

**By-Laws**  
**Department of English and Journalism**  
**Western Illinois University**  
**November 2010**

**Section 1. Function of the Department**

The Department's purpose is to fulfill the following duties:

- A. Support student reading and writing throughout the university;
- B. Contribute to the general education of all students;
- C. Provide practical and theoretical instruction in all majors and minors in the Department of English and Journalism;
- D. Provide instruction in graduate courses leading to the Master of Arts in English;
- E. Provide faculty, graduate assistant, and staff support to the University Writing Center;
- F. Provide students with the working knowledges and skill sets that will allow them to pursue careers in such fields as journalism, law and other discourse or public-policy-oriented endeavors; emerging green industries; social service and health industries; secondary or post-secondary education; and other emerging, new economy sectors;
- G. Prepare students for graduate work in English studies;
- H. Support student development through such student-run publications as *Elements*, *Western Voices*, and *The Western Courier*;
- I. Add to critical and theoretical knowledge in English Studies and Journalism through research by departmental faculty members;
- J. Provide creative writing through the work and research of departmental faculty members;
- K. Fulfill university and community service roles as demands arise and resources allow.

**Section 2. Outline of Faculty Governance**

The main governing body of the department is the Unit A and Unit B faculty coming together as a Meeting of the Whole. Meetings of the Whole are regularly scheduled seven times per year—in August, September, October, November, February, March, and April. Serving the Meeting of the Whole, screening its business in accordance with the terms of these by-laws, preparing its agendas, and running its meetings is the Executive Committee.

Standing and ad hoc committees and the area groups complete the faculty governance structure and send business to the Meeting of the Whole via the Executive Committee.





**4.A.2** A member of the Executive Committee is appointed as meeting secretary to take minutes and distribute prior minutes to faculty for an approval/non-approval vote;

**4.A.3** Minutes of all departmental meetings will be made available to faculty;

**4.A.4** Voting faculty are those who are tenured, on tenure track, full time Unit B instructors, and Temporary Unit A faculty in service for more than one year;

**4.A.5** Members on leave may attend meetings and may vote.

## **B. Hiring Procedures**

Nothing in the following procedures shall be construed as contravening the policies and procedures in the University's Hiring Guidelines Manual or the College of Arts & Sciences Policies Manual.

Tenured and tenure-track department faculty serve as the HRC. On Unit B faculty searches, at least one Unit B faculty member will serve on the committee. All committee appointments are made by the Chair in consultation with the Hiring and Retention Committee and must be reviewed by Executive Committee.

In a faculty search, the Hiring and Retention Committee will do the following:

**4.B.1.** Consult with the Chair of the department and the affected area directors or faculty on the need for new faculty positions and those positions' specialties;

**4.B.2** In consultation with U-EOA, write the ad and then advertise the position in the appropriate venues and in the appropriate timeline;

**4.B.3** Confirm that the Department Chair takes the Search Committee's recommendations along with the Chairs' recommendation to the CAS Dean for a recommendation of hiring approval.

**4.B.4** Maintain strict confidentiality throughout this process.

In a search, the Search Committee will do the following:

**4.B.5** Set due dates for applications and collect required credentials from applicants;

**4.B.6.** Recommend to the Chair which candidates should be invited for an initial interview;

**4.B.7.** Conduct initial interviews at the appropriate venue or through other appropriate means;

**4.B.8.** In consultation with the Hiring and Retention Committee and the Chair, see that arrangements are made for the visit of finalist candidates (this includes timely and adequate publicity, encouragement of attendance, a commitment to inclusion, visits with faculty members, an interview schedule, etc.);

**4.B.9.** Screen all candidates (by means of their credentials) at an appropriate time and make credentials available to all members of the faculty upon request;

**4.B.10.** Obtain comments from faculty members concerning credentials in writing;

**4.B.11** Provide HRC with *written* comments from Search Committee members after all of the candidate's visits;

**4.B.12** Meet with the Department Chair and the Hiring and Retention Committee to discuss their recommendation with regard to whether or not a candidate should be offered a contract;

#### Civil Service Positions

**4.B.14** University Civil Service guidelines will be followed (See [http://www.sucss.state.il.us/sar\\_results.asp](http://www.sucss.state.il.us/sar_results.asp).)

**4.B.15** The Chair shall consult a majority of Ex Co members.

#### Temporary Faculty Positions

**4.B.16** University Equal Opportunity and Access guidelines will be followed.

**4.B.17** There will be a minimum of three members on a Temporary Search Committee. In consultation with HRC and ExCo, the chair will invite faculty to serve on a voluntary basis.

