

UNIVERSITY OF DELAWARE DEPARTMENT OF ENGLISH BYLAWS

1.0 INTRODUCTION

These bylaws govern the committee structures and operation of the Department of English at the University of Delaware.

A separate document governs expectations for faculty workload expectations in teaching, scholarship/creative activity, and service. See **English: Workload Policies** at the link below.

A separate document describes review criteria for the annual appraisal and periodic peer reviews, and provides the formula that governs distribution of annual merit allocations. See **English: Merit Metrics** at the link below.

A separate document governs promotion and tenure policies and procedures. See **English: Promotion & Tenure** at the link below.

All three documents and the English Bylaws are available at:
<https://provost.udel.edu/resources/faculty-policies/college-department-resources/>

All department policies, procedures, and operations are subject to and must be consistent with those of the University and of the College of Arts and Sciences.

2.0 DEPARTMENT ORGANIZATION & OPERATION

2.1 Officers of the Department

2.1.1 Chairperson

The chairperson is the chief administrative officer of the department, responsible for managing the department's budget, overseeing all personnel concerns for the department, administering policies and procedures of both the university and the department, and representing the department within the institution and in the profession at large. The duties of the chairperson are described in further detail in the University's Policy Guidelines for Department Chairs and Academic Program Directors. In addition to all other duties, the chairperson is responsible for promoting collegiality and collaboration within the department; for encouraging and supporting innovation in research, teaching, and service; for ensuring transparency in departmental policies and procedures; for ensuring that all suggestions or grievances by students, faculty, and staff receive a fair hearing; and for working strictly within the limitations of the chairperson's authority in all departmental matters.

Subject to the procedures established by the President, the Provost, and the Dean of the College of Arts and Sciences, the department participates in the appointment process by presenting its recommendation for chairperson to the search committee. Such recommendation requires a two-thirds majority of those voting at a duly constituted department meeting, provided that two-thirds majority is equivalent to more than half of the voting membership of the department.

In accordance with University regulations, the chairperson is appointed by the President, normally for a five-year term, upon the recommendation of the Dean and the Provost. The appointment is renewable for a like period.

2.1.2 Associate Chairperson

The associate chairperson is appointed by the chairperson and serves as director of undergraduate studies. In the absence of the chairperson, the associate chairperson assumes responsibility for the administration of the department. The associate chairperson's primary responsibilities include but are not limited to development and coordination of the undergraduate curriculum, chairing the Undergraduate Studies Committee, developing strategies for undergraduate student recruitment and retention, transfer credit evaluations, grade disputes, degree audits, senior checkouts, advisement, and course scheduling.

2.1.3 Director of Graduate Studies

The director of graduate studies (DGS) is appointed by the chairperson and is responsible for implementing the policies of the graduate program, chairing the Graduate Committee, and managing the graduate students. This includes but is not limited to development and coordination of graduate curriculum, GTA assignments, advisement, developing strategies for graduate student recruitment and retention, coordinating guest speakers, formation of exam committees, serving on all specialty exam committees, and maintaining the Graduate Handbook.

2.1.4 Director of First Year Composition

The director of first year composition is appointed by the chairperson and is responsible for assessing and ensuring the quality and coherence of instruction in ENGL 110. This includes but is not limited to teaching ENGL 688 Introduction to Composition Theory and the Teaching of Writing, mentoring and evaluating the teaching performance of GTAs and adjunct instructors, advising the associate chairperson on the staffing of all sections of ENGL 110, recommending new ENGL 110 adjunct hires to the faculty, conducting in-service sessions for all faculty teaching composition, and supporting Writing Across the Curriculum.

2.1.5 Associate Director of First Year Composition

The associate director of first year composition is appointed by the chairperson in consultation with the director of first year composition. Responsibilities include but are not limited to mentoring GTAs and adjunct instructors, coordinating classroom observations, coordinating the shadow program for new GTAs, evaluating ENGL 110 transfer credit exemption requests,

production of the Arak Journal, and assisting with in-service sessions and Writing Across the Curriculum outreach.

2.1.6 Challenging Administrative Appointments

The department may recommend to the Dean that the chairperson be removed from office before her/his term is completed or to the chairperson that any other officer of the department be removed from office before his/her term is completed. Any such recommendation requires a two-thirds majority of the voting members of the department.

2.2 Standing Committees

2.2.1 Executive Committee

The Executive Committee consists of the chairperson, the associate chairperson, the director of first year composition, the director of graduate studies (all serving ex-officio, without voting privileges), an elected representative of each of the four ranks, and three members elected at-large (total of 11 members).

