

POLICIES AND PROCEDURES

*Department of English
Indiana State University*

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MISSION STATEMENT

The Department of English defines its mission as educating students and advancing knowledge in language, literature, and culture. The Department strives to achieve its mission through its curriculum, teaching, scholarly and creative activity, and service.

Curriculum

The Department must maintain and develop courses that empower students to think, write, and read critically. It must, in addition, work to retain and recruit tenure-track specialists in its writing, language, literature, and English education programs; agree on objectives and standards for courses within them; and establish teaching loads and class sizes within Association of Department of English and National Council of Teachers of English guidelines that enable faculty to fulfill their professional responsibilities and commitments. Finally, the Department must, with careful deliberation, continue to review course offerings and programs to preserve the traditionally valuable while meeting students' practical and cultural needs and accommodating changing practices and perspectives in national and global culture.

Teaching

Department members, individually and collectively, must commit themselves to achieving and maintaining excellence in teaching. To work toward this goal, the faculty should be active in the profession, innovative in developing pedagogy, and sensitive and responsible in the classroom. Professional activity should draw upon and contribute to teaching; pedagogical innovation should include flexibility in course design in light of scholarship; sensitivity and responsibility in the classroom should guarantee students, at the very least, a syllabus and series of assignments designed to meet departmentally established objectives for each course. Finally, the Department must devise methods for evaluating teaching and recognize those who teach effectively.

Scholarly and Creative Activity

The Department must challenge faculty to contribute knowledge in their areas of expertise and reward them for their contributions. No one activity should be demanded of all departmental members, but active professional involvement, exclusive of teaching, is expected of all. Department members, especially those on the graduate faculty, should publish and present scholarly and/or creative works.

Other scholarly activities might also include editing professional journals, serving as referees for journals and publishing houses, or contributing to annual bibliographies. Procurement of grants and other financial support for professional involvement should also be a continuous function of the Department.

Service

The Department must not only encourage but also appropriately reward its faculty for service. While it must recognize traditional forms of departmental service, such as committee work and sponsorship of student organizations, it should not limit its support to them. Specifically, it should advocate faculty service to the College, the University, and the profession. Finally, it should encourage faculty to become active in the community through interaction with the public schools and service to community organizations.

BYLAWS

I. The Authority for the Bylaws

The authority for departmental bylaws is derived from section VIII of the Constitution of the College of Arts and Sciences, "Government and Authority of Academic Departments and Equivalent Entities," quoted below *in toto*:

The faculty of each department or equivalent is guaranteed a representative form of government in respect to the formulation and administration of internal policy and the right to participate in the selection of its chief administrative officer(s).

Each department or equivalent entity shall be autonomous in matters of internal policy subject to the provisions of this Constitution and Bylaws with particular attention given to those areas set forth in the *University Handbook* under the title of "Duties and Responsibilities of Chairpersons of Academic Departments."
(305)

II. The Duties and Responsibilities of the Chairperson and the Relationship of the Chairperson to the Department and to the University

1. As the first member of the faculty, the Chairperson has the duty to represent the Department to the administration of the College and the University and to inform the Department of the views, policies, and directives of the administration. The Chairperson also has the duty to represent the Department in its relations with other academic departments and University entities.

2. From the *University Handbook*:

It is a general principle of the administration of academic departments that the Chairperson should consult regularly with the members of [his or her] department. To consult is to seek the opinion, judgment, and advice of the members of the department. It remains the prerogative of the Chairperson to make determination contrary to this counsel, but if [he or she] does so, it is [his or her] duty to explain the reasons both to the colleagues within the Department and (if it is a matter which is forwarded to higher administrative authority) to the administrative superiors,

together with the nature and extent of the disagreement. (350.3)

3. The Chairperson should be available to consult with individual tenured and tenure-track faculty about their next semester's schedules before the departmental schedule is submitted. They should discuss faculty members' preferences about the upcoming semester's teaching schedule, in light of program needs and scheduling limitations.
4. Inherent in the Chairperson's duty to consult with the Department is the duty to report to the Department, so that consultation can have a substantial basis. The Chairperson shall give reports to appropriate committees on such matters as the departmental budget, travel, and summer employment. Whenever advice is received from a committee or the Department, it is the Chairperson's responsibility to report to the advisory body at an early date whatever decision he or she makes or action he or she takes.
5. From the *University Handbook*:

This duty of consultation is not to be construed as implying that the Chairperson is only an executant without power of initiative. Perhaps the most important duty of a Chairperson is to lead the way in setting policies and, as much as possible, in making tactical decisions. The Chairperson should have a program for the Department and should aim at marshaling the support of the Department for that program. The emphasis upon consultation is designed not to shackle the Chairperson but to enlist the active and effective participation of the staff in joint endeavors. (350.3.1)

