

DEPARTMENT OF ENGLISH BYLAWS

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DEPARTMENT OF ENGLISH BYLAWS

1. CHAPTER ONE: INTRODUCTION

1.1 Department Overview

These Bylaws govern the Department of English ("Department") within the College of Arts and Sciences ("CAS") at The University of Tennessee at Chattanooga ("UTC" or "University"). If any policy or procedure in these Bylaws should be found to conflict with policies or procedures of (1) the CAS, (2) UTC, or (3) the University of Tennessee Board of Trustees, the policies and procedures of the higher authority shall take precedence.

1.2 Academic Freedom

The principal mission of the University is the discovery and dissemination of truth through teaching, research and service. The Board of Trustees for The University of Tennessee ("Board") recognizes that freedom of inquiry and expression is indispensable for this purpose and believes that it and the administration and faculty should cooperate to that end. In the University's program of teaching, research and service, it is essential that the Board, administration and faculty cooperate voluntarily, each contributing freely, according to their qualifications, in a mutually beneficial exchange of information and ideas.

See also [Section 2.1 of Faculty Handbook](#)

1.3 University Governance

See [Section 1.3 of Faculty Handbook](#).

1.4 College of Arts and Science Governance

See the [CAS Bylaws](#).

1.5 Faculty Roles in Governance

Faculty members are representatives of a profession whose services have been obtained by the University through its administrative officers on behalf of UTC and for the sake of UTC's students. The privileges and responsibilities of the faculty in the governance of UTC are important and varied. The most direct responsibility of the faculty in the governance of UTC is to plan and develop the curriculum of UTC's academic programs. The Board, through its Education, Research and Service Committee, shall consider the needs and interests of the faculty (as well as the administrative staff and students) in creating and sustaining UTC's academic environment, including the creation, evaluation, continuation, and termination of academic programs. A less direct, but no less important, role of the faculty is to advise UTC's administration about administrative matters that are intrinsically related to the well-being of UTC. These advisory matters include the:

- appointment, dismissal, evaluation, and reappointment of faculty, including probationary faculty
- promotion of faculty and the awarding of tenure
- evaluation of faculty performance
- grievances of faculty
- search for and hiring of the UTC Chancellor, Provost, deans, and department heads

See also [Section 1.4 of Faculty Handbook](#)

2. CHAPTER TWO: DEPARTMENTAL GOVERNANCE

2.1 Administrative Positions

(Refer to [Chapter 3](#) for the hiring and appointment procedures of these positions.)

Department Head

The Department Head is the first level of administration and is assigned the special duty of administering the academic department. The Department Head is appointed by the CAS Dean in consultation with the faculty within the Department. The administrative appointment of department heads, like all other administrative offices, does not carry tenure. The Department Head serves at the pleasure of the CAS Dean, Provost, and Chancellor. The CAS Dean conducts an annual evaluation of the Department Head.

Associate Department Heads

Associate Department Heads (2) serve as coordinators for undergraduate curriculum scheduling, undergraduate advisement, advisory matters in the Department, and the hiring and reappointment of full-time non-tenure-track (NTT) lecturer positions. The distribution of their work may be negotiated between the two positions, effectively balancing the Fall and Spring duties. Associate Department Heads are appointed by the Department Head, with the CAS Dean's approval. They run nine months during the academic year, and do not carry a term-specific appointment.

Director of Graduate Studies

The Director of Graduate Studies (DGS) serves as the administrative supervisor and coordinator of graduate studies within the English program, overseeing all components of graduate education. The DGS functions as the primary liaison among the graduate faculty, the graduate students, and The Graduate School (TGS). As such, the DGS should be aware of developments in the program that affect the graduate faculty; should be available, present, and responsive to students; and should be familiar with TGS policies and programming.

Director of Composition

The Director of Composition manages the instruction and delivery of all rhetoric and composition general education/first-year writing (FYW) courses. They ensure that the composition program fulfills general education requirements, as well as meets disciplinary standards for first-year writing courses. Along with the Composition Committee, which they chair, the director plans and implements program initiatives and textbook selection. They are responsible for assessing FYW courses; training, mentoring, and supervising graduate teaching assistants; sponsoring professional development activities for FYW faculty; interviewing, hiring, and training adjunct faculty; developing and managing the FYW schedule; managing student and faculty concerns in FYW courses; and liaising with UTC faculty and administration regarding FYW concerns.

Director of the Internship Program

The Director of the Internship Program is responsible for developing and maintaining internship opportunities for undergraduate English majors and minors, promoting the internship program to English students and community partners, helping students get hired into internship positions, and supporting them once they're hired. When a student expresses interest in doing an internship, the director first ensures that the student has met the minimum GPA qualifications for acceptance into the program and has positive recommendations from three (3) UTC English faculty. The director then assists students as they apply for internship positions by helping them understand the types of internships that are available and prepare job application materials. Once students are hired as interns, they enroll in a 3-credit hour course taught by the director that helps them develop

professional skills and see connections between their academic work and their internship duties. The director also communicates with internship supervisors throughout the semester to monitor interns' progress.

Track Coordinators

The Creative Writing, Literature, and Rhetoric and Professional Writing tenure line faculty appoint a coordinator at the end of each Spring semester to serve the following academic year. A Track Coordinator is responsible for coordinating their discipline's course offerings with the Associate Department Head responsible for scheduling. A Track Coordinator may also convene their discipline's faculty to propose course and/or curriculum changes, as well as to advise with undergraduate recruitment and retention in their track.

2.2 Departmental Voting

Voting Membership

Discussion and input are appreciated and encouraged from all faculty regardless of status.

- Tenured faculty, tenure-track faculty, and NTT full-time faculty with three (3) consecutive years in the Department may vote on curricular issues, degree requirements, programs, philosophy and goals, and departmental bylaws. They are also eligible to vote on Department Head hiring even when a candidate is being considered for a concurrent tenured or tenure-track faculty appointment in addition to the Department Head position.
- Tenured faculty may vote on issues related to promotion, tenure, and reappointment of tenure-track faculty. Only faculty holding at least the rank to which a candidate seeks promotion are eligible to consider that applicant's request. Only tenured and tenure-track faculty can vote on tenure-track hiring recommendations. Only tenured faculty may vote on a recommendation regarding whether a tenured faculty member's performance in teaching, research and service constitutes adequate cause for termination.
- All full-time faculty, regardless of years served, may vote on departmental matters not covered in the two preceding bulleted provisions above; such matters include EDO standards and procedures, scholarships, awards, allocation of resources, etc.
- Emeritus, phased retirement faculty, retired faculty and part-time faculty do not have voting rights.

Voting Procedures

- Voting will take place during departmental meetings.
- During departmental meetings, two-thirds of the tenured and tenure-track faculty shall constitute a quorum.
- A majority vote by members eligible to vote on a measure will be sufficient to carry a measure.
- Voting in absentia will not be allowed for in-person meetings.
- For matters for which University policy requires that votes be cast anonymously, votes will be cast by a written ballot or online through the university's LMS (Canvas).

Meetings

- One day of each month will be set aside for regular Department meetings.
- The Department Head can convene special meetings.
- Any committee can request the Department Head to convene a special meeting.
- A department secretary and a parliamentarian shall be elected in the first departmental

- meeting of each academic year.
- Department meetings will be conducted in accordance with Robert's Rules of Order.
 - All meetings will be announced by the Department Head through e-mail.

Online Voting

A faculty member can make a motion for a particular issue to be brought to an online vote. Preference and expectation are for voting in person at meetings. However, in cases where it seems expedient and is not prohibited by University policy, the Department has the option of the online voting mechanism.

