

**Department of English Language and Literature**

**Departmental Procedures**

**October 2008**

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## **I: DEPARTMENTAL COMMITTEE AND PROCEDURES**

The Departmental Committee will be constituted in accordance with Article 16 of the current Collective Agreement, "Departmental and Centre Committees."

1. The Departmental Committee shall consist of all full-time members of the department, probationary, tenured and limited term, and may include:
  - a. a CUPE member teaching for the Department, to be chosen among themselves,
  - b. the President of the English Students Association,
  - c. an additional undergraduate student to be chosen among themselves through the English Students' Association, and
  
2. Departmental procedures are to be presented for approval each year at a meeting of the full Departmental Committee.

## **II: DEPARTMENTAL OFFICERS**

The Departmental Officers shall consist of the Chair, the Graduate Director, the Director of the Writing Program, and the Undergraduate Officer. Normally the appointment of Departmental Officers other than the Chair shall be for two years. Serving as the Striking Committee, the Departmental Officers shall recommend subsequent Officers other than the Chair to the Department. The Graduate Officer shall be recommended and an appointment made in October, the Director of the Writing Program and the Undergraduate Officer in May.

1. The responsibilities of the Chair are outlined in 27.01 of the Collective Agreement. The following additional responsibilities are intended to complement 27.01:
  - a. to Chair or participate in Departmental Committees in accordance with the Section on Departmental Subcommittees;
  - b. to keep records of teaching assignments and teaching loads;
  - c. to keep records of service assignments and loads;  
to keep records of grade averages and medians for all courses offered by the department and, as part of the "Report of the Chair" at the last Departmental meeting of the academic year, to bring to the Department's notice any concerns about grading consistency across the Department.
  - d. to convey to the Curriculum and Deployment Committee any suggestions regarding the Department's curriculum or programs made in course evaluations or otherwise communicated to the Chair.
  
2. The responsibilities of the Graduate Director are the following:
  - a. to oversee the graduate program in consultation with the Chair and the Departmental Directors.
  - b. to serve as Chair of the Graduate Committee;
  - c. to provide guidance to students who are enquiring about the program and/or about their options in general;

- d. to provide guidance for resident graduate students with respect to their applications for external scholarships and fellowships, and applications to PhD or other programs;
- e. to be available as a source of guidance with respect to students' interactions with the program and the department, including selection of courses;
- f. to oversee the preparation of graduate program materials, which include: updating the graduate program brochure and application materials, advertising posters, the graduate section of the department web page, the Brock Graduate Calendar (available on-line) and other university publications;
- g. to oversee the distribution of advertising materials (posters) in September of each academic year; These are to be distributed to all English Departments in Canada as well as to all libraries and Graduate Studies Offices in universities across the country;
- h. to oversee the distribution of application materials in response to requests;
- i. to meet with the incoming class to welcome them, review Departmental policies and expectations, and distribute the most recent copy of the Policies and Procedures, and overseeing a departmental social occasion to welcome incoming graduate students in the fall of each year;
- j. to assist students in procuring Supervisors, Second Readers and Supervisory Committee members;
- k. to ensure that all student department files are kept up-to-date with respect to their progress, grades, graduate record forms, and so on;
- l. to oversee students' progress through monitoring grades and arranging for their progress reports; The Graduate Director brings any problems to the attention of the Graduate Committee;
- m. to bring student concerns to the attention of the Graduate Committee; These include computer and equipment problems for which the Department is responsible.
- n. to oversee arrangements for any thesis defenses. This involves overseeing arrangements with the External Examiner, arranging a time and room for the examination, advertising the upcoming examination (within the Department, in Campus News), providing copies of the completed thesis for the External Examiner and all other members of the Examining Committee, and ensuring that the written comments of the External Examiner are received at least one week prior to the thesis oral.

The Graduate Director receives a one-term course release per academic year.