6. The Chairperson shall request that by January 15 all members of the Department submit a copy of the Faculty Report of Professional Activities, which covers the period of January 1 through December 31 of the preceding year and follows the guidelines established by the ISU Office of Academic Affairs. This form, accompanied by relevant addenda, will be placed in the member's permanent file and, with his or her permission, be used during Personnel Committee deliberations.
7. During the third year of the Chairperson's administration, and during each triennium thereafter, the Personnel Committee will conduct an evaluation of the Chairperson.
 - a. The Personnel Committee's evaluation will coordinate with the timing of the Dean's triennial review of the Chairperson.

- b. A form, devised by the Committee and coordinated with the College's review, which enables a numerical rating of the different aspects of the Chairperson's performance, will be disseminated to all regular voting members of the Department to be filled out and returned to the Committee. Established departmental procedures for balloting will be used for the return of the forms.
- c. These members of the Department may also submit signed, written evaluations to the chairperson of the Personnel Committee to be used in the deliberations and sent to the Dean and to the Vice-President for Academic Affairs.
- d. The Committee will prepare a report summarizing the numerical data. The Committee will disseminate both the report and the numerical data to the Department prior to a vote of confidence conducted by ballot according to established departmental procedures.
- e. After the vote of confidence, the Committee will prepare a second report based on the numerical analysis, the written evaluations, and the departmental vote. The report should discuss both strengths and weaknesses, as well as make recommendations for improving the Chairperson's performance.
- f. The chairperson of the Committee will call and preside over a meeting of the Department to discuss and to vote on the recommendations made in the report. This meeting will be called at least one week in advance, with dissemination of the report at the same time the meeting is called.
- g. The Committee will discuss the report with the Chairperson before submitting it to the Dean and the Vice-President for Academic Affairs. The report to the Dean and Vice-President will include the results of the departmental votes and the written evaluations.

II. The Committee Structure

1. A Personnel Committee of seven tenured voting members (elected at large) will consider matters of appointment, reappointment, tenure, and promotion, as well as salary and leave policies. The Personnel Committee is responsible for conducting the annual evaluations of the faculty and the triennial evaluations of the Chairperson and directors who are given released time for their duties as directors. All members will be nominated

and elected by secret ballot by the voting faculty at large.

The chairperson of the Personnel Committee will be elected by the members of the Committee by secret ballot.

Faculty who have been approved for tenure by the Board of Trustees will be eligible for membership.

No faculty member shall serve on the Personnel Committee during the fall semester of a year in which he or she is a candidate for promotion; a substitute will be elected by the Department.

2. A Policy Committee of nine voting members (the seven tenured members of the Personnel Committee and two additional members, who may be nontenured faculty, elected at large) will advise the Chairperson on policies relating to such matters as governance, travel, relations with other departments, budgets, and priorities. The Policy Committee is responsible for conducting the annual evaluations of Part-Time Temporary Faculty and responding to grade appeals. All members will be nominated and elected by secret ballot by the voting faculty at large.

The elected chairperson of the Personnel Committee will also serve as the chairperson of the Policy Committee.

3. An Undergraduate Curriculum Committee of five faculty members will be appointed by the Chairperson with consideration given to specialty or field and to expressed interest in curricular matters. After approval by the Committee, major curricular changes and new programs will be submitted to the Department for approval. All proposals for new courses will be submitted by the Committee directly to the Chairperson with the Committee's recommendations. The Committee is also responsible for conducting the annual evaluation of the General Education courses required by and to be submitted to the General Education Coordinator.

The Director of Undergraduate Studies will serve as the chairperson of the Undergraduate Curriculum Committee.

4. A Graduate Committee of five members of the graduate faculty will be appointed by the Chairperson with consideration given to specialty or field and to expressed interest in graduate studies. New graduate programs and major curricular changes in the graduate area will be submitted to the graduate faculty of the Department for approval. Proposals for new graduate courses will be submitted by the Committee directly to the

Chairperson with the Committee's recommendations.

The Director of Graduate Studies will serve as the chairperson of the Graduate Committee.

5. A Composition Committee of six faculty members (including one nonvoting member of the part-time temporary faculty) will be appointed by the Chairperson with consideration given to specialty or field and to expressed interest in writing instruction. After approval by the Committee, major curricular changes and new programs will be submitted to the Department for approval. All proposals for new courses will be submitted by the Committee directly to the Chairperson with the Committee's recommendations.

The Director of Writing Programs will serve as the chairperson of the Composition Committee.

