CONSTITUTION

Department of Literature
College of Arts and Sciences
American University

Revised April 27, 2016

MISSION STATEMENT

The Literature Department’s mission is twofold: to foster awareness of the fact that the field of literature, because both its medium and its object of study are language, holds a unique position as the point of convergence of many disciplines, social forces and ideas, and to teach how to interpret the unfamiliar and unaccustomed forms into which literature as a medium of the imagination transforms all that converges on it. Put in its simplest form, these are the important things we do: we teach how to read, and therefore how to write; how to write and therefore how to think; how to think and therefore how to live.

All committees—apart from the Reappointment and Tenure Committee (see guidelines below)—are selected in the spring semester for the following academic year from a slate of candidates nominated by the Executive Committee. Faculty may let members of the Executive Committee know of their committee preferences, but all committees need to be staffed. Recommendations for students who will serve on committees are made by the Department. The Department Chair serves ex officio on all committees apart from the Reappointment and Tenure Committee and the Grievance Committee. Substantive decisions by the committees require a vote by a quorum—a simple majority of the voting members of a given committee.

Chair Search Committee and Process

The Chair of the Department of Literature is appointed by the Dean of CAS and serves at his or her pleasure. In practice, most departments designate terms for their Chairs of either two or three years. In some instances, the Chair may be formally contracted for longer periods. The American University Faculty Manual website link:
(http://www.american.edu/provost/academicaffairs/faculty-manual-toc.cfm)

describes the selection and responsibilities of the Chair as follows:

*The academic unit dean appoints the teaching unit chairs within academic units after the appropriate governance teaching unit council has made a recommendation. In most cases the Dean does not make an appointment that is unacceptable to a majority of the members of the teaching unit council. Should the Dean make such an appointment, reasons for that appointment will be supplied to the council. Teaching unit chairs are the academic leaders of their teaching unit and are responsible for the professional development of their constituents. They report to their deans, oversee the administrative functioning of their units, and make*
recommendations for faculty hiring, reappointment, promotion, continuing appointment and tenure. (pp17-18)

DEPARTMENT CHAIR DUTIES

A list of Chair responsibilities can be found on the Academic Affairs website:

http://www.american.edu/provost/academicaffairs/chairs-directors.cfm

The Chair may appoint a Deputy Chair to serve as advisor and to assist as needed. Normally, the Chair serves for a term of three years. The Chair, as appointee of the Dean of the College, carries out duties spelled out in a document prepared by the Dean’s office. The specific duties of the Chair include the following: the Chair exercises the power of the Council with respect to those matters which he or she deems not important enough to bring to either the Executive Committee or the Council (where no established procedure dictates otherwise). The Chair also decides which actions of the M.A., M.F.A., and Undergraduate Studies Committees should be considered “departmental actions” and which ones require review by the Executive Committee and/or the Council. The Chair appoints the Director of Undergraduate Studies; Director of the M.A. in Literature; Director of the M.F.A. in Creative Writing; and other departmental faculty administrative positions.

The Chair oversees the recruitment of new faculty members by naming one or more ad hoc committees whose members screen the initial letters of application, dossiers and writing samples, and conduct interviews with the final candidates. The Chair may or may not serve as a member of such committees; final decisions concerning faculty appointments are reserved for the Dean of CAS and Provost. The Chair is responsible for hiring and supervising departmental staff positions. The Chair is charged with the responsibility of preparing departmental budgets and ensuring that expenditures do not exceed such budgets and may seek the recommendations of the Executive Committee in this regard. The Chair is finally responsible for all teaching assignments and course scheduling, though such decisions are made with the consultation and advice of the M.A., M.F.A., and Undergraduate Studies Committees.

The Chair has a variety of responsibilities that occur by virtue of the fact that her or his signature is required by other offices within the university. These responsibilities include: hiring adjunct faculty, bulletin and catalogue copy, and materials needed by various departmental committees. The Chair has other responsibilities generated by needs within the Department. These include: assignment and supervision of Departmental space, drawing up schedules for faculty advising, conducting various Departmental elections, distributing brochures or other materials that describe the various programs of the Department, and providing an Annual Report for the Department. In addition, the Chair is responsible for long-term planning in concert with the College and the University.

Selection Process

The Dean’s office only requires the Department’s recommendation for appointing the next Chair and Associate Chair. This document proposes a Departmental process for selecting the
prospective Chair and Associate Chair. After this process is complete, the Chair of the Reappointment and Tenure Committee submits the Department’s recommendations to the Dean.