3. The responsibilities of the Undergraduate Officer are the following:
- a. to serve on the Striking Committee, the Curriculum and Deployment Committee and the Undergraduate Teaching and Learning Committee;
  - b. to serve as a contact with the English Students Association and otherwise to support student engagement and initiatives in the Department;
  - c. to advocate for improvements in the Department's nurturing of the intellectual life of the undergraduate students, within and without the classroom;
  - d. to take a leading role in the recommendation of improvements to the undergraduate English curriculum and to the support and improvement of teaching and learning with regard to the interests of the undergraduate student body.
  - e. to serve as the Appeals Alternate (see X.2)

4. The responsibilities of the Director of the Writing Program are the following:
  - a. to serve on the Striking Committee and on the Curriculum and Deployment Committee;
  - b. to formulate and advocate for policy and practice regarding the teaching of writing and the conduct of the Writing Program;
  - c. to oversee and coordinate the teaching of the WRIT courses;
  - d. to recommend to the Chair on part-time instructors for WRIT courses;
  - e. to serve as a resource for the Teaching Assistant Coordination Committee;
  - f. to take a leading role in the recommendation of improvements to the undergraduate writing curriculum and to the support and improvement of teaching and learning with regard to the interests of the Writing Program in particular.

### **III: DEPARTMENTAL SUBCOMMITTEES**

1. During the Spring, the Departmental Officers serving as the Striking Committee will, subject to ratification by full time faculty members of the Department, invite members of the department to serve on such departmental sub-committees as need to be struck each year.
2. The ratification of the recommendations of the Striking Committee may be made via email. If however any three or more full-time faculty members so request it, the Chair will call a meeting of full-time faculty members to discuss the recommendations.
3. The Chair is a member of every sub-committee except the Graduate Committee and the Precipice Committee and serves as Chair of the Striking Committee, any Appointment Committee, the Curriculum and Deployment Committee. In the case of an Appointment Committee the Chair through the Striking Committee may designate another member to serve in her or his stead.
4. The Administrative Assistant shall be advised of all meetings of sub-committees and shall be given a copy of all recommendations of the sub-committees to the Department or to any Departmental Officers.
5. In calling meetings of Department subcommittees the committee Chair will make every effort to preserve the Research Days of faculty members. Without precluding the possibility of the establishment of any ad hoc sub-committees in a given year, the standing sub-committees of the department will include:
  - A. **The Striking Committee:** composed of the Department Officers, this Committee is responsible for nominating members for all committees in the Department. It is a responsibility of the Striking Committee to attempt to ensure a balance of departmental service work among department members and to ensure a rotation of department members through the various departmental committees.
  - B. **The Research Committee:** composed of the Chair plus two members. The role of the Research Committee is to cultivate a departmental research culture and to promote research activity in the Department. The Research Committee:
    1. conducts a works-in-progress series;
    2. organizes the academic guest speaker series;

3. liaises with and where appropriate promotes the initiatives of the Office of Research Services and of the Humanities Research Institute;
4. seeks additional ways to improve the research culture in the department and to support the research and the promulgation of the research of faculty and students.
5. oversees the Departmental display case

**C. The Curriculum and Deployment Committee:** composed of the Departmental Officers. The Curriculum and Deployment Committee:

1. reviews and recommends on both graduate and undergraduate course offerings;
2. reviews and recommends on the program requirements for the various degree programs;
3. receives and considers proposals from faculty members and a report from the Chair on curriculum recommendations arising out of course evaluations;
4. meets at least annually (at the end of the Winter Term or the beginning of the Fall Term) with the Departmental student representatives to discuss the curriculum and the required courses in the various degree programs and includes the student representatives in its meetings in preparing the annual UPC submission;
5. recommends on course offerings and deployment;
6. keeps a watching brief on, and recommends on a formula for determining, the comparative loads of faculty members;
7. attempts to distribute course assignments so that no instructor gets more than one large (80+) class per semester;
8. suggests ways of managing sabbatical leaves from a deployment and curriculum perspective;
9. recommends on the areas in which the Department should advertise for both limited term appointments and probationary appointments;

**D. The Graduate Committee** is composed of the Graduate Director who will serve as Chair and three additional Department members.