6. The Chairperson may appoint directors for such areas as undergraduate curriculum, graduate studies, and writing programs. For each director whose administrative duties within the Department necessitate a reduced teaching load, the Chairperson shall prepare a document outlining the director's special responsibilities; each director shall be individually evaluated on his or her performance of these responsibilities on a triennial basis – or more frequently if so directed by the Chairperson. The evaluations will be conducted by the Personnel Committee, which will prepare forms that enable numerical ratings for the different aspects of each director's duties; these forms will be distributed to the differing constituencies of the individual directors. The Personnel Committee will normally evaluate directors with reduced loads during the year following its evaluation of the Chairperson.
7. The Chairperson will establish administrative committees and appoint members when necessary or desirable.

Chairperson selection for administrative committees will be left to the discretion of the committees or to the Chairperson.

8. A Student Advisory Committee of six English majors – four undergraduates and two graduates – will be formed, the selection procedure to be determined by the Director of Undergraduate Studies and the Director of Graduate Studies. The Committee will advise the Chairperson on matters of interest to the students. In consultation with the Chairperson, the Committee may appoint students to serve as nonvoting members of all

departmental committees except the Personnel and the Policy Committees.

9. The Chairperson of the Department will be a nonvoting (*ex officio*) member of all committees.
10. Members of the Personnel and Policy Committees will be elected for two-year terms.

No one serving in an administrative position superior to that of the Department Chairperson may serve on the Personnel, Policy, Undergraduate Curriculum, Graduate, or Composition Committees.

III. The Procedural Rules for Departmental Meetings

1. Voting Members

- a. Only tenured and tenure-track members, including the Chairperson, shall be voting members of the University faculty.
- b. A person with an administrative position superior to that of Department Chairperson shall not be a voting member but may attend meetings, make and second motions, and participate in discussion.
- c. Emeritus, adjunct, part-time, acting, and visiting faculty, as well as those on one-year appointments, shall not be voting members but may attend meetings, make and second motions, and participate in discussion.

2. Quorum

A quorum is constituted by a majority of the voting members. A motion may be passed by a majority of the votes cast, a quorum being present and abstentions not counting.

3. Agenda

- a. Insofar as possible, the agenda of a meeting shall be distributed by the Chairperson one week in advance of the meeting, along with relevant preparatory material.
- b. When a meeting is called to discuss a proposal generated by a committee or individual member of the Department, that proposal

must be distributed at least one week in advance of the meeting.

- c. Insofar as possible, amendments to a proposal and any other items of new business generated by committees or individuals should be distributed at least one day in advance of the meeting.
- d. These rules shall also apply to amendment of the bylaws.

4. Meetings

- a. Meetings may be called by the Chairperson. A meeting may also be called by the chairperson of the Personnel Committee as a part of the evaluation of the Chairperson.
- b. A meeting of the Department must be called by the Chairperson on the petition of one-third of the voting members of the Department.
- c. The presiding officer at departmental meetings is the Chairperson or, in the Chairperson's absence, the Chairperson's designated substitute. However, when a meeting of the Department is called as a part of the evaluation of the Department Chairperson, the chairperson of the Personnel Committee will preside over that meeting.
- d. The Chairperson shall appoint a secretary of the faculty, who will be responsible for minutes of departmental meetings. The Chairperson shall provide the secretary with whatever help is necessary to record and distribute minutes.
- e. Minutes shall be distributed to the faculty as soon as possible following a departmental meeting, and a permanent file of such minutes shall be kept in the Chairperson's office.
- f. A record of attendance shall be a part of the minutes.

V. Procedural Rules for Committee Meetings

1. Elections

Elections for committee offices shall be conducted by secret nomination and secret ballot.

2. Meetings

- a. Members of the Department can attend, as visitors, all committee meetings except when a committee is in executive session.
- b. Executive sessions shall be called only for discussions of or votes on individuals.
- c. The minutes from committee meetings – excluding descriptions of work during executive sessions – should be published in the Department of *English News (DEN)* as soon as possible after they are approved.
- d. Committees shall inform the Department of upcoming business.

VI. The Approval of and Amendment of the Bylaws

- 1. These bylaws shall take effect when approved by a majority vote at a meeting called at least one week in advance for this purpose. The bylaws may be amended by a majority vote at any subsequent meeting of the Department.
- 2. The Chairperson shall issue a revised edition of the bylaws at the beginning of the school year when there has been revision of the bylaws in the previous year.

