Protocol of the Department of English, Loyola University New Orleans

I. DEPARTMENT OF ENGLISH

The Loyola English Department is committed to excellence in teaching and student advising, scholarship, and service to the institution and the community. All department business is conducted in compliance with this protocol.

II. THE CHAIR

The Chair’s duties are stated in the University Faculty Handbook and in the Humanities and Natural Sciences College Handbook. The Chair will ordinarily be a tenured member of the faculty elected by eligible members of the English Department to serve for a three-year term (renewable by election). The election will be held no later than April of the concluding year of the incumbent’s contract. The election process should be completed within ten business days.

III. DIRECTOR OF COMPOSITION

The Director of Composition works with the Chair in the hiring of composition faculty, training and supervising that faculty, holding monthly composition meetings, and representing the composition program within the university and the profession. The Director of Composition is ordinarily a member of the ordinary faculty, elected for a renewable three-year term. The Director of Composition will receive a one course-load reduction every semester and normally will teach at least one of the composition courses each year.

IV. COMMITTEES

All committee membership and terms will be posted on the department intranet. All committee meetings must be announced in advance and minutes must be kept and posted according to the college guidelines (available on the HNS intranet). Each committee should meet at least once per semester and should report at department meetings. Ad hoc committees are formed as needed with fixed terms and tasks; their membership is voluntary.

A. Administrative Committee

The Administrative Committee is made up of five voting members including the Chair and the Director of Composition. Three other members are chosen by open election for a three-year term: one from the tenured faculty, one from the tenure-track faculty, and one from the full-time faculty (including extraordinary faculty).

The Administrative Committee provides advice to the Chair and specific
recommendations regarding such matters as the committee or the Chair deem necessary for the welfare of the department. The Administrative Committee also approves expenditures of department gift account funds, prepares protocol revisions for departmental approval, and administers departmental elections.

V. DEPARTMENT MEETINGS

Department meetings, which are ordinarily held at least once every semester during the academic year, are presided over by the Chair or a designated representative. Departmental meetings are governed by Robert's Rules of Order; agenda are distributed to the members at least two days prior to the meetings; and minutes are kept and posted according to college guidelines. The ordinary faculty also meets separately at least once every semester.

VI. ORDINARY FACULTY

A. Procedures for Hiring

The appointment of tenure-track faculty begins with a position identified by the ordinary faculty. The Administrative Committee, in consultation with the Chair, will appoint a hiring committee, who will write a formal job description, review dossiers of job applicants, determine candidates to be interviewed, and identify faculty to interview candidates at the MLA convention. All files and all applications will be made available to ordinary faculty at each stage for review and input. The finalists will be invited for campus visits in accordance with MLA guidelines.

After the interview process is complete, members of the ordinary faculty will meet to discuss the candidates and select a finalist, with all deliberations remaining confidential. The meeting requires a quorum; a simple majority of the ordinary faculty members will determine the appointment by secret ballot.

B. Promotion and Tenure

All tenured members of the department will constitute the committee for deciding on tenure; associate and full professors will make decisions regarding promotion to associate professor; full professors will decide on promotion to full professor. A simple majority of eligible members constitutes a mandate to the Chair to recommend (or not to recommend) tenure or promotion in rank in the official departmental letter to the College Rank and Tenure Committee. A copy of this letter and appropriate supporting materials are also sent to the Dean of the College of Humanities and Natural Sciences. The Chair is to inform the candidate for promotion or tenure of the decision reached by the faculty within one week of
the meeting. All votes for promotion or tenure are by secret ballot.

C. Criteria for Tenure

Faculty members seeking tenure in the English department are expected to excel in teaching, to publish peer-reviewed scholarly or creative work in accordance with MLA standards, and to demonstrate a record of service. Tenure-track faculty members are not expected to engage in service until their second year in the department.

The English department considers one book or its equivalent to be the standard for tenure. A book may consist of a scholarly monograph, a substantial scholarly translation, or a critical edition (for a candidate in the literature track or film and digital media track); or a novel, memoir, play, screenplay, or collection of stories, nonfiction essays, or poems (for a candidate in the creative writing track). Equivalency is to be determined on a case-by-case basis, taking into consideration a candidate’s field of specialty and the field’s unique standards of publication.