Before the end of the spring semester each year, the department conducts an election for the following academic year. The term of an elected member is two years, and members cannot be elected for consecutive terms. At-large members and those representing the four ranks are elected in alternate years. To be eligible for election, a faculty member must hold the rank of instructor, assistant, associate, or professor and be a voting member of the department. A secret email ballot containing the names of all eligible candidates is circulated by the chairperson's assistant. Those who receive the most votes within each category become members of the Executive Committee.

The department's administrative assistant serves as secretary to the committee. The committee elects its own chairperson annually. A chairperson may serve two consecutive years. The secretary distributes to the department the minutes of each meeting containing an account of subjects discussed, actions taken, and an agenda for the next regularly scheduled meeting. Any member of the department may propose an item for the agenda.

The committee meets at least monthly upon call of the department chairperson, the committee chairperson, or any member of the committee. A quorum consists of four of the six voting members. Any member of the department may request permission to attend a meeting and speak to the committee concerning any agenda item scheduled for discussion.

Responsibilities of the Executive Committee are to:

- Advise the chairperson concerning the general administration of the department.
- Approve membership on standing committees when applicable.
- Approve proposals from standing committees.

- Oversee the curriculum. Proposals for new courses or a new sequence of courses are considered by the committee and a statement of proposed action published in the minutes. Members of the department communicate their views to the secretary or to a member of the committee before the next regularly scheduled meeting. The committee then takes final action.
- Oversee procedures for hiring. See Section 3.0, Appointments.
- Review and evaluate departmental activities.
- Develop and maintain department guidance documents: Vision Statement, Goals and Actions, and Hiring Plan.

Decisions of the Executive Committee are subject to review at a department meeting and can be overturned by vote of the department.

2.2.2 Undergraduate Studies Committee

The Undergraduate Studies Committee periodically reviews the department's undergraduate curriculum and English major programs and advises the chairperson and associate chairperson on policy affecting the undergraduate curriculum. The committee consists of the associate chairperson of the department (who chairs the committee) and six voting members of the department appointed by the department chairperson and approved by the Executive Committee. Each member serves a two-year term with half the members of the committee appointed each year.

2.2.3 Graduate Studies Committee

The Graduate Studies Committee establishes policy for the graduate program subject to the approval of the Executive Committee and advises and assists the director of graduate studies in administering the program and enforcing degree requirements. The committee consists of the director of graduate studies (who votes only in case of ties), four voting faculty members appointed by the chairperson and approved by the Executive Committee, and two elected, non-voting graduate student representatives. Each member serves a two-year term, with half the members of the committee appointed each year.

2.2.4 Committee on Promotion and Tenure

See English Department Promotion & Tenure Policy at <https://provost.udel.edu/files/2014/12/EnglishDepartmentPTPolicyRevisions-274cuu3.pdf>

2.2.5 Faculty Review Committee (FRC)

See section 4.0, Faculty Review Committee.

2.2.6 Graduate Job Placement Committee

The Graduate Job Placement Committee is responsible for guiding students ready to enter the job market through every stage of the application and interview process. The committee serves as an

information resource about position openings and advises students on the appropriate methods for assembling their application materials, including letters, curriculum vitae, and teaching portfolios. It also organizes mock interviews, for which the members recruit other faculty on an ad hoc basis. Membership consists of two tenure-track faculty (appointed by the chairperson and approved by the Executive Committee), one a full professor and one an assistant or associate professor; one member serves as chairperson. The minimum term of appointment is for one year; the maximum term is at the discretion of the department chairperson. For the sake of continuity, the member serving as chairperson should have previously served on this committee for at least one year.

2.2.7 Disbanded Committees

The Awards Committee was disbanded by vote of department faculty on 9/25/2013.
The Speakers Committee was disbanded by vote of department faculty on 9/25/2013.

2.3 Department Meetings

In accordance with the bylaws of the College of Arts and Sciences, the department holds at least two meetings every semester to consider matters of department policy.

2.3.1 Scheduling

The secretary of the Executive Committee or any other person designated by the department chairperson serves as secretary for department meetings. Meetings may be called for special purposes by the department chairperson, by the Executive Committee, by the chair or director of any standing committee, or by a call of one-fourth of the voting members of the department upon petition to the chairperson. Such special meetings may consider only the business for which they are called.