PROCEDURES FOR EVALUATION, REAPPOINTMENT, AND TENURE

I. Linked Tenure and Promotion

1. Tenure and promotion are linked for faculty members at the assistant professor level; therefore, candidates are awarded tenure only upon meeting the criteria and performance standards for promotion to the rank of associate professor, as explained in the following section on "Procedures, Criteria, and Requirements for Faculty Promotion."
2. The *University Handbook* (305) and the College's "Guidelines for Academic Tenure and Promotion" govern the deliberative process that leads to a decision about tenure and promotion. Probationary faculty, the Personnel Committee (see Bylaws, III.1), the Chairperson, and the Department should familiarize themselves with these documents.

The procedures below indicate the Department's interpretation and implementation of these guidelines.

II. Deadlines

1. Meeting deadlines and submitting materials is the responsibility of the individual probationary faculty member.
2. The Chairperson must distribute the deadlines for application for reappointment to all faculty as soon as dates are available each fall semester.

III. Criteria for Evaluation

1. *Teaching.* Probationary faculty members must submit Student Instructional Reports (SIRs) and arrange for classroom observations by tenured members of the Department. A minimum of one observation is required annually. Probationary faculty members may request more than one and may vary the observers.

After consultation with the probationary faculty member, the tenured observer must send a memo to the Department Chair recounting the observation and simultaneously must send one copy to the probationary faculty member and one to the Chair of the Personnel Committee. The

probationary faculty member must include the original memo in his or her packet of materials to be evaluated. He or she may submit a supplemental commentary on or explanation of the observation memo.

Probationary faculty must submit copies of syllabi for all courses, as well as additional materials that illustrate teaching effectiveness (such as expanded course descriptions and explanations of methodology, examinations, assignments for papers, quizzes, handouts, and so on.)

2. *Service and Scholarly and Creative Activity.* The Department's expectations in these areas are defined in its "Mission Statement" and the College's "Guidelines for Academic Tenure and Promotion." The College's "Guidelines" provides these explanations:

For those in traditional academic areas, a *Satisfactory* rating [for scholarly and creative activity] usually requires a body of published, refereed research that has earned favorable peer recognition at the national level (typically four or more substantial refereed journal articles, or their equivalent, which have impacted the candidate's profession). Favorable *regional* recognition by peers is more commonly the expectation for assistant professors in the fine and performing arts or similar disciplines, and this work must have influenced the candidate's profession. (5)

Since it may take time for probationary faculty to acclimate themselves, levels of activity may be deemed satisfactory in the first two years of probation that may not be satisfactory in later years.

IV. Optional Recommendations

1. The Personnel Committee and the Chairperson have the following options in their annual recommendations:

- a. *Unconditional reappointment.* Unconditional reappointment indicates satisfactory progress in all three review areas.

If unconditional reappointment is accompanied by statements of concern, these should be taken as warnings that failure to improve may lead to conditional reappointment.

- b. *Conditional reappointment.* Conditional reappointment is an indication that the Personnel Committee and Chairperson find substantial weaknesses in the probationary faculty member's performance in

one or more of the review areas which, if not rectified, will lead to non-reappointment.

- c. *Non-reappointment.* Non-reappointment indicates unsatisfactory progress in one or more review areas or failure to meet the conditions outlined in the previous year's conditional reappointment.

PROCEDURES, CRITERIA, AND REQUIREMENTS FOR FACULTY PROMOTION

I. Procedures

1. A nominee for promotion must file a Promotion Application Form with the Chairperson. According to the *University Handbook*:

Because tenure and promotion shall be linked for individuals at the assistant professor/librarian level, such candidates are awarded tenure only upon meeting the evaluative criteria and performance standards for promotion to the rank of associate professor/librarian. Such candidates need only submit one (1) set of documentation to support their candidacy for promotion and tenure. (305.4.10)

2. The Personnel Committee reviews the application form and supporting materials.
3. The Personnel Committee votes "Approved" or "Not Approved" by secret ballot.
4. The Personnel Committee gives the Chairperson the vote and a brief statement either recommending or not recommending promotion.
5. The Chairperson sends the Promotion Application Form, the vote, and the Personnel Committee's statement to the Dean with his or her own recommendation and evaluations. The Chairperson gives the nominee and the chairperson of the Personnel Committee a copy of these materials.

II. Criteria

The criteria for promotion in the Department of English follow those specified in the *University Handbook* (305.2). The categories considered are the same (time in rank, preparation, teaching, scholarship, and service) but generally with more specific requirements than those set forth in the *University Handbook*.

1. Requirements for promotion to *professor*:
 - a. *Time in Rank*. According to the *University Handbook*, "Associate professors are eligible to apply for the academic rank of professor in

their fourth year at ISU" (305.3.2).

