COASTAL CAROLINA UNIVERSITY
DEPARTMENT OF ENGLISH
BYLAWS

I. DEPARTMENT MEMBERSHIP

As they are currently defined by the Faculty Manual, the Coastal Carolina University Department of English will include faculty at some or all of the following ranks: Teaching Associate, Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, Professor. The Department will have a Chair. The Department will also have Coordinators who direct various programs and/or Departmental caucuses.

A. CHAIR

The Department Chair will be a tenured faculty member of the Department. While the Chair position is an appointment made by the College Dean, the voting membership of the Department will provide consultation to the Dean.

B. COORDINATORS

The Departmental Coordinators will be appointed by the College Dean in consultation with the Chair. Along with the Chair, the Coordinators as a group will constitute the Departmental Executive Committee.

C. VOTING MEMBERSHIP

The voting membership of the English Department includes Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, and Professor.

1) *Tenured and Tenure-Track Faculty*
- *Professor*: To be eligible for the rank of Professor, a faculty member must compile a sustained record of outstanding performance at the rank of Associate Professor that reflects 1) effective teaching; 2) intellectual contributions/professional contributions to the discipline; and 3) ongoing University service. Promotion to the rank of Professor requires outstanding performance in two of these areas, one of which must be intellectual contributions/professional contributions to the discipline and, at a minimum, satisfactory performance in the third area. Definitions of "outstanding" and "satisfactory" are contained in Departmental and College performance expectations elaborations documents.
- *Associate Professor*: To be eligible for the rank of Associate Professor, a faculty member must have a record of effective performance over a probationary period usually involving teaching, intellectual contributions, other recognized professional contributions in the discipline, and University service. The faculty member must possess strong potential for further development as a teacher and as a scholar. It is expected that the faculty member will hold the appropriate terminal degree or meet the established alternative qualifications.
- *Assistant Professor*: To be eligible for the rank of Assistant Professor, a faculty member must possess strong potential for development as a teacher and as a scholar. It is expected that the faculty member will hold the appropriate terminal degree or

meet the established alternative qualifications.
- Each member is entitled to one vote on matters including, but not limited to, curricular issues, faculty governance, recruitment and retention, hiring, and tenure and promotion, although some meetings concerned with hiring or tenure and promotion matters have more restricted voting, per the University Faculty Manual.

2) *Senior Lecturers and Lecturers*
- *Senior Lecturer*: To be eligible for the title of Senior Lecturer, the faculty member must have completed 18 graduate hours in the relevant discipline, hold at least a master's degree or meet the established alternative qualifications, have an outstanding record of teaching, and hold a full-time appointment under the title of Lecturer or higher at the University for a minimum of five years. Appointments holding this title must be conferred following promotion from Lecturer
- *Lecturer*: To be eligible for the title of Lecturer, the individual must have completed 18 graduate hours in the relevant discipline, hold at least a master's degree or meet the established alternative qualifications, and exhibit strong potential for excellence in teaching. This is an annual teaching appointment that may be renewed based on enrollment needs, and appointees are not eligible for tenure. This title may be extended when indicated to include Artist-in-Residence, Writer-in-Residence, or Executive-in-Residence.
- Senior Lecturers and Lecturers are entitled to one vote on matters including, but not limited to, curricular issues, faculty governance, recruitment and retention, hiring, and policies related to promotion and review at this level. Senior Lecturers and Lecturers are not allowed to vote on issues concerning tenure and promotion policies and procedures for tenured and tenure-track faculty. Senior Lecturers and Lecturers are expected to attend all official department functions and open meetings.

D. NON-VOTING MEMBERSHIP

1) *Teaching Associates*
To be eligible for the title of Teaching Associate, the individual must have completed 18 graduate hours in the relevant discipline, and hold a master's degree or meet the established alternative qualifications. Teaching assignments for this title are arranged on a per course basis according to enrollment demands each semester. The English Department may include non-voting faculty teaching a variety of courses. Among the nonvoting faculty may be some hired for only a class or two, some hired to teach on a regular basis, and some retired faculty who teach on occasion. Teaching associates are not voting members of the Department. However, they are invited to attend all official department functions and open meetings.

2) *Emeritus Faculty*
Retired faculty who have been granted emeritus status continue to be affiliated with the department and may teach on occasion. Emeritus faculty may also attend all official department functions and open meetings. They are not voting members of the department.