2.3 Departmental Committees

Standing Yearly Committees: Description and Appointment Procedure

These Bylaws establish and define the responsibilities and membership of certain committees. Prior to the final departmental meeting of each academic year, faculty members will submit requests for committee appointments to the chair of the Advisory Committee, who will review requests and propose committee assignments. The Advisory Committee will then review and vote whether to approve the assignments so proposed. Committee chairs are appointed by the Advisory Committee.

In addition to these committees, the Department Head may create and appoint additional committees for specific purposes. The normal term of service for most committees is one year. Unless otherwise indicated below, the department voting should strive to represent all full time ranks in the Department (Full Professor, Associate Professor, Assistant Professor, Senior Lecturer, Associate Lecturer, Lecturer) and literature, rhetoric and professional writing and creative writing concentrations.

At the end of the year, each committee should submit a brief written report of its year-long activities during the last faculty meeting. These reports shall be attached to the meeting minutes and archived in the Department office.

Ad hoc Committees

Ad hoc and other special committees, such as Thelma Styles, Marketing, etc., are established when concerns or issues arise that warrant a focused, short-term committee. Any full-time faculty member, including the Department Head, may bring the request to the Advisory Committee, who will discuss and assess the need in consultation with the Department Head and the sponsoring faculty member. The Advisory Committee will bring the terms of the new ad hoc committee, including the committee's composition, to the Department for a vote.

Advisory Committee

Membership: Senior Associate Department Head (chair); four (4) members appointed by the Department Head; and two (2) members elected by the voting membership. (See [Voting Membership](#).) One (1) of the seven (7) members of this committee must be a full-time, NTT faculty member.

The Advisory Committee advises the Department Head and fields faculty concerns within the Department—especially concerns regarding Departmental policy and procedure. This committee is charged with drafting and updating both policy and procedure relevant to the Department's Bylaws.

Composition Committee

Membership: Director of Composition (chair) and five (5) members appointed by the Director of Composition.

The Composition Committee considers matters related to the teaching of first-year composition courses, including curriculum, placement, selection of instructional materials, program assessment, and staffing issues, then sends recommendations to the Department when appropriate. When asked by the Department Head, the committee also considers matters related to writing courses at the 2000- level or higher.

Creative Writing Committee

Membership: Creative writing faculty

The Creative Writing Committee is charged with oversight of the creative writing track. It includes all faculty teaching creative writing in the Department and is chaired by a tenured or tenure-track creative writing faculty member appointed by the Department Head. In consultation with the Department Head and Associate Department Heads, the Creative Writing Committee drafts creative-writing teaching schedules, judges department creative writing contests, works with and advises the Meacham Writers' Workshop, promotes participation in conferences and journals, and generally works to ensure that the creative writing track meets the needs of its students.

Curriculum Committee

Membership: Three (3) tenured faculty members; two (2) faculty members who are either tenured or tenure-track; and one (1) additional full-time faculty member. Committee members should represent both literature and writing concentrations.

The Curriculum Committee is charged with reviewing course proposals from within the Department, voting on those proposals, and bringing the proposals to the full Department for a vote. The committee may at times review the Department's curriculum as a whole at the request of a member of the Department, the Department Head, the CAS Dean or other administrative offices; the committee in such cases might suggest changes and/or empower subcommittees to investigate changes, which would then be brought before the whole Department for a vote.

Faculty-Student Social Committee

Membership: Eight (8) full-time faculty members

The Faculty-Student Social Committee has two major tasks: organizing a softball / kickball game and BBQ party during the Fall semester and organizing the departmental end-of-year banquet in the Spring semester. For the Fall, the committee is charged with obtaining field availability and contacting the relevant UTC personnel to reserve the field and all the softball / kickball supplies. The committee is also charged with securing a location and supplying the food and drinks for the party after the game. For the Spring, the committee is charged with choosing a menu and arranging for the food from a University-approved vendor, writing and publishing the banquet booklet that lists the accomplishments and awards of faculty and students, inviting current faculty and students and taking RSVPs, inviting emeritus faculty and honored guests, and assisting the departmental Executive Secretary with decorations and related duties on the day of the banquet. These tasks are parceled out, with each committee member taking responsibility for one of them. Each committee member works closely with the department Executive Secretary on banquet tasks. Additionally, if other social occasions present themselves, the committee takes responsibility, when asked to do so, for organizing these events.

General Education Committee—English Department

Membership: Three (3) tenured members; two (2) faculty members who are either tenured or tenure-track; and one (1) additional full-time faculty member. Committee members should represent both literature and writing concentrations.

The function of this committee is to ensure that all of the Department's courses that are designated as General Education meet the goals and outcomes of the University's various categories of General Education, such as Literature, Historical Context, or Thought, Values and Beliefs. Each of the Department's General Education courses are up for recertification under the current categories every five (5) years. As such, the committee will submit syllabi, assignments, exams, and student writing or exam artifacts for courses up for recertification to the Faculty Senate General Education Committee. That committee reviews all of the submitted documents and decides if the courses do indeed fit any and all categories in which we ask them to be certified. In order to accomplish these tasks, the chairperson of our General Education Committee will assign committee members a course for which they are responsible for seeking as many artifacts and pieces of documentation as possible from the faculty members who teach that course.

Graduate Studies Committee

Membership: Graduate Director (chair) and four (4) graduate faculty representing all three (3) concentrations: literature, rhetoric/composition, and creative writing

The Graduate Studies Committee is responsible for the overall offerings of graduate courses, for reviewing and passing on any course proposals before they are considered by the entire Department, for recommending to the Department Head any changes in procedures and policies, and for carrying out all policies mandated by the Graduate Council as they apply to the English Graduate program. The committee also considers graduate student petitions, and solicits input from graduate English faculty regarding book selections for the comprehensive examinations.

Non-Tenure-Track Committee

Membership: Five (5) faculty members elected by the Department's non-tenure-track full-time faculty with at least one (1) member who is either tenured or tenure-track. Committee is to be chaired by non-tenure-track member appointed by Department Head.

The Non-Tenure-Track Committee addresses issues related to the effective teaching and professional development of Department faculty who work in non-tenure-track positions. Non-tenure-track faculty include all part-time and full-time faculty not in a tenured or tenure-track position.

Non-Tenure-Track Reappointment and Promotion Committee

Members: Five (5) faculty to include the Director of Composition, an Associate Department Head, and three (3) non-tenure-track faculty (at the rank of Associate Lecturer or higher) chosen by the Advisory Committee. Ideally, the three (3) non-tenure track faculty appointed to this committee will represent teaching experience in each of the three disciplines. The Advisory Committee will appoint the chair for this committee.

The Non-Tenure-Track Reappointment and Promotion Committee is responsible for recommending reappointment of faculty to full-time, non-tenure track positions and for recommending promotions for non-tenure track faculty. Each Spring semester the committee reviews reappointment and/or promotion dossiers submitted by current, non-tenure-track faculty due for evaluation according to these Bylaws, and forwards such recommendations to the Department Head.

Rank, Tenure and Promotion Committee

Membership: All tenured faculty except the Department Head. Chair elected by the committee in August of each Fall semester.

The Rank, Tenure and Promotion Committee makes recommendations on reappointment, tenure, and promotion regarding tenured and tenure-track faculty to the Department Head. At the first meeting of the academic year, members will elect a chair, and review the standing/timeline of all junior faculty in that academic year.

Scholarships Committee

Membership: Four (4) tenured or tenure-track faculty, and one (1) full-time lecturer member of any rank.