1. It is the duty of the Graduate Committee to oversee and monitor the graduate program and to plan for further program development when appropriate. Like all department committee meetings, relevant proceedings of the Graduate Committee meetings are presented at regularly scheduled department meetings for discussion and approval.
2. Specific duties of the Graduate Committee are:
  - a) To act as the Admissions Committee;
  - b) To assist the Graduate Director in her or his duties as may be required;
  - c) To act as the Curriculum Committee for the Graduate Program;
  - d) To make recommendations to the Department Curriculum and Deployment Committee regarding deployment to the Graduate Program;
  - e) To approve all Supervisors, Second Readers and Supervisory Committees;
  - f) To review the progress of each student in January and May of each year that the student is in the program. See the Department MA Procedures Section III.7 and Appendix A;
  - g) To consider feedback about the program provided by the students. On the basis of this feedback, the Graduate Committee is in the position to make recommendations that would deal with student concerns. These recommendations are forwarded to the appropriate individuals through the Department Chair or are

presented to the Department as a whole if the issues are related to general policy or procedures;

h) To solicit, promote and recommend on graduate awards.

**E. The Information and Technology Committee:** composed of the Department Chair plus three members. The Information and Technology Committee:

1. supports, advocates and develops pedagogy in relation to the use of information technology;
2. liaises with the Centre for Teaching, Learning and Information Technology, with the Centre for Digital Technology in the Humanities, and with other programs and bodies concerned with information technology;
3. liaises with the Subject Area Librarian, ensures library representation, recommends on library ordering priorities;
4. advocates for departmental priorities in information technology and in library holdings;
5. reviews and recommends on Department web pages, including ensuring communication with students and web-based student community-building and ensuring that the Department's accomplishments in teaching and research are fully represented;
6. represents the Department at the University's Open Houses;
7. recommends on promotional material in consultation with the Humanities Advancement Officer.

**F. The Undergraduate Teaching and Learning Committee** composed of the Undergraduate Officer as Chair, plus four faculty members, including at least two Year 1 instructors. The Undergraduate Teaching and Learning Committee:

1. takes a leading role in the recommendation of improvements to the undergraduate English curriculum and to the support and improvement of teaching and learning with regard to the interests of the undergraduate student body;
2. encourages faculty members to keep the courses and pedagogies current with and reflective of the standards of English studies in Canadian universities;
3. ensures coherence of Year 1 courses in particular with the curriculum and goals of the Department;
4. holds sessions annually in which Year 1 instructors discuss best practices in terms of teaching and learning, particularly in light of the special demands of the Year 1 experience;
5. meets with the Information and Technology Committee to discuss ways in which information technology might be integrated into undergraduate pedagogy;
6. conducts for TAs orientation sessions and a discipline-specific workshop at the beginning of the teaching year organizes at least one social event per year;
7. meets with the TAs at least once per term to hear their recommendations and concerns;
8. organizes at least one social event for TAs per year;
9. facilitates selection of the Teaching Assistant representative on the Departmental Committee;
10. assists the Chair in TA assignments;
11. recommends to the Department concerning undergraduate scholarships and awards;
12. conducts the annual undergraduate essay contests;
13. seeks additional undergraduate awards in consultation with the Humanities Advancement Officer;

14. assures that undergraduate awards are publicized.

**G. The Appointments Committee(s)** established as per Section V, Appointment Procedures.

**H. The PRECIPICe Committee:** by agreement of the Departmental Committee, up to three department members serve as the PRECIPICe Committee.

**I. The Writing Committee** composed of the Director of the Writing program as Chair, all members whose primary teaching and research responsibilities reside in the Writing, Rhetoric and Discourses Analysis Program, plus one other department member. The Writing Committee:

1. oversees the Writing, Rhetoric and Discourse Analysis Program
2. recommends to the appropriate departmental committees concerning the Program
3. supports of the Writing Program Director

#### **IV: DEPARTMENTAL MEETINGS**

1. The Administrative Assistant shall serve as the recording secretary to Department meetings.

2. It is an expectation of full time Department members that they attend all Department meetings and that they will serve on at least one Departmental subcommittee unless there are arrangements with the Dean of Humanities to the contrary.

3. A quorum for Department meetings shall be two-thirds of the full time faculty members of the Department.

4. There shall be a Department meeting at the beginning of the Fall term, at the end of the Fall term unless the Chair determines that there is no pressing business, and at the end of the Winter term. During this meeting, as part of the "Report of the Chair," the Chair will bring to the Department's notice any concerns about grading consistency across the Department, and the Department will receive the recommendations on student awards of the Undergraduate Teaching and Learning Committee.