#### **C. Allocation of Travel Funds and Travel Approval**

With approval of the Chair, travel funds to attend professional meetings will be allocated by the Travel Coordinator according to a formula approved by the Meeting of the Whole. See Item 7.14 of these By-laws for a full description of this process.

#### **D. Office Hours**

Collective Bargaining regulations will be followed as per UPI/WIU Agreement Article 18.15. To this effect, all full-time faculty members must hold 4 scheduled office hours spread over 3 days per week.



- (1) curricular matters, other than simple changes in course title, prerequisite or description, or minor modifications of a program;
- (2) long-range planning;
- (3) changes in committee rules;
- (4) policy matters;
- (5) general welfare of the department.

In addition the Executive Committee sits with the Chair at least once per semester to review the department's budget and budget plans.

Standing and ad hoc committees supply action minutes of their meetings to the Executive Committee. The Executive Committee posts these minutes electronically or physically for the whole faculty.

The quorum for Executive Committee meetings is four of the five members. The Executive Committee acts only on a majority vote of its members, a vote of three.

A majority is required for a Meeting of the Whole. Meeting agenda items are settled in the Meeting of the Whole by a majority vote of those present. Other matters discussed in the Meeting of the Whole and requiring a vote are sent to the faculty for a ballot vote. In a ballot vote measures carry by a majority of those voting, except that changes to the by-laws require a majority vote of the whole faculty.

Ad hoc committees may be created either by the Executive Committee or by the Chair.

Any faculty member or the department chair may ask the Executive Committee to place an item of business before the Meeting of the Whole. This may be an item that has not arisen through a standing or ad hoc committee but fits the above definition of business appropriate for the Meeting of the Whole.

## **Section 5. Elections**

Elections for all departmental committees occur in spring. Special elections occur as needed.

## **Section 6. Amending the By-Laws**

These by-laws may be amended when the amendment is approved by a majority of the faculty. A proposed amendment must be presented at a Meeting of the Whole, either a regularly scheduled meeting or one specially scheduled for the purpose by the Executive

## Section 7. Standing committees and coordinators

Department committees and coordinators work with the Chair, faculty, staff, and students to perform the business of the department, as specified below.

Unless otherwise noted:

- x All committees and coordinators develop their own working policies and procedures, in congruence with these bylaws, and subject to the approval of the Meeting of the Whole;
- x Standing committees and coordinators may be assisted by each other, by coordinators, or by ad hoc committees as needed;
- x When appropriate, standing committees and coordinators consult with the Chair, the Executive Committee, the Meeting of the Whole, students, and/or staff;
- x Standing committees and coordinators should notify department faculty on College and University committees, such as CAS Faculty Council, Faculty Senate, and University Graduate Council when departmental business is moving through those committees;
- x All committees and coordinators regularly deliver action minutes or activity notes, with relevant supporting materials, to the Chair and/or the Executive Committee. These materials will be published on the department's private web site;
- x All committees elect a chair;
- x All ex officio committee members, except for the Chair, have voting rights;
- x All committee members and coordinators may serve successive terms if re-elected;
- x Regular terms of office are three (3) years, and all committee and coordinator seats are open to both Unit A and Unit B **except where specifically excluded**;
- x No one may be elected to more than two standing committees;
- x No elected coordinator may be elected to more than one standing committee;
- x No one receiving ACEs for administrative duties may serve as an elected coordinator.

### 7.1: Academic integrity and grade appeals committee

The academic integrity and grade appeals committee acts in accordance with the University Academic Integrity Policy (<http://www.wiu.edu/policies/acintegrity.php> and



A committee chair will be annually elected by the committee from its faculty members. She or he shall serve as a non-voting member of the committee. The Chair should be a continuing member of the committee.

If, in order to meet the impartiality or membership requirements of the University policies, the committee requires replacement faculty members or students for a specific case, they shall be appointed by the department chair in consultation with the committee.

## **7.2: Assessment coordinator**



- x the department chair, *ex officio* and non-voting.

## **7.8: Graduate committee**

The graduate committee administers the graduate program and advises the department chair on scheduling and other matters.

The graduate committee recommends and approves changes to the graduate curriculum or course offerings.

The graduate committee recommends appointments to the graduate faculty.

The student committee member does not attend meetings or portions of meetings when the graduate committee is discussing confidential information involving graduate students.

### **7.8.1 Graduate committee membership**

The graduate committee has five total members:

- x three members of the graduate faculty, elected by the graduate faculty;
- x one student representative, elected by the English Graduate Organization for a one-year term;
- x the Director of Graduate Studies, *ex officio*.