The Scholarships Committee makes recommendations to the Office of Financial Aid & Scholarships regarding the award of any UTC scholarships specifically designated for English Majors. The committee is responsible for advertising the scholarships to eligible students; developing, distributing, and collecting applications; and for the careful evaluation of those applications in order to make responsible recommendations to the Office of Financial Aid & Scholarships. The committee holds two or three meetings each academic year: an initial one in the Fall to outline the academic year's agenda, set the timetable, review the scholarship descriptions and requirements, draft the application letter, and design the application form; the finalized drafts of the descriptions, requirements, letter, and form are posted on the Department's web site in January, and the students are informed accordingly. The other meetings are held in the Spring to discuss any issues, review the applications, and choose recipients. Most of the committee's work is done through online communication.

2.4 Search Committees

Tenure-Track: Description and Appointment

The Department Head will choose five (5) committee members. Of these five (5) members, there should be one (1) member representing each of three areas (Literature, Creative Writing, and Rhetoric and Composition). Two (2) members should teach in the area in which the position falls.

See Chapter 3 of these Bylaws for additional information.

Non-Tenure Track: Description and Appointment

The Non-Tenure Track Reappointment and Promotion Committee will serve as the hiring committee for full-time non-tenure-track lines, with the Director of Composition or Associate Department Head serving as Chair. Should the line open and hiring take place in the summer, after the nine-month academic year, the Director of Composition or Associate Department Head will chair, and the Department Head will appoint the four (4) additional members from tenured/tenure-track faculty and non-tenure-track faculty teaching during the summer.

See [Section 4](#) of these Bylaws for additional information.

Adjunct: Description and Appointment

The Department Head and Director of Composition will determine the need for and conduct the screening of all part-time non-tenure-track (adjunct) faculty members. The Department Head, in consultation with the Director of Composition, will have the final responsibility for hiring part-time faculty.

See [Chapter 4](#) for additional information.

Director of Composition: Description and Appointment

The Department Head will choose five (5) committee members, in consultation with the chair of the

Non-Tenure-Track Committee, who will serve as chair. Of these five (5) members, three (3) should be full-time NTT faculty, and the other two (2) members should either be tenured or tenure-track. If the current Director of Composition is available, s/he will serve on the committee.

Department Head: Description and Appointment

The search committee for a Department Head search will be formed in accordance with the CAS Bylaws.

2.5 Amendment to Bylaws

Proposed amendments to these Bylaws are made to the Advisory Committee. The Advisory Committee will respond to the Department with its recommendation. Amendments will pass with a two-thirds majority of eligible voters. Amendments approved by the Department will become effective upon approval by the CAS Dean and Provost.

3. CHAPTER THREE: TENURED AND TENURE-TRACK FACULTY

3.1 Description of Ranks, Roles, and Responsibilities

As required by the Southern Association of Colleges and Schools (SACS), faculty teaching at the 1000 and 2000 levels must have an advanced (i.e. Masters) degree, or, in rare cases, must have completed no fewer than 18 graduate credit hours in English. Additionally, faculty who teach English 2010 (Introduction to Literary Analysis), 2050 (Introduction to Rhetorical Analysis), 2130 (Survey of American Literature), and 2230 (Survey of British Literature) and faculty teaching at the 3000 and 4000 levels must hold an appropriate terminal degree except in the case of unavoidable staffing exigencies and/or documented specific expertise.

Tenured and tenure-track faculty are divided into professorial ranks. UTC has established the following general criteria that faculty members are expected to meet for the appropriate rank.

Assistant Professor

An Assistant Professor is expected to:

- have a doctorate degree or other terminal degree in his or her discipline or present equivalent training and experience;
- show potential or have demonstrated ability as a teacher;
- show potential or have demonstrated evidence of research, scholarship, or creative activity;
- have demonstrated willingness to participate effectively in professional activities other than teaching and research; and
- have demonstrated ability to relate appropriately to students and professional colleagues.

Associate Professor

An Associate Professor is expected to:

- have a doctorate degree or other terminal degree in his or her discipline or present equivalent training and experience;
- have achieved a reputation as an accomplished teacher;
- have achieved a good record in research, scholarly, or creative activities;
- have an established record of effective participation in professional activities other than teaching and research;
- have demonstrated ability to relate appropriately to students and professional colleagues; and
- have demonstrated excellence in at least one of the three areas of responsibility (i.e., teaching, service, and research) required for full-time faculty status.

Professor

A Professor is expected to:

- have a doctorate degree or other terminal degree in his or her discipline or present equivalent training and experience;
- have achieved and maintained a reputation as an accomplished teacher;
- have achieved and maintained a significant record in research, scholarly or creative activities;
- have achieved and maintained a significant record of effective participation in professional activities other than teaching and research;
- have demonstrated an ongoing ability to relate appropriately to students and professional colleagues;

and

- have demonstrated excellence in at least two of the three areas of responsibility (i.e., teaching, service, and research) required for full-time faculty status.

Professorship Titles & Endowments

Some professors within the Department are chosen to represent departmental and University endowments, and they retain particular titles of distinction at the pleasure of the administration. In many cases, these professorships come with a monthly stipend and the expectation that the rest of the available funds will be used to support programs, lectures, or events on or off campus, and to support travel and research.

UC Foundation Professorship: These professorships are University-wide and represent the UC Foundation endowment. Tenure-track faculty are eligible to receive this professorship as a mark of distinction and future promise. The process is initiated by the Department Head, and customarily requires multiple years of recommendation.

Dorothy and James D. Kennedy Distinguished Teaching Professorship: James Kennedy founded Kenco, a logistics and warehousing company, here in Chattanooga in 1950. The endowment recognizes a professor in English who has earned distinction in teaching. Because of Mr. Kennedy's abiding interest in Shakespeare, stemming from his undergraduate studies at Dartmouth, the endowment also specifies that its holder is committed to advancing Shakespeare studies at UTC.

George C. Connor Professorship in American Literature: George Connor joined the English Department at UTC in 1959. Mr. Connor dedicated his life to education, and in 1985, his colleagues, former students, and friends endowed the George C. Connor Professorship in American literature in honor of Mr. Connor's 26 years of service to the University.

Herman H. Battle Professorship in African-American Studies: The late Reverend H.H. Battle was minister of First Baptist Church and a 19-year member of the Chattanooga Board of Education. The professorship seeks to advance the cause of higher education, particularly in the area of African-American history and culture.

Katharine H. Pryor Professorship: This professorship honors Ms. Pryor, who was a formidable English teacher to generations of students at Chattanooga High School, now called the Chattanooga School of Arts and Sciences.

Professor Emeritus

Emeritus status recognizes retiring faculty members or administrators for distinguished service to the University of Tennessee over an extended period of time, and it is granted within the Department at the discretion of the Chancellor. No formal privileges are available exclusively to emeritus faculty and staff other than the use of the title.

University policy regarding the awarding of Emeritus Status is found at [UT Policy HR0102 - Emeritus Status](#).

3.2 Hiring Procedures

The Department will follow departmental and CAS bylaws for conducting the search for and the hiring of new faculty at the Assistant Professor, Associate Professor, and Professor ranks. The University requires that all search committee members undergo training through the Office of Equity and Inclusion before the search can begin in earnest.

As detailed in [Search Committees](#), the Department Head will choose five (5) committee members. Of these five (5) members, there should be one (1) member representing each of three areas (Literature,

Creative Writing, and Rhetoric and Composition). Two (2) members should teach in the area in which the position falls.

Under normal circumstances, the departmental faculty members or a faculty member search committee should identify the needs of the program, the characteristics needed in a new faculty member, and a timeline of the procedures to be followed in conducting the search and screening candidates.

3.3 Performance Evaluation and Reappointment

UTC utilizes the Faculty Evaluation and Development by Objectives (EDO) process for its annual evaluations of its faculty members in three areas: Teaching, Research, and Service.

