CONSTITUTION AND BYLAWS FOR THE DEPARTMENT OF WRITING AND LINGUISTICS
GEORGIA SOUTHERN UNIVERSITY
LAST REVISED AND AFFIRMED 20 APRIL 2018

CONSTITUTION

PREFACE

Any provision in this Constitution that violates policies or statutes of Georgia Southern University or the Board of Regents of the University System of Georgia shall be null and void. If any provision of this Constitution contradicts other policies of GSU or the Board of Regents that are not explicitly stated, the department may ask university administration for recommendations on appropriate actions, including amendment of this Constitution.

ARTICLE I. DEPARTMENT DEFINITION

A. Definition
The Department of Writing and Linguistics at Georgia Southern University is dedicated to the study, teaching and practice of the English language, of writing and other forms of textual expression, and of the contexts and uses of language and textual expression.

B. Department membership
We affirm that we value the contributions of all members of the Department. To that end, all tenured, tenure-track, lecturer and limited-term faculty with full-time appointments in the Department of Writing and Linguistics shall have voting rights in the Department as outlined in Article II.

C. Mission, Vision, and Values
The department shall have a public statement of its mission, vision, and values that is consistent with the mission of the state system, the University, and the College of Arts and Humanities. The department mission shall be reconsidered by the department on a regular basis.

ARTICLE II. DEPARTMENT MEETINGS

A. Procedure

1. Chairing of Meetings
The Department Chair or her/his designate shall preside at department meetings.

2. Conduct of Meetings
Meetings shall be conducted according to Roberts’ Rules of Order. The Department shall elect a Parliamentarian at the first department meeting of each academic year.

3. Recording
The Senior Administrative Assistant or Staff Assistant shall serve as recorder for department meetings and distribute electronic copies of the minutes to all department members. In the absence of the Assistant, the Chair shall designate a faculty member to serve as recorder. Department minutes shall be subject to correction and approval by the faculty at the next department meeting. Approved minutes shall be kept on file.

4. Voting [during Meetings] (see Article I.B.)

   a. Attendance at Meetings is expected and required of all permanent faculty. Attendance at meetings by limited-term faculty is optional unless a matter central to First-Year Writing or the Core influences the Chair to require attendance by all Department faculty. However, all faculty are welcome to attend and participate in discussions.
b. Given their focused role in the First-Year Writing Program and/or the core, limited-term faculty and lecturers do not vote on matters related to the major or the curriculum of the major.

c. Unless a proxy vote has been approved by the Chair, only faculty members in attendance at a department meeting are eligible to vote. Voting on any personnel matter shall be conducted in accordance with state and federal law along with University, College, and department policy.

d. A majority, fifty percent of permanent faculty plus one, must be present at a department meeting to hold a vote. Similarly, more than 50% of any Department committee must also be present at any committee meeting in order for that committee to hold a vote.

e. Unless a paper ballot is called for, voice voting will be used.

f. For pressing Department matters or for matters that may require extended reflection on the part of Department faculty, the Chair may call for an asynchronous electronic vote by email or other means. In such cases, passage or failure of the item under consideration must be voted upon by at least fifty percent of the permanent faculty plus one.

g. Unless otherwise called for, a simple majority (half plus one person) of the required members present to hold a vote will be used to determine the outcome of any vote.

B. Time of Meetings
Meetings are held once a month during the academic year. Other meetings shall be called by the Department Chair as the need for them arises.

ARTICLE III: THE DEPARTMENT CHAIR

A. Role of the Department Chair

1. The duties and responsibilities of the Department Chair shall be consistent with those described in the College of Arts and Humanities’ policies and procedures manual. (See By-Laws.)

2. Chairs of the department are appointed with the approval of the Board of Regents and hold office at the pleasure of the President. Appointments are made after consultation with faculty of the department, the Dean, and the Provost (Statutes, Article VI, Section 3).

3. Ordinarily, the Chair must hold the rank of associate professor or professor, be eligible for graduate status, and have earned a terminal degree in a teaching field appropriate to the department.

ARTICLE IV: ORGANIZATION FOR DEPARTMENT BUSINESS

A. Faculty with Special Assignments
The department shall establish procedures in the Bylaws to designate individuals with particular responsibilities within the department. When appropriate and on approval from the CAH Dean’s office, the department shall provide the individuals with reassigned time for their duties.

B. Committees
In order to expedite department business, the department shall establish procedures in the Bylaws to form committees with particular responsibilities within the department.

ARTICLE V: BY-LAWS

Bylaws to this document shall contain procedures that assure the orderly implementation of policies set forth in this Constitution. Any voting faculty member may propose Bylaws to the Chair
for consideration. Bylaws shall pass by a majority vote. Existing Bylaws may be changed or rescinded by a majority vote.