3) *Support Staff*
The English Department may include a number of support staff, among them classified

staff responsible for managing the Department Office. Support staff are not voting members of the Department. However, in specified cases, staff may attend department meetings. They are also invited to attend all official department functions and open meetings.

II. DEPARTMENT PROCEDURES

A. CALLING MEETINGS AND SETTING AGENDAS
Departmental meeting may be called by the Department Chair, or by the Chair of a Departmental caucus or committee, or by petition of one-third of all Department voting faculty members. The individual(s) who called the meeting will announce the purpose of the meeting and call for any additional agenda items from the Department faculty as soon as possible before the meeting. Faculty-requested items will be added to the agenda or the agenda shall contain a standard item titled "Other Business" in which faculty may bring up issues of concern at the meeting.

B. VOTING AT MEETINGS
Voting will be open response except where otherwise stated in these bylaws or unless a faculty member requests that the voting for a particular issue be by secret ballot.

III. CREATION OF DEPARTMENTAL STANDING CAUCUSES AND COMMITTEES
The Department of English at Coastal Carolina University has established a system of shared governance through the creation of Departmental standing caucuses and committees. The standing caucuses and committees were founded with the consensus of voting faculty in the Department, and these bodies can only be removed with the consensus of voting faculty in the Department. Standing caucuses and committees exist to share the responsibility of governance among Department faculty and to help disseminate important information among Department faculty. Each of these bodies has a main area of responsibility and a specific makeup. Each committee considers issues pertinent to its area of responsibility and makes recommendations to the Department as a whole. The Department's standing committees include: the Executive Committee, the Composition/Linguistics Caucus, the Creative Writing Caucus, the Literature and Culture Caucus, the Graduate Studies Committee, the First Year Writing Committee, the Faculty Welfare and Development Committee, the DCD Committee, the Distance Learning Committee, the Diversity, Equity, and Inclusion (DEI) Committee, the Student Success Committee, and the Recruitment and Marketing Committee.

A. CAUCUS MEMBERSHIP
- All tenured and tenure-track faculty members are expected to serve on the caucus that most closely aligns with their area of scholarly expertise.
- The Concentration Coordinators will serve as chair for their respective caucuses.
- Senior Lecturers and Lecturers are not required to serve on caucuses. However, Senior Lecturers and Lecturers may serve on caucuses if that service is deemed appropriate by the Chair in consultation with the pertinent Concentration Coordinator.

B. Caucus Responsibilities

1. **Composition/Linguistics Caucus**

The Composition/Linguistics Caucus is established to recommend policies and initiatives pertaining to the Composition/Linguistics Concentration, the Linguistics minor, and Composition/Linguistics courses in the major foundation. It is chaired by the Coordinator of the Composition/Linguistics Concentration. The caucus should consider, but not be limited to, issues relating to programming, curriculum, and assessment. The caucus brings significant proposals and revisions to the English Department for discussion and approval before developments are enacted.

- The caucus considers and makes recommendations to the Department on any proposals for new or revised composition/rhetoric/linguistics courses.
- The caucus is responsible for assessing the Composition/Linguistics Concentration, the Linguistics minor, and ENGL 103 and ENGL 250 in the University Core Curriculum.

2. **Creative Writing Caucus**

The Creative Writing Caucus is established to recommend policies and initiatives pertaining to the Creative Writing Concentration, the Creative Writing minor, Creative Writing courses in the major foundation, and associated projects, such as the online literary journal Waccamaw*, the Paul Rice Poetry Broadside series, the Flash Fiction Contest, and the Words to Say It visiting writers series. This caucus consists of at least four members and is chaired by the standing Coordinator of Creative Writing. While the caucus is empowered to make decisions on visiting writers and issues involving the journal and writing contests, any curricular initiatives (new course proposals and/or revisions to existing courses) must be brought before the English Department for discussion and approval before developments are enacted.*

- The Creative Writing Caucus is responsible for developing policy, program, and course recommendations related to creative writing courses.
- The caucus considers proposals for new or revised creative writing courses in the major and in the core.
- The caucus also plans, coordinates, and, when appropriate, seeks funding for The Words to Say It visiting writers series, the Flash Fiction Contest, the online literary journal *Waccamaw*, and the Paul Rice Broadside Series.
- The caucus is responsible for assessing the Creative Writing Concentration, the Creative Writing minor, and ENGL 201 in the University Core Curriculum.