Among these obligations, teaching and advising (as appropriate) are of highest importance at UTC. It is recognized, however, that research, and scholarly and creative achievement contribute significantly to good teaching and to the advancement of knowledge. While the individual faculty member is expected to participate in each of the three areas, annual achievement will vary in accordance with the objectives established in conference with the Department Head. Lesser participation in one area should be counterbalanced by greater participation in others.

EDO Description

The EDO process is an annual performance-oriented system that is based on identifying objectives, establishing a realistic program for obtaining the objectives, and evaluating and rewarding performance in achieving the objectives. The performance evaluation provides a formative and summative assessment of the faculty member's performance so that the faculty member can maintain or improve subsequent performance; serves as a basis for promotion, tenure, salary, and other decisions; and provides accountability with regard to the quality of teaching, research and service to those concerned with the institution. Essential to the annual evaluation process and progress toward promotion and/or tenure is the linking of the expectations for annual performance to the long-term efforts toward promotion and/or tenure.

The EDO process for tenure-track faculty members can and does have bearing on reappointment and tenure decisions. In turn, the EDO process for tenured faculty members can and does have bearing on promotion decisions, and is linked directly to the Enhanced Post-Tenure Performance Review (EPPR) process.

Within the context of the institutional goals and long-range plans of UTC, individual faculty members propose objectives in writing on the *Individual Objectives Sheet* Form, which they submit to their Department Head for review, discussion, and approval. Since the objectives of the faculty are fundamental components of the EDO process, it is important that they be carefully prepared. It is the responsibility of the faculty member to clearly articulate in writing specific objectives and to demonstrate how the objectives relate to his or her professional development and responsibilities. It is the responsibility of the Department Head to provide an unambiguous review of the merit and quality of the faculty member's objectives within the context of the disciplinary standards for the profession and the expectations of the faculty member specified in the faculty member's letter of appointment. The following guidelines should be consulted during the stage of the EDO process for formulating the faculty member's objectives.

Faculty annual objectives:

- must reflect the Department, CAS, and University missions.
- should contribute to the faculty member's development as an effective faculty member.
- should be realistic and they should identify needed resources. Although a good objective will be challenging, it should also be attainable within the capabilities and resources of the faculty member and the University.

- should reflect the resources available to the faculty member.
- should specify an action to be taken or a task to be accomplished. At the time of evaluation, it should be clear whether or not a particular objective has been achieved.
- should be described in such a way that their completion may be objectively evaluated in a manner keeping with disciplinary standards.

Not all objectives can or even should be quantified; but for those objectives that so lend themselves, the objectives should be stated in a manner so that the result is specific and subject to quantitative measures. When an objective aims for a qualitative result, understanding should be reached between the faculty member and the Department Head beforehand as to how and by what standards the outcome is to be judged. Once formulated, the objectives should be set forth in writing in a completed *Individual Objectives Sheet* for the faculty member.

Representative Activities for Evaluation: Teaching, Research, Service

Teaching

All faculty, regardless of rank or status (part-time or full-time), are expected to demonstrate commitment to good teaching and they are expected to provide quality instruction in all courses.

Standard Activities:

- Prepare syllabi following UTC guidelines
- Select teaching materials which are appropriate to the course description
- Select teaching materials that reflect current developments in English Studies
- Teach courses in accordance with the syllabus
- Specify in the syllabus a set of reasonable grading practices and follow them carefully
- Meet classes as scheduled or, if it is necessary to be absent, notify their department head
- Hold office hours and be available to meet with students outside of regular class hours
- Share in the responsibility for advising students, according to departmental arrangements for advisement
- Discuss with the department head student pedagogical concerns
- Write letters of recommendation
- Attain satisfactory student/peer evaluations

Exceptional Activities:

- Prepare new course materials
- Direct Departmental Honors Project
- Direct student research projects
- Prepare advising materials
- Participate in professional development activity
- Receive teaching and/or advising award
- Attain superior student and/or peer evaluations

Research

All faculty in the Department holding the ranks of Assistant Professor, Associate Professor, or Professor are expected to maintain a program of scholarly engagement with their discipline. Specific expectations for each faculty member are to be developed annually in consultation with the Department Head and included in the statement of EDO objectives. (Faculty should consult “Criteria for Tenure” for cumulative standards of evaluation.)

When faculty report on their research engagement for the academic year in question (see 3.4.1), it is important that a record of both success (e.g., acceptance of publication or provisional acceptance with revise/resubmit) and failure (e.g., rejection for publication) is kept and reported in the EDO.

Standard Activities

- Engage in research
- Prepare/submit book review for publication
- Prepare/submit article or creative work for publication
- Attend a professional conference
- Organize/lead a professional workshop
- Present paper at professional meeting (regional, national, international)

Exceptional Activities

- Publish article or substantial creative work
- Author or edit a book, collection, journal, or reference work
- Present invited paper at professional meeting (regional, national, international)
- Receive national/international recognition
- Develop and/or coordinate professional seminars, workshops, etc.
- Present invited seminar/lecture
- Organize/chair session of professional meeting
- Submit proposal to outside funding agency
- Administer a funded research grant

Service

Faculty appointed at the professorial ranks are expected to provide departmental and University service through committee assignments or less formal arrangements developed in consultation with the Department Head and specified in the statement of EDO objectives. They are expected to engage in community and professional service activities as may be appropriate to English studies.

Standard Activities

- Maintain membership in professional organizations
- Serve on departmental committee
- Serve on university committee
- Participate in student recruitment, e.g., Fall Visitation Day
- Support and assist colleagues
- Participate in departmental activities

Exceptional Activities

- Chair time-intensive, departmental or university committee
- Engage in special service to department or university, e.g., SACSCOC review process
- Serve as officer in professional organization
- Serve on committee of professional organization
- Organize/lead a professional workshop
- Serve on Faculty Senate or other time-intensive committees
- Review manuscript for a journal
- Review proposal for funding agency

- Coordinate student recruitment activities
- Provide service to local schools/community
- Provide professional consulting services

EDO Ratings

The Department Head is ultimately responsible for overseeing the annual evaluation of individual faculty, regardless of rank or tenure classification. At the Department Head's discretion, the Associate Department Head can be charged with the annual evaluation of non-tenure-track faculty, in consultation with the Department Head. The Department Head shall not utilize quotas or forced distributions of ratings in the determination of annual performance ratings of faculty members within the Department.

To receive an EDO rating of **Exceeds Expectations**, faculty members at the rank of Assistant Professor, Associate Professor or Professor must engage in activities such as those identified as representative activities for *standard* and *exceptional* EDO. Performance at this level is demonstrated by substantial activity in the categories of teaching/advising, research/scholarship and professional service.

To receive an EDO rating of **Meets Expectations**, faculty members at the rank of Assistant Professor, Associate Professor or Professor must engage in activities such as those identified as representative activities for standard EDO, and they must demonstrate considerable activity in the categories of teaching/advising, research/scholarship and professional service.

A faculty member at the rank of Assistant Professor, Associate Professor or Professor will receive a rating of **Needs Improvement** if the individual fails to engage in activities such as those identified as representative activities for standard EDO.

A faculty member at the rank of Assistant Professor, Associate Professor or Professor will receive a rating of **Unsatisfactory** if the individual fails substantially to engage in activities such as those identified as representative activities for standard EDO or if there is no activity in either research/scholarship or professional service.

EDO Calendar

The University's EDO calendar posted on the UTC Academic Affairs website [here](#) may prove useful. Note that the faculty member *reports* in March on activities that were accomplished or not accomplished during the academic year in question, and the faculty member *sets goals* in April to be achieved in the following academic year.