5. Other meetings will be to fulfill the requirements of the Departmental Procedures or of the Collective Agreement, or at the call of the Chair or of any three members of the Departmental Committee.

6. The number of meetings should however be kept at a minimum and as much as possible Department business shall be conducted by email.

7. In calling meetings of the Department the Chair and the Administrative Assistant will make every effort to respect the Research Days of faculty members.

## **V: APPOINTMENTS PROCEDURES**

The procedures herein are intended to be in compliance with and to complement Article 19, "Appointment of Faculty Members," and 19a, "Spousal/Partner Appointments" of the Collective Agreement.

### **Appointment Committee**

1. For each search for a probationary or tenured position the Appointment Committee will be composed of the following:
  - a. the Department Chair or designate
  - b. one other member of the Striking Committee
  - c. three probationary or tenured Department members to be recommended by the Striking Committee, at least one of whom will have closely related expertise in a field close to that of the advertised position
  - d. one external member from a cognate Department to be recommended by the Striking Committee
  - e. a graduate student from the ENGL 5P00 class who has been recommended to the Striking Committee by the Graduate Director
  - f. If among the members there is no member of a designated group, a member of a designated group from within the Department or as appointed by the Dean (19.05.iii of the Agreement).

The external member and the graduate student will join the process after a short-list has been established. All members of the committee but the Chair shall have full voting rights. The Chair will have a voice but no voting rights.

2. The External member will normally be selected through the recommendation of the departmental members of the Appointment Committee, to the Striking Committee; the selection to be confirmed by the Department. The Appointment Committee may recommend that the External member be replaced with another probationary or tenured Department member when an External member is deemed unobtainable or unnecessary.

3. For a search for a limited term appointment the Appointment Committee may consist of the Departmental Officers or of the Chair or designate and any two other probationary or tenured faculty members.

Members of the Appointment Committee should familiarize themselves with Articles 19 and 19a of the Collective Agreement, especially 19.07, "Appointment Procedures for Faculty."

### **The Search**

1. Probationary and tenured positions will not be filled by the conversion of a Limited Term Appointment, as permitted by the Collective Agreement, but will be made as the result of a full search as described below.
2. The search will be conducted by the Appointment Committee. Correspondence with

candidates, referees, thesis supervisors and other parties will be carried out by the Chair of the Appointment Committee. Copies of correspondence shall normally be held by the Departmental Administrative Assistant.

3. In the departmental discussion, stipulated in 19.07.c, of the qualifications, areas of competence and teaching responsibilities required by the position, the Department will address employment equity concerns. The Department will hold this meeting and the Chair will forward a job description to the Dean within two weeks of the receiving from the Dean permission to initiate a competition.

4. The Appointment Committee in consultation with the Department Chair will compose the necessary advertisement, circulate it to the Department for discussion, and forward it to the Dean of Humanities for University approval. The Department will be informed when and where the advertisements are placed.

5. In the case of probationary and tenured positions advertising may not be limited to the usual print and electronic outlets but may include personal contact with the graduate directors of the principal Ph.D. granting institutions in Canada and communication with relevant graduate programs abroad.

Note: the Department recognized the requirements of the Agreement regarding Employment Equity; it is in the process of formulating Departmental Procedures to meet these requirements.

### **Screening Applicants**

1. Those who in the judgment of the Appointment Committee do not possess the advertised qualifications are so noted and after step 6 below are sent our regrets.

2. The Department Chair will contact the dissertation supervisors of any otherwise qualified and promising candidates who claim near-completion of a PhD in order to establish the legitimacy of the claim.

3. The Appointment Committee shall from among the candidates who possess the required qualifications select a Recommended Short List on the basis of the criteria stated in 19.07.f. Perceived general fit of the candidate with the goals and needs of the Department will also be a criterion.

4. The dossiers of all candidates are open for inspection by Departmental Committee members, in the Administrative Assistant's office. Department members may make recommendations to the Appointment Committee in writing or by email.