2.3.2 Agendas

Each meeting follows an agenda prepared by the chairperson and/or the Executive Committee and circulated in advance by the chairperson. Any voting member of the department may, prior to a scheduled meeting, request that items be placed on the agenda. Such agenda items are considered as old business and may be brought to a vote at the meeting during which they are introduced. New business may be introduced from the floor, but no action may be taken on new business except by a 2/3 vote of those faculty present, assuming a quorum.

2.3.3 Voting privileges

Full-time faculty holding primary appointments in the department may attend, participate in, and vote at all department meetings. Full-time faculty members who hold a primary appointment in the Department and a joint appointment in another department or program, and who do not possess voting privileges in any other department, may attend, participate in, and vote at all department meetings. Individuals holding such joint appointments must be approved for voting

rights by a two-thirds vote at a department meeting. *Approved by the faculty 4/8/2015:* Faculty Associates of the English Department—exchange professors, visiting professors, faculty on a Temporary Faculty appointment, and faculty on a Post-Doc appointment—may attend and participate in all meetings, except that they are excused from confidential discussions of personnel matters and do not have voting privileges.

2.3.4 Proxy voting

For meetings in which proxies are allowed, a faculty member may delegate his or her vote to an amenable other faculty member. A faculty member may carry more than one proxy. Both the person who designates the proxy and the delegate must be voting members of the department. The faculty member designating the proxy must notify the department administrative assistant before the meeting, in writing or by email, that he or she will be represented at the meeting by the designated proxy. Without the prior written designation of proxy, a proxy cannot be voted at the meeting.

2.3.5 Voting procedures

A secret ballot may be called for by any voting member present. The chairperson may call for an electronic vote on any department matter except the appointment or removal of the chairperson and amendment to these bylaws.

2.3.6 Decisions

Except where otherwise specified, binding decisions require a simple majority of those voting, whether in person, by e-mail, or by paper ballot. More than half the voting members of the department must participate for a vote to be valid. Through such votes, the department makes binding decisions concerning all matters of department policy except those matters reserved to other persons or academic units by virtue of College or University regulations and those matters specifically delegated to other persons or groups by these bylaws.

3.0 APPOINTMENTS

The department maintains a hiring plan that sets priorities for any new hires. This hiring plan is developed by the Executive Committee and recommended to the faculty for adoption. Updates to the hiring plan are approved by faculty vote at a department meeting. The chairperson presents the department's hiring priorities and accompanying rationales during budget meetings with the Dean and Associate Dean.

3.1 Tenure-Track Appointments

The chairperson informs the Executive Committee when the department receives permission from the Dean to search for a tenure-track or tenured faculty member. The committee drafts a position description for approval by department vote. With the approval of the Executive

Committee, the chairperson appoints an ad hoc committee to conduct a search for each position. The ad hoc committee actively and systematically solicits the views of the department as a whole and makes every effort to be guided by the department's wishes. The ad hoc committee presents a nominee or a slate of nominees to the Executive Committee, which in turn makes a recommendation to the department chairperson. In a department meeting, the chairperson presents each recommendation for approval by a majority of voting faculty in attendance. A quorum is required for a vote to offer a tenure-track appointment. A quorum equals at least half of the voting faculty who are not on leave at the time of the meeting. No proxies or absentee ballots are allowed on hiring votes during regular terms. During winter and summer terms, proxies are allowed on hiring votes and can help constitute a quorum. No absentee ballots are allowed on hiring votes.

3.2 Appointments Other than Tenure-Track

3.2.1 Continuing-Track Appointments

The department chairperson informs the Executive Committee when the department receives permission from the Dean to search for a continuing track faculty member. The committee drafts a position description for approval by department vote. With the approval of the Executive Committee, the chairperson appoints an ad hoc committee to conduct a search for each position. The ad hoc committee actively and systematically solicits the views of the department as a whole and makes every effort to be guided by the department's wishes. The ad hoc committee presents a nominee or a slate of nominees to the Executive Committee, which in turn makes a recommendation to the chairperson. The chairperson presents each recommendation for approval in a department meeting by a majority of those voting faculty in attendance.

Continuing track contracts may be renewed upon recommendation of both the department chairperson and the Faculty Review Committee at intervals stipulated by the Faculty Handbook.

3.2.2 Terminal Faculty Positions

Appointment of visiting professors, exchange professors, and other temporary full-time faculty is upon recommendation of the department chairperson to and approval by the Executive Committee. At least one week prior to Executive Committee action upon any such recommendation, the department is advised, either by the department chairperson or by the Executive Committee through its minutes, of the names of candidates proposed for appointment.