3.4 Reappointment for Tenure-Track Faculty

Faculty members holding tenure-track appointments are considered annually for reappointment. A tenure-track faculty member's annual reappointment review is separate from his or her annual performance evaluation, but it may be conducted concurrently with the annual performance evaluation. At UTC, this probationary period normally consists of six academic years of continuous service to UTC. For tenure-track, full-time academic year appointments that begin in January, the faculty member's probationary period begins on August 1 of the year in which the original appointment is made.

Procedures and Timeline

In accordance with the [Faculty Handbook](#), the Rank, Tenure, and Promotion (RTP) Committee of the Department will meet to debate and discuss the tenure-track candidates for reappointment.

All tenured members of the Department, except the Department Head, are members of the RTP Committee. Tenured faculty on leave may attend RTP Committee meetings and vote but are not

required to do so.

At the first meeting of the academic year, members will elect a chair, and review the standing/timeline of all tenure-track faculty in that academic year.

At meetings to discuss tenure, Robert's Rules of Order will be followed, except when inconsistent with University policy.

To receive a favorable recommendation, the candidate for reappointment must receive a simple majority of yes votes from members present and voting. Abstentions are permitted. A quorum is required for actions to take place.

The vote, plus the number of those present but not voting, will be forwarded to the Department Head.

The Department Head then forwards the vote plus his/her recommendation on reappointment to the CAS Dean. The reappointment review process at the CAS Dean and Provost levels, as set forth in Faculty Handbook, will apply.

Department, tenure-track faculty members submit reappointment dossier materials for review at different times between November and February, based on their current year of service. A list of these dossier items is available from the departmental secretary.

First Year Reappointment

Faculty in their first year will submit their reappointment dossier materials, preferably in an approved digital platform, to the RTP Committee for review *at least two weeks* before **January 15**, when the Department Head will notify the faculty member of a positive or negative recommendation.

Second Year Reappointment

Faculty in the second year will submit their reappointment dossier materials, preferably in an approved digital platform, to the RTP Committee for review *at least two weeks* before **November 1**, when the Department Head will notify the faculty member of a positive or negative recommendation.

Third Year Reappointment

Faculty in the third year will undergo a more extensive Mid-Probationary Review ("Enhanced Tenure-Track Review" or "ETTR"). In a tenure-track faculty member's mid-probationary review year, before the Department Head makes his or her recommendation, the RTP Committee shall conduct a full review and evaluation of the faculty member's progress towards tenure as part of the reappointment evaluation undertaken for the faculty member for that year. The ETTR process and requirements under Section 3.7.2. of the Faculty Handbook will be followed.

Reappointment dossier materials must be submitted, preferably in a digital platform, to the RTP Committee for review *at least two weeks* before **February 1**, when the Department Head will notify the faculty member of a positive or negative recommendation.

Fourth and Fifth Year Reappointment

Faculty in the fourth or fifth year will submit their reappointment dossier materials, preferably in an approved digital platform, to the RTP Committee for review *at least two weeks* before **February 15**, when the Department Head will notify the faculty member of a positive or negative recommendation.

Teaching Observations

Tenure-track faculty must have two (2) teaching observations per academic year for each of the first two years of full-time employment:

- One teaching observation by the faculty mentor, and
- One teaching observation by another member of the full-time, tenured faculty

After the second year of full-time employment, tenure-track faculty must have at least one (1) teaching observation per academic year until a tenure decision is made. All observations are made at the invitation of the teaching faculty members. Additional observations may be conducted at the discretion of the Department Head, and/or at the discretion of the Director of Composition. Teaching observations are to take place on different dates.

Each teaching observation should result in a written letter. The observer must provide copies of the letter for all of the following:

- observed faculty member
- office administrator (for inclusion in the departmental dossier)
- chair of the RTP Committee
- Department Head

Letters must be kept in the departmental dossier throughout the faculty member's probationary period.

Faculty Mentor: Role and Responsibilities

The Department Head shall assign a faculty mentor to new tenure-track faculty. Mentors should be selected from the full-time, tenured faculty. In the event that a faculty mentor retires or enters into phased retirement, the Department Head shall appoint a replacement mentor.

The Faculty Mentor will regularly meet with the new faculty member during the academic year to discuss their progress towards accomplishing yearly objectives; to field questions about the Department, University, and profession; to clarify issues of procedure; and, to gather information and offer an assessment to the RTP Committee of the tenure-track faculty's progress.

3.5 Criteria for Tenure

These Bylaws address specific clarification, appropriate for this Department, of the general criteria for tenure found in chapter three of the [Faculty Handbook](#) (3.10.4). The CAS Bylaws also provide guidance to the faculty member in preparing an effective tenure application. Neither these Bylaws nor the CAS Bylaws should be understood to conflict with general university policy as found in chapter three of the Faculty Handbook.

Candidates should demonstrate a willingness to be good citizens of the Department and be dedicated to its goals. Candidates should interact in a collegial and professional manner with colleagues and students. Such behavior is in keeping with the Faculty Handbook (Chapter 3, section 3.10.4.5) which requires faculty to demonstrate a consistent "ability to relate effectively to students and professional colleagues."

Definition of Tenure

Tenure is a principle that entitles a faculty member to continuation of his or her annual appointment until relinquishment or forfeiture of tenure or until termination of tenure for adequate cause, financial exigency, or academic program continuance. The burden of proof that tenure should be awarded rests with the faculty member. Tenure is acquired only by positive action of the UT System

President or Board, and is granted in a particular unit, department, school, college, or other department of a campus. The grant of tenure shifts the burden of proof concerning the faculty member's continuing appointment from the faculty member to the University, except in the case of relinquishment or forfeiture of tenure.

Teaching and Advising

To receive tenure in the Department, candidates must demonstrate excellence in teaching and advising.

Methods of demonstrating this excellence may include:

- Student ratings;
- Evaluations of classroom instruction written by peers who have observed the candidates' classes;
- Peer evaluations of syllabi, examinations, and other instructional materials for assigned courses;
- A record of maintaining regular, posted office hours;
- A record of competent student advising;
- Testimonials from current or former students showing that the candidate has a strong interest in students' progress and retention;
- Awards for teaching excellence given by the UTNAA, University, SGA, CAS, and the like;
- Directing and/or reading master's research projects and theses, undergraduate honors projects, and independent studies.

Minimum expectations for teaching and advising:

Successful candidates will submit required teaching observations by senior faculty, and any need for improvement in teaching as indicated by observations or teaching evaluations will have been addressed successfully during the probationary period. Teaching evaluations must be generally favorable, showing evidence of rigorous expectations, careful planning, and a strong work ethic on the part of the candidate. Candidates must participate in student advisement throughout the probationary period, excepting the first year.

Satisfaction of these minimum expectations should never be interpreted as guaranteeing tenure, which can be granted only by a favorable vote of the RTP Committee, followed by favorable recommendations by the Department Head, Provost, and Chancellor, with the final decision to grant tenure made by the UT System President or the Board. These standards are offered only as a guide to the minimum level of achievement expected of a successful candidate for tenure in the Department.

Research, Scholarly, and Creative Activities

To receive tenure in the Department, candidates must provide evidence of recognition of research, scholarship and/or creative work performed while at UTC, except as permitted by University policy regarding tenure upon appointment. This recognition may include:

- Presenting papers at state, regional, national, or international meetings;
- Presenting formal readings of creative works;
- Publishing research in literary, rhetorical, and pedagogical areas or creative writing;
- Developing successful grants;
- Receiving awards for creative work or research;
- Editing state, regional, or national professional journals.

Candidates for tenure within the Department must meet the minimum expectations for research, scholarly, and creative activities during the probationary period.