When the current Department Chair begins the last of his or her year in office, a search committee will be constituted as early as possible and preferably by the end of the fall semester.

- The Chair search committee will consist of at least four Departmental faculty with voting status on the Department Council. Ideally, the committee would include faculty representing all the different constituencies of the Department, including tenured, untenured, and term faculty from both Literature and the College Writing Program. All faculty are eligible to serve on the search committee.
- The search committee should include members of the Literature faculty and members of the College Writing Program faculty.
- At least one committee member should be tenured.
- Because the Chair’s actions affect and inform tenure decisions, at least one committee member should be an untenured assistant professor on a tenure line.
- At least one committee member should be on a term faculty contract.
- The search committee should not include anyone actively interested in becoming Chair.
- The members of the search committee can be volunteers, or may be nominated by the Department faculty. Nominations are forwarded to the Executive Committee.
- The Executive Committee approves the constitution of the search committee and notifies the Dean of CAS.

The Chair search committee is responsible for identifying candidates for the position of Chair, seeking feedback from Department members, students, and staff about issues and priorities for the next Chair, and meeting with candidates to discuss their ideas and responsibilities. The search committee makes a recommendation for the position to the Department faculty, which then votes to select or ratify the choice of the next Chair.

The Associate Chair is typically paid a stipend and has one course release per year. The duties of the Associate Chair will reflect that there is only one course release for the position.

Search Committee work process:

- The Chair and Associate Chair selection committee is constituted.
- The members of the search committee can be volunteers, or may be nominated by the department faculty.
- The Executive Committee approves the constitution of the search committee.
- The Executive Committee submits their approval to notify the Dean of CAS.
- The committee meets to review the Chair selection guidelines, and create a timeline for the process. The committee may contact the Dean’s office to clarify procedural questions.
- The committee identifies eligible and likely candidates for the position of Department Chair.
• In creating the list for eligible / likely candidates for the Chair and Associate Chair position, the committee should be mindful of the workload the positions bring. Full professors should be considered first as they do not have to publish to reach promotion to Full, as do Associate Professors. The committee should reach out to the faculty members on that list to gauge interest and willingness to serve. Ideally, all eligible faculty members should take their turn serving as Chair.

• The committee may choose to survey the Department about the present and impending needs of the faculty, and about the desired attributes and attitudes of the next Chair. The committee will create a short list of survey questions, and ask the office staff to distribute them, on paper, or through an online response tool (eg. Survey Monkey). This informational survey is anonymous and confidential, and informs the search committee’s questions and interviews with prospective Chairs.

• The search committee should seek feedback from office staff, and may also seek feedback from current undergraduate and graduate students. This feedback is confidential. A separate survey may be sent to undergraduate and graduate students to solicit their concerns and ideas about the role of the Chair. This informational survey should be anonymous and confidential.

• The committee will interview the likeliest and most eligible candidates. Those candidates should be asked to express their priorities and goals should they be elected chair.

• The committee will deliberate over the candidates, until they reach a consensus, and then recommend a candidate or candidates for both positions to the Department Council. The Chair should have final say over the choice of Associate Chair from these candidates.

• The committee should be prepared to make a recommendation to the Literature Department Council at least three months before the end of the current chair’s term.

• The Search Committee makes its recommendation to the full council of the Literature Department, and submits the proposed candidate or candidates for a vote. The current Chair and the nominee or nominees should abstain from this meeting.

• After the vote, the Chair of the Reappointment and Tenure Committee takes the Department’s recommendation to the Dean of CAS.

• The Dean of CAS considers the Department’s choice and appoints the next Chair.
How the Chair and Associate Chair will share duties:

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<th>Division of Chair/Associate Chair Duties</th>
<th>Chair Search Committee</th>
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| Supervision of senior admin             | Chair                  |
| Supervision of rest of office staff     | Both                   |
| Review of tenure line files             | Chair                  |
| Review of term faculty files            | Chair, with significant input from associate |
| Supervision of College Writing Director | Chair                  |
| Setting of budget priorities           | Chair                  |
| Budget logistics                       | Both                   |
| Mentoring of tenure-line faculty       | Chair                  |
| Mentoring of term faculty              | Both                   |
| Curriculum planning, enrollment, course cancellations | Chair |
| Course scheduling of lit classes       | Associate              |
| Student complaints                     | Both                   |
| Working with HR                        | Associate              |
| PMP                                    | Associate              |
| Chair’s committee meetings             | Chair                  |
| Department council                     | Both                   |
| Summer chair                           | TBD                    |