3.2.3 Joint Appointments

Joint appointments of faculty to English are made upon recommendation of the chairperson and the Executive Committee and upon approval by the department. The procedure for department approval is identical to that for approval of a tenure-track appointment.

4.0 FACULTY REVIEW COMMITTEE

Approved by department faculty on May 15, 2014.

Revised and approved by department faculty on November 18, 2015.

4.1 Constitution of Committee

Members of the Faculty Review Committee (FRC) will be appointed by the Department Chair, subject to approval by the Executive Committee. After an initial period in which half of the FRC members will serve a two-year term and half a one-year term, members will be appointed for staggered two-year terms in order to ensure the continuity and consistency of the FRC's procedures. Service on the FRC will constitute each faculty member's major service commitment. No one will be asked to serve on the committee for more than two years in a row, and anyone who has served will be released from service on the FRC for a period of time equivalent to the time served. Anyone who has served as Department Chair will be ineligible to serve on the FRC for a period of five years after stepping down as Chair.

The Committee will normally include the following members:

- 3 Full Professors
- 3 Associate Professors
- 2 Assistant Professors

The Committee will include both TT and CT faculty, and there will be at least one TT Full Professor on the Committee.

Subject to the approval of the Executive Committee, the Chair may adjust the composition of the Committee in response to changes in departmental staffing or the review caseload.

During its first meeting each year, the Committee will elect a Chair whose responsibility it will be to insure that the review process follows the mandated procedures and stays on schedule, and to form subcommittees of three members of the FRC to review each dossier and two members of the FRC to serve as peer observers of teaching where appropriate, taking care to apportion the workload as evenly as possible among the members, who will discuss and approve the subcommittee assignments, modifying them as consensus indicates, and making due allowance in considering subcommittee assignments for the increased administrative responsibilities of the FRC Chair. Each Chair will serve in that capacity for a period of one year, with the option of serving for a second year if reelected by the Committee.

4.2 General Protocols for Review Materials

In order to simplify the handling and submission of materials for repeated reviews for both faculty members under review and members of the FRC, all faculty members will be required to open electronic dossiers online in preparation for their first review by the FRC and to keep that

dossier current by updating their c.v. and adding relevant materials concerning their teaching, scholarship, and service for each subsequent review.

As in the case of promotion and tenure reviews, teaching evaluations will be supplied to the FRC by the department administration. FRC members may cite numerical or discursive evaluations in their reports. If they cite numerical evaluations for a given course, they should also cite the response rate for that specific course, the median and mean scores for that course, and the standard deviation, or at least a clear sense of the range of numerical evaluations. If they cite discursive evaluations, they should indicate the source of each quotation by the course number, the term, and the line assigned each response in the Excel spreadsheet containing the evaluations.

4.3 Procedures for Continuing Track Peer Reviews

The FRC will notify all faculty members on Continuing Track appointments whose contracts specify that they are scheduled for peer review in the fall term by 1 May of the spring preceding each review. The FRC will notify all faculty members on Continuing Track appointments whose contracts specify that they are scheduled for peer review in the spring term by 1 October of the fall preceding each review. Normally FRC reviews will precede contract renewal decisions on the schedule set by the Dean's Office. However, for the 3 year contract review (which takes place in the second year of the 3 year contract), the FRC may waive the review at the CT member's request. This request must be seconded by the Chair, who will then recommend that the CT faculty member's contract be renewed in a letter to the Dean's Office. If the Chair believes there is a chance the CT faculty member's contract will not be renewed, the FRC review must take place on the regular schedule.

If a FRC review is NOT conducted for the 3 year renewal, we recommend that faculty members request a FRC review for the first year of their 4 year contract so as to get feedback before going up for their second full peer review in the last year of their 4 year contract.

By the first Friday in September or the second Friday in February, whichever is relevant, each CT faculty member scheduled for review will submit an online dossier including (1) a two-page statement characterizing the faculty member's professional identity, summarizing scholarly, teaching, and service activities over the review period, and indicating the relevance of each of these goals and activities to the reviewee's assigned workload; (2) a current c.v. with activities undertaken during the review period—scholarly, journalistic, or creative publications begun, completed, or published, courses taught, service activities begun or continued—clearly marked; (3) a set of syllabi, major assignments, and other representative materials for each differently numbered course taught during the review period (or access to all members of the FRC if these materials are available online); (4) a complete set of numerical and discursive course evaluations for the review period; (5) a complete set of scholarly or professional publications published or accepted for publication within the review period; (6) a brief, dated summary of non-teaching related service activities during the review period; and (7) any other materials concerning scholarship, teaching, and service that the faculty member, after consulting the English Department Appraisal and Review Rubric, wishes the FRC to consider.