5. The Appointment Committee will communicate a Recommended Short List to the Department, normally no more than three weeks after the deadline for applications. The length of the Short List will be established in consultation with the Dean. The Appointment Committee normally will include as an addendum to the Recommended Short List a ranked Reversion List.

6. Within one week of the distribution of this list, the Department will approve or amend the Recommended Short List. Approval may be by email. If two or more probationary or tenured Department members do not approve, the Department will meet to approve or amend the Short List. If there is strong reason to increase the number of candidates on the Short List the Chair will solicit the approval of the Dean.

7. If a Short List cannot be formed at steps 3 or 6 through lack of suitable or agreed-upon candidates, the Department may recommend to the Dean that the search be extended or that a new competition be launched.

### **Dealing with the Short List**

1. Candidates on the approved Short List are sent the Appointments section of the Departmental Procedures and relevant information about the courses that they may be expected to teach. Normally in the case of probationary appointments, and on the advice of the Appointment Committee or the Dean in the case of limited term appointments, candidates are invited to appear for an interview process with the Department. The interview process normally extends throughout one day and consists of the following:

- a) A meeting with the Department Chair and with the Dean of Humanities.
- b) A presentation of a paper in the area advertised of roughly 45 minutes, followed by a 15-20 minute discussion period. The candidate is expected to submit a title for the talk at least a week before the talk; this will be posted in the Department.
- c) An interview with the Appointment Committee of roughly one and one-half hours. The Appointment Committee will have a prepared list of questions which it will ask all candidates, but is not limited to that list. Candidates may expect to be questioned on such things as their research and their research plans, their teaching experience, philosophy and practices, their ideas for the design of existing undergraduate courses in their area, any additional undergraduate or graduate courses they might consider proposing, and their expectations concerning university, disciplinary and community service.
- d) A period during which the interviewed candidate can meet with all members of the Departmental Committee on an informal basis; this may include discussion over lunch.
- e) A meeting with a representative of the Brock University Faculty Association.

### **Arriving at a Recommendation**

1. No member of the Department who is related to an applicant by family or marital status shall participate in any decision affecting hiring for that position.

2. Following the interviews with the candidates on the Short List, the Appointment Committee will meet and prepare a recommendation to the Department. The Department will meet to receive and discuss the recommendation of the Appointment Committee, and to arrive at a recommendation to the Dean of Humanities. Limited Term, part-time and student members of the Departmental Committee will be asked to comment and will then leave the meeting. Tenured and probationary members will vote upon a recommendation. The Department shall convey to the Dean both the recommendation as to whom it thinks should be hired and the order of preference among all of the

candidates on the Short List. At this point a candidate may be declared “not preferred” and in effect removed from the Short List.

3. If a majority of tenured and probationary members of the Department are not satisfied with any of the candidates interviewed, or if none of the candidates on the Short List that the Department deems desirable accept an offer, the Department may turn to a Reversion List prepared by the Appointment Committee and approved by the Department and continue the interview process, or it may recommend to the Dean that the search be extended or that a new competition be launched.

4. Normally in the case of a limited term appointment search in which candidates are not invited to participate in the interview process, step 3 above will be followed. If circumstances dictate, however, and with the concurrence of the Department, a recommendation will be sent conveyed to the Department by the Appointment Committee by email. In such a case if there are no more than three members who wish the Department to meet to discuss the search and the Department recommendation, the recommendation will be forwarded by the Chair to the Dean as approved by the Department.

5. Communications referred to in the above procedures should be in writing.

#### **VI: REAPPOINTMENTS**

Probationary appointees should consult article 19.09 and 19.10 of the Collective Agreement regarding reappointments. The candidate should also note the following procedures, which are intended only to complement the aforementioned articles in the Collective Agreement.

1. In the winter of the year prior to the year in which a probationary member’s contract ends, the Chair sends an email to members of the Departmental Committee informing them of who is up for reappointment and citing the terms of the Agreement, particularly the requirements of consultation, the ground for non-reappointment, and the procedure should the reappointment be problematic.