Note: These divisions of duties are meant as suggestions that can be modified by the Chair and Associate Chair to suit what works best for them as a team. The Associate Chair position is typically held by a College Writing Faculty member (or with the Dean’s approval, a
Literature Term Faculty Member), starting with the rank of Senior Professorial Lecturer. The Associate Chair reports to the Chair. Both the Chair and the Associate Chair will serve concurrent three year terms.

EXECUTIVE COMMITTEE

Composition: The Executive Committee is composed of the Department Chair, Director of the College Writing Program, Director of Undergraduate Studies, Director of the M.A. Program, Director of the M.F.A. in Creative Writing Program, Director of Outreach, three members of the full-time faculty elected at-large, and two students (one graduate and one undergraduate). Election to the Executive Committee is held near the end of the spring semester for the following academic year. All members of the faculty will vote for three colleagues. The highest vote-getters among tenure / tenure line and among term faculty shall be elected. The third electee will be the person with the next highest vote total.

The Executive Committee makes recommendations to the Department Council or Instructors of Literature Council, and when appropriate acts on matters which it has itself deemed not important enough to bring to the full Council and where no established procedure dictates otherwise. The College Writing Council, the M.A. Committee, the M.F.A. Committee, and the Undergraduate Studies Committee shall report all policy or curricular recommendations to the Executive Committee, which shall in turn either approve, amend, or move to return committee such recommendations before submitting them for the consideration of either the full Department Council or the Instructors of Literature Council.

The Executive Committee provides advice and counsel to the Chair prior to his or her appointment of faculty members to the following Departmental administrative positions: Associate Director, Writing Center; Director, Undergraduate Studies; Director, M.A. Program in Literature; Director, M.F.A. Program in Creative Writing. The Executive Committee serves as the nominating committee for all Department committees except for the Reappointment and Tenure Committee and the Executive Committee itself. The nomination process is conducted after the Executive Committee for the following academic year is elected by Departmental ballot late in the spring semester. The Department Council votes on the slate of faculty and student nominees proposed by the Executive Committee either toward the end of the spring semester or at the beginning of the fall semester.

A performance review of the Department Chair will take place at the mid-point of the Chair’s term. The composition of the Chair Review Committee will be determined by the Department’s Executive Committee (meeting without the Department Chair). By the end of the semester in which the review takes place, the results of the review will be communicated to the Department Chair as well as to the Deputy Chair and the Executive Committee.

The Executive Committee shall serve as a grievance committee in all cases in which grievances (excluding salary grievances) are brought against the Department or an individual member of the faculty by another member of the faculty. (Should a member of the committee be a direct party to the grievance, the Chair will appoint a temporary replacement.) No substantive decisions shall be rendered in the absence of a quorum (2/3 of the members of the
committee). All members of the committee, including the Chair, shall vote; decisions are rendered by a simple majority of those present and voting.

REAPPOINTMENT AND TENURE COMMITTEE

**Composition:** The Reappointment and Tenure Committee is composed of all tenured faculty members of the department except for the Department Chair, who has a separate voice on these matters. The committee chair is elected or agreed upon by the members of the committee.

**Quorum:** A quorum is 2/3 of the tenured faculty who are present to participate during a given year. Since university deadlines for faculty review must be met, in unusual circumstances and with the agreement of the Department Chair, the chair of the Reappointment and Tenure Committee, and the committee members present, the committee may conduct its business in the absence of a quorum. All proceedings of the Reappointment and Tenure Committee are held strictly confidential. The Reappointment and Tenure Committee makes recommendations concerning reappointment, promotion, tenure, satisfactory progress toward tenure, and the granting of sabbaticals and other forms of leave; acts as a hiring committee in the event that the Department hires at the rank of either Associate or Full Professor. The committee chair reports to the Department Chair, in writing, the recommendations of the committee and the grounds for their decisions. Department Chair in turn passes such reports on to the appropriate persons together with his or her own recommendations. Since the deliberations of the Committee are confidential, minutes of all Reappointment and Tenure Committee meetings should indicate only motions voted upon and results of the votes. The minutes, available to tenured members of the department, will be maintained in the Chair’s office either in paper or electronic format.