Each tenure-track faculty member is paired with a tenured faculty mentor who acts as a guide toward fourth-year review and tenure. The English department follows the guidelines of the College and University faculty handbooks for promotion and tenure. For specific College guidelines concerning mentoring, fourth-year review, and tenure packets, tenure-track faculty should consult http://chn.loyo.edu/resources-new-faculty.

D. Criteria for Promotion to Associate Professor

Ordinary faculty members with at least three years service in rank as assistant professor may apply for promotion to the rank of associate professor in accordance with the standards and procedures set forth in the College Handbook and the Faculty Handbook.

E. Criteria for Promotion to Full Professor

Associate professors with at least five years service in rank may apply for promotion to full professor in accordance with the standards and procedures set forth in the College Handbook and the Faculty Handbook.

VII. EXTRAORDINARY FACULTY

Full-time extraordinary faculty are hired on one-year renewable contracts. The primary purpose of the position is to help staff composition sections and provide effective writing instruction. Extraordinary full-time faculty are expected to be
active in teaching and conferencing with students.

The hiring of full-time and part-time extraordinary faculty will be overseen by the Chair and the Director of Composition in collaboration with the Administrative Committee. Last minute hiring of part-time and extraordinary faculty by the Chair is sometimes necessary; however, continuing extraordinary positions must be approved by the Administrative Committee.

VIII. ELECTIONS AND FACULTY VOTING RIGHTS

All ordinary faculty have a full vote, except in departmental matters in which tenured members are privileged.

Tenure-track faculty are full voting members of the ordinary faculty on all matters except promotion and tenure, with responsibility for participating in departmental governance.

At the beginning of a fifth consecutive semester in the department (excluding summers), extraordinary full-time faculty members are granted a full vote on matters of governance. Full voting status for “vested” extraordinary members of the department may be retained after a leave of absence of up to a year.

Elections are preceded by a formal call for nominations, in writing, to all members of the department. Provisions must be made for anonymous nominations, and all elections are conducted by secret ballot.

Department members may exercise their vote through written proxy, constrained or unconstrained.

Recall of any elected English Department officer must be initiated by a petition signed by at least one-third of the full department faculty to the Administrative Committee. Recall requires a two-thirds vote of the eligible voters in the department with constrained proxies allowed. The committee will report the results to the Dean within three days of the vote. A member of the Administrative Committee who is the subject of the recall must be recused from the committee until the recall is completed.

IX. DEPARTMENTAL OFFICES AND ORGANIZATIONS

A. Departmental positions, which are staffed on an appointive, ad hoc, or volunteer basis, include:

- Dawson Gaillard Writing Contest Director
• The Reader’s Response Advisor
• ReVisions Advisor
• 1718 Reading Series Advisor
• Sigma Tau Delta Advisor

B. Several positions housed in the college and therefore responsible to the dean are staffed by the department and include departmental course releases. All faculty must be informed when positions become available.

• Film Buffs Director
• The New Orleans Review Editor
• Director of Writing Across the Curriculum
• Director of the Walker Percy Center

C. New Orleans Review

The New Orleans Review, a nationally distributed print and online journal of contemporary literature and culture, was founded in the English Department in 1968. The editor of the New Orleans Review is a member of the English Department faculty; and through the English department, the journal provides internships in editing and publishing each semester. (See New Orleans Review protocol.)

D. The Walker Percy Center for Writing and Publishing

The Walker Percy Center for Writing and Publishing, established in 2009, serves the department, the university, and the community by providing writers with opportunities for growth in the profession. Among its activities, the Center coordinates a writing contest, community service courses, and venues for publication. The Center also hosts a biennial conference, sponsors speakers, and provides funding for creative projects. The Director of the Walker Percy Center is a member of the English Department faculty, and through the English department, the Center provides an internship each semester. (See Walker Percy Center protocol.)

[Approved: 5 March 2015]