Department of English
COMMITTEE HANDBOOK
2014-2015
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**NOTE:** According to departmental policy, no faculty may serve as an *elected* member of more than three committees. Faculty on development leave are not expected to contribute to departmental service.
Department Governance
Executive Committee

I. Charge

The Executive Committee will advise the chair on issues relating to the mission, vision, and resources of the department.

II. Structure

The Executive Committee will comprise the following:

- Chair
- Associate Chair-LCWL
- Associate Chair-TCR
- Director of Graduate Studies-LCWL
- Director of Graduate Studies-TCR
- Director of LCWL
- Director of Composition
- Director of Literary Studies
- Director of Undergraduate Studies-TCR
- Director of Departmental Budgets

III. Duties

The committee will

- consult with faculty to determine the mission and vision of the department and its degree programs.
- develop a strategic plan with specific objectives and benchmarks reflective of the mission and vision.
- advise the chair on the appropriate allocation of resources necessary for implementation of the strategic plan.
- compile information for assessment reports.
Faculty Awards Committee

I. Charge

The Faculty Awards Committee will be responsible for nominating candidates for all announced college and university faculty awards as appropriate.

II. Structure

A. Voting members of the committee will consist of the three members of the Faculty Merit Committee whose terms have expired in the previous year.

B. Ex officio members of the committee will consist of the department chair plus the committee’s nominees for faculty awards during the previous year.

C. The voting members will elect a chair from among the tenured members, and will elect a committee secretary from among any of the members.

III. Duties

A. Pass out descriptions of each award at the first committee meeting, along with deadlines.

B. Determine by September 10, all likely faculty awards for the year.

C. Publicize these faculty awards and their criteria to the department within two weeks after the first day of classes.

D. Issue a specific call for nominations for each award at least three weeks in advance of the deadline for official nomination.

E. Screen all nominees to determine that they fulfill the requirements set forth in the guidelines for each award.

F. Select a candidate from amongst the nominees to represent the department in the competition for each particular award. Should the committee receive no appropriate nominations for any or all of the awards, the committee should attempt to select appropriate candidates from among the faculty. In either case, the committee should determine that the individuals are willing to have their names forwarded as the departmental candidates for the awards in question. In the event that no appropriate candidates are available for any award, the committee will forward no nomination for that award.

G. Forward the nomination for each award to the department chair.

H. Assign a committee member to each nominee. The committee member will shepherd the nominee through the application process, providing support as needed. For example, one of the shepherd’s first duties will be to direct the nominee to the relevant University Policies, particularly O. P. 32.24 and the Faculty Awards Nomination Form (O. P. 32.24A). See http://www.depts.ttu.edu/opmanual/OP32.24.pdf. The shepherd will also give additional instruction and assistance to the nominees who, in most cases, must then prepare a nomination packet that will be forwarded from the department. Preparing the contents and the formatting for the award packets will ultimately be the responsibility of the nominees themselves, though committee members, including the nominees from the past years, will guide and help the nominees; assistance will also be available to some extent from the office staff.

I. Maintain and update the library of previous nomination packets. This library is available in the department office. The Awards Committee will ensure that the library of packets is current and comprehensive.
IV. Some Guidelines for Award Nominations

A. In past years, faulty members in the Department of English have been quite successful in winning awards for teaching, research, and service. Such success can be attributed not only to the high quality of faculty but also to the interest and willingness of the faculty to support and promote their colleagues for recognition. Faculty members are to be commended for their support of each other.

B. The Awards Committee should pay careful attention to all relevant deadlines and announcements about awards that are received in the department from the Dean’s Office, from the Provost’s Office, and from other sources.

C. Departmental calls for award nominations must be publicized well in advance of deadlines so that materials, including letters of support from students and colleagues, can be carefully collected and assembled. For example, the Spencer Wells deadline is usually early in September, so it may be advisable to select a nominee late in the Spring semester; similarly, packets for the President’s Excellence in Teaching Award are usually due in early January, so it may be advisable to select a nominee in the middle of the Fall semester.

D. Experience shows that it pays to develop attractive and informative nomination packets. Samples of past packets are available in the main office. Nominees are strongly encouraged to consult past packets.

E. O. P. 32.24 contains specific instructions concerning nomination packets. If the instructions in O. P. 32.24 and in the official Calls for Nomination are not followed precisely, nominees will be disqualified. Length limits, deadlines, and proper routing of the nomination packet, for example, must be observed in exact accordance to the instructions.
### TTU Award Recipients

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Award/Merit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1981</td>
<td>James Whitlark</td>
<td>Hemphill Wells New Professor Excellence in Teaching</td>
</tr>
<tr>
<td>1982</td>
<td>Jeffrey Smitten</td>
<td>Spencer A. Wells Faculty Award</td>
</tr>
<tr>
<td></td>
<td>Ernest Sullivan</td>
<td>Dean’s Outstanding Research Award</td>
</tr>
<tr>
<td>1983</td>
<td>Leon Higdon</td>
<td>AMOCO Outstanding Teaching Award</td>
</tr>
<tr>
<td>1984</td>
<td>Walter McDonald</td>
<td>AMOCO Outstanding Teaching Award</td>
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<tr>
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<td>Carolyn Rude</td>
<td>Hemphill Wells New Professor Excellence in Teaching</td>
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<td>Warren Walker</td>
<td>Faculty Distinguished Leadership Award</td>
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<td>1985</td>
<td>Jeffrey Smitten</td>
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<tr>
<td>1986</td>
<td>Leon Higdon</td>
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<td>Leon Higdon</td>
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<tr>
<td></td>
<td>Leon Higdon</td>
<td>Omicron Delta Kappa Outstanding Faculty Award</td>
</tr>
<tr>
<td></td>
<td>Ernest Sullivan</td>
<td>AMOCO Outstanding Teaching Award</td>
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<td></td>
<td>Michael Schoenecke</td>
<td>Omicron Delta Kappa Outstanding Faculty Award</td>
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<tr>
<td>1987</td>
<td>Wendell Aycock</td>
<td>A &amp; S Outstanding Undergraduate Advisor Award</td>
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<td>Dean’s Outstanding Research Award</td>
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<td>Carolyn Rude</td>
<td>AMOCO Outstanding Teaching Award</td>
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<td>1988</td>
<td>Walter McDonald</td>
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<td>Jeanette Harris</td>
<td>Spencer A. Wells Faculty Award</td>
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<tr>
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<td>Mary Jane Hurst</td>
<td>A &amp; S Council Award for Outstanding Teaching</td>
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<td>Matthias Schubnell</td>
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<td>Walter McDonald</td>
<td>President’s Academic Achievement Award</td>
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<td>Richard Crider</td>
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<td>Thomas Langford</td>
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<td>Joel Reed</td>
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<td>Mary Jane Hurst</td>
<td>President’s Excellence in Teaching Award</td>
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<td>Walter McDonald</td>
<td>Barney Rushing Award</td>
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<td>Patricia Gambrell</td>
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<td></td>
<td>William Wenthe</td>
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<td>Carolyn Rude</td>
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<td>2000</td>
<td>Fred Kemp</td>
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<td>Heather Bouwman</td>
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<td>------</td>
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<td>President’s Excellence in Teaching Award</td>
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<td>President’s Excellence in Teaching Award</td>
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<td>President’s Book Award (2nd place)</td>
<td>Bruce Clarke</td>
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<td>Alumni Association New Faculty Award</td>
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<td>2004</td>
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<td>Texas Tech University Teaching Academy Departmental Excellence in Teaching Award</td>
<td>Department of English</td>
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<td>2006</td>
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<td>President’s Book Award (2nd place)</td>
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<td>2008</td>
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Department of English, 2014-2015 Committees

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Kanika Batra</td>
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<tr>
<td>Cristina García</td>
<td>President’s Book Award (2nd place)</td>
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2013

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<tbody>
<tr>
<td>Mary Jane Hurst</td>
<td>President’s Book Award (1st place)</td>
</tr>
</tbody>
</table>
Faculty Merit Committee

I. Charge
The Faculty Merit Committee will administer the department’s merit policy and/or merit guidelines enunciated by the dean of the college. Also, to bring the department in compliance with OP 32.32 38 and OP 33.32 5a, the Faculty Merit Committee will mediate disputes between the department chair and tenure-line faculty with respect to:
A. the department chair’s annual assessment,
B. the department chair’s program of development for a faculty member in need of such a program.

II. Structure
A. The committee will consist of eight members, seven elected according to departmental divisions and the department chair serving as the eighth in an *ex officio* capacity.
B. The committee members will be elected for non-concurrent terms, each serving two years.
C. The committee will elect a chair (from among its tenured members) and a secretary.
D. The members of the committee will be elected as follows: each professor in TCR will vote for two professors in TCR; each professor in Literature/Linguistics/Film may vote for three professors in Literature/Linguistics/Film; and each professor in Creative Writing may vote for two professors in Creative Writing.
E. The committee’s constituency is the full-time faculty.

