

1 **BY-LAWS of the DEPARTMENT OF ENGLISH AND COMPARATIVE**
2 **LITERATURE**
3 **SAN JOSE STATE UNIVERSITY**
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6 **ARTICLE I. NAME AND PURPOSE**
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8 The name of the Department shall be the Department of English and Comparative
9 Literature. Department governance shall be determined by the articles
10 enumerated in this document. Policy issues, which shall emerge out of the
11 governance practices delineated by this document, will be recorded, and updated,
12 within the Department of English and Comparative Literature Policy Handbook.
13 Departmental policies shall be determined by the Faculty, as defined in Article II,
14 Section 1, whose voting rights are defined in Article V, Section B..
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16 **ARTICLE II. COMPOSITION OF AND RIGHTS AND RESPONSIBILITIES OF**
17 **THE DEPARTMENT FACULTY**
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19 Section 1. Composition of the Department Faculty
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21 The Department of English and Comparative Literature is comprised of tenure-
22 line faculty and temporary lecturers.
23

24 Section 2. Rights and Responsibilities of the Department Faculty
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26 Department faculty of the English and Comparative Literature are expected to
27 teach their classes well, stay current in their fields of study, and when they receive
28 compensation for service, to participate in the life of the department through
29 serving on committees, attending appropriate committee meetings, and attending
30 department meetings. Temporary lecturer faculty are not required to attend
31 department meetings, but are welcome to attend.
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34 **ARTICLE III. DEPARTMENT ADMINISTRATION: CHAIR**
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36 Sec. 1. The Department Chair
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- 38 A. The Department shall have a Chair who will have the ultimate responsibility
39 for the functioning of the Department in the total structure of the University.
40 B. The University's ["Selection and Review of Department Chairs and Directors"](#)
41 dictates all appointment, election, and other relevant procedures regarding
42 department chairs. The policy is posted on the Academic Senate website.
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47 Sec. 2. Department Chair Duties and Responsibilities

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

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52 **ARTICLE IV. DEPARTMENTAL COMMITTEES**

53

54 Sec. 1. Departmental Committees

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

79

80 Sec. 2. Policy Committee

81

82 A. Objectives and Goals

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

92

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

101
102 B. Membership and Terms of Office

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

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

125 C. Procedure:

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

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

141

142

143 Sec. 3 Recruitment Committee

144

145 A. Objectives and Goals

146

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

149

150 B. Membership and Terms of Office

151

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

161

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

165

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

169

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

171

172 C. Procedure

173

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

176

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

180

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

183

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

- 186
187 v. The committee shall be guided by the current year's University
188 Handbook for Recruitment and Appointment of Tenure-Track Faculty
189 and documents laying out University policy for hiring of temporary
190 faculty.
191

192 Sec. 4 Retention, Tenure, and Promotion Committee

193
194 A. Objectives and Goals

195
196 To review all temporary and tenure-line faculty in accordance with College
197 and University guidelines, to write evaluations of temporary and tenure-
198 line faculty, in accordance with contract regulations.
199

200 B. Membership and Terms of Office

- 201
202 i. Five (5) tenured members of the tenure-line faculty, elected by the
203 tenure-line faculty members. A faculty member participating in the
204 FERP program can participate on a RPT committee if a) the majority
205 of faculty members are not FERP participants and b) permission has
206 been received from the Dean and the Associate Vice Provost of
207 Faculty.
208
209 ii. The Department Chair only serves on the Department RTP committee
210 if elected to the committee by the tenured and tenure-line faculty
211 members.
212
213 iii. Two year term, not renewable, except for the Department chair who
214 may serve multiple terms if elected onto the committee. One year
215 must elapse between terms for all other eligible faculty members.
216
217 iv. No member may serve simultaneously on the department RTP
218 Committee and on the RPT committee at the College or University
219 level.
220