**ARTICLE VI: AMENDMENTS and REVIEW**

**A. Amendments**
Amendments to the Constitution shall be proposed in writing to the Chair. After consideration by the Chair, each amendment shall be put to a vote. The amendment shall take effect as provided in the language of the amendment.

**B. Constitutional Review**
The Department Chair and Parliamentarian shall review the Constitution at the beginning of each academic year, make necessary editorial corrections, and present the department with a new copy of the Constitution in electronic form. They will make this copy available with the changes based on “effective” dates (immediate or otherwise)

**ARTICLE VII: RATIFICATION**

**A. Procedure**
The Chair shall submit this proposed Constitution, with proposed Bylaws, to the faculty in electronic form. The Chair shall call a department faculty meeting to discuss and review this document. Voting faculty members may make motions to adopt changes in the draft document, which may be accepted by majority (half plus one) vote. Additional meetings for discussion, review and revision may be scheduled if necessary. Discussion, review and revision may be halted by a two-thirds majority of the voting faculty. The revised document shall then be submitted to the Department for approval by paper ballot. Ballots shall be collected and counted by the department. Administrative Staff. The new Constitution and proposed Bylaws shall be adopted if approved by two-thirds of all voting faculty.

**B. Implementation**
The new Constitution and Bylaws shall take effect at the beginning of the semester following approval.
Bylaws

ARTICLE I. FACULTY ROLES AND RESPONSIBILITIES

A. Responsibilities of the Department Chair

A department chair shall
1. Serve as a member of the dean’s administrative staff;
2. Serve as the administrative officer of the department;
3. Be a representative of the department in all official communications;
4. Be responsible, with the faculty, for the quality of instruction in the department;
5. In consultation with the faculty, be responsible for curricular and program concerns within the department;
6. Be responsible for the coordination of instruction in courses offered in multiple sections and see that all sections of the same course meet the department course outline as approved by the CAH Curriculum Committee;
7. Prepare and submit to the dean such information regarding the courses in the department as may be needed for the catalog;
8. Assign courses within the department and maintain, insofar as possible, an equitable distribution of courses and sections; submit to the dean class schedules to be worked into the master schedule;
9. Be responsible, along with the Curriculum Committee, for seeing that there is no undesirable duplication of courses in the department/college/university and bring to the attention of the dean any instance in which another department or division is offering a course that conflicts with or duplicates a course offered in his/her own department;
10. Coordinate the advisement of the students who are pursuing majors housed in the programs of the department and establish and maintain communication with majors and other students enrolled in courses offered in the department;
11. Prepare and submit to the dean budgets for the department and be responsible for the expenditure of departmental funds and the care and use of departmental property;
12. Be responsible for charging a departmental promotion and tenure committee during each year in which promotion and/or tenure recommendations are to be made;
13. Conduct annual faculty evaluations and discuss results with faculty;
14. Recommend merit salary increases based upon the guidelines established in each department and transmit recommendations to the dean;
15. Make an annual report to the dean on the teaching, service, professional, and research accomplishments of the department and include in the report a list of publications by members of the department and of honors received by them;
16. Recommend to the dean appointments, reappointments, promotions, and tenure, of the department faculty, after consideration of the recommendation of the departmental promotion and tenure committee; and
17. Recommend emeritus recognition for faculty.

B. Special Assignments

1. Assistant Chair
When the need arises, the Department Chair will appoint an Assistant Chair. The duties of the Assistant Chair and the reassigned time for the position will be negotiated between the Department Chair and Assistant Chair in consultation with the CAH Dean.

2. Writing Center Director
The Department Chair will appoint a Writing Center Director. The duties of the Writing Center Director and the reassigned time for the position will be negotiated between the Department Chair and Writing Center Director in consultation with the CAH Dean.

3. Coordinator of First-Year Writing
The Department Chair will appoint a Coordinator of First-Year Writing. The duties of the Coordinator of First-Year Writing and the reassigned time for the position will be negotiated between the Department Chair and Coordinator of First-Year Writing in consultation with the CAH Dean.

4. Honors Coordinator
The Department Chair will appoint an Honors Coordinator. The duties of the Honors Coordinator and the reassigned time for the position will be negotiated between the Department Chair and Honors Coordinator in consultation with the CAH Dean.

5. Internship Coordinator
The Department Chair will appoint an Internship Coordinator. The duties of the Internship Coordinator and the reassigned time for the position will be negotiated between the Department Chair and Internship Coordinator in consultation with the CAH Dean.