III. Duties
The committee will
A. Disseminate to the faculty the Dean of Arts and Sciences’ guidelines (if any) for merit salary increases as well as the guidelines for applications for exceptional departmental merit.
B. Advise the department chair concerning the distribution of any merit salary supplements, both standard and exceptional.
C. Disseminate its recommendations on any salary supplements to all eligible faculty.
D. Recommend merit salary increases for all eligible faculty to the department chair in accordance with the merit procedures and principles below.
E. Resolve any grievances as described below under “grievance procedure.”
F. Send its recommendations to the department chair for forwarding to the dean.
G. Mediate disagreements between individual faculty members and the department chair with respect to annual assessments and development plans.

IV. Merit Procedures
A. The following will constitute the merit salary recommendations procedure:
1. The committee will meet during the faculty on duty week in August to discuss merit practices and to elect a committee chair who will bear primary responsibility for convening the committee during the year, calling for the submission of materials, and processing the committee’s decisions. At various faculty and committee meetings during the course of the year, the committee members and, especially, the committee chair will raise issues related to what constitutes merit and how meritorious work is rewarded—for example, in discussions of strategic planning, hiring, mentoring, and so on.
2. Each year concurrently with the request from the dean’s office for the annual faculty performance evaluations, the committee will distribute both the instructions for filing standard merit reports as well as the guidelines for applications to exceptional merit. The committee chair will verify that all faculty members have submitted their annual faculty reports according to standard merit procedures, and will separate applications for exceptional merit from the standard pool for further review. The whole committee will then review applications for Standard Merit, verifying that these applications meet the qualifications for Standard Merit. Afterward, they will review applications for Exceptional Merit, determining if a faculty member’s research, teaching, and/or service do, in fact, meet Exceptional Merit guidelines, as demonstrated by a faculty member’s annual faculty report, optional summary statements, and materials of proof (i.e., course evaluations, copies of publications, etc.).
3. Applications for Exceptional Merit will be rated on a scale from 1 to 5. Whereas the department’s past merit system operated on a fixed scale (for example, a professor earned a 5 in research for publishing a book in that year and for the next four years), the current system operates on a more fluid scale. First, the current scores of 1 to 5 represent different ratings; the scale no longer encompasses all merit
applications, but only the Exceptional applications. Exceptional Merit scores will range between 1, which means “earns exceptional merit,” and a 5, which means “earns highest exceptional merit.” Professors who have published multiple books, for example, or have published a book and received a large grant in that year might earn a 5, and then the other Exceptional Merit applications in research will fall in line behind those earning a 5. In other words, in any given year, a small handful of professors will “set the bar” for a 5. This will apply to Teaching and Service, as well. (See additional information under “Explanatory Addendum: Faculty Merit Committee.”)

4. No committee member will evaluate herself or himself. The committee will meet to present orally their evaluations of faculty—determining or denying exceptional merit status for those faculty who have applied. They will discuss any marked discrepancies in their evaluations. The department chair and the committee chair will tabulate the merit points.

5. When merit increase guidelines are received from the dean’s office, the committee will provide specific recommendations for all eligible faculty to the department chair.

6. Before the department chair sends his or her recommendations to the dean, the department chair will, on request, inform each individual of his or her recommended merit points. Upon the request of any faculty member, the department chair will also provide the names of those faculty members ranked above that member by the committee. Thus any faculty member can bring a grievance to the committee before the department chair’s recommendations are sent to the dean.

7. After all grievances have been adjudicated at the departmental level, the department chair will send his or her final recommendations to the dean and to all members of the committee. The department chair will make available to each individual faculty member his or her recommended raise.

B. The following will constitute the grievance procedure:
   1. The aggrieved faculty member will file his or her grievance in writing with the department chair.
   2. The department chair will forward the grievance to the committee.
   3. The committee will present its written response to the grievance to the department chair.
   4. The department chair will adjudicate any differences and will present the aggrieved faculty member with the committee’s written response as well as his or her own final judgment, the latter of which the department chair will also present to the committee.

V. Merit Principles
A. Unless truly exceptional circumstances are present, the committee will make every effort to ensure that full professors make more than associate professors and that associate professors make more than assistant professors.

B. Monies available for merit salary increases for professors, associate professors, and assistant professors will consist of that amount of the total merit monies available to the English Department represented by the percentage collectively contributed by the professors, associate professors, and assistant professors to the total English Department salary pool. The committee will apportion the total monies available for merit salary increases for professors, associate professors, and assistant professors as follows: forty percent for teaching, forty percent for research, and twenty percent for service.

C. The English Department’s Merit system allocates an equal portion of 60% of the merit pool to all faculty qualifying for Standard Accomplishments; those who also apply and qualify for Exceptional Status will receive an additional portion of the remaining 40%. Examples:
   - Faculty qualifying for Standard Accomplishment in Teaching will receive 40% of the Standard Merit Raise; faculty who qualify for Standard Accomplishment in Teaching and Service, will receive 60% of the Standard Merit Raise; faculty who qualify for Standard Accomplishment in Teaching, Service, and Research will receive 100% of the Standard Merit Raise; etc.
   - Faculty who then also qualify for Exceptional Merit in teaching will receive some portion of the Exceptional Teaching Merit raise (which will constitute 40% of the Exceptional Merit pool); those who qualify for Exceptional Merit in research will receive some portion of the Exceptional Research Merit raise (which will constitute 40% of the Exceptional Merit pool); and those who qualify for Exceptional Merit in service will receive some portion of the Exceptional Service Merit raise (which will constitute 20% of the Exceptional Merit pool).

D. Faculty must meet the following criteria to qualify for Standard Merit:
   - Teaching: 3-3 or the equivalent (a 2-2 load or the equivalent for first- and second-year Assistant Professors);
Department of English, 2014-2015 Committees

- Research: one or more publications or conference presentations or the equivalent;
- Service: two or more department/university/professional committees or appointments or the equivalent, for which the faculty member is not also compensated by teaching reductions (faculty in their the first two years of teaching are exempt from this qualification and will receive Standard Service Merit automatically; faculty who do receive release time may qualify for Standard Merit if they can demonstrate outstanding service on the said committee or in the administrative position).

E. General Guidelines for Exceptional Merit Status:

1. Research (either one item from among Item A through Item H or a combination of elements listed under Item I):
   a. Single-author book published, in the year of copyright and for four subsequent years.
   b. Translated book or scholarly edition of a book, in the year of copyright and for three subsequent years.
   c. Co-authored book published, in the year of copyright and for three subsequent years.
   d. Textbook, monograph, or edited collection, in the year of copyright and for two subsequent years.
   e. Journal or special issue edited, in the year of copyright and for one subsequent year.
   f. Software, in the year of copyright.
   g. Significant research award, including grants and fellowships, in the year of award.
   h. Three or more articles, stories, or essays, or nine or more poems, up to two years after date of publication.
   i. Or a COMBINATION (more than one) of the following (faculty should explain the combination in their summary statement): Two articles, stories, or essays, or six poems, up to two years after the date of publication; Three or more reviews or review essays, in the year of publication; Three or more encyclopedia entries, in the year of publication; Keynote address or paid invited lecture at a national or regional conference; Two or more conference presentations.
   j. Other (with explanation mandatory)

2. Teaching
   a. (One or more of the following items accompanied by exceptional teaching evaluations, in year of application):
      - Teaching award.
      - Dissertation directed to completion.
      - Thesis or portfolio directed to completion.
   b. (Two or more of the following items accompanied by exceptional teaching evaluations, in year of application):
      - Second or Third Reader on a dissertation.
      - New course preparation.
      - Intern supervision.
      - Online course development.
      - Independent study directed.
      - Participation in TEACH or other pedagogical programs, in year of application.
      - Collaborative teaching, whether interdisciplinary or intradisciplinary.
      - Additional teaching accomplishments (explanation mandatory).

3. Service (Note: A department administrator who is granted release time to perform his/her administrative role will receive service credit when that faculty member can demonstrate “exceptional” accomplishments in his/her administrative role.)

   a. (One of the following items, in year of application—please designate as “ongoing” or “completed,” and, also, describe work achieved):
      - Serve as president of a national organization, in year of application.
      - Serve on three or more departmental, college, and/or university committee, in year of application.
      - Serve on three or more editorial boards, in year of application.
      - Serve on a series editorial board, in year of application.
b. (Two or more of the following items, in year of application—please designate as “ongoing” or “completed,” and, also, describe work achieved):
  • Serve as advisor on three or more graduate advisory committees.
  • Serve on third-year or tenure review committee.
  • Serve as division coordinator.
  • Serve on committees or joint ventures to increase enrollment.
  • Reviewed manuscripts for a single journal or press.
  • Participated in special summer service project for the department.
  • Editorial board service for one publisher.
  • Serve as an officer lower than president of a national organization.
  • Faculty sponsor of student organization.
  • Additional service accomplishments (with explanation mandatory).