221 C. Procedure

- 222
223 i. All committee reviews of all faculty are *strictly confidential*.
224
225 ii. No member may participate in his or her own review.
226
227 iii. If elected to the RTP committee, the department chair will not have a
228 separate recommendation on tenure, promotion, and renewal cases.
229
230 iv. If not elected to the RTP committee, the department chair will have a
231 separate recommendation on tenure, promotion, and renewal cases.
232

- 233 v. The department chair sets the RTP schedule. The RTP committee will
 234 meet as needed, but no less than one time in the fall to discuss any
 235 probationary faculty or faculty undergoing promotion, and once in the
 236 spring to discuss temporary faculty renewals.
 237
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239 Sec. 5. Curriculum Committee

240
 241 A. Objectives and Goals

- 242
 243 i. to review and develop Department curricula at the undergraduate
 244 level
 245
 246 ii. to review assessment procedures within the undergraduate program
 247
 248 iii. to make recommendations concerning course proposals and
 249 catalog copy.
 250

251 B. Membership

- 252
 253 i. Curriculum and Assessment Coordinator, who will chair the
 254 committee
 255 ii. the Department Chair, or the chair's representative
 256
 257 iii. Associate Chair
 258
 259 iv. Representative from each of the following curricular
 260 concentrations in the department:
 261
 262 a. Literature (may also be filled by Curriculum Chair,
 263 Chair, or Associate Chair)
 264 b. Creative Writing Director or designee
 265 c. English Education Director or designee
 266 d. Professional and Technical Writing Director or designee
 267 e. Composition Director or designee
 268 f. Undergraduate Advisor
 269
 270 v. Other members of the department who wish to attend
 271 vi. Term is one year, renewable
 272
 273

274 C. Procedure

- 275
 276 i. The curriculum committee will meet at least 3 times a semester, or
 277 6 times in the course of the academic year.
 278

279

280 Sec. 6. Composition Committee

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282

A. Objectives and Goals

283

284

- i. to originate new composition course proposals or revisions of present catalog descriptions and carry such recommendations to the Curriculum Committee

285

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- ii. to oversee the teaching and content of composition courses

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- iii. to draft, revise, and clarify guidelines, and review composition greensheets for compliance with guidelines and catalog

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- iv. to prepare and articulate policy on composition to the Department and the University.

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296

B. Membership

297

298

- i. Writing Programs Administrator (WPA) serves as committee chair

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- ii. Assistant Writing Programs Administrator

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- iii. Department Chair, or the chair's representative.

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- iv. Several faculty members appointed by the WPA in consultation with the Department chair.

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- v. One member of the lecturer staff, to be voted on by lecturers.

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Each lecturer will vote according to his/her entitlement. Preference given to three-year entitled, and if no one wishes to serve, then those without three-year contracts are eligible.

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- vi. Term is one year, renewable

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315

C. Procedure

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317

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

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Sec. 7. Graduate Committee

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323

A. Objectives and Goals

324

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

346 B. Membership and Terms of Office
 347

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

357 C. Procedure
 358

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

362 Sec. 8 MFA Committee
 363

364 A. Objectives and Goals
 365

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

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

C. Procedure

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

Sec. 9. Limitations

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

Sec. 10. Ad Hoc committees

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

ARTICLE V. DEPARTMENT MEETINGS

A. Objectives and Goals

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

417 pursuant to University procedure and the CFA Collective Bargaining
418 Agreement.

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B. Membership

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

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C. Procedure

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

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

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

467 Sec. 1. Committee Elections and Voting Procedures

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

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

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

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

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

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

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

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

504 **ARTICLE VIII. AMENDMENTS**

505 Sec. 1. Amendment of the Constitution

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- a. This Constitution may be amended by a two-thirds (2/3) vote of the Department. In these votes, a complete “count” of faculty will be attained by combining those who have full votes and those who have proportional votes. Once that number is obtained, 2/3’s of the total vote must be to approve the amendment (see Article VI.C.v).
 - b. The amendment must receive two readings before it can be voted upon.
 - c. After two readings, a secret ballot vote shall be initiated within five (5) working days of the second reading.
- Approved by the faculty on August 24, 2016