B. Department Representatives

*Department representatives are appointed by the Chair, unless otherwise noted.*

1. CAH Faculty Advisory Board Representative and Alternate: This representative and alternate can be any permanent faculty member. An election is held at the last faculty meeting of the academic year to determine the FAB representative and alternate for the following year. The normal appointment for these positions is one academic year.

2. CAH Personnel Review Committee Representative: This representative must be tenured and hold the rank of Professor. An election is held at the first faculty meeting of the academic year to determine the PRC representative. The normal appointment for this position is one academic year.

3. Department Ombudsperson: Elected by faculty at first department meeting of the year, the ombudsperson, typically a senior faculty member, assumes a neutral or impartial role to assist, with confidentiality, members of the department in informally solving problems and resolving conflicts while promoting alternatives to more formal adversarial processes. The normal appointment for this position is two academic years.

4. Department Parliamentarian: Elected by faculty at first department meeting of the year, the parliamentarian serves as an expert to the department in parliamentary procedure (Robert’s Rules of Order) and assists the Chair in constitutional review (see article VI.B.). The normal appointment for this position is two academic years.

5. Library Liaison: This department representative serves as a liaison between the department and library representative. The normal appointment for this position is two academic years.

6. Technology & Web Liaison: The Chair of the Technology Committee will serve as the Technology and Web Liaison for the department. Each year, the technology liaison shall make recommendations to the department Chair and faculty regarding the content and appearance of the department website and represent the Department at the CAH Technology Committee meeting to present rationales for the Student Technology Fee proposals.

C. Classroom Observations of Teaching

1. Tenured, tenure-track, lecturer, and limited term faculty will obtain at least one written observation of their teaching from a tenured faculty member in the department during each personnel action review period.

2. Probationary faculty will be observed by the Department Chair in their first year. All probationary faculty will obtain at least two written observations of their teaching before a significant personnel action, such as tenure, promotion, or pre-tenure review. At least one written observation of teaching must come from a tenured faculty member in the department.

3. Lecturer faculty will be observed by the Department Chair, Assistant Chair, or First-Year Writing Coordinator in their first year. Lecturer and Senior Lecturer faculty will obtain at least two written observations of their teaching before a significant personnel action, such as third-year review or promotion. At least one written observation of teaching must come from a tenured faculty member in the department.

4. Limited Term faculty will be observed in their first year by the Department Chair, Assistant Chair, First-Year Writing Coordinator, or a designated representative from the tenured faculty. Limited
Term faculty are encouraged to obtain written observations of their teaching in each year of their employment.

5. All faculty should meet with the department's designated observer prior to an observation to discuss the observation and procedures. Faculty are encouraged to meet following the observation visit to discuss the observation report.

E. Qualifications of Faculty
In all areas, faculty must demonstrate the qualifications (including education, scholarship, publications, and other service) appropriate to the courses and level of courses they have been assigned.

Tenure-line faculty teaching area courses are expected to sustain scholarly activity including both research (e.g., conference presentations, publications, etc.) and service to the discipline (e.g. participation in professional organizations, reviewing, etc.) related to one or more of the specialties listed in the area-specific teaching policy.

Lecturers who wish to teach courses at the 2000 level may demonstrate their critical engagement with the field by focusing on how research and scholarship affects course content and pedagogy. Lecturers with MAs or terminal degrees in the field may also teach at the 3000 level and above, as appropriate to their experience and expertise and with the approval of the area.

Retired and part-time faculty should follow the same standards as lecturers for demonstrating critical engagement with the discipline.

More information can be found in the area-specific policies, which have been developed using input from appropriate professional organizations, area faculty, SACSCOC guidelines, and disciplinary scholarship. Area-specific guidelines will be approved by area faculty.

In general, faculty should meet all qualifications of a given level, but exemption from a qualification may be made in response to departmental needs, curriculum development, or exceptional circumstances. This exemption must receive a majority vote from tenure-line faculty in the relevant area.

A detailed list of Area Qualifications can be found on the website.

F. Part-Time and Limited-Term Faculty Expectations

Limited-term Faculty are hired at the discretion of the Chair on an as-needed basis and are hired without expectation of renewal. Each limited term faculty will have a vote in department meetings on issues not directly related to the major.

Faculty are expected to be available the week before classes begin for programmatic meetings and professional development events. They are also expected to participate in assessment of First-Year Writing. "Participation" may include but is not limited to scoring sessions for common assignments or assisting with assessment activities.

Faculty who teach in the program are also expected to follow pedagogical and theoretical practices within the Rhetoric and Composition field and are expected to keep current in the discipline. There are several ways in which faculty may demonstrate effort to maintain currency. (Examples may include but are not limited to attending and completing development opportunities offered through

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1 Areas maintain a list of possibilities for demonstrating critical engagement that are designed for the faculty member to count as service. Faculty may also propose alternative activities.
the Department and the Center for Teaching and Technology, or attending or presenting at conferences).