**A. Faculty Actions**

The faculty member under review is responsible for gathering such information as required in CAS and University Checklists (including resumes; syllabi; teaching evaluations; reviews; copies of published and unpublished manuscripts, etc.) as he or she feels necessary; the Department Chair, in turn, is responsible for insuring that the information is made available to the entire committee. Such materials must be presented in both paper files and loaded on Share Point, and the files remain the responsibility of the candidate. If outside review letters are required for the faculty action, these will be solicited by the Department Chair. Folders containing all relevant information are prepared by each faculty member whose case will be acted upon by the committee. These folders will be made available to the full committee. Prior to rendering any decisions during the academic year, the full committee will meet (a) to decide upon the criteria to be used in reviewing the materials provided, (b) to discuss the issue of confidentiality and the manner in which the committee shall conduct its votes, including if and how proxy votes will be counted (c) to decide on the manner in which the recommendations of the committee are to be reported, and (d) to read with special care the folder of each person on whom there will be an action. The discussion itself must assess the performance of the faculty member in question in each of the three areas spelled out in the Faculty Manual, that is, in teaching, scholarship and university service. Normally, the
committee will not vote on any case until one week after the meeting in which the merits of the case have been discussed. However, delayed voting may be overridden by unanimous vote of the Committee. The chair of the Committee is charged with the responsibility for reporting both the vote of the Committee and the grounds for its decision to the Department Chair for transmission to the Dean of CAS. The Department Chair reports her or his own recommendations, along with those of the Reappointment and Tenure Committee, to the faculty member and to the Dean.

B. Senior Appointments
Final authority for making recommendations for senior appointments in the Department is vested in the Reappointment and Tenure Committee. In the ordinary course of events an ad hoc committee might be responsible for much of the initial screening, but the Reappointment and Tenure Committee, after a review of all the supporting documents, and after a public presentation by the candidate in question, must approve the appointment.

C. Merit Evaluation Process
There shall be two merit evaluation committees: one to evaluate Literature tenure-line and Term faculty, and one to evaluate College Writing Term faculty. The Tenure-Line Merit Committee shall be composed of four tenure-line members of the faculty and two Term faculty (to be chosen, as nearly as possible, on a rotational basis by the Executive Committee); the College Writing Merit Committee shall be composed of four College Writing Term Faculty and two tenure-line members of the faculty, and the Director of College Writing (the rest to be chosen, as nearly as possible, on a rotational basis by the Executive Committee). The Department Chair shall be an ex officio member of both committees. Faculty submit data and supporting documents—including publications and syllabi, as required to make their dossiers fully current—for review at least two weeks in advance of the annual merit evaluation meetings. Members may not vote on or participate in discussions of their own file, their spouse, in-law, or partner, or the file of any person related to them as defined in the Faculty Manual. Faculty members who participate in the evaluation meetings will observe rules of confidentiality and will not report comments on individual cases other than statements they have made themselves. The ratings submitted are averaged in confidence by the Department Senior Administrative Assistant and given to the Department Chair, whose ratings are weighted at 40% of the total; the respective merit committee’s averaged evaluations are weighted 60%. The mathematical results will then be considered by the committee either to confirm or address potential anomalies. The Dean’s Office calculates all ICR’s and reports them to each faculty member. Members of the Department will be allowed one week to report any grievance concerning their ratings to the appropriate merit committee. CAS reports the tenure-line merit committee’s ratings of the Chair to him or her.

D. Merit Grievance

Faculty with a salary grievance should consult the Faculty Manual under Grievance.

If for any reason a member of the Department feels that his or her merit increment is inequitable, that person may petition in writing to the appropriate merit evaluation committee,
which will make the final decision concerning rating adjustments. On the basis of all the information provided, the committee shall, by majority vote, make a recommendation. If the committee concurs with the faculty member in question and therefore recommends that her or his salary increment be adjusted, the Department Chair shall act accordingly. However, if salaries for the coming academic year have already been established, and if no monies for salary adjustments remain within the budget of either the Department or the College, then the adjustment cannot occur until the following academic year, at which time the adjustment in question shall have the highest priority. Since the Department Chair does not see his/her merit figures, he/she may not present a salary grievance to the Tenure-Line Merit Committee. Any salary concerns related to the Chair or Associate Chair should be addressed to the Dean of the College.

