

DEPARTMENT OF ENGLISH  
PLAN OF ORGANIZATION

As amended, February 4, 2015

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This Plan of Organization describes a structure through which the Department of English Language and Literature can carry out its academic mission within the larger complex structure of the University, with due regard for the professional and personal welfare of individual members of the departmental community: its faculty, staff, and students.

Within the guidelines of the statement on Governance of Academic and Administrative Units in the College of Arts and Humanities Plan of Organization (approved May 2, 2014, Article I, Section 1.02), this departmental Plan provides a method of operation that incorporates broad participation, openness of information, and access to the deliberating process within the department. As well as providing for the orderly functioning of the department, the Plan provides means by which the Chair, and through the Chair, the Dean, can consult with the departmental community on all matters that bear upon the growth and development of the Department of English.

I. Departmental Assembly

- A. The Departmental Assembly consists of all tenured and tenure-track faculty and job-secure lecturers in the Department of English. In addition, six non-tenure-track lecturers (none of whom is a graduate student), four graduate students, and one undergraduate major in the department serve one-year terms as voting delegates to the Assembly, having been selected as representatives by their respective bodies. The full-time staff selects two representatives for two-year terms as voting delegates to the Assembly; any staff representative who has served a full term is ineligible to serve for a period of one year. Selection of all these delegates is made by the relevant bodies no later than twenty calendar days after the first day of instruction in the fall semester.
- B. Meetings of the Assembly are normally open to departmental undergraduate majors and graduate students, to those holding visiting appointments, and to the departmental staff. Privilege of the floor may be offered to all members of the departmental community or to designated representatives of their organized associations.
- C. The Department Chair presides over meetings of the Departmental Assembly; if the Chair cannot be present the Associate Chair presides; if neither is present, the chair names a substitute. Minutes are taken and made available to the Assembly.
- D. The Departmental Assembly is the voice of the department in all matters of general policy. All proposals of substantive import in regard to programs and policies of the department are brought to the Assembly for consideration; in cases where departmental decisions are reserved for other bodies (e.g., the Personnel Committee) within the department, such items are made known to the Assembly. Formal decisions of the Assembly are by majority vote of the members present, provided that such majority exceeds one-third of all members eligible to vote. If fewer than one-third of all members are present, a mail ballot determines the issue. Absentee ballots may be submitted to the chair before the meeting.
- E. A meeting of the Assembly is called at least once each semester for the hearing of reports of actions by the Chair and by standing and ad hoc committees, as needed, and for other agenda items recommended by the Coordinating Committee.
- F. Upon a request passed by a majority vote in an Assembly meeting, or upon written petition by one fifth of the Assembly membership, the Department Chair will convene a meeting of the Assembly within two weeks of the vote or presentation of petition, for consideration of a specified issue of concern to the department.

## II. Department Chair

- A. The Chair is the chief administrative officer of the Department, reporting to the Dean of the College of Arts and Humanities.
- B. The following procedures provide for departmental participation in selecting and reviewing the Chair.
  1. When it becomes known that an appointment is to be made to the office of Chair, the incumbent or the Acting Chair will conduct an election by which the members of the Departmental Assembly choose six tenure-line faculty members, one non-tenure-track lecturer (who is not a graduate student), one graduate student, one undergraduate major, and one staff member to be nominated to the Dean as departmental members on the search committee provided for in article II.2.02.a of the College of Arts and Humanities Plan of Organization. Elections are conducted as in III.D. below. Prior to the search committee's transmitting its recommendations to the Dean, a preferential poll will be taken of tenure-line faculty, regular staff, graduate students, and lecturers. The results of this poll are announced to those eligible to vote and transmitted to the Dean along with the committee's report. The Chair is appointed by the Dean, with the approval of the Provost.
  2. At any time during the Chair's term of office, the Departmental Assembly, by petition of the majority, may request that the Dean initiate a review of the Chair.
- C. The Department Chair presides at meetings of the Departmental Assembly, the Personnel Committee, the Coordinating Committee, and the Salary Committee. If the Chair is unable to attend a meeting of any of these committees, he or she will appoint another faculty member from that body to preside.
- D. In order to carry out the duties specified in article II.2.02.b of the College of Arts and Humanities Plan of Organization, the Chair does the following:
  1. Appoints faculty members to assist in the administration of departmental programs, typically including the following:
    - an Associate Chair,
    - a Director of Graduate Studies,
    - a Director of Graduate Placement,
    - a Director of Undergraduate Studies,
    - a Director of Comparative Literature,
    - a Director of Honors,
    - a Director of Creative Writing,
    - a Director of Professional Writing,
    - a Director of Academic Writing,
    - a Director of the Writing Center,
    - and a Director of the Center for Literary and Comparative Studies.

