

**MARQUETTE UNIVERSITY**  
**DEPARTMENT OF ENGLISH BYLAWS**

*Preamble*

As a means of giving productive and public form to the processes by which the Department of English at Marquette University cultivates its intellectual life and pursues its professional purposes, the faculty has established the following bylaws. The principles upon which this document is based recognize that authority follows from the ideal of service obtained among teacher-scholars, and that this authority functions in cooperation with the legal authority vested in the University administration by the Board of Trustees. Accordingly the document seeks to establish a few simple structures from which flow the particular policies and administrative powers that serve our proper aims. The bylaws address the needs of the Department at a particular stage in its history by factoring an organization model that mixes democratic and hierarchical structures in a way that best suits the training and purposes of faculty while encouraging public and equitable policies and assuring that the Department can speak with a single voice within the larger communities of the college and the University. As the Department develops it is expected that these structures and processes will grow to accommodate changing needs within the Department and the University.

***Article I. The Faculty***

- A. The English faculty shall include all those persons holding an appointment in the Department of English according to the provisions of the Faculty Statutes [Faculty Handbook, 8/91, revised 12/94] for
  - 1. regular faculty, either tenured or on tenure-track [Section 301.01.(1) and (2)], and
  - 2. participating faculty, who may be designated as:
    - a) adjunct faculty [Section 301.02.(1)], or
    - b) visiting faculty [Section 301.02.(4)], or
    - c) lecturer [Section 301.02.(9)] or
    - d) postdoctoral fellow [Section 301.02.(11)]
  - 3. emeritus faculty [Section 301.03]
- B. Voting at meetings of the Department shall be restricted to regular faculty.

***Article II. The Departmental Chair***

- A. The Departmental Chair shall be appointed by the Dean of the College after a recommendation is made by the Department through the process specified in the Standing Rules. The term is three years.
- B. The Departmental Chair shall be responsible to the Dean of the College and University administration and to the faculty of the Department for the general operation of the Department and, along with the Executive Committee, for the administration of the Department and the execution of its policies according to these bylaws. The Chair's duties shall be:
  - 1. To be the chief liaison officer for the department.

2. To call and preside over meetings of the English Department.
3. To report to the English Department faculty administrative decisions that have policy implication.
4. To coordinate the work of all the departmental committees.
5. To make teaching assignments.
6. To initiate and preside over procedures for the appointment of new faculty.
7. To preside over the processes of review and recommendations for promotion and tenure.
8. To recommend to the Dean of the College of Arts and Sciences salaries of departmental members.
9. To prepare and administer the departmental budget.

***Article III. The Executive Committee***

- A. The Committee shall be constituted annually and shall be composed of the Chair and six other members of the Department, three appointed and three elected. Membership shall consist of
  - a. the Director of First Year English
  - b. the Director of Undergraduate Studies
  - c. the Director of Graduate Studies
  - d. two tenured members of the Department elected at large
  - e. one untenured member elected by the untenured regular faculty
- B. Duties of the Executive Committee shall be to advise the Chair in establishing policy and administering the programs of the Department.
- C. The Executive Committee shall serve as a Grievance Committee to hear grievances of faculty members in special session. The grievance procedure shall expressly exclude questions arising from
  - a. salaries
  - b. annual reviews
  - c. promotion and tenure decisions made by the Committee on Promotions and Tenure (Article V. A.).

No members of the Executive Committee who are a party to the grievance shall participate in the special session. If the Chair is such a party, the Committee shall elect one of its members to conduct the session. When the Committee has reached a decision on the merits of the complaint, it shall recommend to the Chair and/or the Dean appropriate procedures for action.
- D. The agenda for Executive Committee meetings shall be set by the Chair, but any faculty member may request that items of major importance be considered by submitting a written proposal to the Chair.

#### *Article IV. Meetings*

- A. Regular meetings of the Department shall be called by the Chair at least once each semester. Notice of the meeting and its agenda shall be distributed to the faculty at least one week before the meeting itself.
- B. Special meetings of the Department shall be called by the Chair upon the vote of a majority of the Executive Committee or by petition of one-third of the regular faculty. The Chair shall schedule a special meeting within three weeks of the vote or petition. Notice of a special meeting, the proposals for consideration and decision, and subjects for discussion shall be distributed to the faculty at least one week before the meeting.
- C. By a majority vote taken at a regular or special meeting, the faculty may veto an act of the Chair, which vote shall be binding except where legally excluded by the Statutes of the University.