- b. *Preparation.* According to the *University Handbook*, "A terminal degree in a field appropriate to the discipline in which the candidate teaches and conducts research, scholarship, or creative activity is required. . . . Exceptions may be made in cases of persons of indisputable national renown" (305.3.1). In English studies, a Ph.D. in English or a closely related area (for example, comparative literature, American studies, folklore) and an M.F.A. in Creative Writing are considered terminal degrees.
- c. *Teaching.* According to the *University Handbook*, the candidate must provide "documented evidence of effective teaching. . ." (305.4.1). In the Department, the nominee for promotion to the rank of professor should be not only a consistently effective teacher, but also one worthy of emulation by colleagues, able to stimulate others to do scholarly work, and able to direct the research of advanced students.

The nominee should provide evidence of continued growth and improvement in teaching performance since his or her last promotion. Such evidence may include, but is not limited to, SIRs, reports by invited class visitors, syllabi and instructional materials, and other written reports, volunteered or solicited.

- d. *Scholarship.* According to the *University Handbook*, the candidate must provide evidence "of a record of substantial accomplishment in research, scholarship, or creativity which has led to professional recognition at the national level" (305.3.3.3). The nominee for promotion to professor in the Department of English must present evidence of substantial publication, whether a book or other publications that are of demonstrable importance to the nominee's field. These include articles in national or international journals; presentations at conferences or other recognized academic forums; and works of fiction, poetry, drama, or other creative materials, judged according to their demonstrable effectiveness in terms of reaching wide or otherwise significant audiences and affecting thought in the nominee's field. Publication or presentation that is invited because of the nominee's reputation in the field will be deemed significant.

In all cases, the nominee should supply copies of all published work and evidence of oral presentations since the last promotion. If the nominee wants accepted work to be considered, he or she should

provide copies of contracts, correspondence, manuscripts, page proofs, or other supporting material.

- e. *Service.* According to the *University Handbook*, "active, substantive service to the University and to both the community and the profession [is] required" (305.3.3.3). The nominee for promotion to the rank of professor must present evidence of substantial concern for and effort in behalf of the Department, the College, the University, and the profession. This will take the form, among other things, of serving on active and important Department, College, and University committees; participation in such necessary processes as University governance, self-evaluations, hiring searches; and willing contribution of time or effort toward community-University related activities.

2. Requirements for promotion to *associate professor*:

- a. *Time in Rank.* According to the *University Handbook*, "Assistant professors are eligible to apply for the academic rank of associate professor in their sixth year" (305.3.2). At least four of these years must be under a regular faculty appointment at ISU, according to the College's "Guidelines for Academic Tenure and Promotion" (3). The *Handbook* states: "Under exceptional circumstances, a candidate in the fourth or fifth pre-tenure year may be considered for promotion and tenure prior to the end of [his or her] stated probationary period" (*University Handbook* 305.5.6.1).

Faculty need submit only one set of documentation to support their candidacy for promotion and tenure.

- b. *Preparation.* According to the *University Handbook*, a candidate must have "a terminal degree in a field appropriate to the discipline in which the candidate teaches and conducts research, scholarship, or creative activity is required. . . . Exceptions may be made in cases of persons of indisputable national renown" (305.3.1). In English studies, a Ph.D. in English or a closely related area (for example, comparative literature, American studies, folklore) and an M.F.A. in Creative Writing are considered terminal degrees.
- c. *Teaching.* According to the *University Handbook*, "Documented evidence of effective teaching" is required (305.4.1). The nominee for promotion to the rank of associate professor should be not only a consistently effective teacher, but also one worthy of emulation by

colleagues.

The nominee should provide evidence of consistently effective teaching performance, such as SIRs, reports by invited class visitors, syllabi and instructional materials, and other written reports, volunteered or solicited.

- d. *Scholarship*. According to the *University Handbook*, "a record of research, scholarship, or creative activity which has led to professional recognition at the national or regional level" is required (305.3.3.2). The College's "Guidelines for Academic Tenure and Promotion" specify that

For those in traditional academic areas, a *Satisfactory* rating usually requires a body of published, refereed research that has earned favorable peer recognition at the national level (typically four or more substantial refereed journal articles, or their equivalent, which have impacted the candidate's profession). Favorable *regional* recognition by peers is more commonly the expectation for assistant professors in the fine and performing arts or similar disciplines, and this work must have influenced the candidate's profession. (5)

Accordingly, the nominee must present evidence of noteworthy contributions to scholarship in the form of publication of a book or at least four articles in refereed regional or national journals; publication of creative works, such as novels, poems, short stories, plays, and others; and presentations at academic meetings – any of which will be judged according to the demonstrable effectiveness of the publications or presentations in terms of reaching wide or otherwise significant audiences and positively affecting the thought in the nominee's field. Publication or presentation that is invited because of the nominee's reputation in the field will be deemed significant.