After the grievance process has been completed, final ratings for each member of the Department faculty will be converted by the Department’s Senior Administrative Assistant into merit allocations, and the salary information will be communicated to the Dean of the College of Arts and Sciences. Salary information is considered confidential and may not be released to third parties without the express written consent of the employee. Salary averages for the institution by rank are listed in the university’s Data Reference Book.

**E. Faculty Leave**

It is the normal expectation that faculty members at American University will be publishing scholars. Hence the Department of Literature strongly supports research and also normally supports faculty applications for leave time devoted to research (e.g. sabbaticals, research leaves, or leaves without pay). However, such leaves may have a detrimental impact on the Department’s programmatic and teaching responsibilities, both in coverage of Department courses and in the continuity of instruction our students have a right to expect. Because the programmatic needs of the Department must be met, the Department of Literature stipulates that in order to be considered for a leave of any kind—excluding medical or family leave—a faculty member must be engaged in full-time teaching for three out of five academic years in any five-year period.

The Faculty Manual further stipulates that the University cannot permit any member of the full-time faculty to be away from his/her duties on any type of leave (or combination of types of leave) for more than two consecutive years at a time except in cases of serious illness or required active military service. Ordinarily, a faculty member who chooses to extend a leave beyond two years will forfeit his/her position at the University, even if s/he has not submitted a formal letter of resignation.

**DEPARTMENT COUNCIL**

Composition: The Department Council is composed of the Instructors of Literature Council and College Writing Council.
The Department Council is the basic governing unit of the Department. It has final jurisdiction—in accordance with College and University regulations—over all matters of policy and requirements regarding the academic programs offered by the department. The Council approves any changes in the administrative organization of the Department, such as the creation of new committees and the re-allocation of duties among existing committees, and may set guidelines for the recruitment of new faculty, the conduct of courses and programs, and other matters of concern to the Department as a whole. The Council meets at least once a semester; the Chair sets the agenda and provides necessary materials to the members prior to meetings. No substantive decisions are rendered in the absence of a quorum; a quorum is 2/3 of the members of the Department Council who are available to serve during a given academic year. Minutes of all meetings are kept and are distributed to all members of the Council, adjunct faculty members, and the office staff.

INSTRUCTORS OF LITERATURE COUNCIL

Composition: The Instructors of Literature Council is composed of all tenured and tenure-line faculty and full-time Literature Term faculty, two full-time College Writing Term faculty, one member of the adjunct faculty and two students (one undergraduate major and one graduate major – M.A. or M.F.A. candidate).

The Instructors of Literature Council has final jurisdiction—in accordance with College and University regulations—over all matters of policy and requirements regarding Literature academic programs offered.

UNDERGRADUATE STUDIES COMMITTEE

Composition: The Undergraduate Studies Committee is composed of four members of the full-time faculty; two undergraduate Literature majors, and the Director of Undergraduate Studies (ex officio). The composition of this committee should include representation from all tracks in the major (student representation is sufficient).

The Undergraduate Studies Committee formulates and makes recommendations on all changes in Departmental policy regarding undergraduate study (with the exception of the College Writing Program), receives and responds to petitions from undergraduate students requesting exceptions to the usual rules and requirements of undergraduate study. The Undergraduate Studies Committee, in concert with the M.A. and M.F.A. Committees, works with the Department Chair to determine course offerings and schedules for the following year as well as for two- and three-year course projections. The committee chair reports all actions and recommendations of the committee to the Department Chair, who then, as necessary, brings such matters to the attention of the Instructors of Literature Council, Department Council or the Executive Committee.

M.A. COMMITTEE
Composition: The M.A. Committee is composed of the Director of the M.A. Program (ex officio), the Director of the Writing Center (ex officio), and four members of the full-time faculty and ideally two M.A. students.

The M.A. Committee approves and makes recommendations on all changes in departmental policy or program requirements regarding graduate study in the Master’s Degree program, may advise on the awarding of teaching unit fellowships and assistantships to M.A. candidates and may be consulted on admissions decisions. The Committee may receive and respond to petitions from graduate students requesting exceptions to the usual rules and requirements of graduate study which are not handled by the directors of the graduate programs and which are within the Department’s purview. The M.A. Committee, in concert with the Undergraduate Studies Committee, works with the Department Chair to determine course offerings and schedules for the following year as well as for two- and three-year course projections. The committee chair reports all actions and recommendations of the committee to the Department Chair, who then, as necessary, brings such matters to the attention of the Instructors of Literature Council, Department Council, or the Executive Committee.