2. Subsequently the Chair consults each probationary and tenured member in person, except the person whose reappointment is being considered, to ask whether they feel that there are any grounds for not reappointing and whether they support reappointment. In an *in camera* session of the Departmental Committee the Chair reports the results of consultations in terms of the number of those supporting and not supporting the reappointment. Were there to be a member not in support then 19.09.b.i would be in effect.

#### **VII: PROMOTION AND TENURE**

The Chair of the Department of English should make it clear to any candidate for tenure and/or promotion that he/she should feel free to approach his/her Chair or Dean for advice and counsel and that the judgement of the department represents a recommendation to the University Committee on Promotion and Tenure and is not a final decision. It is the responsibility of the Chair to inform non-tenured tenure-track department members of when they are required to apply for promotion and tenure, in keeping with 21.06 and 21.07.

Candidates for promotion and/or tenure should consult the following articles of the Collective Agreement: Article 21, "Promotion and Tenure - Provisions for Full-time Faculty," and Article 21 A, "Promotion and Tenure Appeals." The candidate should also note the following departmental procedures, which are intended only to complement the articles in the Collective Agreement, particularly 21.13, "Departmental Procedures for Promotion," and 21.17, "Departmental Procedures for Tenure."

1. The Department Chair is responsible for informing department members of the deadlines and required format of promotion and tenure applications as set by the Dean.
2. The Chair is responsible for setting the deadline for the submission of complete applications to the department. It is the applicant's responsibility to meet that deadline.
3. The Chair is responsible for facilitating the movement of all applications through the departmental evaluation process in a timely fashion.
4. Within two weeks of the candidate's submission of her or his application to the department, there will be a department meeting held in camera, during which any member except the candidate, who shall be absent, may present her or his judgement and argue her or his case to the department. Student representatives and faculty who are neither probationary nor tenured will be consulted at this meeting, but they will not participate in the discussion or the voting. At this meeting or a subsequent meeting held within two weeks of the first, the department will vote on the application.

## **VIII: LEAVES**

Department members who wish to request a leave should consult article 34 of the Collective Agreement. The following procedures are intended to complement this article.

### **Sabbatical Leaves**

Applicants for sabbatical leaves should consult 34.03 of the Collective Agreement. The following procedures are intended to complement this article.

1. After it is approved as complete by the Chair, an applicant's dossier shall be lodged with the Departmental Administrative Assistant and shall be open to all members of the Departmental Committee.
2. The Department shall meet without the Candidate to discuss the application. In that meeting or meetings, student members, limited term, and non-full-time faculty, if any, shall be given the opportunity to express their views and then be excused from the meeting.
3. The decision of the Department shall be conveyed to the Dean by the Chair. If there is a minority view, the Chair must also forward this to the Dean. If the Dean has questions about a particular submission the Dean must discuss these with the candidate and the Chair.

### **Leave of Absence Without Pay**

Applicants for a leave of absence without pay should consult 34.05 of the Collective Agreement. The following procedures are intended to complement this article.

1. The Chair may request further information of the Dean, such as the replacement staffing which may be provided.
2. The Chair shall provide members of the Departmental Committee with the information the Chair has received and may canvas the members of the Committee to ascertain the response of the members or, if he or she deems it necessary given the likely impact on the Department, shall call a meeting to discuss the implications of the leave.
3. Upon ascertaining the position of members of the Departmental Committee the Chair shall inform the Dean of the position of the Department and of the Chair's own position.

### **IX: SELECTION OF CHAIR**

1. The Department of English Language and Literature intends its regulations to be in keeping with and to supplement Articles 16.03 and 27.03 of the Agreement.
2. Except with the agreement of the Parties, only tenured full-time faculty members of the Department, normally at the rank of Associate Professor or above, are eligible for appointment as chairs. Any outside appointments shall be made in accordance with Article 19 (Appointments).
3. In late September of her or his final year as Chair, the Chair will call for nominations for the position of Chair. Those eligible to make nominations shall include all members of the Departmental Committee. The tenured and probationary members shall be eligible to vote.
4. The Chair shall publish the names of those nominated who have agreed to let their names stand to the Departmental Committee and the Dean.
5. Within two weeks of the names being published the Departmental Committee will meet in an in camera session, without those nominated, to discuss the matter of the next Chair. Those members of the Departmental Committee who are not probationary or tenured members will be invited to give their advice, and then leave.
6. Within one week of the above meeting, a secret ballot for the election of a Chair will be conducted. Votes will be counted by the departmental Administrative Assistant; the result, but not the vote count, will be reported by the Administrative Assistant to the members of the Departmental Committee. If there is no majority on the first ballot, another meeting will be called no sooner than seven days after the first vote is held. Within a week of this second meeting another secret ballot shall be conducted. This second ballot shall be by preference, or instant run-off, voting: all the first-place preferences shall be tallied; if no one has a majority, the lowest candidate shall be dropped and the second-place preferences from those votes reassigned, and so on until someone has a majority. The rank order of the candidates shall be tallied by the departmental