Once the FRC receives these materials, the Chair of the Committee will form a subcommittee of three members to review each dossier. In accord with the Faculty Handbook, each subcommittee will include at least two members at the rank above that of the faculty member under review. Subcommittees reviewing Full Professors will consist of three Full Professors; subcommittees reviewing Associate Professors will consist of three Full Professors or two Full Professors and one Associate Professor; subcommittees reviewing Assistant Professors may include any combination of Full Professors, Associate Professors, and Assistant Professors, as long as Assistant Professors do not constitute the majority; and subcommittees reviewing Instructors may include any combination of Full Professors, Associate Professors, Assistant Professors, and Instructors, as long as Instructors do not constitute the majority. Each subcommittee will review the dossier submitted and may ask, at its discretion, for additional documentation—publications, teaching materials, or clarifications of anything in the dossier—before drafting a report that weighs the faculty member’s scholarship, teaching, and service against the nine-point rubric established for peer reviews and recommends a numerical measure for each of the three areas.

In addition, the FRC Chair will assign two FRC members to evaluate the faculty member’s current teaching in accord with the procedures outlined in the appended Peer Observation of Teaching form.

The FRC will devote particularly close attention to the three most consequential kinds of peer reviews to which faculty members outside the tenure-track are subject:

1. **Four-year reviews.** The FRC’s reports in these cases should focus on the question of whether the faculty member’s promise warrants a third renewal of the two-year contract.
2. **Six-year reviews.** The FRC’s reports in these cases should focus on the question of whether the faculty member’s achievements warrant changing the two-year renewable contract to a three-year renewable contract.
3. **Thirteen-year reviews.** The FRC’s reports in these cases should focus on the question of whether the faculty member’s achievements during the review period warrant changing the current four-year contract to a series of rolling five-year contracts.

In each case, the report will be brought to the full FRC for discussion, whatever revisions the FRC deems appropriate, and a final vote on the numerical assessments and the final report. Full Professors on the FRC will be eligible to participate in each vote on reviews of Full Professors. Full Professors and Associate Professors on the FRC will be eligible to participate in each vote on reviews of Associate Professors. Full Professors, Associate Professors, and Assistant Professors on the FRC will be eligible to participate in each vote on Assistant Professors. All members of the FRC will be eligible to participate in each vote on Instructors.

4.4 Procedures for Pre-Tenure Peer Reviews

The FRC will notify the Assistant Professors whose contracts specify that they are scheduled for peer review in the fall term by 1 May of the spring preceding each review. The FRC will notify

all Assistant Professors whose contracts specify that they are scheduled for peer review in the spring term by 1 October of the fall preceding each review.

By the first Friday in September or the second Friday in February, whichever is relevant, each Assistant Professor scheduled for review will submit an online dossier including (1) a two-page statement summarizing scholarly, teaching, and service activities over the review period; (2) a current c.v. with activities undertaken during the review period—scholarly, journalistic, or creative publications begun, completed, or published, courses taught, service activities begun or continued—clearly marked; (3) a set of syllabi, major assignments, and other representative materials for each differently numbered course taught during the review period (or access to all members of the FRC if these materials are available online); (4) a complete set of numerical and discursive course evaluations for the review period; (5) a complete set of scholarly or professional publications published or accepted for publication within the review period; (6) a brief, dated summary of non-teaching related service activities during the review period; and (7) any other materials concerning scholarship, teaching, and service that the faculty member, after consulting the English Department Appraisal and Review Rubric, wishes the FRC to consider.

Once the FRC receives these materials, the Chair of the Committee will form a subcommittee of three members to review each dossier. In accord with the Faculty Handbook, each subcommittee will include at least two members at the rank of Associate Professor or above. Each subcommittee will review the dossier submitted and may ask, at its discretion, for additional documentation—publications, teaching materials, or clarifications of anything in the dossier—before drafting a report that weighs the faculty member’s scholarship, teaching, and service against the nine-point rubric established for peer reviews and recommends a numerical measure for each of the three areas.

In addition, the FRC will assign two of its members to evaluate the faculty member’s current teaching in accord with the procedures outlined in the appended Peer Observation of Teaching form.