Candidates with literary or rhetorical specialization: publication of at least two (2) short-form, peer- or editorially-reviewed scholarly works, e.g. articles or multiple-author edited collections.

Candidates with creative writing specialization: at least ten (10) poems or two (2) prose works are expected;

OR,

For all candidates: one long-form, peer- or editorially-reviewed scholarly or creative work, e.g. scholarly or creative book or single-author book-length collection, critical edition of a major author.

Other scholarly or creative activities—work published before the probationary period, work in progress or pending publication, book reviews, encyclopedia entries, participation in conferences or projects or successful grant applications, for example—will strengthen the candidacy but will not substitute for the above requirements.

Satisfaction of these minimum expectations should never be interpreted as guaranteeing tenure, which can be granted only by a favorable vote of the RTP Committee, followed by favorable recommendations by the Department Head, Provost, and Chancellor, with the final decision to grant tenure made by the UT System President or the Board. These standards are offered only as a guide to the minimum level of achievement expected of a successful candidate for tenure in the Department.

Procedures and Timeline

The candidate will be informed in writing of the progress of his or her tenure candidacy at each stage of the process. The procedure for the consideration and granting of tenure includes the following stages:

- **Submission of Tenure Dossier:** The RTP Committee, at its organizational meeting each academic year, will consider a list of candidates for tenure and request tenure dossiers from the candidates. The candidate shall then prepare and submit a tenure dossier to the RTP Committee.
- **RTP Committee's Recommendation:** After receiving and reviewing dossiers from each faculty member under consideration for tenure, the RTP Committee (consisting of tenured faculty in the department) holds a preliminary review at which it has an opportunity to request clarifying information from each candidate prior to final consideration and forwarding of recommendations to the Department Head. The RTP Committee's recommendation is decided upon by majority vote (yes or no) of those committee members present and voting. Votes will be cast anonymously. Abstentions are permitted. A quorum of three-fourths (3/4) of the total number of tenured faculty is required for actions to take place, and a minimum of two-thirds (2/3) must vote in favor of tenure is necessary to constitute a positive recommendation. The vote of the RTP Committee is advisory to the Department Head. The RTP Committee will forward a written recommendation to the Department Head, together with records of committee membership, attendance at final discussions, and voting results.
- **Department Head's Recommendation:** After making an independent judgment on the tenure candidacy, the Department Head shall submit his or her recommendation to the CAS Dean with a written summary explanation of his or her judgment, with a copy provided to the tenure candidate at the same time. If the Department Head's recommendation differs from the recommendation of the RTP Committee, the summary must explain the reasons

for the differing judgment, and the Department Head must provide a copy of the summary to the RTP Committee. The RTP Committee may forward a dissenting report to the next level of review, with a copy provided to the tenure candidate at the same time.

- Dean's Recommendation: All tenure recommendations of the Department Head, whether positive or negative, shall be reviewed by the CAS Dean. The CAS Dean established the College Tenure and Promotion (T&P) Committee for review of tenure and promotion recommendations forwarded to the CAS Dean. The recommendation of the College T&P Committee is advisory to the CAS Dean. After making an independent judgment on the tenure candidacy, the CAS Dean shall forward his or her recommendation and a summary explanation for the recommendation to the Provost, with a copy provided to the tenure candidate at the same time.
- Provost's Recommendation: All tenure recommendations of the CAS Dean, whether positive or negative, shall be reviewed by the Provost. After making an independent judgment on the tenure candidacy, the Provost shall forward his or her recommendation and a summary explanation for the recommendation to the Chancellor, with a copy provided to the tenure candidate at the same time.
- Chancellor's Recommendation: All tenure recommendations of the Provost, whether positive or negative, shall be reviewed by the Chancellor. After making an independent judgment on the tenure candidacy, the Chancellor shall forward only positive recommendations, with a summary explanation for the recommendation, to the President, with a copy provided to the tenure candidate at the same time.
- President's Action or Recommendation: The President acts only on the Chancellor's positive recommendation for tenure. If the President concurs in the positive recommendation, he or she shall grant tenure if he or she is authorized to do so, and the Chancellor shall give the faculty member written notice of the effective date of tenure. If only the Board is authorized to grant tenure, the President shall submit the recommendation to grant tenure and a summary explanation for the recommendation to the Board. If the President does not concur in the positive recommendation of the Chancellor, the Chancellor shall give the faculty member written notice that tenure will not be granted.
- Action by the Board when Required: Only the Board is authorized to grant tenure in certain cases specified in Article III.B. of UT Policy BT0006. In those cases, the Board acts only on the President's positive recommendation for tenure. After positive action by the Board to grant tenure, the President shall give the faculty member written notice of the effective date of tenure.

A decision not to grant tenure may be appealed by a tenure candidate pursuant to the appeal procedure under Section 5.3. of the [Faculty Handbook](#). A tenure candidate may not initiate an appeal until after the candidate receives notification of the Chancellor's recommendation not to grant tenure.

A calendar is established annually by the Provost that should be followed during the development of tenure recommendations. The calendar is posted on the UTC Academic Affairs website [here](#).

Required Materials: Tenure Dossier

All tenure candidates must prepare and submit a tenure dossier, which will be reviewed and inform the recommendations made at each stage of the tenure review process. The dossier is standard to the extent that it describes the way in which the candidate has met each of the respective criteria for tenure.

The dossier should include a preface that must contain a Curriculum Vita (CV) describing the candidate's education and experience (both prior to coming to UTC and while at UTC) and a one-page executive summary of the same. In addition, the preface to the dossier may contain a summary of the candidate's EDO evaluations. The dossier should be divided into the three distinct components based on the three performance areas outlined in the EDO:

1. teaching and advising;
2. research, scholarship and creative activities;
3. professional service to the University, profession, and community.

The respective components of the dossier should include all documentation for and evidence of activities related to, respectively, the teaching, research, and service in which the candidate has engaged since the candidate's initial appointment at UTC. A teaching philosophy and a record of Student Ratings of Faculty for the candidate must be included in the dossier. Other materials should be included at the discretion of the candidate, and, if possible, on the advice of the RTP Committee.

External Reviewers

All dossiers for tenure/promotion must include reviews from no fewer than two (2) external reviewers. The Department shall follow the external review process under Section IV.E.3 of the CAS Bylaws.

Appeal of Tenure Decisions

A decision not to grant tenure may be appealed by a tenure candidate pursuant to the appeal procedure under Section 5.3. of the Faculty Handbook. A tenure candidate may not initiate an appeal until after the candidate receives notification of the Chancellor's recommendation not to grant tenure.

3.6 Promotion

Promotion is recognition of promise and a sign of confidence that a faculty member is capable of greater accomplishments and of assuming greater responsibilities within UTC. The policy of UTC is to make promotion decisions objectively, equitably, impartially and strictly on the basis of merit. At UTC, promotion is usually tied to tenure for tenure-track faculty members, as application for tenure is usually linked to application for promotion from the rank of Assistant Professor to the rank of Associate Professor.

Faculty members who wish to be promoted should meet the expectations of the new rank as outlined in the criteria for appointment to rank.

Criteria for Promotion

The Department follows the same procedures and uses the same criteria in recommending promotion as it does for recommending tenure. The following criteria are initial and subject to revision upon recommendation from the various faculties. In general, the criteria for promotion in rank are the same as those for appointments in the various ranks. These criteria should be considered as guides and are assigned varying degrees of weight. Deficiencies in some criteria ought to be counterbalanced adequately by superiority in others. In certain specialized fields of endeavor, some of these criteria may be replaced by other standards.