Limited-term and Part-time faculty will complete the same annual evaluation form as lecturers, with the understanding that the primary criterion upon which they are evaluated will be their teaching. Scholarship and service are not required, however, a faculty member may include any such activity on their evaluation materials submitted to the Chair. Along with the evaluation form, faculty will also submit an updated CV. These materials provide the faculty an opportunity for feedback from the Chair, and the Chair will use the information to make hiring decisions for the following year. Materials should be submitted by Spring Break.

G. Policy on Summer Teaching for the Department of Writing and Linguistics

1. Summer teaching is always optional and is never guaranteed.
2. Because the same academic credit is awarded for a course no matter when it’s taught, annual evaluation and promotion/tenure decisions will include summer teaching for those who opt to teach in the summer. Thus, faculty who teach in the summer must consider that coursework in their annual and/or promotion narratives.
3. Given the intensity and pace of compacted summer terms, no faculty member will teach more than a single Departmental course for the duration of any single summer term (term A, term B, or long term). Only extraordinary circumstances should merit consideration of exceptions to this policy; exceptions must be approved by the Strategic Planning Committee.
4. Because of the need to consider Department budgets and funding of all Department programs, summer courses must run at or very close to capacity. If on April 15 a course has not reached or has fallen below at least 90% of that course's capacity, the Chair will give the faculty member assigned to teach the course the option to teach the course at reduced pay (to be determined by the percentage enrollment reached on April 15), to re-assign the course at reduced pay to another faculty member, or to cancel the course. Enrollment increases after April 15 will result in modifications and/or salary negotiation according to University and College policy in effect at the time, with an attempt to align the salary as closely as possible to Department summer salaries paid for fully enrolled summer classes.
5. After all Department faculty who desire summer teaching have been given the option to teach a single course, the Chair may give select faculty the option to teach a second course in a different term (with respect to the priority established below).
6. Priority for summer teaching will be determined by the following criteria:
   a. Faculty rank
   b. Teaching performance
   c. Content expertise

H. Travel Requests
The Department recognizes the need to fund travel for professional activities (including professional development, professional service, research, scholarship, and creative work), especially as it relates to personnel actions. Travel funds may cover expenses for transportation, lodging, meals, and registration fees, as allowed by budgeting and any administrative strictures for a fiscal year. Faculty are urged to document expenses carefully, especially for carriers and for lodging, and to be aware if per diem for meals is being allowed. In addition, faculty should document any unusual circumstances associated with travel for which they expect reimbursement, preferably seeking prior approval. Faculty should consult the University's travel regulations and the Department's travel policies for further information and guidelines.

Faculty receive travel funds beyond the minimum allocation at the discretion of the Chair taking into consideration these tiers:
   First tier: Research-intensive, research-active, and probationary tenure-track faculty;
Second tier: Research-inactive tenured and permanent non-tenure track faculty;
Third tier: Limited Term faculty;
Fourth tier: Teaching assistants for conferences sponsored and supported by the department.

The following conditions apply:
- To be eligible for funding, each faculty member must submit a travel request for every professional activity in which he/she represents the University.
- Travel funds obtained from outside the department do not count against a faculty member’s yearly travel allowance.
- Funds not requested by January 15 may be dispersed to other faculty at the discretion of the Chair.

I. Course Scheduling
The area coordinators for Creative Writing, First Year Writing, Linguistics, Professional & Technical Writing, and Writing Studies should work together to complete the following items according to area 5-year plans and SPC strategic plan.

Suggested timeline: Area coordinators should meet in May to plan the schedule for the following spring (e.g., meet May 2018 to schedule Spring 2019) and in December to plan the schedule for the following fall (e.g., meet December 2018 to schedule Fall 2019).

COURSE SCHEDULING PROCESS
This process is iterative, but it should begin with and explicitly privilege growing the department programs and courses that are not required as part of the core. In order to ensure scheduling can be completed as effectively and efficiently as possible, the process is divided into two major tasks: the information gathering task and subtasks that need to take place ahead of the meeting and the tasks and subtasks related to the scheduling meeting itself.