3. **Literature and Culture Caucus**

The Literature and Culture Caucus is established to recommend policies and initiatives pertaining to the Literature and Culture Concentration and Literature and Culture courses in the major foundation. It is chaired by the Coordinator of the Literature and Culture Concentration. The caucus should consider, but not be limited to, issues relating to programming, curriculum, and assessment. The committee brings significant proposals and revisions to the English Department for discussion and approval before developments are enacted.

- The committee considers and makes recommendations to the Department on any proposals for new or revised Literature and Culture courses.
- The committee is responsible for assessing the Literature and Culture Concentration, the English minor, and ENGL 205 and ENGL 277 in the University Core Curriculum.

C. COMMITTEE MEMBERSHIP

- Typically, Departmental committees have five members (including the committee chair) from among the tenured, tenure-track, senior lecturers, and lecturers and are appointed by both the Department Chair and respective Committee Chair.
- Faculty appointed to committees serve for three years, and the terms are staggered so that one faculty member of each committee is appointed each year and one faculty member is appointed in two out of every three years.

D. COMMITTEE RESPONSIBILITIES

1) *Executive Committee*

   The primary responsibility of the Executive Committee is to advise the Chair on the formulation and implementation of Departmental policies not delegated specifically to other committees or to the faculty at large. The members of this committee include the Department Chair, the Coordinators for the MAW and DCD programs, the Coordinator of First Year Writing, and the Coordinators of the Comp/Linguistics, Creative Writing, and Literature and Culture Caucuses.

   - In consultation with the Department Chair, the committee provides input on the agenda for the regular Departmental meetings.
   - The Executive Committee, moreover, serves as a "committee on committees" in order to adjudicate any questions concerning which committee or committees should consider a given issue.
   - Matters that do not appear to be immediately relevant to the charge of any specific committee but which might be better handled by a committee than by the Department as a whole can be referred to the Executive Committee or to an Ad Hoc committee as noted below.
   - Finally, the Executive Committee serves in an advisory capacity to the Department Chair on scheduling. The committee makes recommendations to the Department Chair on (a) faculty teaching assignments and (b) course rotation and scheduling to ensure that the Department meets its commitment to provide a full and diverse undergraduate curriculum and to provide such offerings at suitable times.

2) *Graduate Studies Committee*

   The Graduate Studies Committee is established to recommend policies and initiatives pertaining to the M.A. in Writing Program (MAW). It is chaired by the Coordinator of Graduate Study. In addition to making admissions decisions for MAW, the committee should consider, but not be limited to, issues relating to programming, curriculum, and assessment. The committee brings significant proposals and revisions to the English Department for discussion and approval before developments are enacted.

   - The Graduate Studies Committee is responsible for reviewing matters of policy relating to the MAW graduate program.

- The committee is responsible for reviewing applications to the graduate program and recommending which applicants should be admitted and making recommendations for graduate assistantships.
- The committee also considers and makes recommendations to the Department on any proposals for new or revised graduate courses.
- Finally, the committee is responsible for graduate program outcomes assessment, including an annual outcomes assessment report.

3) *First Year Writing Committee*

The First Year Writing Committee is established to support the work of the Coordinator of First Year Writing to develop a program that is both effective and innovative in its instruction. This committee should consist of four members (including tenured/tenure-track faculty and lecturers), plus the Coordinator of the Writing Center (as an ex-officio member), and the committee chair (the Coordinator of First Year Writing). These members work to articulate and develop initiatives to support the development of student writers through pedagogical advancements, faculty development, and programmatic practices that both promote and value rhetorically sound composing practices. The First Year Writing Committee brings all proposed initiatives and revisions to the English Department for discussion and a vote before any developments are enacted.

- The First Year Writing Committee is responsible for developing policy, program, and course recommendations related to first-year composition courses.
- The committee also has input into matters such as the goals and objectives of first-year composition courses, textbook selection, and instructor-development workshops.
- Finally, the committee oversees Goal 1B of the Core Curriculum, including an annual outcomes assessment report, with input from the assessment team.

4) *Faculty Welfare and Development Committee*

The Faculty Welfare and Development Committee is established to represent faculty interests and to encourage professional growth. The committee assists in aspects of faculty development and workload, scholarly research, publication, travel to professional meetings, and regular review (and, if needed, revision) of departmental bylaws. The committee exists to foster a strong sense of community, collegiality, and wellbeing within the Department. The Chair of the Faculty Welfare and Development Committee should be a tenured faculty member. The committee brings proposed initiatives and revisions to the English Department for discussion and approval before developments are enacted.