F. Credit for teaching merit will require that the faculty member submit student teaching evaluations for two classes along with a syllabus for each of those classes as well as the numerical teaching evaluation scores and grade distribution reports for all courses (available from Institution Research). Teaching evaluations and syllabi may be submitted for the current year or for an immediately preceding year in which merit funds were unavailable. A faculty member may also submit colleague teaching evaluations on the English department colleague teaching evaluation form from colleagues selected by the Tenure and Promotion Procedures Committee. Service performed in exchange for released time from teaching will be considered as part of the teaching merit component, and documentation of such service may be submitted in addition to the student teaching evaluations for teaching merit. Such peer teaching reviews and other supplementary materials should be submitted for the committee’s review if a faculty member wants such material to be considered in the evaluation of merit.

G. Credit for research merit will require that the faculty member submit copies of the works. Only published work and grants/fellowships received will count for research merit.

H. No credit for service will be given to anyone receiving an administrative supplement for that service unless that person can demonstrate that he or she is doing a meritorious job.

I. Faculty are encouraged to preface their exceptional merit applications with one-page statements explaining the significance of their work or the amount of effort involved in their work or whatever else they would like the committee to know about what they have accomplished.

J. The committee will, to the extent possible, make the differing merit awards reflect the range of performance in the Department of English. Emphasis will be on using money to reward outstanding teaching, scholarship, and service that brings national and international recognition to Texas Tech University.

VI. Mediation Principles
A. In cases of disagreement between the department chair and an individual faculty member with respect to the department chair’s annual assessment of that faculty member, the faculty member may contact the chair of the Merit Committee and ask that committee to mediate this disagreement. The committee will provide a written recommendation to the department chair and faculty member.

B. In cases of disagreement between the department chair and an individual faculty member with respect to the department chair’s written program of development for the faculty member, the faculty member may contact the chair of the Merit Committee and have that committee become involved in writing the program of development.
Explanatory Addendum: Faculty Merit Committee

The following information is provided in order to help clarify the procedures of the merit committee:

I. Rating Scale:
A 5-point scale will be used in determining the ratings of exceptional teaching, research, and service, with a 5 being the highest score. As stated in the “Merit Procedures” (IV.A.3.), the current merit system operates on a fluid scale. Scores of 1 to 5 no longer encompass all merit applications, but rather only the Exceptional applications. Professors who have published multiple books, for example, or have published a book and received a large grant in that year might earn a 5 for Exceptional Merit in research, and the other Exceptional Merit applications in research will fall in line behind those earning a 5. In other words, in any given year, a small handful of professors will “set the bar” for a 5. This will apply to teaching and service, as well.

Note to Professors Applying for Exceptional Merit and Committee Members
If Exceptional Merit money is not available in a given year, a professor may opt to “swap” his/her Exceptional Merit score(s) from that year for any future subsequent year, but only one time and only if merit money was not available in the original year. Of course, a professor may opt not to swap, as well. This will apply to teaching and service, as well.

II. Submission of materials:
A. It is very important for faculty members to use the review form as provided by the university’s online documentation software, Digital Measures, in outlining materials for the merit committee. DM standardizes the process and helps the committee move through the materials more quickly and accurately. Faculty members will not receive standard or exceptional merit if they do not file the appropriate materials.
B. Faculty members applying for exceptional merit will attach the required cover sheet with their annual review form. The cover sheet will provide faculty members the opportunity to select the categories in which they are applying for exceptional merit. The cover sheet also provides faculty members the space to enter brief summary statements explaining their exceptional meritorious work. The cover sheets are mandatory and should be submitted electronically.
C. Faculty members need to pull their own teaching evaluations from office files and submit them with their exceptional merit materials. Merit committee members will not pull faculty evaluations, as trying to find the correct sets of evaluations for over 40 faculty members would be time consuming and a source of potential errors. Copies of syllabi should be submitted electronically, with review forms.
D. Faculty members must try to be as clear as possible about the dates of publications; for example, if a faculty member has a publication accepted in a journal for July of 1996, but the journal is delayed and does not appear until 1997, the faculty member needs to indicate both the date of publication and the date of the delayed appearance of the journal. This information will allow the merit committee to give the article its full two years of credit in the research rating (i.e., the faculty member would receive credit in 1997 and also in 1998). This type of information should be given in the cover letter form that accompanies and explains exceptional merit materials.
E. Copies of relevant publications (i.e. publications which fall within the dates of the merit review) should be included in merit materials. If a faculty member submits a journal or a collection of articles, the faculty member should mark the relevant pages of his/her piece with a paper clip or bookmark, which will allow the committee members to find the work in question. Faculty must submit electronic copies of articles or shorter publications, or the relevant Table of Contents pages; faculty may turn in hard copies of books and anthologies. Do not submit copies of work that is out of date or does not fall within the dates of the merit review. Do not submit copies of works in progress.
Cover Sheet: Application for Exceptional Merit Status

Name of Faculty Member:

Year of Application:

I am applying for exceptional merit status in the following categories:

_____ Research  _____ Teaching  _____ Service

CHECKLIST FOR QUALIFYING RESEARCH

_____ single-author book (up to 5 years)  _____ software (in year of publication)

_____ translated book or scholarly edition (up to 5 years)  _____ significant research award (in year of award)

_____ co-authored book (up to 4 years)  _____ 3 or more articles, stories, or essays, or nine or more poems (up to 2 years)

_____ textbook, monograph, or edited collection (up to 3 years)  _____ 2 or more of the following

_____ two articles, stories, or essays, or six poems (up to 2 years)

_____ three or more reviews or review essays (in year of publication)

_____ three or more encyclopedia entries (in year of publication)

_____ keynote address or paid invited lecture at national or regional conference

_____ two or more conference presentations

_____ Edited journal or special issue (in year of publication)  _____ Other (summary statement below is required)

Summary Statement for Research (250 words or less):
CHECKLIST FOR QUALIFYING TEACHING
(to be accompanied by exceptional teaching evaluations)

One or more of the following items accompanied by exceptional teaching evaluations, in year of application:
   ____ Teaching award.
   ____ Dissertation directed to completion.
   ____ Thesis or portfolio directed to completion.

Two or more of the following items accompanied by exceptional teaching evaluations, in year of application:
   ____ Second or Third Reader on a dissertation.
   ____ New course preparation.
   ____ Intern supervision.
   ____ Online course development.
   ____ Independent study directed.
   ____ Participation in TEACH or other pedagogical programs, in year of application.
   ____ Collaborative teaching, whether interdisciplinary or intradisciplinary.
   ____ Additional teaching accomplishments (explanation mandatory).

Summary Statement for Teaching (250 words or less):
<table>
<thead>
<tr>
<th>CHECKLIST FOR QUALIFYING SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: A department administrator who is granted release time to perform his/her administrative role will receive service credit when that faculty member can demonstrate “exceptional” accomplishments in his/her administrative role.)</td>
</tr>
<tr>
<td>One of the following items, in year of application—please designate as “ongoing” or “completed,” and, also, describe work achieved:</td>
</tr>
<tr>
<td>____ Serve as president of a national organization, in year of application.</td>
</tr>
<tr>
<td>____ Serve on three or more departmental, college, and/or university committee, in year of application.</td>
</tr>
<tr>
<td>____ Serve on three or more editorial boards, in year of application.</td>
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<tr>
<td>____ Serve on a series editorial board, in year of application.</td>
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<td>____ Serve as division coordinator.</td>
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<td>____ Serve on committees or joint ventures to increase enrollment.</td>
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<tr>
<td>____ Reviewed manuscripts for a single journal or press.</td>
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<td>____ Participated in special summer service project for the department.</td>
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<td>____ Editorial board service for one publisher.</td>
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<td>____ Serve as an officer lower than president of a national organization.</td>
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<tr>
<td>____ Faculty sponsor of student organization.</td>
</tr>
<tr>
<td>____ Additional service accomplishments (with explanation mandatory).</td>
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</table>

**Summary Statement for Service (250 words or less):**
Graduate Studies Committee

I. Charge

The Graduate Studies Committee will advise the Directors of Graduate Studies on matters of policy that affect the department’s graduate programs.

II. Structure

A. The Graduate Studies Committee will consist of five voting members and four non-voting members:
   1) Voting members:
      • Director of Graduate Studies in Literature & Language/Creative Writing (DGS-LCWL)
      • Director of Graduate Studies in Technical Communication & Rhetoric (DGS-TCR)
      • Three graduate faculty, elected by the Graduate English Faculty
   2) Non-voting members:
      • English Department Chair
      • Director of Composition
      • Director of Creative Writing
      • Associate Director of Graduate Studies in English
      • Graduate English Society (GES) Representative

   Note: The GES Representative will participate in all committee activities regarding curricula and testing, except when confidential records are under discussion. This member will withdraw from meetings when student records are examined by the committee.

