



DEPARTMENT OF  
ENGLISH LANGUAGE AND LITERATURE

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## **DEPARTMENTAL PROCEDURES**

2023-24

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## **PREAMBLE**

In "Suspending Damage, A Letter to Communities" (2009), Unangan scholar Eve Tuck makes a suggestion:

Let's pause for a bit and think through this idea of a theory of change. Theories of change are implicit in all social science research, and maybe all research. The implicit theory of change will have implications for the way in which a project unfolds, what we see as the start or end of a project, who is our audience, who is our "us," how we think things are known, and how others can or need to be convinced. A theory of change helps to operationalize the ethical stance of the project.

Following on Tuck's suggestion to "operationalize" an "ethical stance," and in keeping with Brock University's commitment to decolonization, the Department seeks to ensure that the language in this document both adheres to the current BUFA Collective Agreement and focuses on deepening and further nurturing a culture of care, support, clarity, reciprocity, and appreciation.

## **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. a Graduate student, to be chosen in consultation with the GPD,
- c. an undergraduate student to be chosen among themselves through the English Students' Association.

2. Departmental Procedures are to be presented for approval each year at a Fall meeting of the full Departmental Committee.

## **II: DEPARTMENTAL OFFICERS AND DELEGATES**

The Departmental Officers shall consist of the Department Chair, the Graduate Program Director, and the Undergraduate Programs Co-ordinator. Normally the appointment of Departmental Officers shall be for three years. Serving as the Deployment Committee, these Departmental Officers shall recommend subsequent Officers other than the Chair to the Department. The Graduate Program Director shall be recommended, and an appointment made no later than October, while the Undergraduate Programs Co-ordinator shall be recommended, and an appointment made at the final Winter term meeting.

## **The Department Chair**

The responsibilities of the Department Chair are outlined in 27.01 of the Collective Agreement. The following additional responsibilities are intended to complement 27.01:

- a. to keep records of teaching assignments and teaching loads;
- b. to keep records of service assignments and loads;
- c. to develop a deployment plan for the Department in April of each year, based as much as possible on faculty input; to consult with the Deployment Committee about any revisions that should be made to that plan; and to circulate the plan to the Departmental Committee prior to the final Winter term meeting;
- d. to facilitate selection of the CUPE member representative on the Departmental Committee;
- e. to serve as the Academic Integrity Officer's alternate for suspected cases of Academic Misconduct where the Academic Integrity Officer is the instructor or is otherwise unavailable (see II.6).

Note that the Department Chair's responsibilities will be covered by 2-4 members of the Department during four weeks in the summer (normally between the beginning of June and mid-August). Selection of these Deputy Chairs will be made by the time of the final Winter term meeting.

## **The Graduate Program Director (GPD)**

The responsibilities of the Department's GPD are subject to 16A.04 of the Collective Agreement. The following responsibilities are intended to complement 16A.04:

- a. to oversee the graduate program in consultation with the Department Chair;
- b. to serve on the Deployment Committee, and to serve as Chair of the Graduate Program Committee;
- c. to provide guidance and information 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 register graduate students in courses;
- g. to serve as the Academic Integrity Officer's alternate for suspected cases of Academic Misconduct involving a graduate student where the Academic Integrity Officer is the instructor or is otherwise unavailable (see II.6 and the Graduate Handbook);
- h. 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;

- i. to oversee the distribution of advertising materials in September of each academic year to all English Departments in Canada;
- j. to meet with the incoming class to welcome them, review departmental policies and expectations, distribute the most recent copy of the MA Policies and Procedures, and oversee a departmental social occasion to welcome incoming graduate students in the fall of each year;
- k. to assist students in procuring Supervisors, Second Readers, and Supervisory Committee members;
- l. to ensure that all student files are kept up to date with respect to their progress, grades, graduate record forms, and so on;
- m. to oversee students' progress through monitoring grades and arranging for their progress reports, and to bring any problems to the attention of the Graduate Program Committee;
- n. to bring student concerns to the attention of the Graduate Program Committee, including computer and equipment problems for which the Department is responsible;
- o. to oversee arrangements for any thesis defenses, in keeping with the practices and policies of the Faculty of Graduate Studies. 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;
- p. to serve as a member of Graduate Council (as described in the Graduate Handbook) and act as a liaison between the Department and Faculty of Graduate Studies, particularly for enrolment planning.
- q. to oversee the awarding of the annual Janet M. Sackfie Graduate Essay Prize.

