

TERMS OF REFERENCE FOR DEPARTMENTAL COMMITTEES

Department of English

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**SUMMARY OF COMMITTEE MEMBERSHIP
And
TERMS OF OFFICE**

Departmental Secretary:	rotating
Professional Development and Appointments Committee:	3 tenured faculty members, each serving 3 years
Graduate Committee:	3 faculty members, each serving 3 years (one serving as Graduate Coordinator for a two-year term, one serving as Teaching Assistant Coordinator, and one serving as Professional Development Coordinator); 3 graduate students
Undergraduate Committee:	3 faculty members, each serving 3 years (one serving as Undergraduate Coordinator for a two-year term, one serving as Creative Writing Coordinator, and one serving as Transfer Credit Officer)
Executive Committee	Department Chair, Undergraduate Coordinator, Creative Writing Coordinator, Graduate Coordinator, 1 graduate student
Speakers Committee:	1 faculty member, serving 1 year as Chair; 1 graduate student

GENERAL RULES GOVERNING THE ELECTION OF OFFICERS

1. Elections to committees and other departmental positions are normally held in the penultimate meeting of the academic year. At that time, the Executive Committee presents a slate of nominations, circulated to Department members at least two weeks earlier; further nominations for any position may be made from the floor at the time of election.
2. The prior consent of nominees is required for nominations to all committees and departmental positions.
3. Committee chairs are normally held for one year, except for the chairs of the Graduate and Undergraduate Committees, whose terms are normally two years. Whenever possible, the Chair of the committee shall be in the second or third year of service on that committee.
4. The Chair of each committee (other than the Chairs of the Undergraduate and Graduate committees) will be elected by separate vote after the composition of the whole committee has been decided.
5. Where a vacancy occurs on a committee, whether by resignation, sabbatical leave or any other reason, an interim appointment for the remainder of the term of office shall be made by the Department, after a nomination from the Executive Committee. In special cases, the Chair of the Department may act to fill a vacancy.

A member of a committee who cannot serve the second of a three-year term may resume the third year as scheduled, with an interim appointment for the second year being made by the Department.

A member of a committee who cannot serve the final year of a scheduled two-year or three-year term may not resume that year. The member appointed on an interim basis may then be eligible for election to complete a normal term on that committee.
6. In such cases as described in rule five, where the normal pattern of committee rotation is disrupted, and in general, the Executive Committee is entrusted to maintain, as far as possible, an orderly and commonsensical pattern in committee membership.

THE DEPARTMENTAL SECRETARY

Structure and Rotation

This position rotates to a new full-time faculty member after each department meeting. The rotation schedule is arranged alphabetically by last name, excluding the Department Chair, and it is the responsibility of the Department Chair to notify faculty members when it is their turn to assume this position.

Duties and Responsibilities

1. To keep minutes of the departmental meeting, to maintain an index of those minutes, and to file the minutes and documents of departmental meetings.
2. In conjunction with the Chair, to draw up and distribute the agenda for the departmental meeting at least one week in advance. At a convenient time before the agenda is drawn up, the Secretary requests items for the agenda from the department as a whole.

THE PROFESSIONAL DEVELOPMENT AND APPOINTMENTS COMMITTEE

Structure and Rotation

The Committee consists of three tenured faculty members. Members are elected for three years and retire in rotation. There is normally a ban on immediate re-election to this committee.

Duties and Responsibilities

1. The Professional Development and Appointments Committee advises the Chair about matters related to the tenure and promotion of faculty members, the renewal of probationary contracts for members, and special instances involving the salary of continuing members. With respect to cases of tenure and promotion, the Committee works with and advises the Chair until all the requisite documents have been assembled. The Committee then meets separately, elects its own chair, and arrives at its own conclusions. It informs the Chair of them and submits its own letter of recommendation to the Dean. When a recommendation is not unanimous, the Chair must so inform the Dean. The Committee is not involved in the normal processes of salary determination.
2. It also acts as the Department's Appointments Committee, operating under the following guidelines:
 - a) Normally, decisions of the Appointments Committee shall be arrived at by consensus and one of the tasks of the department Chair is to build consensus.
 - b) When there proves to be irreconcilable disagreements within the Committee, a vote of three-to-one in favour of a particular candidate is necessary before an offer can be made. In the event of a 2-2 split, an emergency meeting of the department will be held to give the department the opportunity to reach a decision by vote.
 - c) If the three elected members are in favour of making an offer to a particular candidate and the Chair is opposed, an offer shall be made.