## **7.9: Hiring & retention committee**

The hiring and retention committee has two core functions: (1) providing oversight and coordinating departmental strategy in hiring and (2) supporting faculty retention and professional development.

The committee makes recommendations to the Chair regarding program and faculty diversity needs that can be met through hiring. The principle method for this work is the development of a departmental hiring strategy, in consultation with and subject to the approval of the Meeting of the Whole.

The hiring and retention committee also offers continuity in department personnel matters by being a resource for the department, particularly faculty search committees. To this end, HRC maintains electronic files of useful best practices, forms, and guidelines.

The committee also assists both the Chair and search committees with faculty searches by publicizing openings, helping search committees make candidates available to the department, meeting with candidates invited to campus for interviews, and administering, reviewing, and evaluating faculty response forms. The committee submits recommendations regarding candidates to the department chair. These recommendations should be given significant consideration.

Finally, the committee aids the department's retention efforts by mentoring faculty. Their role is in no way evaluative. Rather, they help the department develop events and programs generally beneficial to faculty, such as colloquium series, formal and informal mentoring programs, assistance in the preparation of application materials for faculty and civil service awards (self-nominated or otherwise), and introduction and orientation.

**7.9.1: Hiring & retention committee membership**

Three faculty from Unit A, elected by the department.

**7.10: Journalism committee**

The Journalism committee advises the Director of Journalism and the department chair regarding assessment, scheduling, recruitment, and other matters relevant to the Journalism program, and serves as a curriculum committee for the Journalism major and minor.

**7.10.1: Journalism committee membership**

All Journalism faculty serve as members of this committee.

**7.11: Publicity & events committee**

The publicity & events committee works with all areas of the department to develop and implement policies, procedures, and strategies related to publicity and events. The committee is not responsible for publicizing department events and news. Rather, they serve to facilitate communication among all areas of the department, help those areas work with relevant College and University units, eliminate scheduling conflicts, and help the department articulate events with student recruitment. In this way, the committee helps foster, diversify, and intensify the intellectual atmosphere of the department and the campus.

The committee has the following specific duties:

- x Coordinating the department calendar of events.
- x Hosting calendar meetings, in early Fall and Spring, to be attended by the executive committee, standing committee chairs, coordinators, student

- x Coordinating the development of strategies which address our two key recruiting goals: (1) recruiting first-year and transfer students to Western to study English or Journalism; (2) encouraging current students to enroll in our courses, majors, and minors;

The travel coordinator is elected by the department. Unit A or Unit B faculty may serve.

### **7.15: Writing committee**

The writing committee manages and assesses the first- and second-year writing sequence. The committee also reviews subcommittee reports and recommends texts to be used in those courses, reviews and revises writing course goals and objectives, and reviews and recommends policies and procedures to strengthen the WIU Writing Program. The committee also advises the Director of Writing in appropriate matters.

#### **7.15.1: Writing committee membership**

Five total members:

- a. Three faculty members from Unit B and one from either Unit A or B, elected by the department;
- b. One graduate student, usually a teaching assistant, selected by the committee;
- c. The Director of Writing, *ex officio*;
- d. The Director of the University Writing Center, *ex officio*.

## **Section 8. Area groups**

All faculty who teach in any given area serve together as area groups.

These groups work with standing committees, coordinators, and the department chair regarding matters pertaining to their academic areas, such as assessment, curriculum revision, hosting events, scheduling, and student recruitment.

Standing committees are strongly encouraged to consult with area groups regarding relevant matters of concern.

Faculty may participate in all area groups in which they teach.

Meetings of area groups can be called by the department chair, committees with which they are affiliated, or by any member of the faculty. Minutes are required for these meetings. The chair shall be notified of meetings.

These minutes are to be supplied to Executive Committee and then shared with the rest of the department.

The following groups are established, affiliated with standing committees when indicated.

1. Composition: all faculty who teach first- or second-year writing. Affiliated with the Writing Committee.
2. Creative writing: all faculty who teach creative writing. Affiliated with the English Committee.
3. English Education: all faculty who teach English Education. Affiliated with the English Committee.

4. Graduate: all full members of the graduate faculty. Affiliated with the Graduate Committee.
5. Literature: all faculty who teach drama, film, literature, and/or new media. Affiliated with the English Committee.
6. Professional writing: all faculty who teach upper-division and/or graduate writing. Affiliated with the English and Writing Committees.
7. Journalism: all faculty who teach in Journalism. Affiliated with the Journalism Committee of the Whole

Faculty who teach in other areas of interest are expressly permitted to collaborate regarding those areas, and to bring matters of business to the Meeting of the Whole, even if recognized area groups are not formally established.