M. F. A. COMMITTEE

Composition: The M. F.A. Committee is composed of all full-time tenured and tenure-line faculty who direct and teach in the M.F.A. program.

The M.F.A. Committee approves and makes recommendations on all changes in Departmental policy or program requirements regarding the M.F.A. program, may advise on the awarding of teaching unit fellowships and assistantships to M.F.A. candidates, and may be consulted on admissions decisions and other decisions affecting the M.F.A. Program. The Committee may receive and respond to petitions from graduate students requesting exceptions to the usual rules and requirements of graduate study which are not handled by the directors of the graduate programs and which are within the Department’s purview. The M.F.A. Committee works in concert with the Department Chair to determine course offerings and schedules for the following year as well as for two- and three-year course projections. The committee chair reports all actions and recommendations of the committee to the Department Chair, who then, as necessary, brings such matters to the attention of the Instructors of Literature Council, Department Council, or the Executive Committee.

OUTREACH COMMITTEE

Setup of outreach committee:
The Outreach Committee aids the Director of Outreach, and works with such entities as the Admissions Office, the Career Center, and CAS Advising to promote the Literature major and courses. The Committee further recommends that it be constituted by four undergraduate students and four faculty (the Director, two Literature faculty, and one member from the College Writing Program faculty).
Director of Outreach Duties

- Oversee the update of the Literature Department Website
  This includes making sure that all information is up to date, that recent videos are loaded, and that the website functions smoothly and coherently. The actual updates are to be made by the office staff, which means this position does not require technical know-how. The Director of Outreach will review the log of updates kept by the office staff.

- Attend and help coordinate activities for the University Preview Day
- Organize and advertise an evening in the Spring for majors/minors and potential majors/minors to hear about course offerings for the following year
- Organize and advertise events or programs related to career development and professionalization
- Work with student representatives (or ‘ambassadors’) to promote the visibility of the Literature Department throughout the University
- Examine and explore ways to cross-list our current classes with other departments/schools

GRIEVANCE COMMITTEE

Composition: The Grievance Committee is composed of two tenured or tenure-track faculty members, the Director of College Writing (ex officio), and one writing instructor. In addition, for cases involving a graduate student, a graduate student must serve, and the same holds true for cases involving an undergraduate student.

The Grievance Committee decides in all cases of grievance brought by students against the Department or an individual member of the Department of Literature faculty. Procedures and specific guidelines to be followed have been provided by the Dean of CAS and are available to all members of the Committee. If a member of the committee is a direct party to the grievance, the committee’s chair will appoint a temporary replacement.

GRADUATE INTERN INTERVIEW COMMITTEE

Composition: The Graduate Intern Interview Committee is composed of two full-time College Writing Program Faculty and two tenure-line Professors (typically the directors of the MA and MFA Programs) nominated by the Director of the College Writing Program, who also functions as the chair of the committee. Normally, the committee will interview graduate interns who have completed the two-semester graduate sequence in the teaching of writing, toward the end of the spring semester. Based on the student’s portfolio and interview, the committee will decide whether or not to recommend that a student be given the opportunity to teach a section of College Writing as an Adjunct Instructor.

TERM FACULTY GOVERNANCE
As full-time members of the Department of Literature faculty and its Department Council, term faculty members are eligible to participate in all aspects of Department governance and may vote on all issues except for those pertaining to tenure-line hiring, reappointment and promotion. All full-time term faculty members are officially members of the Department Council and all full-time College Writing faculty members are also officially members of the College Writing Council. Term faculty members on one-year, non-renewable contracts have no service expectations. Term faculty members on one-year renewable contracts will be assigned to one additional Departmental committee or to equivalent Departmental service, including but not limited to College Writing program committees, Literature Day moderator, Literature Colloquium participation or leadership on other curricular or administrative initiatives. Term faculty members on multi-year contracts are expected to serve on the Department Council and will be assigned to at least one other Departmental committee or equivalent Departmental service. Term faculty members are also eligible to participate on College and University committees. In making their decisions about service, term faculty members should keep in mind that the Departmental guidelines for promotion include expectations of service.

COLLEGE WRITING COUNCIL

Composition: The College Writing Council is composed of the Director of College Writing (ex officio), the Associate Director of the Writing Center (ex officio), all full-time College Writing Term faculty, the International Student Coordinator, one adjunct College Writing instructor, and two full-time tenured or tenure-line faculty members recommended by the Department’s Executive Committee.