B. Elected members will serve two-year terms, except the GES Representative, who serves a one-year term.

C. The two-year terms will be staggered so that at least one new member will be elected each year.

D. The committee will elect its own secretary.

III. Duties

The committee will
   • Meet whenever the Directors of Graduate Studies deem necessary. In lieu of calling a meeting, the Directors may poll the members by mail or other means.
   • Select recipients of graduate awards for achievement in literature and language (such as the Warren Walker Award) when descriptions of such awards charge the committee with selection.
   • Hear and recommend approval or disapproval of proposals for graduate curricula, including proposals for new and revised courses and programs. Proposals and the committee’s recommendations will be forwarded to the full tenure-line faculty after consideration in committee.
   • Identify Chancellor’s Fellowship nominees.
   • Consider student petitions for courses (such as for English 5300 and 5378).
   • Advise the Directors of Graduate Studies as necessary on applications for admission to graduate programs and on recommendations for the appointment of Graduate Part-Time Instructors, Teaching Apprentices, Research Assistants, and Graduate Assistants.
   • Promote the recruitment and retention of graduate students.
Recruitment Committee

I. Charge

The Recruitment Committee will assess the current and long-term needs of the department for staffing professorial positions and will work with the department chair and relevant faculty specialists in soliciting applicants, reviewing applications and selecting candidates.

II. Structure

A. The committee will consist of seven members, two elected in each rank by professors in that rank, and the department chair as ex officio.

B. Members will be elected for nonconcurrent terms, each serving for two years. Each year, one member will be elected in each rank.

C. The committee will elect its own chair and secretary.

III. Duties

The committee will

A. Late each Spring semester, ask the Directors of Graduate Studies, program directors, and other pertinent faculty about their current and anticipated staffing needs and obtain rationale for such requests; provide this information to the incoming recruitment committee;

B. Report the results of this survey of staffing needs to the tenure-line faculty;

C. Poll the tenure-line faculty to determine the priority of staffing needs, noting the following principles:
   - We always try to hire persons we believe will get tenure.
   - We think holistically about the long-term good of the department: we hire specializations that meet needs in our department and we attempt to retain faculty once they are hired.
   - When we have available lines, we think about existing trailing spouses/partners in our department.
   - Where it is possible (i.e., when trailing partners have a specialization that our department can use), we write the job description to allow existing trailing spouses to apply.
   - We conduct a national search in every case.
   - We give partners a “plus factor” like the plus factors we use to meet goals on our strategic plan, such as racial or gender diversity.
   - We do not guarantee partners employment as we will not always be able to offer a job that meets a trailing partner’s qualifications (i.e., we might not have a line or the partner’s specialty might be in a field we do not need).

D. Appoint, with approval of the department chair, “screening subcommittees” consisting of at least three persons to assume primary responsibility for each search. Ideally, one member of each subcommittee should be a member of the Recruitment Committee; one should be tenured; and two should be from an area close to the area in which we hope to hire. The screening subcommittee for each position will
   1) write copy for appropriate job lists well in advance of appropriate deadlines.
   2) post the ad copy on appropriate list-serves.
   3) read all applications received in response to the particular position announcement.
   4) determine which applications to pursue with dossier and writing sample requests and make those requests via e-mail.

In evaluating applications, particularly when the pool of applicants is large, the subcommittee should employ some method of assessment similar to that used in merit rankings in order to cancel out individual biases, such as having each member of the subcommittee rank each applicant on a scale of 0-3, and then pooling the rankings. If any member of the committee feels that an applicant has been underrated, s/he can then initiate discussion and make a case for including the candidate in the group to be considered further.
The same method can be used after review of the dossiers and writing samples to select the most promising candidates to interview. After interviews, the candidates can be ranked from, say, one to ten, the rankings pooled, and the results discussed to decide which candidates should be invited for on-campus visits. When the pool of applicants is small enough to make this manageable, the committee may choose to rely solely on discussion of each candidate.

Evaluation of applicants can be facilitated by applying the same basic criteria consistently. For example:

- Has the candidate completed or nearly completed the doctorate?
- Does the candidate work primarily in the advertised field?
- Does the candidate have publications or otherwise show promise as a scholar or writer?
- How interesting/innovative is the candidate’s work?
- Will hiring the candidate add significantly to the breadth and/or depth of the department’s offerings?
- Will hiring the candidate promote diversity in the department?

Other criteria may be applied, depending on the specific nature of the position.

5) advise the faculty about which candidates to interview.
6) orchestrate on-campus visits of candidates in the position for which the subcommittee is responsible.

NOTE: The chair of the Recruitment Committee will meet with Provost’s Office to get the ad copy approved and receive official instructions about TTU’s search policies.

E. Determine, with approval of the department chair, who should interview candidates and determine the most appropriate location for these interviews. Preference will be given to members of Recruitment and of the screening subcommittees. The department chair and the Recruitment Committee will attempt to send at least one person from each subcommittee. Telephone interviews may be conducted prior to or instead of face-to-face interviews.

F. After all interviews are complete, the interviewing teams will meet with the screening subcommittees to determine which candidates for each position to bring to campus for on-campus interviews. Interviewing teams will then meet with Recruitment to share their rankings and recommend names and number of candidates to bring to campus. Recruitment will decide, based on the entire picture of all searches and the specific candidate pool for each search, how many candidates to bring on campus from each search. Recruitment then will work with the screening subcommittees to orchestrate such on campus interviews: reserving hotels, providing transportation to and from the airport, scheduling meetings with faculty and with graduate students, scheduling an on-campus presentation, hosting dinners, etc.

G. Poll the pertinent tenure-line faculty (LCWL or TCR), following all candidate visits for a given position, about ranking of the candidates. In the case of a clear preference for one candidate (i.e., a majority or wide plurality), the poll of the faculty will be determinative. In the case of close pluralities or tied votes, a special meeting of the pertinent faculty will be called in a timely manner for further deliberation, and a second vote will be conducted in a timely manner. If the second vote is still indecisive, the Recruitment Committee will weigh all available information from letters of application, CVs, dossiers, writing samples, interviews, campus visits, faculty polls, and recommendations of the search committees and interview teams in order to determine which candidate is to be made an offer.

NOTE: The ballot will list candidates for a given position in alphabetical order and ask faculty to rank the candidates (1st choice, 2nd choice, etc).

H. If a candidate declines the offer, Recruitment will determine, in consultation with the department chair, whether to try to schedule additional campus interviews. If such interviews are feasible, Recruitment will assume responsibility for the necessary arrangements.
Student Awards and Scholarships Committee

I. Charge
The Student Awards and Scholarships Committee will publicize to students and faculty the availability of all department scholarships and awards for undergraduate and graduate students in English, encourage applications, and select recipients except for those scholarships and awards assigned to other department units.

II. Structure
A. The committee will consist of the department chair in an ex officio capacity; the directors of graduate studies, undergraduate studies, creative writing, and technical communication; and three members of the tenured and tenure-track faculty elected at large. At least two of the three members elected at large must be members of the graduate faculty.

B. Elected members will serve two-year terms to be staggered so that at least one new member will be elected each year.

C. The committee will elect its own chair and secretary.

III. Duties
The committee will

A. Annually review and update the list of scholarships and awards with descriptions of selection criteria;

B. Distribute the list of scholarships through the English Department website and departmental electronic mailing lists, and advertise the online location of universal scholarship application forms to students and faculty;

C. Arrange a voluntary information session for undergraduate scholarship applicants toward the end of the Fall semester, to familiarize all students with criteria for awards and to provide them with suggestions for success in earning awards;

D. Call for applications and nominations at least one month before applications and supporting materials are due. An initial call should go out at the end of Fall semester with a subsequent call in early Spring semester.

E. Encourage students to initiate applications;

F. Review applications, supporting materials, and transcripts of applicants, and select the applicants who best meet the criteria established for the scholarships and awards; or, for those awards overseen by other departmental committees, forward nominations/applications and relevant materials to those committees;

G. Inform all applicants and department faculty of the selections; notify each recipient that writing a Thank You letter to the donor (if possible) is mandatory and provide the recipient with the donor’s address.

H. Invite recipients to the department honors and awards reception in coordination with the planning committee for the annual honors and awards reception. (The department chair will invite donors.)
ENGLISH SCHOLARSHIPS AND AWARDS COMMITTEE PROCEDURES

The work conducted by the Scholarships and Awards Committee depends upon the combined efforts of the three elected members of the committee, the ex officio members of the committee, the undergraduate English adviser, and a department secretary designated to the committee by the Department Chair. Most departmental scholarships and awards are selected by the voting members of the Scholarships & Awards Committee, but some are selected by the directors of department programs and/or other departmental committees, according to the description set out in this document.