Task One: Information Gathering and Area Planning
In order to effectively and efficiently facilitate the scheduling process, area committees will need to meet and some information will need to be gathered ahead of time:

a. All members of each area should meet and determine teaching assignments.
   i. Area members and coordinators should focus on teaching assignments and corresponding space/technology needs at this stage for courses at the 2000 level and above.
   ii. Area members and coordinators should be flexible to days and times for planning purposes for courses at the 2000 level and above.
   iii. Faculty teaching FYW should indicate their desired days/times (with some flexibility) and whether they wish to be considered for an honors section (according to the FYW process for assigning honors courses). Some flexibility will be needed in order to cover the needs of the university.
   iv. Faculty wishing to teach courses in that area should attend the meeting or let area coordinator know their interests and related qualifications if they haven’t taught the course before.

b. The department chair should supply area coordinators with list of faculty teaching loads for the year for planning purposes.

c. The department chair should supply area coordinators with the most current version of the university’s master schedule of class days and times.

Task Two: Course Scheduling Meeting
1. Start with scheduling the major. Course offerings and scheduling in the W&L undergraduate major should ensure that:
   a. Competition between courses should be minimized:
      i. Courses identified as entry and recruitment points (each area should identify some courses and areas should work together to make a list) should be adequately covered and should not unnecessarily compete with each other.
      ii. CBKs should be offered regularly and not scheduled to compete with each other.
   b. Schedule should meet student and faculty needs:
      i. Students should have a variety of F2F options.
      ii. Courses in the major should be scheduled first to follow patterns preferred by students (MW and TR afternoons and early evening).
      iii. Faculty teaching in the major should teach either a MW or TR schedule, which both accommodates student scheduling preferences and the research and service expectations for these faculty members.
      iv. Scheduling should ensure student ability to complete the W&L undergraduate major as well as W&L minor options in a timely fashion.
   c. Strategic growth:
      i. Qualified lecturers may be needed to teach in the major as it grows, as we hire to support the major, and as tenure line faculty are needed to support the MA-PCL. Their FYW schedules should accommodate their teaching schedules in the major.

2. Schedule the MA-PCL. As the MA-PCL program grows, determining course offerings in the MA-PCL should ensure required courses are offered each year and that elective courses are not competing with each other. Many of these courses may need to be offered online at first, but as we grow the MA we should try to offer F2F at the Statesboro campus since there is evidence that other MAs on the Statesboro campus thrive with F2F offerings for graduate students.

3. Here are some considerations and best practices for FYW scheduling:
   a. Faculty teaching in the major should be scheduled first to ensure their teaching schedules are either TR or MWF.
   b. FYW courses should not be entered into the system until the rest of the schedule has been approved by the department chair and SPC committee.

4. Review all teaching schedules to ensure all lecturer line and tenure line faculty have reasonable schedules in terms of loads, days teaching, and times. Faculty teaching FYW shall also have a grace period to swap sections when conditions allow.

5. Identify which service course obligations can be met and which remain outstanding. Notify department chair and SPC committee with recommendations for best meeting FYW needs and service course obligations.

6. Submit scheduling recommendations and course rotations to the department chair and SPC for approval.

7. In order to ease the administrative workload, enter 2000-level and above classes into Banner system first. After each area coordinator ensures they have been entered correctly, enter FYW.

**ARTICLE II. AREAS**
A. **Membership** Faculty responsible for courses within the department’s content areas shall constitute the faculty for the areas. Other faculty with experience, education or interest in an area may also be considered as part of the area faculty. An individual may be a member of more than one faculty area.

B. **Area Coordinators** At the beginning of each academic year, the Department Chair shall appoint area members to serve as area coordinators who shall coordinate routine activities and serve as liaisons to appropriate departmental bodies.

C. **Areas** The current content areas in the Department of Writing and Linguistics are the following: Creative Writing, Linguistics, Professional and Technical Writing, and Writing Studies. Though not degree program areas, First-Year Writing and English as a Second Language constitute areas of special interest in the Department.

D. **Role in Decision-Making Processes** Individual faculty and Area Coordinators may make requests and recommendations for decisions and actions to the appropriate committees and the Department Chair. Committees shall make their recommendations to the department faculty, as described in the Constitution, for approval, amendment or rejection. Any faculty member may move for particular departmental actions in a faculty meeting, consistent with Robert’s Rules of Order. The department faculty shall be the final authority in making recommendations regarding departmental business, consistent with CAH and University policy.

**ARTICLE II. COMMITTEES—OVERVIEW**
Standing and ad hoc committees shall work on specific tasks and organize specific events, make recommendations to the Chair and the general department faculty on various matters, and coordinate and oversee department activities.

A. **Standing Committees**
As stipulated in Article IV.B. of the Constitution, standing committees are appointed and/or elected to address the needs of the department. Members shall be appointed or elected to these committees on a regular basis as specified below. See Article IV of the By-Laws for complete list of Standing Committees.

B. **Ad Hoc Committees**
The department may establish ad hoc committees as needed to address particular tasks or issues within a specific and limited period of time, not to exceed two years without specific re-authorization by a vote of the faculty.