The creation of new or the abolition of existing administrative offices within the department is undertaken by the Chair in consultation with the Coordinating Committee. The Chair reports annually to the Coordinating Committee on administrative appointments in the department.
  2. Appoints members of the standing committees of the department, except those whose method of selection is differently specified in this Plan.

3. Appoints ad hoc committees for the consideration of departmental actions not covered by other committees of the department and reports these appointments to the Coordinating Committee.
4. Annually convenes members of the departmental committees responsible for attending to equity, diversity, and inclusiveness, and provides opportunities for training.

E. The Chair is responsible for the conduct of elections and referenda within the department.

### III. Coordinating Committee

A. The central departmental committee is the Coordinating Committee. The functions of the Coordinating Committee include the following:

1. Calling for reports from those standing or ad hoc committees within the department that derive from or report to it, and consulting with the Chair on important new business;
2. Determining whether business brought before the Coordinating Committee is ready for consideration by the Departmental Assembly;
3. Consulting in emergencies with the Department Chair.

B. The Coordinating Committee consists of twenty voting members:

1. Ten ex officio members:

the Chair (who votes only in the event of a tie vote),  
the Associate Chair,  
the Director of Graduate Studies,  
the Director of Undergraduate Studies,  
the Director of Comparative Literature (or a designee appointed by the  
Department Chair if the Director of Comparative Literature does  
not have a tenure-line appointment in English),  
the Director of Professional Writing,  
the Director of Academic Writing,  
the Director of the Writing Center,  
the Director of Creative Writing,  
and the Director of the Center for Literary and Comparative Studies.

2. Seven elected faculty members:

three professors,  
two associate professors,  
one assistant professor,  
one lecturer.

3. Three additional members:

one undergraduate student,  
one graduate student,  
one staff member.

4. The committee designates one tenured faculty member to be responsible for ensuring that its activities and decisions are attentive to equity, diversity, and inclusiveness.

All regular members are eligible to vote.

### C. Meetings

1. The Department Chair presides over meetings of the Coordinating Committee.
2. The Coordinating Committee is convened as needed but at least once each semester.
3. A quorum consists of at least half of the committee's members.
4. Minutes of each meeting are made available to members of the Departmental Assembly and to all members of standing committees.

### D. Elections

1. For the election of faculty members, electors are, in each case, the body of the group represented (the assistant professors elected by the body of assistant professors, etc.).
2. Elections of tenure-line faculty and staff are held in the spring semester for members to serve in the following academic year. Elections of lecturers are held by the third week of the fall semester.
3. For the election of faculty members there is a nominating ballot and an electing ballot. The nominating ballot carries the names of all members of the group who are eligible for election (except when excluded for special reasons, such as sabbatical leave or administrative conflict). The names of those receiving the two highest numbers of nominating votes are submitted on the election ballot if there is one place to be filled, those of the top three nominees if there are two places to be filled, and so forth. On each ballot the voter votes for the number of candidates to be elected. A candidate must be elected by a majority of those voting.
4. If an elected member is unable to serve his or her entire term, then he or she is replaced by the person who received the next highest number of votes; if that person cannot serve, a special election is held.
5. Faculty members are elected for two-year terms, to succeed themselves not more than once.
6. Staff members serve two-year terms and are ineligible for election for a period of one year thereafter.
7. Student members serve one-year terms.
8. The staff and the undergraduate and graduate student organizations are responsible for electing or appointing their respective representatives to the committee.

## IV. Salary Committee

- A. The Salary Committee is responsible for evaluating tenure-line faculty for merit salary increases and for recommending those increases to the Department Chair. The committee meets annually in the spring semester and at other times as necessary.
- B. The committee consists of ten voting members: the Associate Chair, the Director of Graduate Studies, the Director of Undergraduate Studies, and seven elected members. The Chair of the Department does not vote. Elected members include at least one professor, one associate professor, and one assistant professor.