I. August/September
i. The first meeting is convened by the Department Chair and is used to:
   • elect the committee’s officers (Committee Chair and Committee Secretary)
   • review the online “Scholarship Application Form” and the documents used to solicit scholarship and award applications
   • set a date for soliciting applications in the fall
   • project the approximate time-table for the spring process of receiving, reviewing, and evaluating applications, including an application deadline that can be publicized to all students and faculty

ii. After the first meeting of the semester, the newly-elected Committee Chair must review, in conjunction with the Department Chair and the department’s secretary for financial matters:
   • review and update the list of “English Scholarships and Awards” as new scholarships are created.
   • assess the funding level of each scholarship and award, to determine the appropriate award amount for each prize
   • make all necessary revisions to the “Scholarship Application Form” before it goes online to potential applicants

II. Late September/Early October
i. After the list of awards and the “Scholarship Application Form” have been updated by the committee, the Committee Chair must:
   • work with the undergraduate adviser to ensure that copies of the “English Scholarships and Awards” list and “Scholarship Application Form” will be available to students in the advising office

ii. Meanwhile, the Committee Secretary must:
   • add all updates and revisions to the list of awards and/or the application form to the information available on the website of the Department of English. Changes to these documents should be finished no later than October 15, so that solicitation of applications can begin.

iii. Usually the spring awards reception is held in the Department of Education Building, Room 001. The Committee Secretary should reserve this room (or look into reserving a different room, if not using the Education Building) during the second half of the fall semester. Catering options for the reception should also be considered at this time.

III. November
i. The Committee Chair will begin soliciting applications from graduate and undergraduate English students by: (1) circulating a memorandum to all English faculty and graduate students; (2) making an appropriate announcement at the November faculty meeting; (3) posting a call for applications to the English majors’ list-serve; and (4) posting a call for applications to the “Announcements” portion of the Department’s home page. The call for applications must specify:
   • where students interested in applying for departmental prizes can find copies of the “English Scholarships and Awards” list and the “Scholarship Application Form”
   • that students should complete applications online using the university’s scholarship application website, and that recommenders should submit supporting materials to that same online location

ii. The Committee Chair must also call or e-mail the Senior Counselor at Coronado High School to solicit applications for the Dr. Dale Davis and Alan Kent Davis Memorial Scholarship. If no student from Coronado High School qualifies, contact the senior counselor at other local high schools in the following order: 1) Monterey High School, 2) Lubbock High School, 3) Frenship High School, 4) other high schools from surrounding communities.
IV. January
i. The Committee Chair will initiate a second solicitation of applications by advising faculty in the January faculty meeting to tell their spring-semester students where to find the “Awards” list and the “Scholarship Application Form.” The Committee Chair should also use the January faculty meeting to remind program directors and other committees responsible for selecting award recipients that the names of those award recipients are due to the Scholarships and Awards Committee no later than April 1.

ii. The Committee Chair must remind all program directors and committees that their nominations for every award should come to the Committee with accompanying remarks that can be used in the script for the Spring Awards Reception.

iii. The directors/committees responsible for submitting the names of award recipients are:
   - Director of TCR: Alumni Award in Technical Communication
   - Director of Creative Writing: Huffman Award and Emerging Writer Awards
   - Director of FYC: Teaching Awards for GPTIs
   - Director of FYC: for personal essay, expository essay, research paper
   - Director of Graduate Studies in English: Warren S. Walker Award
   - Director of Literary Studies: Mary Sue Carlock Award, J. T. McCullen Award

iv. In January, the committee will also establish a time-table for submission and review of applications for scholarships and awards. Typically, the first applications that must be considered are those for College of Arts & Sciences “Merit Scholarships” and “H. Y. Price Scholarships.”

v. The Committee Chair must check with the Dean’s office to determine the due date for the English department’s recommendations and rankings for these awards

vi. Finally, the Committee Chair must work with the Special Events Committee to select a suitable date for the Spring Awards Reception.

V. February
i. Usually the deadline for the Dean’s office to receive rankings for A & S awards falls after February 15. The committee must therefore begin ranking applicants for these awards on or around February 1. When it has finished deliberating, the committee must forward two separate sets of applications for the A & S awards to the Dean’s office: one set for the Merit Awards and another for the H. Y. Price Awards. Each set must be covered by a letter or memo, written by the Committee Chair, that explains briefly the rankings of candidates and the rationale for those rankings.

ii. The Committee Chair should contact the CHS Senior Counselor a second time to check on the status of applications for the Dr. Dale Davis and Alan Kent Davis Memorial Scholarship. If no suitable applicant has come forward from CHS, the Chair must:
   - contact the Senior Counselor at Monterey High School to solicit applications, AND
   - bring received applications from MHS to the committee for evaluation
   OR, if no suitable applicant from MHS is available
   - contact the Senior Counselor at Lubbock High School to solicit applications, AND
   - bring received applications from LHS to the committee for evaluation
   OR, if no suitable applicant from LHS is available
   - contact the Senior Counselor at Frenship High School to solicit applications, AND
   - bring received applications from FHS to the committee for evaluation
   OR, if no suitable applicant from FHS is available
   - consult the list of incoming freshman majors who have applied for scholarships from the university AND

   - bring the names and credentials of suitable incoming students to the committee for evaluation
iii. After the deadline for scholarship applications has passed, the committee will generate spreadsheets using information from the “Scholarship Applicants” database, one designed for the display and consideration of “Graduate Applicants” and one designed for the display and consideration of “Undergraduate Applicants.” These new spreadsheets should provide the name of each award and, beneath the title of each award, a list of the applicants (and their academic information) who are eligible for the award.

Be extremely careful when searching the scholarships database; students’ files include all of their applications, including applications for financial aid and applications from previous years. Note that Technical Communication is a separate major: thus searching on “English major” will not include all eligible students. Make sure to request only pertinent information; reviewing your search terms with a member of the scholarships office is very helpful.

VI. Early March
i. Typically, the committee waits for the results of the competitions for A & S awards before considering undergraduate departmental awards. These results usually come in late March or early April. While awaiting word from the Dean’s office, the committee must meet to determine the recipients of scholarships and awards for graduate students. These deliberations will be aided by the “Graduate Applicants” spreadsheet.

ii. After selection of graduate student recipients is complete, the Committee Secretary will submit the names of recipients/awards to the department secretory. The Committee Secretary must also draft an email message to send to recipients, so that each recipient is invited to attend the Awards Reception: recipients should be informed that they will receive a scholarship or award, but not which scholarship or award. The message must include the specific date/time/place information about the Awards Reception.

iii. The Committee Chair should use the names of graduate recipients to begin compiling a complete list of recipients that can be forwarded to the department’s secretary for financial matters. That list of recipients must include, for each recipient:
   • name of recipient
   • name of the award s/he has won
   • R # of recipient
   • mailing address for each recipient

VII. Late March
i. The committee will finalize the complete list of Scholarship & Award recipients by selecting the recipients of the undergraduate awards. By late March, the Dean’s office forwards to the Committee Chair a list of English students who have won A & S awards. These A & S recipients should be removed from the pool of eligible applicants for departmental awards, so that the available scholarship money is divided among as many recipients as possible. Once the list from A & S has been received, the committee will meet to decide on the departmental awards for undergraduate students.

ii. After selection of undergraduate student recipients is complete, the Committee Secretary and the department secretary will follow the same procedure as for the graduate awards (described above). After the committee completes the list of award recipients—including the names of those recipients selected by other committees—the list of “recipients” should be given to the department secretary for financial matters so that s/he can begin preparing award checks and handle other payment issues. The list of “non-recipients” must be provided to the Committee Secretary.

iii. Meanwhile, the Committee Chair will solicit from other faculty members—and especially those who advise undergraduate honors societies or who direct programs or societies within English—“good news” regarding our graduate and undergraduate students. This “good news” includes (but is not limited to):
   • new members of Sigma Tau Delta
   • new members of Phi Beta Kappa
   • new members of Golden Key
   • new members of Phi Kappa Phi
   • new members of the Society for Technical Communication
   • recipients of Arts & Sciences scholarships
   • recipients of other, non-departmental scholarships or awards
• graduating seniors who have been admitted to graduate programs
• graduating master’s or doctoral candidates who have been admitted to graduate programs or accepted jobs (academic or non-academic)
These students, though not recognized individually during the Awards Reception, will have their accomplishments announced at the end of the program.

VIII. Early to Mid-April
i. The Committee Chair should use the material in the application files to revise suitably the “Reception Script” for the Spring Awards Reception. These revisions should include filling in the names of the year’s recipients, adapting the descriptions of awards (when appropriate), and composing accompanying blurbs about each recipient. A model for the “Script” appears in electronic and paper form in the committee archives under the title “Reception Script”.

ii. The Committee Secretary should prepare a letter for “Non-recipients” and send it to each unsuccessful applicant. The letter should urge eligible applicants to apply again the following year. The Committee Secretary should also prepare and print the program for the Reception.

iii. The Committee Chair will also submit a complete list of scholarship and award recipients to the department secretary to prepare and print the Certificates for the Spring Awards Reception.