- The primary responsibility of the Department Faculty Welfare and Development Committee is to compose and input amendments to the Department bylaws.
- Every two years, the committee will also consider the Department's Faculty Performance Expectations for voting and non-voting faculty, and will bring its recommendations to the Department for discussion and approval before developments are enacted.

5) *DCD Committee*

The DCD Committee is established to recommend policies and initiatives pertaining to the DCD major and the NMDC minor. It is chaired by the DCD Coordinator. The

committee should consider, but not be limited to, issues relating to programming, curriculum, and assessment. The committee brings significant proposals and revisions to the English Department for discussion and a vote before developments are enacted.

- The DCD Committee is responsible for reviewing matters of policy relating to the DCD major and NMDC minor.
- The committee also considers and makes recommendations to the Department on any proposals for new or revised DCD and NMDC courses.
- Finally, the committee is responsible for assessing the DCD major, the NMDC minor, and ENGL 231 in the University Core Curriculum.

6) ***Distance Learning Committee***

The Distance Learning Committee is established to facilitate and oversee distance learning ["DL"] courses and pedagogy for the Department. The committee offers sessions/seminars within the Department related to and concerning best pedagogical practices for online learning in addition to providing feedback on DL course syllabi.

- All DL course instructors will need to have completed distance learning training as specified by the Department.
- Faculty are welcome to get feedback on their DL course syllabi from the Distance Learning Committee. Course syllabi sent to the committee by November 15 will get feedback from the committee by the end of the semester.
- The Department will have a designated section of our course offerings page (on the English Department website) that shows those courses that are offered via distance education and this will be updated each semester.

7) ***Diversity, Equity, and Inclusion (DEI) Committee***

The Diversity, Equity, and Inclusion (DEI) Committee is established to develop proposals and initiatives that will lead to the implementation of action items within the Edwards College's DEI Strategic Plan. In doing so, the committee considers DEI within the dimensions of: representation, equity, and access; campus climate; inclusive teaching and professional development; and institutional leadership and accountability. The DEI Committee brings significant proposals and revisions to the English Department for discussion and approval before developments are enacted.

- The DEI Committee considers and makes recommendations to the Department regarding DEI initiatives.
- The committee is also responsible for advocating for DEI resources from the College as well as making recommendations on DEI-related considerations to the College.

8) ***Student Success Committee***

The Student Success Committee is established to think critically and specifically about ways to help English majors find employment or continued education after graduating. The committee is specifically charged with facilitating the English Futures Speaker Series, which invites three professionals a semester who have a degree in English/Humanities to share how to get into a similar career. The Student Success

Committee also discusses and brings significant proposals related to fostering student success to the English Department for discussion and approval.

- The Student Success Committee considers and makes recommendations to the Department regarding the professional preparedness of our majors.
- The committee is also responsible for planning the English Futures Speaker Series.

9)   ***Recruitment and Marketing Committee***
The Recruitment and Marketing Committee is established to promote the department through specific events, mentoring programs, and social media. While these activities promote the program in very specific ways, they also work to provide a sense of community between students—at every level—and faculty.

- The Recruitment and Marketing Committee makes recommendations for the use of the Department of English on social media.
- The committee also pairs student mentee and mentors through the English Connections Program.

10)   ***Ad Hoc Committees***
The Department Chair forms and appoints faculty to serve on Ad Hoc Committees when issues fall outside of the responsibilities of the standing committees.

IV. ANNUAL EVALUATIONS

Each year, all faculty are required to submit to the Department Chair a completed Faculty Performance Evaluation Form for their respective faculty position. These reports will be evaluated according to the Department's Faculty Performance Expectations.

V. FACULTY PERFORMANCE EXPECTATIONS

Every two years, the Faculty Welfare and Development Committee will consider and evaluate the Department's Faculty Performance Expectations for each respective voting and non-voting faculty position. The committee will bring any suggestions for changes in the Department's Faculty Performance Expectations before the Department.

VI. AMENDMENTS

Any voting faculty member of the Department may make a motion at a Departmental meeting to amend the Departmental bylaws. The proposed amendment(s) must be submitted in writing. The motion to amend must be seconded by another voting faculty member. The Department will then take the motion under consideration, and discuss and vote on it at a subsequent Departmental meeting. A majority of all voting faculty in the Department must vote affirmative for the amendment to pass.