

RULES OF GOVERNANCE

Department of Writing and Rhetoric

Adopted November 29, 2010

Approved by CAH 08/25/2011

Revised and adopted by department vote March 18, 2013

Approved with changes by José Fernandez, CAH Dean, July 25, 2013

Article I: MEMBERSHIP

- A. For the purposes of these Rules of Governance, the voting membership of the Department of Writing and Rhetoric shall be all full-time faculty members budgeted in the Department of Writing and Rhetoric, regardless of rank, with the following exceptions: (1) only faculty with appropriate rank shall vote on issues on which university rules and regulations restricts voting by rank; (2) for curricular issues, faculty members at the “instructor,” “lecturer,” “visiting instructor,” “visiting lecturer,” and “visiting assistant professor” ranks shall vote only for the programs in which they regularly teach; (3) all voting members of the department shall cast advisory votes for chair searches; (4) searches for new faculty members will be conducted in accordance with UCF’s “Search and Screening” Guidelines and other relevant university policies.
- B. Adjunct faculty members are non-voting members.
- C. Tenured members of the Department are those members who have been granted tenure in the UCF Department of Writing and Rhetoric by the procedures established by the Department, College, University, and Board of Trustees.
- D. Academic ranks of Department members are determined by procedures established by the Department, College, University, and Board of Trustees.

Article II: AUTHORITY

- A. Within the Department, the ultimate authority resides in its voting members except in those instances where the College or University has vested authority in the Chair.
- B. Operation of the Department is conducted by the Chair, the Associate Chair, and the Department Council, with advisement by the program directors.

Article III: MEETINGS

- A. There shall be at least one regular Department meeting per semester, with a call for agenda items made at least six days prior to the meeting. The agenda shall then be distributed at least three days in advance of the meeting. The agenda is determined by the Chair, who may consult with the Associate Chair, chairs of active committees, and program directors, as well as consider old and new Department business, items proposed by faculty members, and materials presented from outside the Department. New business and items not designated as action items on the agenda shall not be voted on at the meeting at which they are brought up.
- B. Additional meetings may be called by the Chair on his or her own initiative, or on the written request of Department Council, or on the written request of one-half of the voting members of the Department.
- C. The Chair or his/her designee presides at the Department meetings.
- D. A quorum of the eligible voting members of the Department shall constitute 50% plus one. Any faculty member who is on leave, who has accepted an administrative position at UCF but outside the department, or who is in his or her final year of appointment is excused from Department meetings and is not counted in the total required for a quorum. If such a person does attend, he or she shall be counted as part of the quorum and have the right to vote.
- E. Proxy voting and absentee ballots are not allowed, but online voting through an appropriate system is allowable as long as appropriate in-person discussion and consideration has taken place in advance of the vote. The exception for absentee ballots is for votes by faculty members on issues of promotion and tenure. In the unusual circumstance that attendance is impossible at a tenure and promotion meeting, a faculty member may make his or her vote "on a question certain" available to the Chair in written form prior to the convening of the faculty. This vote shall be sealed until the counting of the faculty votes in convocation.
- F. Meetings are conducted in accordance with the latest revision of *Robert's Rules of Order*, except where these Rules of Governance specify otherwise.

Article IV: THE CHAIR

- A. The Chair is the chief administrator of the Department. As such, he or she: (1) chairs the Department Council; (2) selects the members of and charges the standing and non-elected Department Committees; (3) calls, prepares the agenda for, and presides over Department meetings as specified in III above; (4) evaluates all faculty and staff in accordance with university procedures; (5) serves as hiring official in accordance with College policy and UCF's "Search and Screening Guidelines," making faculty hiring recommendations to the College

Dean; and (6) serves as an ex-officio, non-voting member of all Department Standing Committees except the Promotion and Tenure Committee, of which the Chair is not a member.

- B. The Chair is the chief financial officer of the Department, supervising all receipts and expenditures of funds. In conjunction with the appropriate committees, the Chair coordinates all aspects of the academic program, such as degree requirements, curricular offerings, catalog announcements, class scheduling, and faculty teaching assignments. The Chair represents the Department to University officers, acts as the spokesperson for the Department, and represents the Department's best interests to the public.
- C. The fixed term of the Chair, normally five years, is set by the Dean of the College of Arts and Humanities; the Chair may be reappointed, subject to review.
- D. Formal annual reviews of the Chair's performance shall be carried out during the Spring semester by the Office of the Dean. The report of this evaluation shall be made by the Dean only to the Chair. The Department Council may elect to conduct an informal, internal review of the chair each spring, in order to generate formative feedback on department goals and processes.
- E. If the position of Department Chair is to become vacant, the Dean, after whatever consultation with members or bodies of the Department he or she deems wise, authorizes the search for a new Chair. If necessary the Dean appoints an Interim Chair. Upon receiving authorization from the Dean to initiate a search for a new Chair, the Department proceeds with the election of a Chair Search and Screen Committee (see VIIC).