C. **New Committees**
A new committee may be formed at the request of a voting faculty member. The request must be made in writing to the Strategic Planning Committee for its consideration and affirmed by a majority vote of faculty.

D. **Appointments, Membership, and Duties**
1. **Standing Committees**
The rules set forth here shall apply to all standing committees.
   a. **Committee Appointments:**
      No faculty member shall hold voting membership on more than two committees (including ad hoc committees) without the consent of the department faculty except as may be required. Any faculty member may volunteer to serve as a non-voting committee member, with the assent of that committee’s members. If vacancies exist on standing committees, the Chair may appoint faculty to fill vacant committee seats.
   b. **Term of Office**
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Georgia Southern University
Last Revised and Affirmed 20 April 2018

The term of office for any committee member shall normally not exceed two years unless the individual has replaced another for a year or less of the previous term. An individual who has served one year or less as replacement for another faculty member may serve one full two-year term on that committee. Terms of office for any committee shall be staggered so that at least one position shall be vacant each year. If a committee position is vacant before the end of the individual’s term, another faculty member shall be appointed by the Chair to fill the remainder of that term. When other qualified candidates are not available, individuals may be appointed to two or more consecutive full terms on committees.

2. Ad Hoc Committees
When ad hoc committees are formed, the department shall determine whether members are to be selected by vote or by accepting volunteers. If an ad hoc committee exists for more than one academic year, its existence shall be reaffirmed by faculty vote at the beginning of each new academic year. Otherwise, ad hoc committees shall function in the same manner as standing committees.

3. Committee Chairs and Recorders
All committees, whether standing or ad hoc, shall designate a Chair to call, organize and preside over committee meetings, and a recorder. Copies of meeting minutes and committee reports shall be given to the Department Chair and Administrative Support Staff for distribution to the faculty. Committee Chairs whose term has expired shall insure that incoming committee members, including new Chairs, shall have access to documents and materials regarding committee business.

4. Meetings
Committee Chairs shall call meetings as needed to conduct business before the committee or on request of the Department Chair. Other department faculty may request a meeting of a specific committee on consultation with the Committee Chair and Department Chair or by majority vote of the department faculty. Only members of standing committees or of ad hoc committees may vote on issues before the committee. All members of voluntary ad hoc committees may vote. Other faculty, staff, and students may attend committee meetings but may speak and participate only when approved by the committee. The Personnel Committee shall close its meetings as necessary when discussing personnel issues, consistent with state and federal law as well as university policies and regulations.

5. Student Representatives
Students may serve as non-voting members on department committees with the approval of the Chair and the assent of that committee’s members.

E. Committee Activities and Recommendations
1. Committee Activities
At the beginning of each academic year, prior to committee elections, the Department Chair shall describe issues and activities that may be of particular concern to the committees in that coming year. Other tasks and duties for standing committees are set forth below. Committees and committee Chairs may also consider other issues and activities, upon consultation with the Department Chair. Department faculty may request a committee to deal with a specific matter or make recommendations consistent with its normal duties, upon a majority vote of the faculty.

2. Committee Recommendations
As described below, committees shall make recommendations to the Department Chair and to the department faculty for discussion. Department faculty may choose to accept, amend, or reject such recommendations by majority vote, except as provided below.

ARTICLE IV: STANDING COMMITTEES
A. Strategic Planning Committee (SPC)

1. Membership
The committee shall consist of the department chair, director of the writing center, creative writing area coordinator, first-year writing area coordinator, linguistics area coordinator, professional & technical writing area coordinator, writing studies area coordinator, web coordinator, and two appointed lecturer-line members to serve two-year terms. Additional at-large members will be used in the case of vacant administrative positions, and all efforts shall be made to have multi-campus representation.

The department chair shall serve as chair of this committee, but a faculty member may be elected or appointed at the discretion of the committee. This committee shall meet monthly to address the following responsibilities:

2. Responsibilities
- Provide feedback to the Chair on matters related to administration and strategic growth of the department.
- Develop a strategic plan for growing the department major, minors, and graduate-level programs.
- Serve as liaison with departmental committees to ensure clear communication and avoid overlap of activities.
- Develop and maintain an overall department committee reporting structure and schedule.
- Review relevant committee proposals and recommendations prior to departmental distribution.
- Develop a schedule for and periodically review the department's mission statement, constitution & by-laws, strategic plan, SLOs, assessment plans and reports.
- Review job ad templates developed by each area.

B. Personnel Committee

1. Membership
The committee shall consist of five tenured faculty members at the rank of associate or full professor as well as one Senior Lecturer representing at least two of the department’s areas. The committee shall elect a Chair at its first meeting following department elections.