1. The Chair of the Department chairs the committee. Faculty members are elected for two-year terms, to succeed themselves not more than once. If a committee member cannot complete a term, the position is filled by election.
  2. A quorum consists of no fewer than seven members of the committee, including at least one elected member from each of the three professorial ranks.
  3. No member of the committee takes part in deliberations or votes relating to his or her own salary or that of a spouse or partner. The salary of the Department Chair is determined by the Dean of Arts and Humanities.
  4. The committee designates one member to be responsible for ensuring that its activities and decisions are attentive to equity, diversity, and inclusiveness.
- C. Merit points are allotted in accordance with a scale devised by the committee and approved by the Coordinating Committee and Departmental Assembly.
- D. The Chair, who has the authority to make salary adjustments on the basis of parity, consults with the committee about such adjustments. The committee may recommend to the Chair review of specific faculty members for parity adjustments.

V. Personnel Committee

- A. The Personnel Committee is established within the first month of each fall semester, and is chaired by the Department Chair.
- B. The Personnel Committee consists of fifteen voting members:
1. Seven ex officio members: the Department Chair; the Associate Chair; the Director of Graduate Studies; the Director of Undergraduate Studies; the Director of Creative Writing; the Director of Comparative Literature (or a designee appointed by the Department Chair if the Director of Comparative Literature does not have a tenure-line appointment in English); and either the tenure-line Director of Academic Writing, the tenure-line Director of Professional Writing, or another tenure-line faculty representative of the Writing Committee.
  2. Six elected faculty members, including at least one professor, one associate professor, and one assistant professor. Faculty members are elected for two-year terms. In the event that an elected member cannot serve, the candidate at that rank receiving the next-highest number of votes becomes the representative.
  3. Two additional members of the body of professors, associate professors, and assistant professors named by the Department Chair. These members serve for one year.
  4. A quorum consists of eight members of the committee, including at least three elected members.
  5. The committee designates one member to be responsible for ensuring that its activities and decisions are attentive to equity, diversity, and inclusiveness.
- C. The functions of the Personnel Committee are as follows:
1. To solicit, review, and make recommendations for the recruitment of tenure-line faculty at all ranks based on proposals from area groups and, where appropriate, to confer with the Departmental Assembly about such recommendations;

2. To consult on other matters related to the recruitment of faculty as they arise, such as target-of-opportunity hires, cluster hires, etc.

VI. Bodies of Total Membership

The total memberships of the following groups within the Departmental Assembly meet and act for specific purposes appropriate to their rank and function.

A. Appointments, Promotions, and Tenure

As necessary, the Department Chair convenes committees consisting of all those eligible to vote on departmental faculty appointments, promotions, and tenure as follows:

1. For promotions within the department from Associate Professor to Professor, the voting body is the Professors.
2. For promotions within the department from Assistant Professor to Associate Professor, the voting body is the Professors and Associate Professors.
3. For reappointment of Assistant Professors to a second three-year contract, the voting body is the Professors, Associate Professors, and Assistant Professors (with the exception of the candidate).
4. For appointments of outside candidates at the rank of Professor or Associate Professor, the voting body is all Professors, Associate Professors, and Assistant Professors. Tenure decisions regarding outside candidates are made in accordance with items 1 and 2 above.
5. Appointments of outside candidates at the rank of Assistant Professor are made by the Chair in consultation with the Search Committee.
6. A written vote is taken on each candidate for appointment, renewal, promotion, and tenure. Absent members of the body may in advance deposit a written vote with the Chair of the Department. Members on leave may do likewise. A favorable recommendation requires a simple majority vote of those present or having recorded a vote in advance. A quorum is necessary for the meeting to take place, the quorum for this purpose being two thirds of all eligible voters who are not on leave. For all other procedures concerning appointment, promotion, and tenure, this Plan is supplemented by the department's published Review, Promotion, and Tenure Procedures document as well as by the University's policies on Appointment, Promotion, and Tenure. The department's policies on Post-Tenure Review are contained in another separate document, which is also a supplement to this Plan.

B. The full Graduate Faculty

The Director of Graduate Studies meets with the full graduate faculty for the following purposes:

1. Reporting on the actions of the Graduate Studies Committee and on the state of the graduate program.
2. Consulting on any matter of concern to the graduate program. By majority vote of the full graduate faculty or by written petition of one fifth of the membership any action of the Director or of the Graduate Studies Committee may be brought to the full graduate faculty for consideration.