IX. Late April
i. the following are the responsibilities of the Scholarships and Awards Committee:
• preparing the “Reception Script” for the presentation of Awards
• preparing the folders that contain the certificates and, when appropriate, the monetary prize that accompanies the award
• preparing and printing the programs for the Reception
• providing food and beverages for the Reception
• setting up the room for the Reception
• cleaning up the reception room after the event has concluded

ii. The Committee Chair will prepare the folders that are given to recipients so that these are ready for the Awards ceremony. Each folder should contain the appropriate Certificate and—if appropriate—a check for the monetary amount of the award.

iii. Armed with an updated “Reception Script” and the prize folders, the Committee Chair and the Committee Secretary (or willing members of the faculty) will together serve as hosts and presenters for the Awards Reception. They should divide the duties of announcing the award recipients.

X. May
After the Awards Reception, the committee must meet one final time to: (1) discuss the committee’s procedures and the Reception, so that suggestions can be offered and considered while the spring events are fresh in the minds of committee members; and (2) put the committee’s archives in order, in anticipation of passing them to a new committee in the fall.
Department of English Scholarships and Awards

Undergraduate Students:

Truman and Virginia Camp English Scholarship in English
For an English major who exhibits leadership and promise, has some financial need, and exemplifies those qualities of academic achievement deserving of such a prestigious award. Administered by the Student Awards and Scholarships Committee. One award per year. Amount is approximately $1000.

Linda S. Fuller Scholarship
For a technical communication major in good standing with at least 30 hours of college-level courses and a GPA of 2.5 or better. Administered by the Student Awards and Scholarships Committee. One award per year. Amount is approximately $2500.

Lenore M. Tunnell Memorial Scholarship in English
For sophomore English majors who have excellent records of character and scholarship (minimum 3.0 GPA overall). If all other qualifications are equal, financial need is the determining factor. Administered by the Student Awards and Scholarships Committee. Amount is approximately $500.

Dr. Dale Davis and Alan Kent Davis Memorial Scholarship
For an entering freshman from Coronado High School in Lubbock, Texas, who intends to major in English. The recipient shall have the minimum GPA declared by Coronado High School for honor students. (If no student from Coronado High School qualifies, a qualified recipient will be sought from other local high schools in the following order: 1) Monterey High School, 2) Lubbock High School, 3) Frenship High School, 4) other high schools from surrounding communities.) Financial need will be considered subsequent to merit in the award. This scholarship is nonrenewable with a new recipient selected each year. Administered by the Student Awards and Scholarships Committee. Amount is approximately $1000.

Ann A. Daghistany Scholarship
For a female upper-division student who has evidenced a potential for creativity in her examinations or papers. Such evidence should be supported by a nominating letter from a faculty member of the Department of English. Neither GPA in English nor cumulative GPA is a factor. Neither age nor major is to be a factor. The recipient can be a fulltime or a part-time student. If applicants are otherwise equal, need will be considered. The award recipient must be approved by Dr. Daghistany. Administered by the Student Awards and Scholarships Committee. Amount is approximately $500.

Rushing Family Scholarship
For an outstanding undergraduate English major who exhibits academic excellence. Administered by the Student Awards and Scholarships Committee. Amount is approximately $1500.

Susan and Eric Stotzer Scholarship
For a technical communication major. Administered by the Student Awards and Scholarships Committee in consultation with the Director of Technical Communication. One award. Amount is approximately $1250.

William Wilbanks Technical Communication Scholarship
For a technical communication major. A minimum GPA of 3.0 or equivalent is required. Administered by the Student Awards and Scholarships Committee in consultation with the Director of Technical Communication. One award. Amount is approximately $500.

Undergraduate or Graduate Students:

Allan L. Carter and Olga Meloy Carter Memorial Scholarship
For a senior or graduate student who is majoring in English, specializing in the study of Shakespeare, Chaucer, Scandinavian and German Literature, or Early English or Early American Literature, demonstrating positive traits such as creativity, a talent for self-expression, enthusiasm, an ability to inspire others, and who has a minimum GPA.
overall 3.5 GPA. Administered by the Student Awards and Scholarships Committee. Amount is at least $1,500 or an amount that makes the award substantial to the recipient and conveys excellence. One award, given only in years in which a student meets the requirements for the award.

**Helen Locke Carter Memorial Scholarship**
For a graduate or upper division undergraduate student majoring in English who demonstrates promise and scholarly interest in the theory and practice of literacy. The number of awards is variable and the amounts will be at least $500 per year.

**Benjamin Rude Memorial Scholarship**
For graduates and undergraduate students who have completed at least 6 hours in English (sophomore level and above) and have a 3.5 GPA in English and an overall 3.0. Applicants must submit an essay describing goals for study and focusing on one "distinguishing characteristic" (such as problem solving ability, creativity, ability to influence others, social service, or ability to complete school in spite of financial or health problems). Administered by the Student Awards and Scholarships Committee. Maximum awards are $1,200 (graduate) and $600 (undergraduate).

**Carolyn Detjen Rude Scholarship**
For a graduate or undergraduate technical communication major who shows exceptional promise as a member of the profession, either in the academic or corporate world, and who embodies the values that characterize Professor Carolyn Rude’s career at Texas Tech University: possesses and demonstrates integrity, contributes to the development and growth of the Texas Tech University Technical Communication program, exhibits personal generosity in sharing skills to help others at the university and in the community. Administered by the Student Awards and Scholarships Committee in consultation with the Director of Technical Communication. Amount is approximately $500. One award.

**Graduate Students:**

**Bruce Family Memorial Scholarship**
For a native Texan graduate student pursuing studies in American Literature. Amount is approximately $24,000.

**William Bryan Gates Graduate Award in English**
For a graduate student majoring in English with a minimum overall 3.50 GPA who possesses positive traits, such as creativity, a talent for self-expression, enthusiasm, good judgment, and an ability to inspire others. Must be recommended by a member of the English Department graduate faculty. Administered by the Student Awards and Scholarships Committee. Amount is approximately $1250 each (2 awarded).

**Thomas Langford Graduate Scholarship**
For graduate students researching the relationships between Christianity and literature (a special interest of Dr. Langford). A student studying the works of Milton, Browning, or Hopkins and offering evidence of interest in matters of the spirit as well as the world might be the ideal candidate. Administered by the Student Awards and Scholarships Committee. Amount is approximately $1000.

**George T. Prigmore Graduate English Scholarship**
For graduate students majoring in English with a minimum overall 3.5 GPA. Recipient will have positive traits, such as creativity, a talent for self-expression, enthusiasm, good judgment, and an ability to inspire others. Recipient will have expressed a commitment to teaching English language and literature at either the secondary or higher education level. Candidates must be nominated by a member of the English department graduate faculty. Financial need will not be considered. Administered by the Student Awards and Scholarships Committee. Amount is approximately $500.

**Mary Sue Carlock/Joyce Thompson Graduate English Scholarship**
For female graduate students majoring in American literature in the department. This scholarship was established to encourage women to study American literature. Administered by the Student Awards and Scholarships Committee. Amount is approximately $1000.
**English Faculty-Alumni Graduate English Scholarship**
For an incoming graduate student majoring in English at either the master’s or doctor’s level who exhibits exceptional promise to become a member of the English profession. Established by the English Faculty and English Alumni. Selected by the Director of Graduate Studies in consultation with the Graduate Studies committee. Amount is up to $1,000.

**Awards:**

**Alumni Award in Technical Communication**
For the best senior project in technical communication from an ENGL 4366 or 4367 class (based on appropriateness to aim and audience, effectiveness of design, and meeting of professional standards). Nominated by instructors and selected by a panel of alumni technical communication students. Amount is $100.

**Mary Sue Carlock Award for Best Sophomore Literature Paper**
For the best critical essay written in a sophomore English literature class. Nominated by instructors and selected by the Language and Literature Committee. Amount is $100.

**J. T. McCullen Award for Best Advanced Undergraduate Literature Paper**
For the best critical essay on a literary or linguistic topic written in a junior or senior level English class. Selected by the Literature and Language Committee. Amount is $100.

**First-Year Composition Awards**
For winning essays in each of three categories: The Mary Louise Brewer Award for Best Personal Essay, The Kline Nall Award for Best Expository Essay, and The Jay Rushing Award for Best Research Paper. Nominated by instructors and selected by the Composition and Rhetoric Committee. Administered by the Director of Composition. Amount is $50 for each recipient.

**Creative Writing Program Emerging Writers Awards**
For the outstanding student in fiction, nonfiction, and poetry writing in English 3351, 4351, or 5370. Amount is $100 each. Administered and selected by the Director of Creative Writing.

**Warren S. Walker Award for Critical Writing**
This award recognizes the best essay written in an organized graduate course in English during a calendar year. Chapters in theses and dissertations are ineligible. Essays must be nominated by a member of the English department Graduate Faculty. Amount is $100. The recipient will be selected by the Graduate Studies Committee.