Article V: DEPARTMENT COUNCIL

- A. The Department Council acts as an advisory group to the Chair and aids in providing strategic planning for the Department. Specifically, Council should aid with creating and ensuring department progress toward mission, vision, and goals of the department. The Chair calls and presides at all meetings and distributes an agenda prior to the meeting. Minutes for all Council meetings shall be distributed to the faculty by an email from the Secretary. The Council shall meet a minimum of once a semester and will meet prior to Department meetings if there is substantive business to be brought to the meeting (rather than simply announcements or updates).
- B. The Chair shall consult with the Council on issues of Departmental concern: accreditation reviews, budgetary priorities, annual evaluation criteria, governing documents, etc. The Council may also advise the Chair on other matters of policy and procedure that are important to the Department, such as (1) the work of and relations between Departmental committees; (2) relations with other departments; (3) matters that arise on the College level; (4) the sponsoring of

institutes, workshops, conferences, etc.; (5) concerns of individual faculty members.

- C. The Council may request copies of annual reports from all department programs (including assessment reports) in order to assess how well the department is achieving its goals. From these sources of information, the Council and Chair shall make necessary recommendations to the Department.
- D. Members of the Council shall be as follows: the Chair, two elected tenured faculty members, one elected tenure-earning faculty member, three elected instructors or lecturers (visiting instructors, visiting lecturers, and coordinators are eligible for these positions), as well as the Associate Chair (who will be a non-voting member). The three tenured/tenure-earning faculty members and the three instructors/lecturers are elected for two-year terms with staggered appointments within groups.
- E. Council meetings are open to all members of the department.

Article VI. ADMINISTRATIVE OFFICERS

- A. Subject to negotiations with the college, the principal administrative officers of the Department shall be made of up directors of each of the department's major initiatives: the Director of Composition, the Director of Writing Across the Curriculum, the Director of the University Writing Center, and the Director of Degree Programs. Typically, the Chair will appoint an Associate Chair from among the preceding directors. Each of these shall be appointed by the Chair and shall serve at the Chair's discretion. The usual term for these positions is three years, and reappointment is possible.
- B. *The Associate Chair* is a tenured (or in special cases tenure-earning) faculty member. The Associate Chair assists the chair with scheduling and staffing all courses, aids the chair in evaluating the faculty and staff, and advises the Chair on department decisions related to budget, mission, and other issues.
- C. *The Director of Degree Programs* is a tenured or tenure-earning faculty member who has primary responsibility for overseeing the undergraduate and graduate programs, including proposing and revising curricula, conducting assessment, and providing professional development for faculty. He or she also oversees program marketing, student admissions and advising. The Director reports to the Department Chair and is expected to collaborate closely with the other program directors.
- D. *The Director of Composition* is a tenured or tenure-earning faculty member who has primary responsibility for administering the First-Year Composition Program including staffing composition courses, training GTAs, providing professional

development for all composition faculty, observing composition faculty, and conducting the program's assessment. The Director reports to the Department Chair and is expected to collaborate closely with the other program directors.