#### *Article V. Standing Committees*

Except where otherwise specified in these bylaws, chairs and membership of all Standing Committees shall be appointed by the Departmental Chair in consultation with the Executive committee.

- A. Committee on Promotions and Tenure

Shall consist of the Departmental Chair and all tenured full and associate professors. The committee shall make recommendations to the Dean of the College regarding promotion, tenure, and the renewal of contracts of all untenured regular faculty.

- B. First Year English Committee

Shall function as sub-committee of the Executive Committee to assist and advise the Director of First Year English in matters pertaining to the planning and administration of English 001 and 002. The membership shall be composed of the Director, the Director of the Ott Writing Center, a graduate student representative, and at least two but not more than four faculty appointed by the Departmental Chair. At least one member must be tenured.

- C. Committee on Undergraduate Studies

Shall serve as sub-committee of the Executive Committee to consider all matters of the undergraduate curriculum except for English 001 and 002 (i.e. Honors English, Sophomore English, the majors, and all upper division courses). It shall consist of the Director of Undergraduate Studies as Chair, one student representative of the undergraduate majors, and at least two but not more than four faculty members appointed by the Departmental Chair. At least one member must be tenured.

- D. Committee on Graduate Studies

Shall serve as sub-committee of the Executive Committee to assist the Director of Graduate Studies in reviewing all matters of the graduate curriculum and in supervising the operations of the M.A. and Ph.D. programs. It shall consist of the Director as Chair, one graduate student representative, and at least two but not more than four faculty members appointed by the Chair. At least two members must be tenured.

Minutes of all meetings of standing committees except the Committee on Promotions and Tenure shall be

forwarded to the Chair and to members of the Executive Committee. Minutes of the Executive Committee shall be circulated to all faculty as well as to appropriate College and University authorities. In matters of unusual confidentiality, as in a question that involves an individual's or group's right to reasonable expectation of privacy, the Executive Committee may meet in the executive session without making the record public.

#### ***Article VI. Parliamentary Authority***

The current edition of *Sturgis Standard Code of Parliamentary Procedure* governs this organization in all parliamentary situations that are not provided for in its bylaws or its adopted rules.

#### ***Article VII. Amendments***

Any regular faculty member may propose an amendment to these bylaws. Such amendment shall be proposed at a regular meeting, and shall be considered and voted on at the next regular meeting, or at a special meeting called in accordance with Article IV of these bylaws. Copies of a proposed amendment shall be sent to the faculty at least one week before the meeting at which it will be considered. Adoption of an amendment shall be by majority of the legal votes cast.

### ***STANDING RULES***

#### **Rule I. Procedure for Election of Chair**

(Approved, April, 1981: slightly reworded July, 1990)

In the Spring semester of a Chair's third year, he or she will announce, at least a month in advance, a special meeting of faculty for the purpose of expressing to the Dean of the College the Department's wishes concerning the appointment of a Chair for the next regularly scheduled Chair's term. The faculty to be convened will be those regular faculty in the Department who, at the time of the election, hold an appointment for the following year. Faculty holding a terminal contract will be excluded from the electorate. The purpose of this meeting will be to arrange procedures and a time-table for determining and communicating the Department's wishes. The Chair shall appoint a balloting officer.

After this meeting the secret nominating process agreed upon shall be put in motion with nominations being submitted to the balloting officer. Four weeks from the first meeting, the second meeting of the aforementioned faculty shall be held. A Secret ballot listing names of the nominees will have been distributed in advance of the meeting. If after the first ballot no person has a majority, there will be a second ballot. If a second ballot produces no majority then the person with the least number of votes shall be dropped from the list. This process shall continue until there remain only two names. The Chair shall communicate to the Dean of the College the results of the final ballot as the official Departmental recommendation on the subject of who will be Chair.

This procedure assumes that someone from within the Department will be recommended by the aforementioned faculty and appointed by the Dean as Chair. In the event that it is the wish of the faculty to consider candidates from outside the Department, different procedures shall be defined by the aforementioned faculty at the first special meeting referred to above.