**Teaching Awards for Graduate English Instructors**
For outstanding student instructors at the master’s level and at the doctoral level. Selected by the Composition and Rhetoric Committee. Administered by the Director of Composition. Amount is $100 to each recipient.

**Stephan Ross Huffman Memorial Poetry Award**
For an undergraduate student and aspiring poet. Administered and selected by the Director of Creative Writing and a committee of no less than three members and no more than seven members from diverse academic disciplines, with selection based on the same criteria of passion, thought, and creativity that characterized the poetry of Stephen Ross Huffman. Award is approximately $500, given in the fall semester of each year.
Technology Committee

I. Charge

The Technology Committee is charged with encouraging, developing, and coordinating the use of technology in the English department for instruction, research, administration, service, and application of information- and knowledge-management systems. The Committee, under the guidance of the department’s Director of Technology Development, will oversee the efforts of the department’s technology specialist and the writing and application of the committee’s Technology Operating Procedures and will report to the department chair regarding technology needs and opportunities in relation to the department’s mission.

II. Structure

A. The committee will consist of the following members:
   - The Department Chair (ex officio member of the committee)
   - The computer technology specialist (ex officio member)
   - The Director of Technology Development to be appointed by the Department Chair to serve a 3-year term
   - The Director of Usability Research
   - The Director of the Media Lab
   - The Director of the Phonetics and Phonology Linguistic Lab
   - One faculty member chosen by the Creative Writing faculty to serve a 2-year term
   - One faculty member chosen by the Composition faculty to serve a 2-year term
   - One faculty member chosen by the Literature & Language faculty to serve a 2-year term
   - One faculty member chosen by the Technical Communication faculty to serve a 2-year term
   - One graduate student to be elected by the GES to serve a 1-year term

B. The committee will elect a secretary from among committee’s members.

III. Duties

The committee will

A. Create, update, and communicate policies for the use and maintenance of the department’s computer equipment, software, instructional materials, and computer-based classrooms.

B. Forecast opportunities for technology and establish its priorities.

C. Inform the faculty of relevant computer capabilities offered by the University and the community.

D. Coordinate various technology initiatives (e.g., Web site, MOO, Usability Lab, MULL) through the use of special interest groups.

E. Promote the department’s technology efforts to the university and the community.

F. Maintain information management in support of the department’s mission and vision, including its technology history.

G. Produce an annual status report to the department chair.

H. Pursue funding.
Tenure and Promotion Procedures Committee

I. Charge

The Tenure and Promotion Procedures Committee will ensure that in all instances fairness, due process, and respect for the rights of individuals prevail in matters of tenure and promotion. This committee does not vote as a body on tenure or promotion applications. Nor does it recommend to the tenured faculty or to the department chair approval or disapproval of tenure or promotion applications. In the event of an appeal, when tenure or promotion is denied, this committee may be called upon to determine whether at any point in the departmental proceedings due process has been denied an applicant.

II. Structure

A. The committee will consist of five tenured faculty: one full professor and one associate professor, each elected by the tenured faculty in that rank; one tenured faculty member elected at large by the tenure-track faculty in LCWL; one tenured faculty member elected at large by the tenure-track in TCR; and the department chair, as an ex officio member.

B. The committee members will be elected for non-concurrent terms, each serving for two years.

C. The committee will elect its own chair and secretary.

III. Duties

The committee will administer the departmental, college, and university written policies governing tenure and promotion (see the Faculty Handbook for T&P policies). Departmental procedures are detailed below.

A. Each Fall semester the department chair, in conjunction with the Tenure and Promotion Procedures Committee, shall establish and make available to the voting faculty a time table for the tenure-progress review and review the status and time in rank of all non-tenured faculty to ensure compliance with the tenure policy.

B. The department chair shall make available to tenure-track faculty copies of the curriculum vitae format and shall issue a call for the submission of all relevant materials, including a completed curriculum vitae, all sets of the department’s student teaching evaluations collected during the previous one-year period, copies of all publications, and work accepted for publication.

C. The Promotions and Tenure Committee shall supervise a program of faculty visitation and teaching evaluation. The following guidelines will be observed:

1. The evaluation will be conducted annually in the Fall semester with one tenured faculty member evaluating each tenure-track faculty member. If possible, at least one evaluator during the probationary period should be in the same or similar field as the candidate.

2. If possible, visits in subsequent years should be made by evaluators who have not previously evaluated the same faculty member, in order to permit a variety of evaluators.

3. Though candidates may not request a specific individual or class for an evaluation, changes of assignment will be considered under certain circumstances, such as 1) when both the evaluator and the candidate request a change, or 2) when an existing relationship is considered by either faculty member to be a significant hindrance to the proper functioning of the evaluation process or the process a threat to the relationship.

4. A request for change of assignment should be directed to the department chair, who may bring the matter to the attention of the Tenure and Promotion Procedures Committee, or the person making the request may appear before the Committee.
5. A faculty member wishing to appeal his or her teaching evaluation prior to its consideration by the tenured faculty should immediately initiate an appeal with the department chair, who will counsel with the faculty member and advise him or her of the right to submit a written response to the teaching evaluation.

D. The department chair shall make available for review by the tenured faculty all materials submitted for tenure-progress review, including a curriculum vitae, student teaching evaluations, faculty teaching evaluations, copies of all publications, and work accepted for publication.

E. For faculty hired after January 1, 2007, annual tenure-progress reviews and applications for tenure and/or promotion shall be evaluated by the faculty members in the candidate's home unit (TCR or LLCW). Faculty members hired prior to January 1, 2007 will have the option, to be indicated to the chair no later than the next tenure-progress review or application for tenure and/or promotion, of being evaluated by the respective units or by the department as a whole.

F. The tenured faculty shall meet to advise the department chair regarding each tenure-track faculty member’s progress toward tenure, adhering to the candidate's wishes regarding paragraph E.

G. The committee will assist the chair in circulating ballots for tenure track faculty to vote on progress toward tenure, as well as in tabulating tenure and promotion ballots.

H. Compiling comments made by the tenured faculty, the department chair shall write an assessment of each tenure-track faculty member’s progress toward tenure and shall meet with each candidate to discuss the assessment. The department chair and the candidate shall each sign two copies of the assessment, and each shall retain a copy.

In the probationer’s sixth long semester, in lieu of the annual tenure-progress review that would take place in the third year, the College of Arts and Sciences has requested a more extensive review procedure. The description of this review is contained in the College of Arts and Sciences Procedures for the Review of Untenured Faculty.

ADDENDUM: Conducting Teaching Observations

1. The evaluator shall request from the candidate all relevant teaching materials, such as course policy statement, syllabus, and a sampling of graded student papers.

2. The evaluator shall schedule a pre-observation conference with candidate. At this conference the evaluator and candidate shall discuss the criteria (and the departmental evaluation form) which shall govern the evaluation, as well as other pertinent matters, such as course objectives, teaching methods, etc., and shall agree upon a date for an in-class observation.

3. The evaluator shall visit the candidate’s class and observe the candidate’s teaching.

4. The evaluator shall schedule a post-observation conference with the candidate, at which time the evaluator will discuss his/her impressions, comment on apparent strengths and weaknesses evident in the faculty.

5. Following the post-observation conference, the evaluator shall write his or her evaluation (using the departmental form) and submit copies to the faculty member evaluated and to the department chair.
Division Governance
Composition Committee

I. Charge
The Composition Committee will review matters related to first-year writing.

II. Structure
A. The committee will consist of:
   - The Director of Composition (Chair)
   - the tenured and tenure-track faculty in composition and rhetoric
   - the Director of the University Writing Center
   - the assistant directors of composition
   - the coordinator of the CODE sections
   - one lecturer (current instructor of 1301 or 1302)
   - two tenure-line faculty (recent or current instructors of ENGL 2311 or 2391)
   - the Directors of Graduate Studies in English and in Technical Communication and Rhetoric
B. The committee will select its own secretary.

III. Duties
The committee will meet a minimum of two times each semester to review the role of the First-Year Writing courses in the context of writing instruction throughout the University. It addresses the role of writing as both a tool for learning and a means to assess student learning. More specifically, it examines ways in which the learning objectives and courses meet the needs of first-year students and recommends priorities to the First-Year Writing Director. The committee will communicate regularly with the full faculty of the department.
Creative Writing Committee

I. Charge

The Creative Writing Committee will oversee and review course offerings in creative writing. It will administer all operations specifically related to the creative writing program. It will recommend requirements for the specialization in creative writing for the undergraduate English major, the M.A. degree, and the Ph.D. degree. It will also review and recommend possible changes in course offerings.

