

BYLAWS

Department of English
Revised May 18, 2011

1. The Department of English

- 1.1 The Department of English is a department of the College of Liberal Arts and is organized and administered under the College and UNLV Bylaws to teach and advise students, to engage in research and creative activity, and to serve the University and its community.
- 1.2 Faculty of the Department holding the rank of Assistant Professor and above shall be voting members, except when employed in full-time administrative positions outside the Department.
- 1.3 Faculty in Residence and full-time Professional Staff in the Department shall have full voting privileges on the three Departmental Committees on which they may serve, Freshman Composition, Undergraduate and Technology Committee, and on any subcommittees and ad hoc committees to which they may be appointed.
- 1.4 The voting membership of the Department shall have final authority in all matters relating to it except where such authority has been assigned to the Chairperson by these Bylaws, or by the College, University or System Bylaws or Codes, and except where such authority resides with the President of the University.
- 1.5 Graduate Assistants and other teaching faculty shall be non-voting members of the Department. They may be asked, but shall not be required, to serve as voting or non-voting members of departmental committees.

2. Officers of the Departments

- 2.1 The Chairperson should be a tenured member of the departmental faculty and its chief administrative officer. The Chairperson should serve for three years and shall possess such powers and responsibilities as are assigned by these Bylaws and/or by higher authority. The Chairperson shall serve for no more than two consecutive terms.
 - 1.1. The Department shall elect a Chairperson in February or March every three years. The election may be conducted at a departmental meeting or by mail ballot, but in either case the candidates must be made known to the voting membership at least one week before the votes are cast.
 - 2.2.1 The winner of the election must receive two-thirds of the eligible votes in the Department. If no candidate receives two-thirds of the votes on the third ballot, an Acting Chairperson shall be elected by a simple majority to serve for one year.
 - 2.2.2 The name of the winner shall be forwarded through the Dean to the President for official appointment, in accordance with the College of Liberal Arts Bylaws (Article II, 8) and UNLV Bylaws (Chapter II, Section 10.9).

- 2.3 In recruiting new members of the tenure-track faculty, the tenure-track faculty shall determine by majority vote the nature of the position to be advertised. The Chairperson and the Committee shall review applications, conduct interviews where possible, and make a final selection on behalf of the Department.
- 2.4 In making recommendations on the promotion of tenure-track faculty to higher rank, the Chairperson shall consult with faculty already holding that or higher rank, and shall take such action as is suggested by these consultations and by his or her own judgment. The final recommendation shall be in harmony with the guidelines on promotion in the UNLV Bylaws (Chapter III, Section 16).
- 2.5 In making recommendations on the tenure of tenure-track faculty, the Chairperson shall meet with the tenured membership of the Department and present a recommendation for its approval. A two-thirds affirmative vote of the total tenured membership shall be required to approve a recommendation for tenure. The Chairperson shall forward the recommendation of the tenured faculty through regular administrative channels in accordance with UNLV Bylaws (Chapter I, Section 4). The applicant shall speak for himself or herself if the recommendation is appealed.
- 2.6 A written request by two-thirds or more of the voting members of the Department shall cause the Chairperson to be considered for removal by the Dean and higher administrative officers in accordance with College Bylaw 2.10.
- 2.7 The Chairperson shall have the authority to appoint five officers of the Department on or before July 1 to serve for one year:
 1. Assistant Chairperson
 2. Director of Freshmen Composition
 3. Director of Graduate Studies
 4. Director of the Creative Writing Program
 5. Director of the Writing Center

These Directors shall chair appropriate committees and conduct the business pertaining to their assignments.

3. Meetings of the Department

- 3.1 The Chairperson shall call and preside over regular meetings of the Department at least once a semester. Such meetings shall be announced in writing at least one week in advance, and the announcement shall include an agenda. The Chairperson shall give an annual report at the beginning of the academic year on the departmental budget.
- 3.2 A quorum for a regular meeting shall be a majority of the voting membership.
- 3.3 Emergency special meetings of the Department may be called by the Chairperson with less than one week's notice. At such meetings a quorum shall be two-thirds of the voting membership.

- 3.4 One-fourth of the voting membership may cause the Chairperson to call a regular meeting of the Department by written petition. Such a meeting must be scheduled no later than ten days after receipt of the petition.
- 3.5 Proceedings of all departmental meetings shall be governed by Robert's Rules of Order, Newly Revised, except where such rules conflict with these Bylaws, which shall take precedence.
- 3.6 Proxy voting shall be allowed in departmental meetings, but no person may hold more than one proxy, and proxies shall not be counting in determining a quorum.
- 3.7 Minutes of all departmental meetings shall be distributed to the membership within ten days.