In all cases, the nominee should supply copies of all work published and evidence of oral presentations since joining the English faculty. If the nominee wants accepted work to be considered, he or she should provide copies of contracts, correspondence, manuscripts, page proofs, or other supporting material.

- e. *Service*. The nominee for promotion to the rank of associate professor must present evidence of substantial concern for and effort in behalf

of the Department, the College, the University, and the profession. This will take the form, among other things, of serving on active and important Department, College, and University committees; participation in such necessary processes as University governance, self-evaluations, hiring searches; and willing contribution of time or effort toward community-University related activities.

3. Requirements for appointment to *assistant professor*:

Tenure-track faculty in the Department of English are hired at the assistant professor level. In appointing assistant professors, the Department follows the criteria and standards stated in the *University Handbook* (305.2).

- a. *Preparation*. According to the *University Handbook*, "A terminal degree in a field appropriate to the discipline in which the candidate teaches and conducts research, scholarship, or creative activity is required. . . . Exceptions may be made in cases of persons of indisputable national renown" (305.3.1). In English studies, a Ph.D. in English or a closely related area (for example, comparative literature, American studies, folklore) and an M.F.A. in Creative Writing are considered terminal degrees.
- b. *Teaching*. According to the *University Handbook*, a candidate must provide "documented evidence of adequacy in teaching. . ." (305.3.3.1). The candidate for an assistant professorship in English should demonstrate mastery of his or her field and the ability to plan orderly classes related to that material and successfully convey it to students.
- c. *Scholarship*. According to the *University Handbook*, the candidate should show "potential for achievement in research, scholarship, or creative activity" (305.3.3.1).
- d. *Service*. According to the *University Handbook*, "service appropriate to the mission of the faculty member's academic unit" is required (305.3.3.1). The candidate should show potential for professional growth in service.

To provide consistent support for new faculty, the Chairperson will assign a mentor to each assistant professor at the beginning of his or her first semester. When possible, the mentor will be in a related area of specialization and will have served on the Personnel Committee. The mentor's role is to provide support for new assistant professors,

to answer procedural questions, and, when appropriate, to direct the new faculty member to individuals or groups for assistance.

FACULTY PERFORMANCE REVIEW POLICY

The Department of English follows the University *Faculty Performance Review Model*, which requires a biennial evaluation of all regular faculty to determine whether each is *Contributing Exceptionally, Contributing, or Contributing Below Expectations*.

Each faculty member shall submit a report by September 1 that describes his or her teaching, scholarship/creative activity, and service. Each faculty member must specify the weight percentage of each of the three areas (totaling 100%) that reflects the degree to which each area should be emphasized in the review. The Personnel Committee and the Department Chairperson will evaluate each faculty member's performance in each of the three areas and determine if it "exceeds expectations," "meets expectations," or "does not meet expectations." Each faculty member's overall performance (*Contributing Exceptionally, Contributing, or Contributing Below Expectations*) will then be determined as outlined in the *University Faculty Performance Review Model*.

To be considered *Contributing*, a faculty member needs to submit only a list of activities in each area that meet the following criteria:

Teaching

"Meets Expectations" – Teaches classes as assigned, following the guidelines in *Literature and Language at ISU, Writing at ISU, and Creative Writing at ISU*.

- List courses taught by semester, with course number, title, and enrollment for each course.

Scholarship/Creative Activity

"Meets Expectations" – Presents a paper at a professional meeting or has a publication. As allowed by the *University Faculty Performance Review Model*, "Evaluations, particularly of scholarship, may also consider the continuing merit, stature, and benefit of each faculty member's overall career achievements."

- Provide a complete MLA citation for each presentation or publication.
- Provide a brief description of scholarly/creative projects forthcoming or in progress.

Service

"Meets Expectations" – Contributes to the work of departmental committees as assigned.

- Provide a list of committees, with role (e.g. chairperson), and years of membership.

To be considered *Contributing Exceptionally*, a faculty member should explain how his or her performance "exceeds expectations" in two of the three areas and "meets expectations" in the third, or "exceeds expectations" in one area weighted over 60% and "meets expectations" in the other two. This report shall not exceed three pages.

The Personnel Committee and the Department Chairperson shall complete their reviews by October 10.

GRADUATE FACULTY MEMBERSHIP

INDIANA STATE UNIVERSITY HANDBOOK
SECTION 315
FACULTY AND ACADEMIC POLICIES

The graduate faculty have the responsibility of guiding the university's mission at the graduate level, establishing the policies and procedures of graduate studies, and fostering the development and maintenance of high-quality graduate education.

