”
- *April 2012*
 - Awards added to Appendix B
 - UWM Poetry Manuscript Award is to be awarded annually in the amount of \$250 or a lesser or greater amount, according to donations received. The guidelines are:
 - All UWM English graduate students who have not previously published a full-length book of poetry are eligible to apply. The monetary award should be used for submission fees to poetry book contests.
 - Applicants should submit a full-length poetry manuscript (48-page minimum) to the department chair by a deadline set by the chair.
 - Formatting: the manuscript must include a table of contents and may include an acknowledgments page. It should be submitted via email as a single document (in .doc or .pdf format) by noon on the day of the deadline.

- The winner will be selected by an outside judge.
- The winner must submit to the Chair of the English Department a list of the contests to which their book was submitted by April 30th of the following year.
- The same poet cannot win the contest twice.
- The Alice Gillam Award is to be awarded annually to a Plan B graduate student in the amount of \$500 or a lesser or greater amount, according to donations received. The award acknowledges a graduate student whose work exemplifies Professor Gillam's commitment to balancing the intellectual and the humane in the discipline of Rhetoric and Composition.
- *May 2012*
 - This Appendix (F) added.
- *October 2012*
 - The Departmental Committee voted unanimously in favor of a motion to amend the first paragraph of section 2.15 of the *Department Handbook* as follows (addition noted in underline): "Membership: The Department Chair; three members of the Executive Committee, elected by the Executive Committee for staggered three-year terms; one Assistant Professor, elected by the Departmental Faculty for a three-year term; one lecturer elected annually by those currently employed as lecturers; one Graduate Student appointed annually by the Associate Chair for Graduate Studies."
- *January 2013*
 - Citation error in 1.01 corrected as follows (~~deletion~~, addition): "In accordance with UWM Policies and Procedures 5.162, ~~"Proxy votes are not allowed."~~ 4.06 (2) The method of expression of individual preferences must include the use of a written preference ballot, which may be a mail ballot." [5.162 refers to the process in effect during "Departmental/School-College Executive Committee Vote on Tenure and Promotion".]
- *April 2013*
 - Faculty Fiction Award (Appendix B.6) updated as follows: The Thomas J. Bontly Faculty Fiction Award. There is no application or submission required for this prize; the creative writing faculty will select the winner from work they have seen during the academic year. Thomas Bontly's widow, Marilyn Bontly, and son, Thomas Bontly, Jr., will be informed annually, via the university's development office, who has won the award.
- *October 2013*

- 2.07 was changed so that the indefinite and fixed term academic staff appointed to the Academic Staff Committee are appointed to two year instead of one year terms, and so that appointments were staggered. It was felt that this would bring more continuity of knowledge to the committee.
- *March 2014*
 - The Alice Gillam Award was added to the list of awards on page 49.
- *May 2016*
 - Changes to criteria for Sappenfield Awards (approved February 2015)
 - Skretting-Bertschi Scholarship and Babbitt Scholarship added (approved March 2015)
 - Added duties to Merit Committee: “will review faculty teaching evaluations” (approved March 2015)
 - Faculty Teaching Awards added (approved March 2015)
 - Awards and Recognition Committee added (approved April 2015).
 - Changes to criteria for Cieszynski Awards (approved May 2015)
 - Changes to election of graduate representatives to Graduate Policy Committee (approved November 2015)
 - Changed criteria for assigning 200-level courses to GTAs (approved December 2015)
 - Revised committee membership of Undergraduate Policy Committee (approved February 2016)
 - Guidelines added for staffing Giessen exchange program (approved May 2016)
- *May 2017*
 - Changes to election of Plan A advisory committee election (approved December 2016)
 - Procedures for hiring personnel for upper-division courses (approved February 2017)
 - Course release procedures for Plan coordinators (approved February 2017)
 - Departmental Space Policy (approved April 2017)
 - Infrastructural Expenses policy (approved April 2017)
 - Post-tenure review procedures (approved April 2017)
 - Changes to Hoffman Award procedures (approved April 2017)
 - Creation of Dissertation Prize (approved April 2017)
 - Changes to Teaching Excellence Awards procedures (approved April 2017)
 - Changes to membership and duties of Composition Advisory Committee (approved May 2017)
 - Procedures for staffing the London Study Program (approved May 2017)
- *December 2017*
 - Appendix D added to Handbook
 - Adjusted cover page and contents page to reflect changes
 - Revised page 65, under *April 2017* to accurately indicate changes made to Appendix B

- *April 2018*
 - Changes to Composition Advisory Committee Membership description and Undergraduate Policy Committee Membership description.
 - Advisory Committees for Department Plans: Membership by Plan
 - Removal of description of Professional Writing Advisory Committee verbiage and addition of Rhetoric and Professional Writing Advisory Committeedescription.
- *August 2018*
 - Various dead links removed or replaced
- *February 2019*
 - Added Long Range Planning Committee
- *September 2019*
 - Deletion of Open House Committee
 - Inclusion of Graduate Teaching Award restriction
- *May 2020*
 - Eliminate Dissertation Award
 - Revise Frederick J Hoffman Award criteria
 - Eliminate the Skretting-Bertschi Scholarship
 - Revise the Babbitt Scholarship
- *October 2021*
 - Change number of elected members of Graduate Policy Committee to two.