4. Committees of the Department

- 4.1 The Department shall have the following standing committees, whose membership and Chairs shall be appointed by the Chairperson on or before July 1 of each year, except as stipulated below:
 1. Advisory Committee (Chairperson of the Department)
 2. Freshmen Composition Committee (Director of Composition)
 3. Undergraduate Studies Committee (Assistant Chairperson)
 4. Graduate Studies Committee (Director of Graduate Studies)
 5. Research Resource Committee
 6. Bylaws Committee
 7. Creative Writing Committee (Director of Creative Writing)
 8. Technology Committee
 9. Merit Committee
- 4.2 All standing committees shall meet at least once each semester and make their recommendations to the Chairperson or the Department by consensus or by majority vote. All meetings of standing committees shall be announced on the departmental bulletin board three days in advance and shall be open to the voting membership of the Department.
- 4.3 The Advisory Committee shall have nine members: the Chairperson of the Department, who shall be its Chair; the Director of Freshmen Composition; the Director of Graduate studies; the Director of Creative Writing; the Director of Undergraduate Studies and four elected members.
 - 4.3.1 The four elected members shall be tenure-track members of the Department elected in April or May of each year by mail ballot. The ballot shall include all voting members of the Department who consent to serve, and balloting shall continue until each of the four has been elected by a majority of the ballots cast.
 - 4.3.2 The Advisory Committee shall assist the Chairperson in planning and managing the Department's activities and shall offer suggestions, advice, and recommendations on all matters affecting the Department's welfare not specifically the business of other standing committees. For visitors to the Department it shall be a host committee.

- 4.4 The Freshmen Composition Committee shall have from five to ten appointed members, including the Director of the Writing Center, and shall be chaired by the Director of Freshmen Composition. Its members shall normally be teachers in the Freshmen Composition program. It shall advise the Director, the Chairperson, and the Department on the Freshmen Composition program.
- 4.5 The Undergraduate Studies Committee shall have from six to eight appointed members, one of whom may be an undergraduate student, and shall be chaired by the Assistant Chairperson. The Committee shall advise the Chairperson and make recommendations to the Department on the Undergraduate curriculum. It shall encourage and support social and intellectual activities by English majors as a group.
- 4.6 The Graduate Studies Committee shall have from eight to ten appointed members of the Graduate Faculty of the Department and shall be chaired by the Director of Graduate Studies. A graduate student may be elected or appointed as a non-voting member. In accord with the regulations of the Graduate College, the Committee shall admit students and, in general, administer and make recommendations to the Chairperson and the Department on Graduate curriculum and programs.
- 4.7 The Research Resources Committee shall have from five to seven appointed members, including an appointed Chair. It shall stimulate and assist research and creative activity in the Department by reviewing and expanding UNLV Library holdings in English, allocating all funds designated for travel or research to the Department, encouraging the establishment of research centers, institutes and publications by disseminating information about opportunities for research, publications, and grants. It shall supervise the Department's own library of research resources and keep the faculty posted on the research and creative activity of colleagues.
- 4.8 The Bylaws Committee shall have three to five members, one of whom shall be designated Chair. The committee shall maintain the Bylaws of the Department, insure their consistency with College, UNLV, and System Bylaws, and review proposed amendments before submitting them for Departmental vote (see Article 5). The Chair of the Bylaws Committee shall be the Parliamentarian of the Department.
- 4.9 The Creative Writing Committee shall have three to five members. Its Chair shall be the Director of Creative Writing.
- 4.10 The Technology Committee shall have five to seven members, including an appointed Chair. It shall educate the Department through workshops on technological advances, communicate policies that directly affect the English Department, appoint and oversee a Departmental Web Master, and develop policy on technology.
- 4.11 The Merit Committee shall have five to seven members and elect its own Chair. The members of the committee will be elected annually by tenured and tenure-track faculty. The members shall include two full professors, two associate professors, and one assistant professor. Should a rank not be represented, the Department Chairperson will appoint member(s) to complete the committee. The committee will review the Department's merit applications and make recommendations to the Department Chairperson.

4.12 The Awards Committee shall have four to six members and an appointed chair. It shall evaluate nominees for awards and forward recommendations to the Chair.

4.13 The Chairperson shall have the right to appoint ad-hoc committees for specific purposes. The membership and purpose of such committees shall be made known immediately to the Department, and they shall not remain in existence longer than twelve months.

5. Amendment(s) of Bylaws

Amendments to the Bylaws must be:

1. Reviewed by the Bylaws Committee as to form and language.
2. Published to the Department at least one week before any vote is taken.
3. Approved by two-thirds of the voting membership at a regular meeting or through mail ballot.
4. In conformity with the University System Code and UNLV Bylaws.