

PAC STRUCTURE

Chair

Associate Chair

Assistant Chair

**MAPW Director
Graduate Education Coordinator**

**English Education Director
Literary Studies Coordinator
Writing Coordinator
Freshman Composition Director
Engl 2110 Coordinator**

STANDING COMMITTEES

Promotion and Tenure Committee

ADVISORY COMMITTEE

Chair

Asst/Assoc Chair—12 month position

**MAPW Director
Coordinator of Graduate English
Education: M.A.T. and M.Ed.
Director of Undergraduate English
Education**

**Undergraduate English Studies Coordinator
General Education Director
Technology Coordinator
Writing Center Representative**

STANDING COMMITTEES

**Promotion and Tenure Committee
Curriculum Committee
International Studies Committee
Committee on Online Learning
World Literature Committee
Awards Committee**

The Governance Structure of the English Department English Department Advisory Committee

A. Purposes:

1. To advise the chair on any matters he or she should bring to them, and any matters they and their program constituents believe should be addressed.
2. To discuss matters that affect the common and ongoing business of the department across programmatic lines.
3. To carry out the ongoing operations of the English department.
4. The Council's role would be strictly advisory; decisions will come to the faculty for a vote at faculty meetings.

B. Membership:

1. Administration

- a. Department Chair, duties and term as defined in the faculty handbook
- b. Asst/Assoc Chair, responsible for scheduling, classrooms, facilities, enrollment management, serving as a contact point and liaison for interdisciplinary programs that are involved in the English Department. The position should be a twelve-month contract, for a three-year renewable term. The rank (whether Associate or Assistant) should be commensurate with the experience of the person elected to the position.

2. Programs

- a. MAPW Director
- b. English Major Coordinator/Director

The title of the position should be changed to Coordinator of Undergraduate English Studies, to reflect the true nature of the duties, which include oversight and coordination of the various minors related to the major as well of the actual major itself. It should be a Coordinator with a three-year renewable term, and one course reassignment per semester (Fall and Spring) per year. (Responsibilities: scheduling, assessment, ongoing business of the major, bringing the concerns of the faculty to the Advisory Council and the issues from the Council to the faculty, overseeing the implementation and completion of the OLCP in the gateway and senior seminar courses, and holding meetings of the faculty who teach in the undergraduate program.)

- c. Graduate Education Coordinator/Director Coordinator of English Education—M.A.T. and M.Ed.
- d. Undergraduate English Education Director of Undergraduate English Education
- e. General Education Director *

*World Literature will constitute a standing committee with an elected Chair and a volunteer membership. The Chair will be elected yearly, and will automatically serve as the Department Representative for World Literature on the General Education Council. The Chair will also work with the Director of General Education on matters specific to World Literature, including hiring, scheduling, curriculum, and other relevant matters. The Chair will not have an ex officio position on the Advisory Committee.

f. Interdisciplinary Studies Coordinator

This position is redundant because it adds an unnecessary level of bureaucracy—while it is necessary that the Assistant/Associate Chair and the Coordinator of Undergraduate English Studies should check in with the various programs in which our faculty are engaged in order to develop the schedule, it is not necessary that a separate person should make those phone calls and send those emails, only to hand along the replies to some else. We recommend that these duties be incorporated with the duties of the Associate/Assistant Chair.

3. Writing Center Representative
4. Technology Representative/Coordinator

Notes on Membership:

1. The Writing Center Representative and the Technology Coordinator should be present because they influence the operation of the department.
2. These two positions also represent the ways in which the department connects with the rest of the college and university: the Writing Center serves students at all levels and from all programs, and our technological resources are to a great degree determined and serviced outside this department.
3. Faculty members who teach in a number of programs also work in the writing center.
4. With the increasing use of electronic and digital technology in our classes, and the development of online and hybrid courses and learning communities, our technological resources affect everything we do.
5. The Directors and Coordinators of The MAPW, the English Major, Graduate and Undergraduate English Education, General Education, the Technology Coordinator, the Interdisciplinary Studies Coordinator and the Asst/Assoc Chair would form the Scheduling Committee

C. Determination of Personnel

1. The Asst/Assoc Chair, whose duties are defined above, is elected to a three-year renewable term with a twelve-month contract.
2. English Education, both Graduate and Undergraduate, appear to have worked out a system for determining their own representation. At present undergraduate studies has a director and graduate studies a coordinator. As their programs expand they may want to revisit that arrangement, but that is up to the English Education faculty.
3. Coordinator/Director of the English Major (now, Coordinator of Undergraduate English Studies):
 - a. Elected to a three-year renewable term
 - b. Responsibilities: scheduling, assessment, ongoing business of the major, bringing the concerns of the faculty to the Advisory Council and the issues from the Council to the faculty, overseeing the implementation and completion of the OLCP in the gateway and senior seminar courses, and holding meetings of the faculty who teach in the undergraduate program.
4. Writing Center Representative: appointed or elected by the Writing Center leadership team, for a 3 year renewable term.
5. Technology Coordinator: elected to a three-year renewable position.

D. Elected Positions

- a. The elected positions will follow an agreed upon procedure that will include application for the job, interview with a search committee, and a presentation to the constituency they will represent, followed by a vote by that constituency.

At least one faculty member described the election procedure for Assistant/Associate Chair and Coordinator of Undergraduate English Studies as “Cumbersome,” and it is indeed. We recommend that the elections should be called, nominations should be gathered, and should there be more than one nomination for any given position, each candidate for that position should give a presentation to the department. Otherwise, the election should proceed without further ado.

- b. In the case of the Assistant/Associate Chair and the Technology Coordinator, the entire department will be considered the constituency.

E. In addition to the Advisory Committee, the English Department will have the following standing committees:

1. The Curriculum Committee
2. The Tenure and Promotion Committee
3. International Studies Committee
4. Online Learning Committee
5. World Literature Committee
6. Awards Committee

There may also be interest in a caucus of Instructors and Lecturers. Other committees, ad hoc or standing, task forces, study groups, interest groups, and caucuses may be organized, formed, and disbanded as the work of the department requires.

The Department will have a season of elections in late spring. In addition to the Assistant/Associate Chair and the Coordinator of Undergraduate English Studies, the Department will have to elect an entirely new Curriculum Committee and replacements for the members of T&P who are either resigning or rotating off. The faculty responsible for World Literature may also decide to have elections.