Administrative Assistant. The result, but not the count, shall be reported by the Administrative Assistant to the members of the Departmental Committee.

7. The results of this vote, including the vote count, shall be forwarded to the Dean who may consult further.
8. The Dean shall forward the results of the vote and his/her recommendation to the President.
9. The Chair shall be appointed by the President.
10. The term of the office for Chair shall be no more than three (3) years and may be renewed.
11. If there is a substantial disagreement on the recommendation within the Department, the Dean shall be empowered, after consultation with the Department, to recommend to the President the appointment of an interim Chair for a term of twelve (12) months or less, except if the two Parties agree upon a longer term.

### **X: STUDENT APPEALS**

In the case of students wishing to appeal course or assignment grades, the following procedures shall be followed:

1. The student will be asked, in the first instance, to discuss the matter with his or her instructor before appealing to the Chair.
2. If the student is not satisfied after discussing the matter with the instructor, he or she may discuss the matter with the Chair or, if the instructor is the Chair, with the faculty member selected by the Striking Committee as the Appeals Alternate, who will fulfill the functions of the Chair, below.
3. If, after discussion with the Chair, the student wishes to continue with the appeal, the Chair will request that two Department members review the student's work and report to the Chair their agreement or disagreement with the assigned grade(s). These reports shall be in writing.
4. The Chair will summarize the two adjudicators' remarks and convey them orally to the student. The Chair will also present that summary to the Faculty member, who may or may not wish at that point to change the grade(s). The instructor may wish to respond to the Chair in writing.
5. The Chair will report to the student the instructor's decisions, at which point the student may carry the appeal forward to the Dean of Humanities, following the procedures outlined in the Brock Undergraduate Calendar under "Academic Regulations and University Policies VIII: Appeals."
6. The Chair shall retain copies of the student work presented for adjudication, the adjudicators' written remarks, and the instructor's written comments (if any), so as to have evidence of the Department's thoughtful investigation of the student's request for appeal.

## **XI: PERFORMANCE REVIEW**

The following procedures are intended to complement article 35 of the Collective Agreement.

1. The Department follows a procedure based on self-evaluation by individual faculty members in consultation with the Chair.
2. Faculty also submit a summary of their teaching evaluations for the year; faculty members are responsible for assuring that the Department is in possession of their complete student evaluations (see XII).
3. The Chair meets with individual faculty members to review individual faculty members' self-prepared performance reviews. The Chair then forwards his or her performance recommendations for individual faculty, along with a summary of the teaching evaluations for each, to the Dean.

## **XII: STUDENT EVALUATIONS**

1. Evaluations shall include both quantitative and qualitative assessment.
2. As the number of students in a small class may make anonymity difficult to maintain, students have the option of preparing a group assessment, including minority opinions where applicable.
3. Evaluations shall be administered by someone other than the instructor or TAs of the course.
4. Completed evaluations shall be deposited with the departmental Administrative Assistant.
5. The Chair will see completed evaluations before the faculty members concerned, as part of the performance review procedure.
6. Faculty members will see evaluations only after submission of final grades.
7. Summaries of evaluations will be stored by the departmental Administrative Assistant.
8. The Chair will convey any recommendations as to curricular matters to the Curriculum and Deployment Committee.