The College Writing Council works with the Director of the College Writing Program on matters of policy and curriculum in the College Writing Program. The Director of College Writing will report all actions and recommendations of the Council to the Department Chair, who then, as necessary, brings such matters to the attention of either the Department Executive Committee or the Department Council.

COLLEGE WRITING EXECUTIVE COMMITTEE

Composition: The College Writing Program Executive Committee (separate and distinct from the Department Executive Committee) is composed of the Director of the College Writing Program, the Associate Director of the Writing Center, the co-chairs of the Assessment Committee, the chair of the Mentoring Committee, the chair of the Advocacy and Professional Development Committee, a member of the adjunct faculty identified by the College Writing Program Director, and a member elected at large from among College Writing term faculty with fewer than six years of full-time service. This election is held at the end of the academic year.

The College Writing Executive Committee makes recommendations to the College Writing Council or Department Council, and, when appropriate, acts on matters which it has deemed not important enough to bring to the full College Writing Council and where no established
procedure dictates otherwise. Typically, College Writing committees shall report policy and curricular recommendations to the College Writing Executive Committee, which shall, in turn, approve, amend, or move to return to committee such recommendations before submitting them for the consideration of the College Writing Council.

The College Writing Executive Committee serves as the nominating committee for all College Writing committees except for the College Writing Reappointment and Promotion Committee and for the Executive Committee itself. The College Writing Executive Committee shall make recommendations to the Department Executive Committee regarding committee assignments.

COLLEGE WRITING PROGRAM REAPPOINTMENT AND PROMOTION COMMITTEE

Composition: The College Writing Program Reappointment and Promotion Committee is composed of the Director of the College Writing Program and all full-time faculty members who hold multi-year contracts and have taught in the College Writing Program for at least five years. These faculty members serve on the committee during semesters or years in which they are not being considered for reappointment or promotion. The committee has two co-chairs, who are elected by the committee. They serve for one academic year. Elections are held at the end of the spring semester.

The Reappointment and Promotion Committee makes recommendations concerning reappointment, promotion, and the granting of leaves. The committee co-chairs report to the Department Chair, in writing, the recommendations of the committee and the grounds for their decisions. The Department Chair, in turn, passes such reports on to the appropriate persons together with his or her own recommendations.

Quorum: A quorum is two-thirds of the eligible faculty who are present to participate during a given year. Since university deadlines for faculty review must be met, in unusual circumstances and with the agreement of the Department Chair, the co-chairs of the College Writing Reappointment and Promotion Committee, and the committee members present, the committee may conduct its business in the absence of a quorum. All proceedings of the Reappointment and Promotion Committee are strictly confidential.

ADVOCACY AND PROFESSIONAL DEVELOPMENT COMMITTEE

Composition: The Advocacy and Professional Development Committee is composed of the Director of College Writing (ex officio), and faculty members recommended by the Department’s Executive Committee. The members of the committee will elect the Committee’s chair – or co-chairs.

The Advocacy and Professional Development Committee supports College Writing faculty, addressing needs which affect teaching performance, scholarly growth, and quality of employment. These needs include, but are not limited to, salary and benefits, leaves,
emergency contingencies, and office supplies and equipment. Some of these needs fall under the purview of other entities (e.g., the Director of College Writing, or SEIU Local, the adjunct faculty union), but the Advocacy and Professional Development Committee will act in the best interest of faculty when the committee’s perspective would provide an effective voice to support faculty priorities and goals.

The Advocacy and Professional Development Committee will support the pedagogical development of College Writing faculty by promoting the College Writing Program’s commitment to helping students thrive as writers and researchers. To that end, the committee will work in concert with the Mentoring Committee to organize workshops designed to promote discussions about best practices in teaching and advising students.

ASSESSMENT COMMITTEE

Composition: The Assessment Committee is composed of the Director of the College Writing Program, several full-time members of the College Writing faculty, and, ideally, one full-time member of the Literature faculty who serves on the College Writing Council. Two College Writing faculty serve as co-chairs. Customarily, each co-chair is specifically responsible for leading the assessment cycle for a particular academic year, and co-chairs alternate each year in assuming this responsibility; however, co-chairs support one another throughout this process. Co-chairs are appointed by the Director of the College Writing Program.