II. Structure

A. The committee will consist of all tenure-line faculty in creative writing.

B. The position of Director of Creative Writing will be a member of the creative writing faculty elected by the Creative Writing faculty every 3 to 5 years. The position of Director is one of convenience and service, for the purpose of coordinating the program. The Director will serve as contact person for the program, and will make and implement decisions with the approval of Creative Writing faculty as needed.

C. The position of Secretary will be rotated among creative writing faculty.

III. Duties

The creative writing director (with the committee) will:

1. Track and advise undergraduate majors (in cooperation with the Undergraduate Advisor).
2. Track and advise graduate majors (in cooperation with DGS.)
3. Oversee advertising and recruitment.
4. Collect Senior Portfolios from 4351 teachers, distribute to CW faculty, keep on file.
5. Maintain membership in Associated Writing Programs (AWP).
6. Coordinate course schedules of faculty, in consultation with the Associate Chair and DGS.
7. Coordinate ENGL 2351 in terms of scheduling, supervising, and evaluating GPTIs.
8. Maintain the creative writing bulletin boards; post announcements as appropriate; distribute copies of AWP Writer’s Chronicle to faculty, graduate students, and advanced undergraduates, in that order, as number of copies permits.
9. Coordinate the awards for which the program nominates students.
10. Oversee the budget for the TTU Creative Writing Reading Series.
11. Explore new avenues for acquiring funding and endowments for the graduate and undergraduate programs in creative writing.
12. Conduct social activities and readings.
13. Coordinate and update the Creative Writing portion of the department website, in consultation with department webmaster.
14. Implement other specific tasks arising in regard to fulfill the Creative Writing Committee’s charge.
15. Communicate to the full tenure-line faculty significant creative writing concerns and any changes in the committee charge, structure, and duties.

Note: The first eleven duties are the primary responsibility of the Director; the other duties are to be divided among other members of the committee. The Director shall act as the primary contact person for any inquiries concerning the creative writing program and recruitment of students.
Linguistics Committee

I. Charge
The Linguistics Committee will oversee and review course offerings in linguistics. It will administer all operations specifically related to the linguistics program. It will recommend requirements for the specialization in linguistics for the English portion of the interdisciplinary undergraduate minor, interdisciplinary graduate program, the English M.A. and Ph.D. linguistics concentrations, and the graduate certificate in linguistics. It will review and recommend possible changes in course offerings and degree programs.

II. Structure
   A. The committee will consist of all tenure-line faculty in linguistics.
   B. The Director will serve as contact person for the linguistics program, and will make and implement decisions with the approval (implicit or explicit) of linguistics faculty, in coordination with the DGS-English as appropriate for graduate program issues.

III. Duties
   A. Track and advise undergraduate minors and graduate students in the College of Arts and Sciences interdisciplinary linguistics programs, in conjunction with advisors in English and CMLL.
   B. Track and advise graduate majors (in cooperation with DGS.)
   C. Track and advise students pursuing the graduate certificate in linguistics (copies of degree plans will be submitted to DGS, in addition to the Graduate College)
   D. Conduct advertising and recruitment.
   E. Coordinate course schedules of faculty, in consultation with the Associate Chair and DGS.
   F. Facilitate professional development activities for graduate students.
   G. Conduct social activities and talks, working with faculty in the department and elsewhere in TTU and TTUHSC.
   H. Coordinate and update the Linguistics portion of the department website, in consultation with the department webmaster and in coordination with the DGS-English as appropriate for graduate program issues.
   I. Continue to run the ESL/Literacy Service-Learning Initiative.
   J. Work with the Associate Dean of Arts and Sciences as needed for the interdisciplinary linguistics programs, including updating relevant catalog copy.
   K. Implement any other specific tasks that may arise in regard to fulfilling the Linguistic Committee’s charge.
   L. Communicate regularly with the full faculty of the department.
Literary Studies Committee

I. Charge

The Literary Studies Committee will oversee and review course offerings and catalog descriptions in English, except for those courses in technical communication, composition, linguistics, and creative writing. It will recommend requirements for the specialization in literary studies for the undergraduate English major and minor. It will also review and recommend possible changes in course offerings. Liaisons will meet with their constituencies regularly, in order to communicate their concerns to the Literary Studies Committee, and to report on the committee’s work.

II. Structure

A. The committee will consist of six voting members: the director of literary studies, and five elected members, each of whom will serve as liaison to his or her particular area, and who will be elected by faculty from that area: Early British Literature, Later British Literature, American Literature, Comparative Literature, Film Studies. The Associate Chair of the English Department will be an ex officio member.

B. Elected members will serve for two year terms.

C. The committee will elect its own secretary.

III. Duties

A. Consult regularly with the undergraduate advisor, and meet with tenure-line faculty in literary studies as necessary.

B. Review literature course offerings and degree requirements to determine whether additions, deletions, and/or changes should be recommended to the full-time faculty. Consult with Recruitment Committee about hiring and lines.

C. Issue calls each semester for 4000-level course proposals, evaluate those proposals, and, in consultation with the associate chair and undergraduate advisor, determine which will be offered.

D. Oversee the collection of data from senior seminar students on learning objectives and assessments, interpret that data, and recommend changes as needed.

E. Select the recipients of the undergraduate prizes in literature and language, and forward that information to the Student Awards and Scholarship Committee.

F. Communicate regularly with the full faculty of the department.
Technical Communication Committee

I. Charge
The Technical Communication Committee will oversee and review course offerings in English 2311, 3365, 3366, 3367, 3368, 3369, 4365, 4366, 4367, 4368, 4369, and any other such courses in technical communication as may be added to the curriculum. It also will recommend requirements for the specialization in technical communication as an option for the undergraduate English major and minor.

II. Structure
A. The committee will consist of:
   - tenured and tenure-track faculty with academic specializations in technical communication
   - one member from the remaining ranks who teach technical communication and elected by them at large
   - one member from the Graduate English Society (GES). This member must be a Ph. D. student specializing in technical communication.

B. The Director of Technical Communication will serve as nonvoting chair of the committee.

C. The elected members of the committee will serve nonconcurrent two-year terms, except the GES member, who is elected annually.

D. The committee will elect its own secretary.

III. Duties
A. The director, acting on behalf of the committee, will
   1. Recommend to the department chair the courses to be offered each semester and the number of the sections to be established.
   2. Report to the department chair at the end of each academic year concerning the courses offered, the number of sections each, and class size; program achievements and changes; and program goals;

B. The committee will
   1. Review its course offerings annually to determine whether course additions, course deletions, and/or course changes should be recommended to the full-time faculty.
   2. Prepare course descriptions and approve textbooks for English 2311.
   3. Recommend departmental speakers in technical communication to address the department when funds are available.
   4. Supervise the selection of the recipient of the Alumni Award in Technical Communication and other undergraduate prizes in technical communication and inform the Student Awards and Scholarships Committee.
   5. Communicate regularly with the full faculty of the department.
Department Promotion
Alumni and Friends Committee

I. Charge

The Alumni and Friends will be responsible for the promotion of the department and its programs, for publicity of events and awards to the general public, for advising the department chair and the faculty concerning ideas and strategies for general departmental advancement and for the department’s newsletter, web contacts with alumni and other alumni-related activities.

II. Structure

The committee consists of willing faculty of the department.

III. Duties

The committee will

A. Consult with the department chair and the Special Events Committee at the beginning of the year about special activities for the year to determine the best means of publicity, both before and after those events.

B. Survey various avenues of fund raising for scholarships, faculty enhancement resources, and general departmental needs and plan strategies for effective growth in such resources.

C. Coordinate efforts with the college and university development offices to gain their assistance.

D. Assist the department chair in collecting and disseminating news and information about the department’s achievements and successes. Specifically, the committee will prepare two newsletters per year to be sent to current and former students.

E. Maintain and develop relations with alumni so as to enhance the department’s usefulness to ex-students and to offer alumni opportunities to assist the department; such activities would include developing and maintaining as complete a mailing list as possible.
Special Events Committee

I. Charge

This committee will be responsible for planning such events as the annual awards celebration, seasonal social events, receptions for new and retiring faculty, research colloquia, and a speakers series.

II. Structure

The committee consists of willing faculty of the department.

III. Duties

The committee will

A. Plan and coordinate various receptions and celebrations, drawing upon the general faculty for assistance as needed.

B. Work closely with the department chair and the awards committees in determining the need and timing for various faculty and student gatherings.

C. Inform the faculty of plans for special events, colloquia, and speakers, and assume responsibility for registration, collection of funds, etc.
Student Recruitment and Retention Committee

I. Charge

The Student Recruitment and Retention Committee will be responsible for developing and implementing strategies to recruit prospective students and to retain existing majors and minors.

II. Structure

A. The committee will consist of members of the department who are interested in recruitment and retention issues.

B. The members of this committee will elect a chair and secretary.

III. Duties

The committee will support such activities as the following:

- hosting an annual reception for majors
- hosting a reception for first-year majors
- representing the department at University Days
- mailing letters to prospective majors
- visiting regional high schools