## **XIII: PRECIPICe**

1. The literary journal *PRECIPICe* is published by the Department and is operated by members of the PRECIPICe Committee with the assistance of the PRECIPICe Editorial Board.
2. The Department Chair bears ultimate administrative responsibility for the economic and institutional viability of *PRECIPICe* and will serve as a signing authority for PRECIPICe accounts.

3. Members of the PRECIPICe Committee (usually three in number) will be appointed by the Striking Committee as part of their distribution of departmental responsibilities among members of the Department. In making these appointments, the Striking Committee may consider statements of interest from individuals from outside of the Department for up to one position on the PRECIPICe Committee. The Department may recommend changes in the administration of and staffing of the PRECIPICe Committee.

4. The PRECIPICe Committee shall decide which of its members will serve as Editor(s) of the journal.

5. The PRECIPICe Committee shall present an annual report to the department detailing publishing and management activities.

6. Membership in the Editorial Board shall be open to students, staff, and faculty of the University and to community members.

#### **XIV: PLANNED ABSENCES DURING THE TEACHING YEAR**

1. During term any instructor planning an absence must advise the Chair before the planned absence, and mutually acceptable arrangements must be made regarding any classes to be missed.

2. Students must be informed in advance of the planned absence and arrangements for the making-up of missed classes. If the class is to be held at another time it is advisable to collect students' signatures prior to the leave, indicating their understanding of the instructor's anticipated absence and their knowledge of the make-up arrangements.

3. The Administrative Assistant is to be informed of the arrangements that have been made regarding substitute instructors or make-up classes.

#### **XV: TEACHING ASSISTANT SELECTION**

1. The advertising for and selection of Teaching Assistants shall accord with the current Collective Agreement between the Brock University and the Canadian Union of Public Employees Local 4207.

2. The Chair will recommend Teaching Assistant assignments in consultation with designated members of the Undergraduate Teaching and Learning Committee.

3. The Chair will be responsible for providing information regarding applicants' seniority within their bargaining unit, as well as a summary of the candidates' previous teaching experience at Brock.

4. The Chair or a designated member of the Undergraduate Teaching and Learning Committee will discuss the proposed assignment of Teaching Assistants with the instructors involved.

5. It will then be the responsibility of the Instructor in each case to contact the Teaching Assistants for his or her course.

6. All communication regarding contracts shall be through the Chair or a person designated by the Chair.

Appendix I: 2008-2009 Officers and Committee Members

**DEPARTMENTAL OFFICERS AND SUB-COMMITTEES 2007-2008**

**Departmental Officers**

Department Chair	Neta Gordon
Graduate Program Director [Chair of the Graduate Committee]	Barbara Seeber
Undergraduate Officer [Chair of the Undergrad Committee]	Elizabeth Sauer (D2) Tim Conley (D3)
Writing Program Director	Catherine Chaput (D2) Rob Alexander (D3)

**Curriculum and Deployment Committee**

- The Departmental Officers: Neta Gordon (Chair), Barbara Seeber, Rob Alexander (D3), Catherine Chaput (D2), Tim Conley (D3), Elizabeth Sauer (D2)

**Graduate Committee**

- Barbara Seeber (Chair), James Allard, Martin Danahay (D2), Ann Howey (D3), Jaclyn Rea

**Information and Technology Committee**

- (Chair to be determined by the committee) Rob Alexander (D3), Gregory Betts, Martin Danahay (D2), Neta Gordon, Sherryl Vint

**Research Committee**

- (Chair to be determined by the committee) Neta Gordon, Sue Spearey, Sherryl Vint

**Striking Committee**

- The Departmental Officers: Neta Gordon (Chair), Barbara Seeber, Rob Alexander (D3), Catherine Chaput (D2), Tim Conley (D3), Elizabeth Sauer (D2)

**Undergraduate Teaching and Learning Committee**

- Elizabeth Sauer D2, Tim Conley D3 (Chairs *ex officio*), Adam Dickinson, Susan Spearey, Mathew Martin, Angela Mills

**Writing Committee**

- Rob Alexander (Chair *ex officio* D3), Cathy Chaput (Chair *ex officio* D2), Angela Mills, Jackie Rea

***PRECIPICe* Committee**

- (Chair to be determined by committee) Gregory Betts, Adam Dickinson, Mathew Martin