THE GRADUATE COMMITTEE

Structure and Rotation

The Graduate Committee oversees and administers the Department's graduate program. It consists of three elected faculty members and an equal number of graduate students elected by the graduate student body. One faculty member of the Committee serves a two-year term as Graduate Coordinator and Advisor. The day-to-day administration, including the overseeing of registration in the Fall, is handled by the Graduate Coordinator, who consults regularly with the other committee members and Department members at large. In recognition of heavy administrative burdens, which inevitably extend beyond the limits of the academic year, the Coordinator receives one three-credit hour teaching release. One member of the committee serves as the Professional Development Coordinator, who organizes workshops, as required, for MA and PhD students (at least six workshops per academic year). Another member of the committee serves as the Teaching Assistant Coordinator, who is responsible for assigning the Teaching Assistants to appropriate available positions (in conjunction with the Graduate Coordinator and the Graduate Administrator), reminding instructors to submit Teaching Assistant Duties Forms and Midterm Check-In Forms, arranging Teaching Assistant training sessions at the beginning of the fall term, ensuring that Teaching Assistants and instructors are familiar with the regulations governing their Rights and Responsibilities and acting as mediator in disputes between Teaching Assistants and instructors. The student members of the committee do not take part in any discussion involving individual students' cases, including individual admissions, except when students serve on the constituted appeals committee. Faculty members of the committee are elected for three years with one or two members retiring each year, and there is normally a ban on immediate re-election.

Duties and Responsibilities

1. The Committee considers and administers applications to enter the M.A. and Ph.D. programs; it then makes recommendations to the Dean of Graduate studies on the award of fellowships and scholarships.
2. In accordance with the regulations for the MA set out in the document Requirements for the Degree of MA and for the PhD set out in the Dalhousie English Department PhD Program, the Committee appoints the supervisory and examining committees for students in the M.A. and Ph.D. programs; it approves thesis proposals and Ph.D. reading lists; and it brings annual reports to the Department on the progress of students in these programs.
3. From time to time the Committee reviews the structure and content of the graduate program and recommends changes to the Department.
4. In April, the Committee considers proposals for graduate offerings two years hence, and after consultation with the Chair, presents a recommended list of classes and instructors to the Advisory Committee.

5. The Committee considers proposals from faculty members for new graduate classes and forwards recommendations on those proposals to the Faculty of Graduate Studies.
6. Each year, the Committee reviews and, as necessary, updates the advertising brochures that are sent out to institutions and the information packages sent to students.
7. Under extraordinary circumstances, the Committee may constitute part of the Appeals Committee, according to the rules adopted by the Department at the meeting of April 15, 1975 (see Minutes, 7.3). It makes a copy of the Appeals procedure available in a folder for students.

THE UNDERGRADUATE COMMITTEE

Structure and Rotation

The Undergraduate Committee consists of three faculty members, elected for three years with one or two members of the Committee retiring each year, and there is normally a ban on immediate re-election. One faculty member of the Committee serves a two-year term as Coordinator and Undergraduate Advisor (for all English programs). The Coordinator receives one three-credit hour teaching release and is primarily responsible for recruitment and outreach, coordination of first-year programming, as well as the publicity and promotion of undergraduate programs: preparing Advising Fair, Orientation and Open House materials and liaising with the Administrative Coordinator regarding the web presence of our undergraduate programs. The day-to-day responsibilities of the Committee are normally handled by the Coordinator, in consultation with other Committee members and the Department, although when necessary these responsibilities may be delegated to Committee members. The Coordinator also serves as Social Coordinator and Societies Liaison Officer. Another member of the committee serves as Creative Writing Coordinator and another member serves as Transfer Credit Officer, who is responsible for transfer credit requests and letters of permission.

Duties and Responsibilities

1. The Coordinator, in consultation with the Committee, oversees registration of students into courses in the Department's undergraduate programs, and evaluates applications to enter the Honours Program.
2. Through advising sessions and through the distribution of information, the Undergraduate Committee provides advice on programs and requirements to undergraduates. Additional individual advising of students is normally the responsibility of the Undergraduate Coordinator.
3. The Coordinator, in consultation with the Committee and the Department Chair, reviews course syllabi to ensure that they meet policy requirements.
4. The Committee undertakes occasional reviews of the structure and requirements of undergraduate programs, bringing recommended changes to the Department.
5. The Coordinator reports to the Department on patterns and trends in enrolment, registration, etc. that have emerged during the registration period.
6.
 - a) The Committee solicits and considers proposals for the following year's undergraduate offerings at the 1000, 2000, and 3000 levels.
 - b) The Committee reviews the recommendations of the Graduate Committee for new 4000/5000 seminars and coordinates the recommended seminars with its own recommended slate of undergraduate offerings.

- c) The Committee presents its recommended slate of courses and instructors to the Executive Committee, including submissions of preferred courses by individual instructors.
7. The Committee considers proposals from faculty members for other new undergraduate courses, and brings recommendations on these proposals to the Department for approval.
8. The Committee reviews the scheduling of all courses to accommodate program needs and instructors' preferences. The Coordinator, in consultation with the Committee and the Administrative Coordinator, review the Registrar's proposed timetable of courses and recommends changes as necessary
9. The Committee conducts an annual review of grades in accordance with FASS and Senate policy.
10. The Committee reviews annually the records of graduands and makes recommendations to the Department on annual awards and prizes.
11. The Committee announces and posts rules for all undergraduate competitions, assigns prizes following the given rules, submits the names of prize winners to the Department and publicizes the names of prize winners using all appropriate means.
12. The Committee consults undergraduates and attempts to gauge undergraduate opinion whenever it deems it appropriate to do so. It may also consult with students who have graduated from the Department's undergraduate programs.