2. Responsibilities
   a. Hiring needs
      The committee, in consultation with the Strategic Planning Committee, maintains a priority list of department hiring needs. This list is reviewed and updated on an annual basis. The committee may also propose requests for staffing and new personnel to the department.
   b. Promotion and tenure
      The committee solicits from all tenured and permanent faculty, as appropriate, recommendations regarding third-year review, promotion, and tenure of faculty. These comments are given to the committee to weigh in its deliberation of these personnel actions. The committee submits its recommendation to the Chair, consistent with department, CAH, and university policy and procedures. The committee also reviews and updates as needed the department’s promotion and tenure guidelines.

C. Curriculum Committee

1. Membership
The committee shall consist of at least five faculty members, representing, when possible, the department’s areas and general curricular needs. The committee shall consult with the Chair and other relevant faculty members for advice on particular curriculum issues. The committee shall elect a Chair at its first meeting following department elections.

2. Responsibilities
a. The committee shall review and make recommendations to the department regarding requests for changes in curriculum, including withdrawal of courses or programs, changes in courses or programs, and creation of new courses or programs.
b. The committee shall assist the department Chair in submitting necessary forms and other documentation for college and university approval of curriculum recommendations, in accord with CAH and university policy. The Curriculum Committee shall elect one member to serve as the department's representative on the College Curriculum Committee.
c. The committee shall review the Georgia Southern University course catalog and make editorial corrections and changes to departmental program descriptions and course listings as necessary.

D. First-Year Writing Committee
1. Membership
The committee shall consist of the Coordinator of First-Year Writing and four other faculty members. The Coordinator of First-Year Writing is the Chair of this committee.
2. Responsibilities
   a. The committee shall consider and make recommendations on issues relating to curriculum, assessment, technology, and other matters of first-year writing. The Coordinator of First-Year Writing will bring these recommendations to the Strategic Planning and department faculty for consideration.

E. First-Year Writing Assessment Committee
1. Membership
The Committee shall consist of at least five department faculty from any of Georgia Southern University's campuses, all appointed by the Department Chair. Individual members’ terms shall last two years and shall be staggered, so that no more than 60% of members will rotate off in a given year. Committee Membership shall ideally consist of faculty who are current in the discipline of FYW. The Committee shall elect a chair at the first meeting of the year.
2. Responsibilities
This committee is charged with:
   a. Designing and implementing assessment of FYW courses as required by the university and department, to be approved by the Department Chair and FYW Coordinator/WPA.
   b. Writing the Core Area A Assessment report and submitting it to the OIE annually or as required.
   c. Collaborating with the FYW Coordinator and FYW Committee to determine directions for professional development and program design based on the assessment data.

F. Recruitment Committee
1. Membership
The committee shall consist of at least three faculty members. The Department Recruiting Coordinator will be designated by the Department Chair and will chair this committee.
2. Responsibilities
   a. The committee shall be responsible for organizing and scheduling outreach to prospective majors at official university functions.
   b. The committee shall serve as hosts of prospective students who visit campus.
   c. When the work of the Recruiting Committee and/or Marketing Committee overlaps, they shall work together.

G. Marketing Committee
1. Membership: The committee shall consist of at least three faculty members. The committee shall elect a Chair at the first meeting.
   a. The committee shall be responsible for organizing and scheduling various departmental events for faculty and students, as well as alumni and other community members.
   b. The committee shall gather and publish information, in print and/or electronic formats,
describing departmental, faculty, and student activities that may be of interest to department members, students, alumni, and the general public. This work shall include making recommendations to the department webmaster.

c. The committee shall assist the department in awarding scholarships and meritorious recognition of faculty.

**H. Technology Committee**

1. **Membership**
The Committee shall consist of at least four department faculty members, all appointed by the Department Chair. Individual members’ terms shall last two years and shall be staggered, so that two members’ terms begin in even years and two members’ terms begin in odd years. Committee membership shall:
   a. include at least one faculty member each from the tenure and lecturer tracks and
   b. represent at least three of the department's five areas.
The Committee shall elect its Committee Chair at the first Committee meeting that follows Fall-semester department elections.