### **The Undergraduate Programs Co-ordinator (UPC)**

The responsibilities of the Department's UPC are as follows:

- a. to serve on the Deployment Committee, and to serve as Chair of the Undergraduate Programs Committee;
- b. to protect and enhance the cohesion of the Department's undergraduate programs through regular (once a term) meetings of the Undergraduate Programs Committee, where recruitment, retention, and curriculum initiatives of the various programs (ENGL, ENCW, and WRDS) can be discussed;
- c. to take a leading role in the recommendation of improvements to undergraduate curriculum;
- d. to participate in representing the Department at recruitment events, including the Humanities First-Year Student Orientation in September;
- e. to serve as a contact for students with inquiries about undergraduate programs;
- f. to oversee the vetting of student awards associated with the undergraduate programs (including essay contests) not otherwise vetted by the Chair or the SAFA Office;
- g. to serve as a contact with the English Students Association (ESA), to assist as required in the identification of faculty advisors for other student-run clubs (including the Creative Writers Club), and to otherwise support undergraduate engagement and initiatives in the Department.

### **Academic Integrity Officer**

The Deployment Committee will also annually identify one member of the Department--normally a tenured faculty member not teaching a first-year course--to act as Academic Integrity Officer, who will be the Department Chair's delegate in cases of academic dishonesty involving alleged plagiarism in undergraduate courses, and the Graduate Program Director's delegate in cases involving alleged plagiarism in graduate courses. The Academic Integrity Officer's duties as the Department Chair's delegate are defined in Brock University's Academic Integrity Policy (Code of Academic Student Conduct) and Section VIII. Academic Misconduct of the Academic Regulations and University Policies section of the current Brock University undergraduate calendar, and in the Graduate Handbook. In pursuing cases of alleged plagiarism, the Department will follow the procedures outlined in section 7 of the Academic Integrity Policy (Code of Academic Student Conduct.) If the case of alleged plagiarism involves the Academic Integrity Officer as the course instructor, the Department Chair will substitute for the Academic Integrity Officer for undergraduate courses, and the Graduate Program Director will substitute for graduate courses.

### **III: DEPARTMENTAL SUBCOMMITTEES**

Faculty members are normally expected to serve on departmental subcommittees and such ad hoc committees that may be struck as needed, in keeping with the terms of the approved Normal Workload Standard document. In addition, they may be asked by the Department Chair to represent the Department or its various subcommittees at other University functions and meetings on an ad hoc basis as part of their normal service load. Normally, faculty members will only serve on one departmental subcommittee.

1. During the Spring, the Deployment Committee will, subject to ratification by full-time faculty members of the Department, invite members of the Department to serve on such departmental subcommittees as need to be struck each year. In the event that the Department has an ILTA or LTA who expresses interest in serving on a departmental subcommittee, that person may be added to the subcommittee complement.
2. The ratification of the recommendations of the Deployment Committee may be made via email. If, however, any three or more full-time faculty members so request it, the Department Chair will call a meeting of full-time faculty members to discuss the recommendations.
3. The Department Chair serves as Chair of the Deployment Committee. If an Appointment Committee is struck, the Chair may either chair that committee or through the Deployment Committee may designate another member to serve in their stead. In addition, the Chair may request to serve as a member of any departmental subcommittee or may be consulted on an ad hoc basis at the request of any subcommittee member.
4. The Administrative Assistant shall be advised of all meetings of subcommittees and shall be given a copy of all recommendations of the subcommittees to the Department. All subcommittees of the Department should normally meet at least once each term to make sure the ongoing business

of the Department as it relates to their subcommittee has been addressed (for example, recruitment and retention initiatives, including website maintenance).

5. All subcommittee chairs will report to the Departmental Committee on all committee activities and decisions at least once a term.

6. In calling meetings of departmental subcommittees, the committee chair will make every effort to preserve the Research Days of faculty members.

7. Without precluding the possibility of the establishment of any ad hoc subcommittees in a given year, the standing subcommittees of the Department will include:

### **The Deployment Committee**

Composed of the Department Chair, the Graduate Program Director, and the Undergraduate Programs Co-ordinator. The specific duties of the Deployment Committee are as follows:

1. to review and recommend on both graduate and undergraduate course offerings;
2. to review and recommend on the program requirements for the various degree programs;
3. to recommend on course offerings and deployment;
4. to keep a watching brief on, and recommend on a formula for determining, the comparative loads of faculty members;
5. to attempt to distribute course assignments so that no instructor gets more than one large (80+) class per semester;
6. to suggest ways of managing sabbatical leaves from a deployment and curriculum perspective;
7. to recommend members for all subcommittees in the Department, working to ensure a balance of departmental service work among Department members and to ensure a rotation of Department members (as much as is feasible) through the various departmental subcommittees.