Regular Graduate Faculty

At the time of appointment (effective for all faculty appointed Fall 2007 or after) all tenure-track faculty with terminal degrees will be granted graduate faculty membership. Current (as of Summer 2007) associate and regular members of the graduate faculty will automatically become members of the graduate faculty with the endorsement to chair thesis and/or doctoral committees. Faculty appointed prior to Fall 2007 who are not members of the graduate faculty must apply no later than January 2009 using the standards in place prior to Fall 2007.

The initial appointment will qualify the faculty member to teach graduate classes, to serve on thesis/dissertation committees, and to serve on the Graduate Council and the subcommittees of the Council. Review of graduate faculty membership may occur at the request of the department chair, college dean, or Dean of the School of Graduate Studies and will be conducted by the Graduate Faculty Subcommittee of the Graduate Council.

An endorsement to chair theses/dissertations is granted separately from graduate faculty status by a vote of a departmental committee, approval of the department chairperson, college dean, and the Dean of the School of Graduate Studies. To qualify for the endorsement to chair thesis/dissertation committees, graduate faculty members must work with a graduate mentor appointed by their department, serve on thesis/dissertation committees, and participate in a graduate faculty workshop sponsored by the Graduate Council to develop knowledge of the thesis/dissertation process at ISU. Review of the endorsement to chair theses/dissertations may occur at the request of the department chair, college dean, or Dean of the School of Graduate Studies and will be conducted by the Graduate Faculty Subcommittee of the Graduate Council.

Emeritus Graduate Faculty

Faculty who are [regular members] of the graduate faculty at the time of retirement will be granted Emeriti Graduate Faculty membership and have the rights and privileges of regular graduate faculty hereafter.

Special-Purpose Graduate Faculty

[Individuals] may be appointed for [limited periods] as [special-purpose members] of the graduate faculty. [Special-purpose] graduate faculty [members] must be at least one of the following:

1. Tenure-line faculty with an earned doctorate or other terminal degree in the field of specialization, or [tenure-line faculty] who [have] an earned master's degree and [have] distinguished themselves in teaching, research, and /or service, but do not meet the requirements for Graduate Faculty membership; or
2. Tenure-line faculty or newly hired tenure-line faculty with all but dissertation completed who are actively working toward a doctorate; or
3. Special purpose faculty at Indiana State University who have expertise for a specified graduate course or graduate thesis or dissertation committee; or
4. Professionals who are not tenure-line faculty at Indiana State University but have expertise for specified graduate courses or graduate committees.

[Special-purpose graduate faculty members] may teach graduate courses, supervise practicums/clinicals, and may serve on thesis/dissertation committees. [Special-purpose graduate faculty members] will not be granted the endorsement to chair theses/dissertations.

The appointment is usually for the lesser of five years or the term requested, with the exception for Ph.D. dissertation committees. Reappointment as special-purpose faculty is unlimited, but the duties are limited to those described in the application packet at the time of appointment.

Ex-Officio Faculty

Ex-officio graduate faculty membership may be granted to university administrators who do not hold faculty rank. The membership qualifies the administrator to teach graduate courses and to serve on and direct graduate committees. Ex-officio graduate faculty will maintain the title without need for reapplication as long as [they maintain their administrative positions]. All

university administrators appointed prior to Fall 2007, who have a tenure-track faculty position and ex-officio graduate faculty membership, will automatically become members of the graduate faculty with the endorsement to chair thesis and/or doctoral committees.

Appeal Procedure

In cases where an appeal is to be made, the Graduate Council of the University Faculty Senate is the body to which the appeal should be directed.

TRAVEL POLICY

1. Transportation funds will be allowed for one meeting or conference per year for attendance purposes only.
 2. Per diem will be allowed only for those who participate on a program or perform in an official capacity.
 3. Transportation and per diem will be paid up to a maximum of two different conferences/meetings per year.
 4. The combined cost of travel, lodging, meals, and registration for attending a meeting or conference will be used to determine an equal-percentage distribution of funds.
 5. Schick Travel Funds will support travel when the activities fall within the pre-1900 periods designated in Dr. Schick's bequest.¹
 6. A portion of the Department's travel funds should be held in a contingency fund to be awarded at the Chairperson's discretion.
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Procedures for Calculating Equal-Percentage Distribution

1. At the beginning of the fall semester, the Chairperson will distribute a memo identifying the Department's travel allocation and describing procedures for requesting travel funds; the memo will include the "Request for Departmental Travel Funds" form. An additional memo will be distributed that describes the requirements for Schick travel and will include the "Request for Schick Travel Funds" form.
2. By the date designated in the Chairperson's memo, faculty must submit completed travel-request forms; while no documentation of exact costs is required at this stage, the Chairperson may ask faculty to provide information if the expenses seem unusual. Because Schick-funded travel requires additional documentation, requests for Schick travel must be accompanied by (1) a copy of the conference proposal, (2)

¹ Schick travel funds are available for only three kinds of conference activities: (1) presenting a paper or creative work at a meeting or conference, (2) attending a conference as an officer of a professional society or organization, or (3) participating on a panel.

verification of an officership, or (3) a copy of the invitation to participate on a panel.

