

# English Department Curriculum Committee Charter

(Revised 2016)

## I. Purpose

- A. The Curriculum Committee shall make recommendations to the Department Head on matters relating to undergraduate curriculum. The committee does not make departmental policy, nor does it exercise any supervisory over departmental curriculum or instruction, but does make recommendations to the Department Head regarding both policy and individual curriculum matters.
- B. Specifically, the committee will consider and make recommendations concerning curricular affairs including: course offerings and projections, new courses, service courses, the honors program, correspondence courses, workshops, extension courses, curricular experiments/innovations, and undergraduate degree programs.
- C. Such matters for committee consideration may be initiated by the Department Head, members of the Curriculum Committee, other committees, students, any faculty member, or the administration.

## II. Organization

- A. The Curriculum Committee will be composed of six faculty representatives, each of whom will represent a specific area of studies within the department. Each committee member will be elected by the continuing faculty in their area at an election called by the Department Head during the last four weeks of the spring semester. Elected committee members will assume responsibilities at the beginning of the summer session.

If a vote for committee membership is deadlocked after the second ballot, the two parties involved will draw lots to determine the membership.

- B. One representative will be elected from each of the following areas:  
American Studies; British Literature; Creative Writing; Screen Studies;  
TESL/Linguistics; Rhetoric and Professional Writing.

The Department Head will not be eligible to stand for election to the committee.

- C. The Undergraduate Major Advisor will serve as a voting, permanent member of the committee but will be ineligible for the position of Chair.

The Department Head will annually appoint an undergraduate student representative, who will be a non-voting ex-officio member of the committee and will not be eligible for the position of secretary or chair.

- D. Members will be elected for three-year terms. Members will be ineligible to succeed themselves.

If a committee member cannot complete an elected term for any reason, the Department Head will call a special election to fill that position for the remainder of the current term. If a committee member takes academic leave during his or her term, the Department Head will appoint a substitute to serve until the faculty member returns.

- E. The Chair will be elected (from the elected membership) during the first meeting of the committee by the voting members. The Chair shall serve a one-year, non-renewable term and shall be a regular voting member of the committee.

The committee shall select a secretary by lot. No secretary shall serve more than two years in a row.

### III. Procedures

- A. The Department Head shall schedule regular meetings; the Chair may call special meetings when needed.
- B. The Chair shall distribute an agenda no later than three working days prior to a scheduled meeting. Only agenda items will be considered.
- C. A quorum of at least five voting members must be present to conduct business; in the absence of the Chair, a regular voting member shall preside.
- D. The Secretary shall read the minutes of the previous meeting.
- E. The Secretary shall maintain comprehensive minutes of all committee deliberations, recommendations, and vote counts, and shall submit them to the Department Head through the Chair within three working days following a meeting. All committee recommendations shall be circulated to the faculty by the Chair one week before the recommendations are acted upon by the Department Head. If three such members of faculty so request in writing, a recommendation shall be subject to a vote by all of the faculty represented.
- F. Committee recommendations will be directed to the Department Head. The Department Head shall circulate to the department at large curricular decisions reached on the basis of recommendations of the Curriculum Committee and such other information as may be relevant to the matter at hand.
- G. These Guidelines may be amended with the vote of 2/3 of the English faculty. Such amendments should be formulated or reviewed by the Curriculum Committee prior to submission to the faculty for a vote.

The Curriculum Committee membership elections are staggered according to the area represented. After the initial terms (the length of which varied in order to establish the proper rotation) members are elected for a three-year term of office.