- E. *The Director of the University Writing Center* is a tenured or tenure-earning faculty member who has primary responsibility for administering the University Writing Center, including training and scheduling tutors and designing and conducting assessments of the writing center. The Director reports to the Department Chair and is expected to collaborate closely with the other program directors.
- F. *The Director of the Writing Across the Curriculum Program* is a tenured or tenure-earning faculty member who has primary responsibility for administering the Writing Across the Curriculum Program, including facilitating the Faculty Fellows Program, conducting workshops for and consulting with faculty from across the university, and designing assessments of writing across the curriculum efforts. The Director reports to the Department Chair and is expected to collaborate closely with the other program directors.
- G. Each program will typically include staff assistance, as well as faculty assistance from Coordinators. These positions may change as program needs change, but typically include the Degree Programs Coordinator, the Composition Coordinator, the University Writing Center Coordinator, and the Writing Across the Curriculum Coordinator. The Degree Programs Coordinator supports the Chair and the Director of Degree Programs by handling advising and waiver conferences, administrative add/drops, orientations, faculty advising workshops, course substitutions and preparing graduation checks. The Composition Coordinator assists the Director of Composition in hiring, training, and observing faculty; developing curriculum; and managing the daily activities of the First-Year Composition Program. The Coordinator of the University Writing Center assists the Director of the University Writing Center in the hiring, training, and scheduling of tutors; assessing the Center's activities; and managing its daily operations. The Coordinator of Writing Across the Curriculum assists the Director of Writing Across the Curriculum in facilitating the Faculty Fellows Program, conducting faculty workshops and consultations, and conducting assessments of writing across the curriculum efforts.
- H. *The Department Mediator* typically aids in mediating faculty concerns such as evaluations, assignment of duties, and schedule. This position is separate from the UFF-facilitated mediation and grievance procedure. The Department Mediator is a tenured faculty member who is familiar with university, college, and department procedures and available resources. He or she is elected by the Department for a two-year term.

Article VII. DEPARTMENT COMMITTEES

- A. Ad Hoc Committees. The Chair, in consultation with program directors and Council, shall establish ad hoc committees to work on matters of importance to the Department for limited periods. The Department shall be notified as soon as possible of the formation, purpose, and make-up of such committees. Search Committees are ad hoc appointed by the Chair as needed.
- B. Standing Committees. Standing committees will be appointed or elected in keeping with department governing documents. All faculty members are eligible for all committees unless specifically excluded below. Committee chairs shall be responsible for an annual report of the committee's actions, which shall be presented to the Department Council at the end of each academic year.
- a. *The Department Council* is responsible for all issues and policies that refer to the department as a whole, and it receives reports from the other standing committees of the department as well as advising the chair about matters for full faculty consideration. Council also works with the Chair to help set department goals.
 - b. *The Degree Programs Committee* is responsible for all issues and policies relevant to graduate and undergraduate degree and certificate programs. For graduate programs and certificates, the committee's purview includes but is not limited to admissions standards, student awards, curriculum, staffing, comprehensive examination preparation and evaluation, and thesis oversight. For undergraduate degree programs and certificates, the committee's purview includes but is not limited to marketing and enrollment management, academic standards and curriculum, new course proposals and revisions, curricular training, and student resources. The Degree Programs Committee is chaired by the Director of Degree Programs, and the Degree Programs Coordinator also serves on this committees.
 - c. *The First-Year Composition Program*, due to its size and diversity, will distribute responsibility for program policies and issues among several committees, as determined by the Director of Composition and Department Chair. Such committees might include Curriculum Revision & Textbook Lists, Assessment, Knights Write Showcase, and Newsletter.
 - d. *Program Director and Coordinator Advisory Council* will consist of all program directors and coordinators and convene toward the beginning and end of each academic year in order to set and share goals for the programs. This standing committee will be led by the Chair, and its activities will be reported to Council and at department meetings. This group should make its various program reports and activities widely available to Council and the department at large.

- C. Special Elected Committees: Chair Search Committee. Upon notification from the Dean that a search is to be undertaken for a new Chair, the Department shall, when possible, elect three representatives to a search committee. The Dean will appoint an outside member and a Chair of the committee from outside the Department. However, when practical, the three elected members should include at least one tenured member of the faculty, one untenured member of the faculty, and one instructor or lecturer.

Article VIII. AMENDMENTS

- A. The members of the Council with representatives of each of the four appointed standing committees and without the Chair shall review these Rules of Governance at five-year intervals, submitting any proposed revisions to the Department for action.
- B. Any three voting members of the Department may propose in writing to the Chair any amendment to these Guidelines. The Department Council may also propose an amendment to these Guidelines. Such an amendment shall be circulated to the Council for discussion, and given to all Department members at least two weeks before the meeting for a vote. Alternatively, an amendment may be introduced at a Department meeting by any voting member and discussed at that meeting, with a vote to be taken not sooner than five days following the meeting nor later than fifteen days, by mail or online voting or at a subsequent Department meeting. In any case, the vote is by secret ballot, and a two-thirds majority of those voting is required to pass the amendment.

Article IX. ADOPTION

A two-thirds majority of members present casting a positive vote at a regularly scheduled Department meeting **attended by a quorum of the department's eligible voting members** shall constitute acceptance of these Rules of Governance.