The Assessment Committee is charged by the university with the yearly assessment of student learning outcomes in the College Writing Program. To this end, the committee collects student papers and other course materials in both the fall and spring semesters, assesses these materials, and produces the official report to the university and other reports to the College Writing faculty. These reports typically include briefings to the Mentoring and College Writing Executive Committees and a report to the full College Writing Council.

MENTORING COMMITTEE

Composition: The Mentoring Committee is composed of the Director of College Writing (ex officio), and a number of full-time and adjunct College Writing faculty appointed by the College Writing Executive Committee. One full-time College Writing faculty member serves as chair of the committee and is elected by the committee. The term of service for the chair shall coincide with the start of an academic year.

The College Writing Program Mentoring Committee organizes and presents Teaching Round Tables on a miscellany of topics pertaining to the teaching of writing, including discussions of classroom management, curriculum and assignment design, and grade norming. In conjunction with the Director of College Writing, the Mentoring Committee also organizes the August pre-semester meeting required of all College Writing Program faculty.

The Mentoring Committee also provides faculty mentoring. This mentoring takes various forms:
• To provide informal mentoring of all full-time faculty on an *ad hoc* basis.
• To assign full-time faculty in their first two years a mentor who is a member of the Committee.
• To assign adjunct faculty a mentor. Mentors visit classes once a semester and provide feedback. New adjunct faculty also receive a second class visit from either the Director of College Writing or another committee member.

**INFORMATION LITERACY COMMITTEE**

**Composition:** The Information Literacy committee is composed of College Writing faculty and librarians. A two-year membership on the committee is strongly encouraged to ensure continuity. The Information Literacy Committee will have co-chairs – one chair will be a full-time faculty member in the College Writing Program, and one chair will be a librarian. The Library’s Instruction Coordinator will serve as the librarian chair. The College Writing Program chair will be elected by College Writing Program faculty members on the committee. The co-chairs will ordinarily serve for one year.

The Information Literacy Committee is charged with developing and supporting the teaching of research and information literacy in the College Writing Program. The Information Literacy Committee seeks to support relationships between writing faculty and librarians as partners in the classroom, in part by maintaining, creating, and disseminating teaching modules. The Information Literacy Committee hosts workshop sessions for librarians and writing faculty, and promotes information literacy throughout the university.

**Main tasks:**
- The committee manages the library modules, which includes publicizing them, working with new and veteran faculty on uses and adaptations, developing new modules, and revising older modules as they become tired or obsolete.
- The committee hosts Library Lunch and Learn workshops.
- The committee serves in an advisory role to the College Writing Program Assessment Committee during the research and information literacy assessment cycle.
- The committee conducts its own assessment of information literacy as manifested in student work.

**WRITER AS WITNESS COMMITTEE**

**Composition:** The Writer as Witness Committee is composed of the Director of College Writing (*ex officio*), the International Student Coordinator, a number of full-time and adjunct College Writing Faculty, and, typically, a full-time member of the Literature faculty who serves on the College Writing Council. One full-time College Writing faculty member serves
as chair for a term of two years. The chair is elected by the committee. The term of service for the chair shall coincide with the start of a calendar year.

The Writer as Witness Committee is charged with overseeing the various elements of the Writer as Witness Program. During the course of an academic year, the committee reviews and ranks nominated books and selects the community text for each year. With the Director of College Writing, the committee coordinates the annual Writer as Witness Colloquium. It also promotes an annual Student Essay Competition in the fall semester following the colloquium.

**HANDBOOK COMMITTEE**

Composition: The Handbook Committee is composed of the Director of College Writing (ex officio) and faculty members recommended by the College Writing Executive Committee. The committee’s chair is elected at the first meeting of the semester.

The Handbook Committee’s responsibilities include surveying, researching, and designing the common handbook. The committee considers how the common handbook can best serve the needs of College Writing faculty and students. The Director of the College Writing and the Committee Chair coordinate the publication of the handbook.

**ATRIUM COMMITTEE**

Composition: The Atrium Committee is composed of the Director of College Writing (ex officio) and faculty members recommended by the College Writing Executive Committee. The Committee’s chair is elected at the first meeting of the semester.

The Atrium Committee selects the essays published in Atrium: Student Writings from American University’s College Writing Program. The Committee's responsibilities include reading submissions, editing chosen pieces, coordinating student releases, and formatting the publication.