Bylaws for the Department of English
University of South Alabama

1.0 The Department of English
The department is defined as all tenured, tenure-track, and continuing full-time faculty in the department of English. It is the responsibility of the department to decide educational policy, personnel policy, and departmental affairs, within the guidelines established by the college and the university. The consultation and deliberation that precedes and
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committees (as enumerated below) and in general faculty meetings of the department.

1.1 Department Meetings
Meetings of the department should take place at least twice per semester (excluding summer), at which time faculty members will hear reports from the various committee chairpersons, and discuss and decide matters of departmental concern. A department meeting should also be called whenever a third of the faculty request such a meeting in writing to the chair. Minutes for department meetings shall be taken and made available to the faculty in a regular and timely manner.

1.2 Voting Members
Except where specified otherwise in these bylaws, voting members of the department are as follows: (1) tenured faculty, (2) tenure-track faculty, In the case of a vote in a faculty meeting, a quorum is defined as two

-thirds of the voting members of the department.
No department vote shall be taken unless a quorum is present. A simple majority vote is required to conduct business. The default method of taking a vote is by show of hands, unless a simple majority of voting members present call for a secret ballot. In the case of written recommendations, the chair will solicit such recommendations normally after the faculty have met to discuss the matter, and always before a final decision is reached.

1.4 Absentee and Proxy Voting
Absentee voting is allowed only at the discretion of the chair, who determines the logistics of such voting. Proxy voting is strictly disallowed.

2.0 Department Chair

2.1 Role of the Chair
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chair is both an administrator and a faculty member. The department chair has two primary responsibilities:
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questions brought by the chair or by faculty members before the faculty for a decision, such decisions will be rendered either by means of a vote, by written recommendations, or by a combination of both, as the faculty shall decide. It is the FKDLU¶V UHVSRQVLELOLW\ to see that all recommendations are recorded properly and that all recommendations are given due consideration.

A more complete description of the role and responsibilities of the department chair can be found in Section 2.8 of the Faculty Handbook

2.2 Faculty Consultation

Technology Committee $ V V L V W V   W K H   F K D L U   L Q   L G H Q W L I \ L Q J   S U L R U L W L] L Q J   D Q G maintains the departmental website and deals with public relations issues, such as creating the departmental newsletter.

Student Relations & Awards Committee Creates materials to inform students about and solicit their submissions for available scholarships; selects successful applicants; raises funds for the Jean McIver Scholarship; oversees the activities of student organizations, such as the English Graduate Organization and Sigma Tau Delta.

Tenure Committee Reviews the research, teaching, service, and collegiality of tenure-track faculty, making recommendations about tenure decisions; participates in pre-

4.2 Search Committee

For all searches for continuing positions, the chair will select a search committee, comprised of a minimum of three faculty members of whom at least one is a specialist related to the position. The search committee chair should be a tenured faculty member. The committee will assist the department chair in crafting a job description and ad, which will be given to the department for feedback. Interviews for tenured/tenure-track positions will be conducted at the national meeting of MLA.

Once the deadline for applications has been reached, the committee will make files available to faculty to provide feedback to the committee. The committee will narrow the list of applicants to an interview list, which will be made available to the department for feedback.

4.3 Campus Visit & Deliberation

Once interviews have been conducted, the committee will notify the department of the candidates whom the committee recommends to the chair and dean for a campus visit. Typically, the department will invite at least two candidates per position for a campus