The FRC will devote particularly close attention to four-year reviews of Assistant Professors on tenure-track lines. The reports they produce in these reviews should focus on two questions: Is the Assistant Professor under review a promising candidate for promotion? What can the Assistant Professor do in the time remaining before the Promotion and Tenure Committee begins its own review to make a more compelling case for promotion with tenure?

This report will be brought to the full FRC for discussion, whatever revisions the FRC deems appropriate, and a final vote on the numerical assessments and the final report. Only Full Professors, Associate Professors, and Assistant Professors on the FRC will be eligible to participate in each vote on Assistant Professors. All members of the FRC will be eligible to participate in each vote on Instructors.

4.5 Procedures for Post-Tenure Peer Reviews and Continuing Track Post-13-Year Reviews

The FRC will notify all professors who have passed their thirteen-year reviews and are scheduled for peer review—Full Professors every seven years, Associate Professors and CT faculty who are on five-year contracts every five years—by 1 May of the spring term or 1 October of the fall term preceding each review.

By the first Friday in September or the second Friday in February, whichever is relevant, each Full Professor, Associate Professor, and eligible CT Assistant Professor scheduled for review will submit a dossier including (1) a two-page statement summarizing scholarly, teaching, and service activities over the review period; (2) a current c.v. with activities undertaken during the review period—scholarly, journalistic, or creative publications begun, completed, or published, courses taught, service activities begun or continued—clearly marked; (3) a set of syllabi, major assignments, and other representative materials for each differently numbered course taught during the review period (or access to all members of the FRC if these materials are available online); (4) a complete set of numerical and discursive course evaluations for the review period; (5) a brief, dated summary of non-teaching related service activities during the review period; and (6) any other materials concerning scholarship, teaching, and service that the faculty member, after consulting the English Department Appraisal and Review Rubric, wishes the FRC to consider.

Once the FRC receives these materials, the Chair of the Committee will form a subcommittee of three members to review each dossier. In accord with the Faculty Handbook, each subcommittee will include at least two members at or above the rank of the faculty member under review. Subcommittees reviewing Full Professors will consist of three Full Professors, and subcommittees reviewing Associate Professors will consist of three Full Professors or two Full Professors and one Associate Professor. If a Full Professor serving on the FRC is under review, the Committee will ask the Department Chair to appoint a Full Professor in the Department from outside the FRC to assist in the review at hand. If the Department Chair cannot find such an outside reviewer within the Department, then an Associate Professor on the FRC will serve as the subcommittee's third member. Each subcommittee will review the dossier submitted and may ask, at its discretion, for additional documentation—publications, teaching materials, or clarifications of anything in the dossier—before drafting a report that weighs the faculty member's scholarship, teaching, and service against the nine-point rubric established for peer reviews and recommends a numerical measure for each of the three areas.

This report will be brought to the full FRC for discussion, whatever revisions the FRC deems appropriate, and a final vote on the numerical assessments and the final report. Full Professors on the FRC will be eligible to participate in each vote on Full Professors. Associate and Full Professors will be eligible to participate in each vote on Associate Professors. Subcommittees reviewing Assistant Professors may include any combination of Full Professors, Associate Professors, and Assistant Professors, as long as Assistant Professors do not constitute the majority. Subcommittees reviewing Instructors may include any combination of Full Professors, Associate Professors, Assistant Professors, and Instructors, as long as Instructors do not constitute the majority.

4.6 Disposition of all FRC reports

Once the FRC has completed each review, it will be sent to the Chair, who will confer with the faculty member under review, discuss the report, and make appropriate mentoring recommendations before forwarding the report to the Dean of the College of Arts and Sciences. Another copy of the report will be sent to the faculty member under review, and a third copy will be placed in the faculty member's permanent file.

Faculty members under review will have seven days from the day they receive a copy of their report to suggest changes, correct factual errors, or dispute matters of emphasis or interpretation in their reports. Upon receiving any such suggestions, the FRC may at its discretion submit a revised report. Whether or not any such suggestions are incorporated into the report, faculty members under review will have seven days from the submission of the FRC's final report to submit individual responses to the Chair. These responses will be kept in the faculty member's permanent file along with a copy of the FRC report.

4.7 Peer Observation of Teaching

See pages 7-10 of English Department FRC Procedures at <https://artsciudel.sharepoint.com/sites/engl-faculty/Shared%20Documents/Forms/AllItems.aspx>

5.0 AMENDMENT

These bylaws may be amended at a duly constituted department meeting by a two-thirds majority of the voting members of the department who are not on leave at the time of the vote.