## VII. Standing Committees

The standing committees of the department deal with matters of continuing significance to the academic program. Matters not within the purview of standing committees or subcommittees defined in the present Plan are considered by the Coordinating Committee (section III) or by ad hoc committees (section VIII).

Membership of standing committees rotate: one third of the elected or appointed faculty members (members not ex officio) are replaced each year; a three-year term is normal for such members. Terms for student members are one year. Unless the method of selection is otherwise specified, the appropriate student organizations are invited to select the prescribed student members.

### A. Undergraduate Studies Committee

#### 1. Membership

The Undergraduate Studies Committee consists of eleven members:

the Director of Undergraduate Studies (chair),  
the Associate Chair,  
the Assistant Director of Undergraduate Studies,  
the Director of Creative Writing (or designee),  
the Director of the Department Honors Program,  
four other tenure-line faculty members,  
one graduate student in English,  
one undergraduate major in English.

Members not specified by office are chosen by the Director of Undergraduate Studies with the advice and consent of the Chair of the Department.

The committee designates one member to be responsible for ensuring that its activities and decisions are attentive to equity, diversity, and inclusiveness.

#### 2. Duties of the Director of Undergraduate Studies

The Director of Undergraduate Studies is responsible for the administration of the English B.A. and other undergraduate programs in the department (not including the Academic Writing Program and the Professional Writing Program), and presides over meetings of the Undergraduate Studies Committee.

#### 3. Functions of the Undergraduate Studies Committee

The committee meets at least once a semester. The committee is responsible for a continuing review of the department's undergraduate offerings and curricula and is the Programs, Courses, and Curricula committee of the department, having functions parallel to those of the PCC committees of the College and of the University Senate, but with respect to the undergraduate programs of the Department of English Language and Literature. The committee also advises the department on undergraduate teaching and pedagogy.

The committee is not responsible for oversight of the Academic Writing Program, the Professional Writing Program, or the Writing Center.

Its functions include the following.

- a. Considering new courses, including repeatedly offered special topics courses; new programs; changes in existing programs; and substantial changes in existing courses and programs;
- b. Recommending to the Coordinating Committee, with reasons, adoption or rejection of program changes and broad curricular changes for presentation to the Departmental Assembly;
- c. Recommending to the Department Chair, with reasons, adoption or rejection of new courses, including special topics courses, and substantial changes in existing courses;
- d. Periodically reviewing course offerings with the advice of the Associate Chair and the Director of Undergraduate Studies;
- e. Assisting the Director of Undergraduate Studies in all aspects of the Learning Outcomes Assessment process for the department's undergraduate programs;
- f. Reviewing and making recommendations, as appropriate, about the English undergraduate major and the English undergraduate curriculum as a whole;
- g. Considering ways of maintaining and improving the quality of undergraduate teaching within the department.

In considering curricular changes, the committee consults with the faculty in those departmental programs and academic specialties that may be particularly affected.

## B. Graduate Studies Committee

### 1. The Graduate Studies Committee consists of thirteen members.

Five ex officio members:

the Associate Chair,  
 the Director of Graduate Studies (chair),  
 the Graduate Placement Director,  
 the Director of Comparative Literature (or a designee appointed by the  
 Department Chair if the Director of Comparative Literature does  
 not have a tenure-line appointment in English),  
 the Director of Creative Writing (or designee).

Six elected faculty members:

two professors,  
 two associate professors,  
 two assistant professors.

Two graduate student members, selected by the Graduate English  
 Organization:

one M.A. student,  
 one Ph.D. student.

The committee designates one member to be responsible for ensuring that its activities and decisions are attentive to equity, diversity, and inclusiveness.

All members are eligible to vote.

## 2. Duties of the Director of Graduate Studies

The Director of Graduate Studies is responsible for the administration of the English M.A. and Ph.D. programs of the department, and presides over meetings of the Graduate Studies Committee and the graduate faculty. The Director of Graduate Studies is not responsible for administration of the English M.F.A. program.

## 3. Functions of the Graduate Studies Committee.

The committee meets at least once a semester. The committee considers matters of concern to the English M.A. and Ph.D. programs of the department, including the following:

- a. Standards and procedures for admission;
- b. Standards and procedures for providing financial aid, including fellowship support;
- c. Programs and curricula;
- d. Degree requirements;
- e. Academic advising;
- f. Schedule and procedures for examinations;
- g. Learning Outcomes Assessment;
- h. Recommendations to the full graduate faculty of the department proposals for substantive changes in the English M.A. and Ph.D. programs, policies, or procedures.