3. The Chairperson, with the assistance of the staff person who processes travel forms, will verify the total amounts requested on each travel-request form.
4. The Chairperson will separate the travel requests into two groups: Department travel and Schick travel. Department travel requests will be totaled first. After reserving a contingency amount (no more than fifteen percent of the Department's travel allocation)², the Chairperson will divide the amount of the Department travel allocation by the total amount of requests for Department travel to determine the percentage of support for Department travel. This equal percentage will then be calculated for each Department travel request. The Chairperson will then calculate the equal percentage of support for each Schick travel request.
5. The Chairperson will notify faculty of their travel allocations for each requested trip; the staff person who handles travel will then prepare the necessary University forms for the disbursement of travel funds for the academic year.
6. On returning from a trip, faculty are responsible for submitting original receipts to the staff member who handles travel forms, who will then submit the forms.
7. In February, the Chairperson will distribute a second travel memo, asking for additional travel requests. The same distribution policies will be applied with priority given to faculty requesting first or second trips.
8. At the end of the academic year, the Chairperson will review the Department's travel account. If the amount of undisbursed contingency funds is small, the amount will remain in the Department travel account, increasing the subsequent year's travel allocation. If the amount is large, the Chairperson will distribute an equal-percentage amount to faculty who received initial Department travel allocations, thereby increasing the percentage of their Department travel support. An equal-percentage amount will be given to those who received Schick travel allocations.
9. If a faculty trip occurs before the Department allocations are made, a faculty member may request that a travel account be established. A minimal amount will be allotted – usually between \$100 and \$200 – to allow faculty to purchase airline tickets, make reservations, and so on. The early allocation will subsequently be subtracted from the percentage-based allocation that is made in the early fall.

² Contingency funds are generally used to fund unanticipated travel by faculty who did not request support at the beginning of the year; general policies for travel apply.

SUMMER TEACHING POLICY

1. Each full-time tenured faculty member wishing a summer assignment will be assigned one three-hour course or its equivalent in administrative or research duties.
2. The remainder will be distributed by a system of rotation within ranks, with the initial assignment being determined by seniority. That is, the remaining courses will be divided among the four ranks by a formula determined by the number of members in the separate ranks.
3. Tenured faculty members will be given initial priority by the length of service in rank in the university.
4. Non-tenured faculty members will be treated on the same basis as tenured members, except where the Chairperson deems it inadvisable to do so.
5. The system will be administered by the use of a point index. In this system, a member is assigned one point per credit hour taught, or its equivalent. The point total is divided by the number of years the member has been in the system, and, each summer, those within the separate ranks with the lowest index numbers will be given priority. For those with the same index number, priority will be determined by seniority.
6. Retiring members will be given employment for one summer term in each of the five years prior to retirement, regardless of the number of points accumulated.
7. The Chairperson has the right to deviate from the point system as specific staffing requirements may demand.

CLASSROOM USE POLICY

Although the Department of English understands the value of survey-based research studies, it prohibits use of its classes for questionnaires or special projects, unless (1) they are directly related to the courses' content, and (2) the instructors or, with graduate assistants, the Director of Writing Programs grants permission.

POLICY FOR SELECTING AN ACTING CHAIRPERSON

The Personnel Committee will request nominations of tenured faculty members to serve as Acting Chairperson. An individual may be self-nominated or nominated by a Department member. Nominees should consult the Chairperson and the Bylaws to learn about the duties and responsibilities of the position.

Each candidate will submit a brief statement (200-300 words) to the Department. The statements should explain the candidate's suitability for the position, including skills, experiences, and other relevant matters.

After the candidates' statements have circulated, members of the Department will complete a questionnaire that addresses the strengths and weaknesses of each candidate; the questionnaire will also ask faculty to rank the candidates. If there is only one candidate, the questionnaire will ask faculty whether or not they support the candidate.

The Personnel Committee will collate the information gathered from the responses to the questionnaire and submit a brief report to the Dean, indicating which candidate has the strongest support from the Department. The completed questionnaires will also be sent to the Dean, along with typed versions of faculty comments.