## Section 3. Duties and Responsibilities of the Chair and Program Directors

## 3.1 Chair Duties and Responsibilities

The Department is led by a Chairperson appointed by the central administration of the University upon recommendation of the Dean of the College of Arts and Sciences. The Chair is responsible to the Department and the Dean of the College of Arts and Sciences for the successful management of the Department.

The Chair will provide leadership for the Department and will assist in achieving the objectives of the Department, College, and University. The Chair will maintain good public relations both within and outside the Department. The Chair will encourage members of the faculty to assume a full share in the work of the Department and will try to make the best use of their experience, preparation, and abilities.

The Chair is not a voting member of the faculty. The Chair cannot serve as a voting member of a departmental committee.

In addition to the duties documented in the Official University Policy Manual (http://wiu.edu/policies/deptchairs.php), the Chair will be responsible for the execution of University and College policies insofar as they concern the Department.

Travel funds to attend professional meetings will be allocated by the Chair according to a formula established and distributed at the beginning of each academic year.

3.2 Directors Duties and Responsibilities

- A staggered appointment system is followed, which provides for member rotation;
- All committees are responsible for developing their own working policies and procedures, in congruence with these by-laws;
- Standing committees may be assisted by each other, by coordinators, or by ad hoc committees as needed;
- When appropriate, standing committees consult with the Chair, the Coordinating Committee, the Meeting of the Whole, students, and/or staff;
- Coordinating Committee should notify department faculty on College and University committees, such as CAS Faculty Council, Faculty Senate, Council on General Education, Council on Curricular Programs and Instruction, and University Graduate Council, when departmental business is moving through those committees;
- All committees regularly deliver action minutes or activity notes, with relevant

6.2 <u>Associate Faculty Executive Committee</u> The Associate Faculty Any faculty member or the Department Chair may ask the Coordinating Committee to place an item of business before the Meeting of the Whole. This may be an item that has not arisen through a standing or ad hoc committee but fits the above definition of business appropriate for the Meeting of the Whole. When the Coordinating Committee is approached by a faculty member to place an item on the agenda, someone from Coordinating Committee must respond to that faculty member.

## 6.3.1 Coordinating Committee Membership

The Coordinating Committee is composed of ten members:

- One at-large Unit B faculty member elected by the department (this member will also serve *ex-officio* on the Associate Faculty Executive Committee);
- One at-large faculty member from Unit A or Unit B elected by the department;
- One Creative Writing area representative elected by the department;
- One Film area representative elected by the department;
- One Literature area representative elected by the department;
- Coordinator of English Education;

## 6.5 Department Personnel Committee

The Department Personnel Committee (DPC) is an autonomous five-member committee established by and operating in accordance with the WIU-UPI Agreement (http://wiu.edu/provost/upiagreement/).

The DPC is not subject to the authority of the Meeting of the Whole. They develop their own working policies and procedures. They do not submit an annual report to the department.

#### 6.5.1 Department Personnel Committee membership

Membership policies for the Department Personnel Committee are established in the Department Criteria for Unit A Faculty, in accordance with the WIU-UPI Agreement.

#### 6.6 Grade Appeal Committee

The Grade Appeal Committee acts in accordance with the University Grade Appeal policy (http://www.wiu.edu/policies/gradeapp.php).

#### 6.6.1 Grade Appeal Committee Membership

The Grade Appeal Committee is composed of five members:

- Three at-large faculty elected by the department;
- Two students (either undergraduate or graduate, depending on circumstances) appointed on a meeting-by-meeting basis by the committee chair in consultation with the committee and Chair.

A committee chair will be annually elected by the committee

# 6.7.1 Graduate Committee Membership

The Graduate Committee is composed of five members:

- Three members of the graduate faculty, elected by the graduate faculty;
- One graduate student representative, elected by the English Graduate Organization for a one-

6.9.1: Writing Committee MembershipThe Writing Committee is composed of seven members:Three at-

The following area groups are established:

- 1. Associate Faculty
- 2. Composition
- 3. Creative Writing
- 4. English Education
- 5. Film
- 6. Graduate Faculty
- 7. Literature
- 8. Professional Writing

Faculty with other areas of scholarly or professional interest are expressly permitted to collaborate regarding those areas and to bring matters of business to the Meeting of the Whole, even if recognized area groups are not formally established. Area groups are encouraged to collaborate with each other.

[Section 5 approved by ballot on December 14, 2014; Sections 1-2 approved by ballot on February 20, 2015; Sections 3-4 approved by ballot on March 6, 2015; Section 5 approved by ballot on April 17, 2015; Section 7 approved by ballot on October 16, 2015]

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