## C. Writing Committee

### 1. Membership

The Writing Committee consists of the following members:

the Director of the Writing Center,  
the Director of Academic Writing,  
the Director of Professional Writing,  
the Associate Chair,  
Tenure-line faculty in rhetoric and composition,  
Two other tenure-line faculty members appointed by the Department Chair,  
One representative (who is not a graduate student) from the body of lecturers in the Writing Programs,  
One Ph.D. student in rhetoric/composition.

The Department Chair appoints a chair of this committee from among the tenured rhetoric and composition faculty for a two-year term. Ph.D. students in rhetoric and composition select the graduate student member, who is approved by the Graduate English Organization. The body of lecturers in the Writing Programs may select a representative to the committee.

The committee designates one member to be responsible for ensuring that its activities and decisions are attentive to equity, diversity, and inclusiveness.

2. Duties of the Directors of Writing Programs

The Director of the Academic Writing Program, the Director of the Professional Writing Program, and the Director of the Writing Center are responsible for the administration of their respective programs.

3. Functions of the Writing Committee

The committee meets at least once a semester. It reviews all aspects of the writing programs and their coordination, including the curricula, the use of instructional methods, and staffing. It participates in assessment within the Writing Programs. It consults on issues brought up by the Directors. It advises on new course offerings, programs of study, and research. It promotes outreach on issues related to writing to the campus as a whole. The chair of this committee serves ex-officio on the Campus Writing Board, and ensures that there is collaboration between the Writing Center and the Writing Programs.

D. Comparative Literature Committee

1. The core faculty of the Comparative Literature program is drawn from the English faculty and from other academic units at the university, as elected by the extant group of core faculty in Comparative Literature. Core faculty in Comparative Literature whose main appointments are in units other than English have rights and duties that are restricted to the Comparative Literature program; these rights and duties do not extend to other areas of the English department.

The Comparative Literature Committee consists of the members of the Comparative Literature core faculty who are tenure-line faculty in English. The committee also includes Comparative Literature core faculty from other units, provided that no fewer than 51% of the Comparative Literature Committee's members are tenure-line faculty in English. The committee includes a graduate student representative selected by the body of Comparative Literature graduate students. The Director of Comparative Literature chairs the Comparative Literature Committee. Faculty committee members are appointed by the Director of Comparative Literature.

The committee designates one member to be responsible for ensuring that its activities and decisions are attentive to equity, diversity, and inclusiveness.

2. Functions of the Committee. The committee meets at least once a semester. It considers matters of concern to the Comparative Literature Ph.D. program, including:
  - a. Standards and procedures for admission;
  - b. Standards and procedures for providing financial aid, including fellowship support;
  - c. Curriculum, including the graduate colloquium in Comparative Studies;
  - d. Degree requirements;
  - e. Learning Outcomes Assessment;

- f. Recommendations to the full graduate faculty of the Department of English for substantive changes to the degree.

3. Duties of the Director of the Comparative Literature Program:

- a. Administration of the program, including presiding over meetings of the Comparative Literature Committee;
- b. Overseeing admissions and convening the Comparative Literature Committee when necessary to advise on admissions decisions and fellowship offers;
- c. Advising graduate students in the program on their course of study and overseeing schedules and procedures for examinations and dissertation defenses;
- d. Coordinating annual symposia and colloquia and administering non-admissions fellowship funding to students and faculty in consultation with the Comparative Literature Committee.

E. Creative Writing Committee

- 1. The Creative Writing Committee consists of the Creative Writing faculty, the Program Coordinator of the M.F.A. Program in Creative Writing, the Associate Chair, the Director of Graduate Studies (or designee), and one M.F.A. student selected by the Graduate English Organization. The Director of Creative Writing chairs the Creative Writing Committee.

The committee designates one member to be responsible for ensuring that its activities and decisions are attentive to equity, diversity, and inclusiveness.

All members are eligible to vote.

- 2. Duties of the Director of the Program in Creative Writing

The Director of the Program in Creative Writing is responsible for the administration of the M.F.A. program and for the curricula of the Creative Writing undergraduate minor and presides over meetings of the Creative Writing Committee. The Director of the Program in Creative Writing (or designee) also sits on the Graduate Studies Committee.