### **The Graduate Program Committee**

Normally composed of the Graduate Program Director (GPD), who will serve as Subcommittee Chair, and normally at least three additional Department members. It is the duty of the Graduate Program Committee to oversee and monitor the graduate program and to plan for further program development when appropriate. The specific duties of the Graduate Program Committee are as follows:

1. to act as the Admissions Committee;
2. to assist the GPD in their duties as may be required;
3. to make recommendations to the Deployment Committee regarding deployment to the Graduate Program;
4. to approve all Supervisors, Second Readers, and Supervisory Committees;
5. 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;

6. 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;
7. to solicit, promote, and recommend on graduate awards, including the Janet M. Sackfie Graduate Essay Prize;
8. to review annually (or more often as needed) the webpages relevant to the graduate program on the Department website, and to recommend changes as needed.

The Graduate Committee will normally have one member designated as the Grants Officer (see MA Policies and Procedures I.2.4). The Grants Officer's duties are:

1. to publicize OGS- and SSHRC-award competitions and pertinent deadlines to senior undergraduate and current graduate students;
2. to conduct, in the Fall, workshops for undergraduate and graduate students on OGS- and SSHRC-award competitions;
3. to review draft proposals for these competitions and to assist applicants in their search for appropriate letter writers;
4. to serve on university awards adjudication committees established by the Dean of Graduate Studies in order to promote the value of applications from the Faculty of Humanities.

### **The Undergraduate Programs Committee**

Normally composed of the Undergraduate Programs Co-ordinator (UPC), who will serve as the Subcommittee Chair, and normally at least four additional Department members. The subcommittee will include at least one representative from each of the ENCW, ENGL, and WRDS programs. The specific duties of the Undergraduate Programs Committee are as follows:

1. to protect and enhance the cohesion of the Department's undergraduate programs through regular (once a term) meetings for the discussion of recruitment, retention, and curriculum initiatives;
2. to take a leading role in the recommendation of improvements to undergraduate curriculum;
3. to support the improvement of teaching and learning with regard to the interests of the undergraduate student body;
4. to advocate for improvements in the Department's nurturing of the intellectual life of the undergraduate students, within and without the classroom;
5. to review and assess material relevant to student awards, including essay prizes, when necessary;
6. when necessary, and as appropriate, to choose from amongst themselves specific faculty members to take the lead on projects and initiatives relevant to our undergraduate programs (including the status of the literary journal *PRECIPICe*);
7. review annually (or more often as needed) the webpages relevant to the undergraduate programs on the Department website and recommend changes as needed.



### **The Research and Events Committee**

Normally composed of at least two members, one of whom will be designated as Subcommittee Chair by the Deployment Committee. The role of the Research and Events Committee is to cultivate a departmental research culture, to promote research activity in the Department, and to help to facilitate a collegial environment for all. The Research and Events Committee will normally organize at least one research event each term and one social event each year; the two types of events may be combined. The activities of the Research and Events Committee might include:

1. conducting a works-in-progress series;
2. arranging for guest speakers;
3. liaising with and where appropriate promoting the initiatives of the Office of Research Services and of the Humanities Research Institute;
4. seeking additional ways to improve the research culture in the Department and to share the research and creative accomplishments of faculty and students;
5. liaising with the Subject Area Librarian, ensuring library representation, and recommending on library ordering priorities;
6. advocating for departmental priorities in information technology and in library holdings;
7. consulting with the other relevant units (CANA and CPCF) and with the HRI Board on the organization of the annual Marilyn Rose Lecture Series.

The Research and Events Committee is also responsible for overseeing the departmental display case. The Chair of the Research and Events Committee will consult with the Department Chair about the budget for any activities it wishes to pursue.

### **The Appointments Committee(s)**

Established, when needed, as per Section V, Appointment Procedures.

## **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 normally serve on at least one departmental subcommittee unless there are arrangements with the Dean of Humanities to the contrary or unless they are fulfilling their service commitments outside of the Department in a manner consistent with the definitions detailed in the Department's approved Normal Workload Standards document.
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 Department Chair determines that there is no pressing business, and at the end of the Winter term.