Professor:

- have a doctorate degree or other terminal degree in his or her discipline or present equivalent training and experience (in certain fields, the master's degree may be sufficient);
- have achieved and maintained a reputation as an accomplished teacher;

- have achieved and maintained a significant record in research and scholarly or creative activities;
- have achieved and maintained a significant record of effective participation in professional activities other than teaching and research;
- have demonstrated an ongoing ability to relate appropriately to students and professional colleagues;
- normally, a minimum of five years in rank as an Associate Professor; and
- have demonstrated excellence in at least two of the three areas of responsibility (i.e., teaching, research, and service) required for full-time faculty.

Associate Professor:

- have a doctorate degree or other terminal degree in his or her discipline or present equivalent training and experience (in certain fields, the master's degree may be sufficient);
- have achieved a reputation as an accomplished teacher;
- have achieved a good record in research, scholarly or creative activities;
- have an established record of effective participation in professional activities other than teaching and research;
- normally, a minimum of six years in rank as an Assistant Professor; and
- have demonstrated ability to relate appropriately to students and professional colleagues; and
- have demonstrated excellence in at least one of the three areas of responsibility (i.e., teaching, service and research) required for full-time faculty.

Assistant Professor:

- have a doctorate degree or other terminal degree in his or her discipline or present equivalent training and experience (in certain fields the master's degree may be sufficient);
- show potential or have demonstrated ability as a teacher;
- show potential or have demonstrated evidence of research, scholarship, or creative activity;
- have demonstrated willingness to participate effectively in professional activities other than teaching and research; and
- have demonstrated ability to relate appropriately to students and professional colleagues.

Procedure for Promotion Review

A calendar is established annually by the Provost that should be followed during the development of promotion recommendations. The calendar for the promotion process is available on the UTC Academic Affairs webpage [here](#).

The procedure for consideration of and awarding promotion includes the following stages:

- **Submission of Promotion Dossier:** The candidate prepares and submits a promotion dossier to the RTP Committee. Similar to tenure dossiers, all promotion dossiers must include reviews from no fewer than two (2) external reviewers pursuant to the external review process established by the CAS Bylaws.
- **RTP Committee's Recommendation:** After receiving and reviewing dossiers from each faculty member applying for promotion, the RTP Committee (consisting of faculty already at or higher rank than the rank the candidate seeks) holds a preliminary review at which it has an opportunity to request clarifying information from each candidate prior to final consideration and forwarding of recommendations to the Department Head. The RTP Committee's recommendation is decided upon by majority vote (yes or no) of those

committee members present and voting. Abstentions are permitted. A quorum of three-fourths (3/4) of committee members is required for actions to take place. The RTP Committee will forward a written recommendation to the Department Head, together with records of committee membership, attendance at final discussions, and voting results.

- Department Head's Recommendation: The Department Head will make a written recommendation to the CAS Dean and inform the candidate in writing of the recommendation.
- Dean's Recommendation: The CAS Dean will make a written recommendation to the Provost and inform the candidate in writing of the recommendation.
- Provost's Recommendation: The Provost will make a written recommendation to the Chancellor and inform the candidate in writing of the recommendation.
- Chancellor's Recommendation: The Chancellor reviews all recommendations concerning promotions and recommends those to be approved to the President. The Chancellor will inform the candidate in writing of the recommendation.
- President's Action: The President reviews proposed faculty member promotions in rank, evaluates the recommendations submitted by the Chancellor, and makes final decisions on awarding promotions. The President informs the Board of the promotions awarded.

Required Materials: Promotion Dossier

The Promotion Dossier will look very similar to the Tenure Dossier, as described in [Required Materials: Tenure Dossier](#). In particular, the candidate's narrative and summary should address how they have met the established criteria for the aspired rank.

Appeal and Grievance Procedure

A decision not to award promotion may be appealed by a promotion candidate pursuant to the appeal procedure under Section 5.3. of the [Faculty Handbook](#). A promotion candidate may not initiate an appeal until after the candidate receives notification of the Chancellor's recommendation not to award promotion.

3.7 Enhanced Post-Tenure Performance Review

A tenured faculty member who receives an annual performance rating of "Unsatisfactory for Rank" will be subject to an Enhanced Post-Tenure Performance Review (EPPR). An EPPR is an expanded and in-depth performance review conducted by a committee of tenured peers and administered by the Provost.

An EPPR must be initiated when the Provost determines that a tenured faculty member has:

- Requested an EPPR, after at least four annual performance review cycles since the last enhanced review (such as a previous EPPR or a review in connection with tenure or promotion);
- Received one overall annual performance rating of "Unsatisfactory for Rank"; or
- Received two overall annual performance ratings of "Needs Improvement for Rank" during any four consecutive annual performance review cycles.²⁰

The procedures for conducting an EPPR are detailed in Appendix E of UT Policy BT0006.

Discipline and Appeal Rights

A faculty member who is found to have violated a University policy prohibiting discrimination or other provision of Section 2.4 of the [Faculty Handbook](#), including but not limited to UT Policy HR0220 - Equal Employment Opportunity, UT Policy HR0280 - Sexual Harassment & Other Discriminatory Conduct, and Policy on Sexual Misconduct, Relationship Violence, Stalking, and Retaliation, may be subject to discipline up to and including termination. Any disciplinary action taken against a faculty member for violation of the University's anti-discrimination policies or other provision of Section 2.4 of the Faculty Handbook, and any appeal of such disciplinary action, must be in accordance with Section 5.4.2. of the Faculty Handbook.

3.8 Grievances and Appeals

Grievance and appeal procedures for tenured and tenure-track faculty are extensive and can be found in Section 5.3 and 5.4 in the [Faculty Handbook](#).

3.9 Leaves of Absence

A leave of absence must be requested by a faculty member and approved in advance by the Department Head and/or other administrator as appropriate. Each request for leave must be in writing and specify the length of the leave period. Leaves of absence normally shall not exceed two years and are normally without university compensation. For more information regarding the University's policies on leaves of absence, please see UT Policy HR0355 - Leave of Absence.

3.10 Workload

This policy establishes guidelines for the assignment of workload for tenured and tenure-track faculty in the Department.

Scope and Definitions, Workload (100% of effort)

This policy covers tenured and tenure-track faculty in the Department, as defined in Chapter 3 of the [Faculty Handbook](#).

As described in the Faculty Handbook, a faculty member's assignment serves to further the "three broad substantive areas" which define how UTC accomplishes its mission: Instruction, Research, and Public and Professional Service. However, the College recognizes that the entirety of this assignment may not be adequately captured by a simple measurement of hours of work. The annual period of the workload assignment for each faculty member is commensurate with the annual period of the faculty member's appointment, typically either for 9- or 12-month periods.

We may view all of a tenured or tenure-track faculty member's workload as falling broadly within four general areas: teaching, scholarship, service, and professional (e.g., administration). Work within the area of professional/administrative is elaborated on below. The efforts from each area should sum to a total of 100% effort.

Professional/Administrative

Professional/Administrative (if applicable): Those faculty members who are hired into or who step into administrative responsibilities (such as but not limited to Director of Internships, Website & Classroom Technologies Coordinator, etc.) will have responsibilities particular to their posts. It is the joint responsibility of those faculty members and the Department Head/immediate supervisor to agree upon in writing what the duties of the particular administrative post entails and what adjustments, if any, need to be made to their teaching, research and service expectations.

4. CHAPTER FOUR: NON-TENURE-TRACK FACULTY

4.1. Description of Ranks, Roles, and Responsibilities

All full-time non-tenure-track faculty positions are primarily teaching positions responsible for a 4/4 course load, unless otherwise specified in the faculty member's appointment letter or arranged with the prior approval of the Department Head. Additionally, full-time non-tenure-track faculty members are expected to serve on a minimum of one departmental committee each year after their first year of hire.

