

Writing Program Bylaws Draft (revised 4/22)

Department of English Writing Program

School of Arts and Sciences

Rutgers University, New Brunswick

Bylaws

1. Membership and Voting

- a. The Writing Program is led by a Director (DWP) and Executive Director (EDWP), whose duties are specified in the English Department Bylaws.
- b. All full-time faculty for whom the Program constitutes the majority of their appointment, as well as the Director, are voting members of the Program.
- c. Voting membership in the Program may be extended to other faculty members if nominated and approved at a Program meeting.
- d. The Executive Director facilitates ranked-choice electronic elections for all committee positions (described below) before the last week of the preceding spring semester.

2. Regular Meetings

- a. Program meetings are called by the Executive Director at least once a semester, ordinarily upon two weeks' notice. Meetings also may be called upon petition by one third of voting members. Meetings are conducted in accordance with general parliamentary procedure, and the Executive Director is responsible for circulating a written agenda prior to the meeting and ensuring that meeting minutes are taken and circulated thereafter. During a meeting, the agenda may be amended by ordinary procedure.
- b. At the beginning of each fall semester, the Executive Director calls for nominations for the position of Secretary, who is elected according to the procedures described above. The Secretary is responsible for recording minutes at faculty meetings and circulating them thereafter.
- c. A quorum consists of a simple majority of Writing Program faculty during the semester in which the meeting is held. Issues of policy and procedure that are to be voted on are decided by simple majority vote of those present, provided that the requirement of a quorum is met. Any question may also be decided by secure electronic ballot of voting members; a motion to put a question to electronic ballot carries with the support of a third of voting members present.

- d. The Executive Director may decide to hold department meetings by videoconference, within the limits set by university policy. Meetings called by member petition may be designated as in-person by the petitioning members.
3. Personnel Committee (PC)
 - a. The Executive Director is responsible for ensuring that NTT faculty members are reviewed for reappointment and promotion in compliance with University policies. A Personnel Committee assists in the process as described below.
 - b. The PC consists of the EDWP who serves as Chair (ex officio without vote), 7 elected members, and 3 members appointed by the Executive Director to represent the diversity of the Writing Program in terms of (inter alia) sex, race, rank and specialization. Members serve staggered, non-consecutive 2-year terms. All full-time faculty at the rank of Assistant Teaching Professor or higher are eligible for election to these positions, and eligible members appear on the ballot unless they request to be removed. The EDWP may appoint a non-voting Associate Chair.
 - c. Reappointments at the rank of Assistant Teaching Professor and below, and promotions to the Assistant Teaching Professor rank, are reviewed and voted on by the Personnel Committee.
 - d. Promotions to the rank of Associate Teaching Professor and above are voted on by all full-time English faculty at rank. Members of the PC at rank, supplemented by the EDWP as needed, will assist in preparation of these cases
 - e. Reappointments at the rank of Associate Teaching Professor and above are voted on by a committee drawing both from members of the PC at rank and, if necessary, other English Department members at rank appointed by the EDWP in consultation with the Chair of the English Department.
 4. The Professional Development Funding Committee (PDFC)
 - a. The PDFC is an elected body responsible for approving reimbursements to full-time Writing Program faculty for activities related to professional development, such as presentations at academic conferences. The committee solicits and receives applications for reimbursement of expenses from faculty and then meets periodically to vote on these applications. Reimbursements are approved on the basis of event importance, relevance to the applicant's scholarship, and available funding.
 - b. The PDFC consists of 3 elected members plus 2 members appointed by the EWD to represent the diversity of the Writing Program in terms of (inter alia) sex, race, rank and specialization. Members serve staggered, non-consecutive 2-year terms. All full-time faculty at the rank of Teaching Instructor or higher are eligible for election to these positions, and eligible members appear on the ballot unless they request to be removed.
 5. Teaching Observation Committee

- a. Members of the Teaching Observation Committee perform required observations for full- and part-time faculty. Membership on the Committee is on a voluntary basis, open to all full-time Writing Program faculty who complete a brief training about best practices for conducting observations. The roster of members is made available to faculty members who require teaching observations for their portfolios and/or professional development.
6. Writing Program Curriculum Committee (WPCC)
- a. The EDWP is chair of the WPCC and member ex-officio. In the event of a tied vote of the WPCC, the Chair casts a tie-breaking vote. The WPCC has 11 voting members, 8 elected and 3 appointed by the DWP and EDWP to ensure knowledge of and experience with a broad range of the Department's primary program areas. The DWP and Associate Directors serve ex-officio (non-voting).
 - b. Elections are held on an annual basis, with appointments made following the conclusion of elections. All full-time faculty at the rank of Teaching Instructor or higher are eligible for election to 2-year staggered appointments.
 - c. The Committee reviews all educational programs, course offerings, and Minors within the Program, and recommends strategies to ensure curricular coherence and excellence. The Committee also reviews core and program assessment data and assists the EDWP and DWP in preparing annual assessment reports. It may also initiate review of courses or degree structures. As an advisory body, the Committee may vote by simple majority to submit recommendations on curricular initiatives to the DWP and EDWP and the Chair of the English Department.
 - d. The Committee meets at least once each semester or as needed, with a quorum consisting of a simple majority of voting members and keeps agendas and minutes on record.
7. Adoption and Amendment
- a. These bylaws may be amended at any regular or special meeting of the Writing Program, provided that written notice of the intent to amend and the text of the proposed amendment(s) have been circulated at least two weeks prior to the meeting. Amendments may be initiated by any faculty member via a petition signed by at least ten voting members of the program. If approved by a majority of voting members present at the meeting, the proposed amendment(s) are submitted to program members for secure electronic ballot. A two-thirds majority of those voting by electronic ballot is required to amend the bylaws.
 - b. The bylaws must be reviewed every five years for possible amendment by a bylaws committee appointed by program leadership with advice and consent of the faculty.
 - c. These bylaws must be consistent with University policy, the bylaws of the English Department and the bylaws of SAS, which prevail in the event of a conflict. Amendments must be submitted to the Chair of the Department of English within 30 days of their approval by the Program.