5. Other meetings will be to fulfill the requirements of the Departmental Procedures or of the Collective Agreement, or at the call of the Department 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 Department 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 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, serving as Appointment Committee Chair;
- b. one other member of the Deployment Committee;
- c. three probationary or tenured Department members to be recommended by the Deployment Committee, at least one of whom will have closely related expertise in a field close to that of the advertised position; when the Department feels it is appropriate, one probationary or tenured Department member may be replaced with an external member from a cognate Department, to be recommended by the Deployment Committee;
- d. a graduate student who has been recommended to the Deployment Committee by the Graduate Program Director;
- e. if among the Appointment Committee members there is no member of a group designated in Article 20.01, if possible, a member of a designated group from within the Department or as appointed by the Dean (20.02.iii of the Agreement).

The graduate student will join the process after a short-list has been established. The student's perspective on the candidates will be taken into full consideration, but the student does not have voting rights. The Appointment Committee Chair will have a voice but no voting rights, except in the case of a tie. All other members of the committee have full voting rights.

**2. For a search for a Limited Term Appointment (LTA) the Appointment Committee may consist *either* 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 Article 19 of the Collective Agreement, especially 19.10, "Faculty: Appointment Procedures."

## **The Search**

1. Probationary and tenured positions will not be filled by the conversion of an LTA, 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 Appointment Committee Chair. Copies of correspondence shall normally be held by the Administrative Assistant.
3. In the departmental discussion (stipulated in the Collective Agreement, Article 19.10d) of the qualifications, areas of competence, and teaching responsibilities required by the position, the Department will address employment equity concerns as per the Collective Agreement. The Department will hold this meeting, and the Department Chair will forward a job description to the Dean, ideally within two weeks of receiving the Dean's permission to initiate a job search.
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. For tenured and tenure-track positions, the advertisement will request a job letter, curriculum vitae, and a two-to-three-page abstract of the candidate's current research or creative work. For LTAs, the advertisement may request documentation of teaching effectiveness (such as sample syllabi and/or student evaluations) instead of, or in addition to, an abstract of the candidate's current research or creative work.

## **Screening Applicants**

The search process will comply with University policies, including Employment Equity and Accessibility policies.

1. The Appointment Committee shall, from among the candidates who possess the required qualifications, select a recommended long list of up to 15 candidates on the basis of the criteria stated in the Collective Agreement. Perceived general fit of the candidate with the goals and needs of the Department will also be a criterion. Each candidate on the long list will be asked to submit a writing sample of 20-0 pages. Each candidate on the long list will be asked to request letters of recommendation from references to be sent to the Chair of the Appointments Committee.
2. Based on a review of the additional job materials from each candidate on the long list, the Appointment Committee will construct both a short list, normally of 3-4 candidates, to invite to campus for interviews and a list of 3-4 alternate candidates who comprise the reversion list.
3. The contents of the dossiers for all short-listed and alternate candidates will be available for consideration by all Department Committee members. Based on these materials, Department Committee members may make recommendations to the Appointment Committee in writing or by e-mail.

4. 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.
5. If a Short List cannot be formed at steps 2 or 4 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 with the Department. The interview process normally extends throughout one or two days and consists of the following:
  - a. A meeting with the Department Chair and with the Dean of Humanities.
  - b. A formal presentation of an academic paper, of roughly 30 minutes, in the area advertised, followed by a 30-minute discussion period regarding the job talk and an additional 15-minute discussion period regarding teaching and research interests. The candidate is expected to submit a title for the talk at least a week before the talk; this information 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 has a conflict of interest (as defined by the Collective Agreement) 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 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**

Members of the Department and probationary appointees should consult Article 19.12 and 19.13 of the Collective Agreement regarding reappointments.

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 and the limited grounds for non-reappointment. The role of the Department in this process is to support a probationary member’s movement towards tenure.

## **VII: TENURE AND PROMOTION**

The Chair of the Department of English should make it clear to any candidate for tenure and/or promotion that they should feel free to approach their Chair or Dean for advice and counsel and that the judgement of the Department represents a recommendation to the Faculty 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 21.53 and 21.58.