Faculty appointed at the rank of Lecturer (and above) are expected to provide departmental and university service through committee assignments or less formal arrangements developed in consultation with the Department Head and specified in the statement of EDO objectives.

As required by SACS, faculty teaching at the 1000 and 2000 levels must have an advanced (i.e. Masters) degree, or, in rare cases, must have completed no fewer than 18 graduate credit hours in English. Additionally, faculty who teach English 2010 (Introduction to Literary Analysis), 2050 (Introduction to Rhetorical Analysis), 2130 (Survey of American Literature), and 2230 (Survey of British Literature) and faculty teaching at the 3000 and 4000 levels must hold an appropriate terminal degree except in the case of unavoidable staffing exigencies and/or documented specific expertise.

Lecturer

This rank is for those who hold the appropriate degree for their discipline (or its professional equivalent) and who are appointed for full or part-time teaching. Teaching appointments at this rank will be made for a definite term of one (1) year or less.

Associate Lecturer

Faculty members who have held teaching appointments at the rank of Lecturer for a minimum of four (4) years may be considered for promotion to the rank of Associate Lecturer. Teaching appointments at this rank will be made for a definite term of up to three (3) years.

Senior Lecturer

Faculty members who have held teaching appointments at the rank of Associate Lecturer for a minimum of six (6) years may be considered for promotion to the rank of Senior Lecturer. Teaching appointments at this rank will be made for a definite term of up to five (5) years.

Distinguished Lecturer

This rank is for those Senior Lecturers who hold a degree appropriate to their discipline (or its professional equivalent) and who have demonstrated excellence in teaching. Tenured faculty members within the academic department will evaluate and make recommendations for appointments to the rank of Distinguished Lecturer.

Visiting Professor

Academic programs may invite Visiting Faculty members to teach, participate in scholarly work, or both within the program. Visiting Faculty members do not participate in the governance of the Department, and are not subject to annual performance reviews.

Other Non-Tenure-Track Appointments

Descriptions of other full-time non-tenure-track appointments such as Professor of Practice, Clinical Professor, etc. and their roles and responsibilities can be found in Chapter 4 of the [Faculty Handbook](#).

4.2. Hiring Procedures

Full-time faculty

As detailed in [Non-Tenure Track: Description and Appointment](#), the Non-Tenure Track Reappointment and Promotion Committee will serve as the hiring committee for non-tenure-track lines, with the Director of Composition or Associate Department Head serving as Chair. Should the line open and hiring take place in the summer, after the nine-month academic year, the Director of Composition or Associate Department Head will chair, and the Department Head will appoint the four (4) additional members from tenured/tenure-track faculty and non-tenure-track faculty teaching in the Summer sessions.

The Department Head should consult with the tenured and tenure-track faculty members to develop a plan for the search process, and will form a search committee made up of both tenured/tenure-track and non-tenure-track faculty. The Department Head and search committee should identify the needs of the program, the characteristics needed in a new faculty member, and a timeline of the procedures to be followed in conducting the search and screening candidates. The Department will advertise the position, and the committee will evaluate and interview the candidates and make a hiring recommendation to the Department Head. The final responsibility for the departmental recommendation to the CAS Dean and Provost rests with the Department Head.

Part-time faculty

As detailed in [Adjunct: Description and Appointment](#), the Department Head and Director of Composition will determine the need for and conduct the screening of all part-time non-tenure-track faculty members (adjunct faculty). The Department Head, in consultation with the Director of Composition, will have the final responsibility for hiring part-time non-tenure track faculty.

4.3. Performance Evaluation

All full-time non-tenure-track faculty are required to undergo annual evaluation. The scope of a non-tenure-track faculty member's evaluation will be determined by the assigned duties specified in the faculty member's appointment letter and EDO objectives, and the standards for evaluation should be consistent with the relevant standards of performance for teaching, research, and/or service as defined in the [Faculty Handbook](#) regarding non-tenure-track appointments and in these Bylaws.

The Department Head or Associate Department Head will review annual goals for the upcoming academic year between April 1-15. The Department Head or Associate Department Head will review accomplishments and evaluate performance for the academic year between March 1-16.

4.4. Reappointment

Reappointment Procedure

All full-time non-tenure-track faculty will submit dossiers for reappointment to the Non-Tenure-Track Reappointment and Promotion Committee for each of the first three (3) years of full-time employment. Thereafter, the faculty member's annual performance evaluation will serve as the primary means for recommending reappointment.

Reappointment Dossiers

The reappointment dossiers will always be due on the Monday following Spring Break and will consist of:

- a cover letter serving as a professional narrative

- a CV
- a teaching reflection and philosophy that addresses teaching evaluations
- teaching observation(s)

In addition, if the committee, the Department Head, or the Director of Composition wants to review teaching evaluations as part of an annual review, reappointment review, or promotion review, they may access teaching evaluations online.

Teaching Observations

Faculty at the Lecturer rank will have two (2) teaching observations per academic year:

- One (1) teaching observation by either the Department Head or the Director of Composition, and
- One (1) teaching observation by any member of the full-time English faculty with more than three (3) years' employment.

Non-tenure-track faculty at the Associate Lecturer rank and above (or non-tenure-track faculty of other ranks with more than four (4) years teaching experience) must have at least one (1) teaching observation per academic year by any member of the full-time English faculty with more than three (3) years' experience. All observations are made at the invitation of the teaching faculty members and should take place on different dates. Further observations may also be conducted at the discretion of the Department Head or the Director of Composition.

4.5. Criteria for Promotion

Promotion Criteria

After serving four (4) years at the rank of Lecturer, a faculty member is eligible for promotion to the rank of Associate Lecturer. After serving six (6) years at the rank of Associate Lecturer, a faculty member is eligible for promotion to the rank of Senior Lecturer.

Promotion Folder

Upon eligibility for promotion, a faculty member may submit materials to the Department for consideration for promotion. These materials should be gathered in a promotion folder and include:

- Reflective introduction that, at a minimum, does the following:
 - Describes how the faculty member's pedagogy/teaching/courses/projects have shaped/grown since the previous promotion/hire
 - Addresses how student evaluations shaped their teaching
 - References appropriate course materials included in the folder
- The reflective introduction may also include a description of work done in the following categories:
 - Additional service work (e.g. university, community, etc.)
 - Research and scholarly/creative publications
 - Conferences presented at or attended
 - Pedagogical or other professional development
- Pertinent pedagogical materials
 - Syllabi for courses taught
 - Required assignment sheets for gen. ed. courses
 - Additional materials referenced in the reflective introduction
- Current CV
- Observation letters for the period since hire or last promotion

- Additional support material referenced in the reflective introduction (this could be new course syllabi developed, promotional material for activities, grant letters, etc.)

In addition, if the committee, the Department Head, or the Director of Composition wants to review teaching evaluations as part of an annual review, reappointment review, or promotion review, they may access teaching evaluations online.

The Non-Tenure-Track Reappointment and Promotion Committee will review the promotion dossiers and make a recommendation to the Department Head. The final departmental recommendation regarding promotion rests with the Department Head. A recommended promotion will be awarded subject to the approval of the CAS Dean and Provost.

4.6. Grievances and Appeals

Grievance and appeal procedures for non-tenure-track faculty can be found in Sections 5.3 and 5.4 of the [Faculty Handbook](#).

5. CHAPTER FIVE: APPENDIX

5.1. University Documents

Faculty Handbook

[Faculty Handbook](#)

University Guidelines for Tenure

See [Faculty Handbook](#), section 3.10

5.2. College of Arts and Sciences Documents

College of Arts and Sciences Bylaws

[CAS Bylaws](#)