- 3. Functions of the Creative Writing Committee

- a. The committee meets at least once a semester. The Committee considers any matter of concern to the Program in Creative Writing, including the following:
  - (1) Standards and procedures for admission of graduate students to the M.F.A. program;
  - (2) Standards and procedures for providing financial aid, including fellowship support to M.F.A. graduate students;
  - (3) The curricula of the M.F.A. program;
  - (4) Departmental requirements for M.F.A. degrees;
  - (5) Academic advising of graduate students;
  - (6) Schedule and procedures for M.F.A. thesis defenses;

(7) Learning Outcomes Assessment;

(8) The curricula of the Creative Writing minor.

- b. The committee refers, with recommendations, to the full graduate faculty of the Department of English proposals for substantive changes to the M.F.A. program, policies, and procedures, and to the curricula of the Creative Writing minor.

F. Center for Literary and Comparative Studies Committee

1. The Center for Literary and Comparative Studies (CLCS) is the hub of intellectual and creative exchange in the Department of English, extending its research mission through academic programming, including lecture series, symposia, conferences, and other activities. The Center is administered by a faculty director, appointed by the Department Chair, with financial and other resources and with administrative support as determined by the Department Chair.

2. The Center for Literary and Comparative Studies Committee consists of fifteen voting members:

Six ex officio members:

the Director of CLCS (chair),  
the Department Chair,  
the Director of Graduate Studies,  
the Director of Comparative Literature,  
the Director of Undergraduate Studies,  
the Associate Director of CLCS.

Six elected tenure-line faculty members, including at least one professor, one associate professor, and one assistant professor. Faculty members are elected for two-year terms.

Three faculty members from outside departments appointed for two-year terms by the CLCS Director in consultation with the Department Chair.

The committee designates one member to be responsible for ensuring that its activities and decisions are attentive to equity, diversity, and inclusiveness.

3. Duties of the Director of the Center for Literary and Comparative Studies

The Director of the Center for Literary and Comparative Studies is responsible for the administration of the Center and presides over the meetings of the CLCS Committee.

4. Functions of the Center for Literary and Comparative Studies Committee

The committee meets at least once a semester. The CLCS committee approves overall policies and annual programs for the Center, and advises the Director on any other relevant matters.

VIII. Ad Hoc Committees

The Department Chair, the Departmental Assembly, and the bodies of total membership defined in section VI of this Plan are empowered to establish and appoint ad hoc committees to study and return recommendations on matters not within the purview of already established standing committees and subcommittees. Such ad hoc committees include faculty, staff, and students as is in each case deemed appropriate by the establishing entity. The establishment of each ad hoc

committee expires upon reception of their reports unless continued specifically; no ad hoc committee serves for more than one academic year without being reconfirmed or reconstituted by the establishing entity.

IX. Area Groups

Faculty members affiliate themselves with one or more Area Groups, each group to be made up of those faculty teaching the same or related courses. The groups are determined by field, historical period, nationality, area of interest, and other concentrations within language, literature, culture, and writing. The groups meet as necessary and concern themselves with such matters as course allocation, curriculum recommendations, academic programming, areas of undergraduate and graduate concentration, and proposals for hiring new faculty.

X. Amendments and Review

Amendments to this Plan of Organization will be presented in writing to the Coordinating Committee. The Coordinating Committee will then submit them with its recommendation to the Departmental Assembly. A three-fifths vote of the eligible membership of the Departmental Assembly is required for adoption. The Plan of Organization will be reviewed at least once every ten years. The Coordinating Committee reviews the Plan and proposes changes.

XI. Elections to Outside Bodies

- A. Department tenure-line faculty elect representatives to the University Senate as stipulated by Senate guidelines: “The term of each elected faculty member shall be three years, irrespective of any academic reorganizations that may take place during that time. No senator who has served a full term shall for a period of one year be eligible for reelection or for appointment to the Senate” (from the Senate Plan of Organization, 3.2.f, September 22, 2006).
- B. Department tenure-line faculty elect a representative to the Collegiate Council from among their members, for a term of two years. In the event that an elected representative cannot serve, the candidate receiving the next-highest number of votes becomes the representative.

XII. Rules of Order

The rules governing the University Senate govern the actions of the Department of English in all cases to which they are applicable, as they are appropriate to the department and in which cases they are not inconsistent with this Plan of Organization.