2. **Responsibilities**
   a. Solicit and consider proposals for classroom/pedagogical technology and make recommendations regarding acquisitions to the Strategic Planning Committee. Proposals should be submitted by area, not by individual faculty, by December of each academic year. Proposals should include:
      i. the technology requested and its purpose;
      ii. the courses that will require the technology;
      iii. the concepts, skills, or methods that will be taught using the technology and/or the pedagogical role of the technology;
      iv. the cost of the technology, including the number of licenses needed for students and faculty; and
      v. any additional supporting information such as how the technology is used in industry and in other programs
   b. Analyze and rank proposals and forward recommendations to the Strategic Planning Committee and department chair for approval at the beginning of the spring semester. The SPC shall make any additional recommendations for changes and the technology committee shall solicit funding based on those final recommendations
   c. Pursue funding for classroom/pedagogical technology from the College.
   d. Pursue funding for classroom/pedagogical technology from the University's Student Technology Fees.
   e. Work directly with the webmaster to develop a schedule and processes for soliciting changes to the university website as part of a larger content strategy that includes social media and any print materials such as recruiting or advertising materials. Changes to the website will be submitted by area and major content changes will be subject to the approval of the SPC.
   f. Develop and maintain a five-year plan, to be approved by the SPC, that includes refresh cycles for existing technology and plans for large technology initiatives like new labs.

**I. Assessment Committee**

1. **Membership**
The Committee shall consist of at least four department faculty members, all appointed by the Department Chair. Individual members’ terms shall last two years and shall be staggered, so that two members’ terms begin in even years and two members’ terms begin in odd years. Committee membership shall:
   a. include at least one faculty member each from the tenure and lecturer tracks and
   b. represent at least three of the department's four areas.
The Committee shall be chaired by the department's Assessment Coordinator, appointed by the Chair.

2. **Responsibilities**
a. This committee is charged with designing and implementing assessment as required by the university and department.
b. Gain approval of the assessment plan for each assessment cycle from the SPC and annually present the findings to SPC at the beginning of each AY;
c. The SPC shall make any additional recommendations for changes and the Assessment committee shall revise the assessment plan based on those final recommendations;
d. Develop and maintain a five-year plan, to be approved by the SPC, that includes updated cycles for internal and external assessment purposes.

J. Awards Committee
1. Membership
The Committee shall consist of at least five faculty members, representing at least two areas. The committee shall elect a chair after their first meeting. Individual members’ terms shall last two years and shall be scattered, so that two members’ terms begin in even years and two members’ terms begin in odd years. Committee membership shall:
   a. represent Creative Writing and at least one other area
   b. include at least one faculty member each from the tenure and lecturer tracks
   c. include the Chair of the Marketing Committee
The Committee shall elect its Committee Chair at the first Committee meeting that follows Fall-semester department elections.
2. Responsibilities
   a. Oversee the awards and scholarships awarded by the Department of Writing & Linguistics, which includes the Brittany “Ally” Harbuck Scholarship, the Brannen Creative Writing Awards, the Starnes/Brannen Scholarship, the Roy F. Powell Creative Writing Awards, and the AWP Intro Journals Project. It will also be responsible for hosting the annual Senior event (this may include a Senior Reading or Senior Showcase).
   b. For each award, the Committee will manage the call for entries, submissions, judging, and coordinate the publicity and announcements of winners. The committee will coordinate with pertinent Department committees, including Marketing and Recruitment, in publicizing the awards.
   c. Organize and publicize two annual award ceremonies: a fall Harbuck Scholarship award ceremony, and a spring Department award ceremony (in which the winners and finalists of all other awards/scholarships will be recognized).
   d. Serve as the point of contact for donors and benefactors endowing the awards and scholarships, maintain donor relationships, and seek feedback for future events.

ARTICLE V. SEARCH PROCEDURES

A. Access to Files
All department faculty except for internal candidates shall have access to review the application files of job candidates who have been invited for campus interviews, consistent with University policy. The applicant’s materials will be made available one week prior to the candidate’s scheduled campus interview.

B. Internal Candidates
Internal candidates who submitted an application for the position are prohibited from participating in colloquia and interviews of other candidates in the search or in any department/college discussions of the search, regardless of whether they later withdraw or are judged not qualified.

C. Recommendations for Appointment
Department faculty shall have the opportunity to meet invited job candidates and participate in related events. The department delegates authority to the appropriate Search Committee to make recommendations to the Chair. The Chair shall make recommendations known to the department faculty as soon as possible.

D. Limited Term Faculty
Searches are not conducted for Limited Term faculty. Limited Term faculty are hired at the discretion of the Department Chair.

ARTICLE VI. ADVISORY BOARD

A. Organization
The Chair or their designate shall organize an advisory board for the department. When possible, the board’s membership should include students, alumni, emeritus faculty, and members of the community.

B. Role
The advisory board shall consult with the department through the chair or her/his designate on programs and initiatives.

ARTICLE VII. PERSONNEL ACTIONS

The following documents can be found on the department Web site under “Faculty – Policies.”

A. Pre-Tenure Review
B. Tenure and Promotion/Promotion
C. 3rd-Year Lecturer Review
D. Promotion to Senior Lecturer
E. Educational Leave