Candidates for promotion and/or tenure should consult the following articles of the Collective Agreement: Article 21, “Tenure and Promotion - Provisions for Full-time Faculty,” and Article 21

A, "Tenure and Promotion Appeals." The candidate should also note the following departmental procedures, which are intended only to complement the articles in the Collective Agreement, particularly 21.12-21.25, "Departmental/Centre Procedures."

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. The Department will follow the procedures outlined in Articles 21.12-21.25 of the Collective Agreement with regards to promotion and tenure.

### **VIII: LEAVES**

Department members who wish to request a leave should consult the Collective Agreement. The following procedures are intended to complement the relevant articles.

#### **Sabbatical Leaves**

1. After it is approved as complete by the Chair, a Candidate's dossier shall be open to all members of the Departmental Committee on the Department's secure Sakai page.
2. The Department shall meet without the Candidate to discuss the application. This and any subsequent meetings will be conducted in accordance with Article 34.03.e of the Collective Agreement, including all procedures for attaining further information if warranted.
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.

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

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 deemed 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. Tenured and probationary members, as well as LTA and ILTA 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. Tenured and probationary members who are on leave or otherwise absent will be provided with a ballot, hard copy or electronic as dictated by circumstances, by the Administrative Assistant, who will then remove any identifying information before submitting it to the Chair for counting. Votes will be counted by the 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 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 their recommendation to the President.
9. The Chair shall be appointed by the Provost and Vice President, Academic.

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, they may discuss the matter with the Chair or, if the instructor is the Chair, with the faculty member selected by the Deployment 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 12.07 of the Collective Agreement.

1. The Department follows a procedure based on self-evaluation by individual faculty members in consultation with the Department Chair.



2. Each faculty member will submit annual reports to the Dean and the Department Chair simultaneously, by the August 31 deadline stated in the Collective Agreement, reporting on activities of the period July 1-June 30 of the previous year.

3. The Department Chair reviews individual faculty members' self-prepared annual reports, as well as course evaluations prepared according to the procedures outlined in XII. The Department Chair will advise the Dean with respect to faculty annual performance reviews as per Article 27.01.o.

## **XII: STUDENT EVALUATIONS**

1. Evaluations shall include both quantitative and qualitative assessment.

2. As the number of students in a small class (less than 5) 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 Administrative Assistant.

5. Faculty members will see evaluations only after submission of final grades.

6. Summaries of evaluations will be stored by the Administrative Assistant only with the express permission of instructors.

8. Instructors are encouraged to convey any recommendations as to curricular matters to Undergraduate Programs Committee, who may refer the matter to the Departmental Committee for discussion.

9.

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

1. During term any instructor planning an absence must advise the Department 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.

#### **XIV: 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 Department Chair will recommend Teaching Assistant assignments based on applicants' qualifications, preference in hiring, and/or seniority within their bargaining unit.
3. The Department Chair will inform the instructors involved of the proposed assignment of Teaching Assistants.
4. It will then be the responsibility of the Instructor in each case to contact the Teaching Assistants for his or her course.
5. All communication regarding contracts shall be through the Department Chair or designate.

#### **XV: ADJUNCT FACULTY**

Occasionally, the Department may wish to recommend to the Dean the appointment of a person as Adjunct Faculty. Adjunct Faculty are not normally part of the Departmental Committee but may be invited to Departmental events; office space will depend on availability, but Adjunct Faculty will have Brock library privileges, as well as our institutional affiliation (email privileges will depend on approval by other parts of the institution; they are not automatically granted to Adjunct Faculty members).

The decision to recommend the appointment of someone as Adjunct Faculty will be made on a case-by-case basis; no precedent is set by any one decision of the Department. Such an appointment will follow all University regulations (see [https://brocku.ca/webfm\\_send/32638](https://brocku.ca/webfm_send/32638)); the Department's procedures are as follows:

1. The faculty member who wishes to nominate someone to be appointed as Adjunct Faculty will inform the Department Chair so that the nomination can be added to the agenda of a meeting of the Departmental Committee. The Department Chair will circulate the curriculum vitae of the person being nominated to faculty members prior to the meeting.
2. At the meeting, the nomination will be presented, and discussion will follow. The rank of the appointment, length of the appointment, and whether it will be renewable should all be discussed if the Department is considering making a recommendation to the Dean in favour of the appointment.
3. A vote will be taken in the meeting. If the vote is in favour, the Department Chair will send a memo to the Dean recommending the person as an Adjunct Faculty appointment and including the terms decided on in the meeting.