EXECUTIVE COMMITTEE

Structure and Rotation

The Executive Committee consists of the Chair of the Department, the Graduate and Undergraduate Coordinators, and the Creative Writing Coordinator. It shall also have a graduate student representative. The normal Department policies regarding rotation obtain, and there is normally a ban on immediate re-election to this committee.

Duties and Responsibilities

The role of the permanent full-time members of the Executive Committee is to act as the Chair's Advisory Committee and the Department's Nominating Committee.

As the Chair's Advisory Committee, it has the following duties and responsibilities:

1. To decide with the Chair on teaching assignments, after the Chair has received recommendations from Graduate and Undergraduate Committees.
2. To advise the Chair about other departmental matters that the Chair or the Committee raise, or that are referred to at Department meetings.
3. To serve as an additional channel through which matters can be raised for discussion with the Chair, such as:
 - requests from outside the Department for reports and policy statements from the Department as a whole
 - the financial and staffing implications of proposals involving significant redistributions of Department resources
 - issues involving both the Undergraduate and the Graduate programs
 - the Department's appointment priorities, strategies, and hiring procedures
 - long-term matters related to the Department's accommodation
 - the Department's committee structures and election procedures
 - enrolment trends, at Dalhousie and elsewhere
 - curriculum changes, trends, and developments in the discipline at other institutions
 - long-term priorities and strategies with respect to teaching and research resources.

As the Department's Nominating Committee, it also has the following duties and responsibilities:

1. The Committee prepares the annual slate of nominations, which must be distributed to the Department at least two weeks before the April meeting (other than nominations for the Chairs of the Undergraduate and Graduate committees; see no. 5 below).
2. The Committee is intended to act independently of the Chair but will consult the Chair about such matters as the availability of members to serve on committees because of

sabbaticals, retirement, etc. Members of the committee are themselves eligible for nomination.

3. Once a slate of nominees has been elected, the Committee will supply each *new member* of a committee with a copy of that committee's terms of reference.
4. Should a committee vacancy occur during the year, the Committee will bring another nomination before the Department.
5. At a departmental meeting in December, the Committee shall (if necessary) propose nominees for the positions of Undergraduate Coordinator and Graduate Coordinator, to assume office the following July.

THE SPEAKERS COMMITTEE

Structure and Rotation

The Speakers Committee consists of one elected faculty member and one graduate student chosen by the Dalhousie Association of Graduate Students of English. The full-time faculty member is elected for one year and serves as Chair of the committee. The faculty member also serves as Alumni Relations Officer and is responsible for the departmental Newsletter. If there is not a sufficient number of available faculty members in a given year, then the duties of the Speakers Committee may be assigned to the Graduate Committee and the duties of the Alumni Relations Officer may be assigned to the Undergraduate Committee.

Duties and Responsibilities

1. The Committee invites, arranges and publicizes lectures and readings by scholars, critics and writers, including graduate students. Operating within a limited budget, the Committee actively solicits suggestions and ideas from faculty and students in planning its program of lectures and readings.
2. The Committee organizes departmental discussion of issues within the discipline, including pedagogical issues (e.g. panel discussions, Potluck Pedagogy).
3. The Committee publicizes events as widely as possible within the department, the university, and among other universities.
4. The Chair serves as Alumni Relations Officer. Responsibilities include planning and implementing alumni outreach activities, editing the Departmental Newsletter, liaising with the FASS Alumni Relations officer, and working with the Chair of the Department to increase alumni engagement with the department of English.

THE DALHOUSIE REVIEW

The Dalhousie Review steering committee consists of one full-time faculty member, who is elected for three years and serves as Editor. The normal Department policies regarding rotation obtain, although there is no ban on immediate re-election. In recognition of heavy editorial burdens, which extend beyond the limits of the academic year, the Editor receives one three-credit hour teaching release (with a guaranteed CUPE replacement from the Dean's office) and is elected in the fall term to account for scheduling timelines. The day-to-day responsibilities of the periodical are handled by the Editor, the Managing Editor (who is recruited by the Editor and paid a monthly honorarium from the periodical's budget), and the Associate Editors (who are recruited by the Editor and serve voluntarily).

Duties and Responsibilities

1. The Editor oversees the operation of the periodical, including the selection of material for publication (in consultation with the other staff members), the preparation and printing of three issues per year (in consultation with Printing Services), the distribution of print and digital issues (in consultation with the Managing Editor), and the promotion and marketing of these issues (both in print and online).
2. When applicable, the Editor is responsible for administering the internship program, including the selection, training, and mentoring of student assistants, who receive experiential learning credit.
3. The Editor (in consultation with the other staff members) is responsible for selecting and submitting entries for national and international literary prizes. The Editor adjudicates and awards the annual Dr. Horace and Betty Colford Fiction Prize, which recognizes the best short story published in the periodical.
4. The Editor presents an annual report to the English Department (in early May) on the progress of the periodical and an annual report to the FASS Director of Finance and Administration (in early July) on how the funds received from the Laing Foundation will be used in the coming year.
5. The Editor oversees The Dalhousie Review's public reading series (in consultation with the Halifax Central Library), which normally consists of one reading per term that showcases the talent of local writers who have published in the periodical.