

TERMS OF REFERENCE FOR DEPARTMENTAL COMMITTEES

Department of English

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

Nominating Committee:	3 faculty members, each serving 1 year
Departmental Secretary:	rotating
Advisory Committee:	3 faculty members (normally one from each professorial rank), each serving 3 years
Professional Development Committee:	3 tenured faculty members (2 full, one associate), each serving 3 years
Graduate Committee:	3 faculty members, each serving 3 years (one serving as Coordinator for a two-year term, one Serving as Teaching Assistant Coordinator, one serving as Professional Development Coordinator); 3 graduate students
Undergraduate Committee:	3 faculty members, each serving 3 years (one serving as Coordinator for a two-year term)
Creative Writing Committee:	3 faculty members, each serving 3 years (one serving as Coordinator for a two-year term)
Academic and Financial Planning Committee	Department Chair, Undergraduate Coordinator, Creative Writing Coordinator, Graduate Coordinator, and one faculty member to serve as Chair of the Committee and Library Liaison Officer.
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 (except for the Nominating Committee) are normally held in the penultimate meeting of the academic year. At that time, the Nominating 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 held for one year, except for the chairs of the Graduate and Undergraduate Committees and the Academic and Financial Planning Committee, whose terms are two years. Those who hold these positions are not eligible for immediate re-election. 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 Nominating 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 Nominating Committee is entrusted to maintain, as far as possible, an orderly and commonsensical pattern in committee membership.

THE NOMINATING COMMITTEE

Structure and Rotation

The Committee consists of three faculty members irrespective of rank, excluding the Chair of the Department, elected at a departmental meeting in March. The committee will elect its own Chair. Nominations for a position on the Committee can be made either in advance to the Secretary, who circulates the names of nominees with the agenda for the meeting or from the floor at the time of election.

Unlike other three-person committees, the Nominating Committee consists of three one-year appointments. It is elected and takes office earlier than other departmental committees and officers.

There is a ban on immediate re-election to this committee.

Duties and Responsibilities

The function of this committee is to provide the Department with nominations for departmental committees and offices. In so doing, it should proceed as follows.

1. After the election of the Nominating Committee, the Departmental Secretary supplies each Committee member with copies of the terms of reference for all departmental committees.
2. The Committee then prepares a slate of nominations, including the Chairs of the committees (other than the Chairs of the Undergraduate and Graduate committees; see no. 6 below). The Committee is intended to act independently of the Chair of the Department, 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 Nominating Committee are themselves eligible for nomination.
3. The slate of nominees must be distributed to the Department at least two weeks before the April meeting.
4. Once a slate of committee members has been elected, the Nominating Committee supplies each *new member* with a copy of that committee's terms of reference.
5. The Nominating Committee will continue to serve as a standing Nominating Committee until a new Committee is elected the following March. Should a committee vacancy occur during the year, the Nominating Committee will convene and bring a nomination before the Department.
6. At a departmental meeting in December, the Nominating Committee shall (if necessary) propose nominees for the positions of Undergraduate Coordinator and Graduate Coordinator, to assume office the following July.

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 ADVISORY COMMITTEE

Structure and Rotation

The Advisory Committee consists of three members of the Department, normally one from each professorial rank, elected for a term of three years, retiring in rotation, and ineligible for immediate re-election. The Committee does not have a chair of its own. Meetings are normally initiated by the Chair, but can also be called at the request of two or more members of the committee.

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 it at Department meetings.
3. To serve as an additional channel through which individual department members can have matters raised for discussion with the Chair.
4. Together with the Chair, to act 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 PROFESSIONAL DEVELOPMENT COMMITTEE

Structure and Rotation

The Committee consists of three tenured faculty members, of whom two are full professors and one is an associate professor. Members are elected for three years and retire in rotation. There is a ban on immediate re-election to this committee.

Duties and Responsibilities

1. The Professional Development 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.

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 a half-credit 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 a ban on immediate re-election, and with one or two members of the committee retiring each year.

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. On such occasions, any problematic cases will be discussed by the Department as a whole.
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 elected faculty members, elected for three years with a ban on immediate re-election, and with one or two members of the Committee retiring each year. One faculty member of the Committee serves a two-year term as Coordinator and Undergraduate Advisor (for all English programs). The Coordinator receives a half-credit teaching release and is primarily responsible for recruitment and outreach as well as the publicity and promotion of undergraduate programs: preparing Advising Fair, Orientation and Open House materials and liaising with the Office Assistant 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 Transfer Credit Officer, who is responsible for transfer credit requests and letters of permission.

Duties and Responsibilities

1. The Committee oversees applications to enter, and registration of students into classes in the Department's undergraduate programs, including the Honours Program.
2. Through advising sessions and through the distribution of information, the Undergraduate Committee provides advice on programs and requirements to undergraduates in Introductory and Upper-level English classes. Additional individual advising of students is normally the responsibility of the Undergraduate Coordinator.
3. The Committee reviews course syllabi to ensure that they meet policy requirements, and it occasionally reviews the structure and content of undergraduate programs, bringing recommended changes to the Department.
4. The Coordinator reports to the Department on patterns and trends in enrolment, registration, etc. that have emerged during the registration period.
5. In the fall, the Committee considers proposals for the following year's undergraduate offerings and, after consultation with the Departmental Chair and the Creative Writing Coordinator, presents a recommended list of classes and instructors to the Advisory Committee, including submissions of preferred classes by individual instructors.
6.
 - a) The Committee considers and approves proposals from faculty members for new 4000-series classes.
 - b) The Committee considers proposals from faculty members for other new undergraduate classes, and brings recommendations on these proposals to the Department for approval.

7. The Committee presents an annual report to the Department on the progress of students in the program, and particularly of Honours students. It also reviews annually the records of graduands and makes recommendations to the Department on annual awards and prizes.
8. The Committee announces and posts rules for all undergraduate English essay 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. T
9. 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.

CREATIVE WRITING COMMITTEE

Structure and Rotation

The Creative Writing Committee consists of the Creative Writing Coordinator, who chairs the committee, and two other elected members. The Creative Writing Coordinator normally serves a two-year term; committee members are normally elected for three years, with one or two members retiring each year. Members of the Committee share the responsibility for recruitment and outreach as well as publicity and promotion of the Creative Writing program, which may include preparing Advising Fair, Orientation and Open House materials, writers in residence and other such programs related to creative writing, and liaising with the office assistant regarding the web presence of the program. The day-to-day responsibilities of the Committee are normally handled by the Coordinator, in consultation with other Committee members and the English Department; when necessary these responsibilities may be delegated to Committee members.

Duties and Responsibilities

1. The Committee oversees applications to enter and registration of students into classes in the Creative Writing program.
2. Through advising sessions and through distribution of information, the Committee provides advice on the program and its requirements to undergraduates. Additional advising of students is normally the responsibility of the Coordinator.
3. From time to time, the Committee reviews the structure and content of the Creative Writing program and brings recommended changes to the Department for approval.
4. The Coordinator or designate reports to the Department on patterns and trends in enrolment, registration, etc. that have emerged during the registration period.
5. In the fall, the Coordinator consults with the Undergraduate Committee about course offerings for the following year.
6. The Committee considers and approves proposals for new Creative Writing classes before bringing them to the department for approval.
7. The Coordinator or designate consults, at every stage of the process, with the Department Chair and Advisory Committee about appointments to the Creative Writing Program, including full-time and part-time sessional instructors, probationary tenure-track appointments, and cross-appointments.
8. The Committee announces and posts rules for all undergraduate Creative Writing 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.

ACADEMIC AND FINANCIAL PLANNING COMMITTEE

Structure and Rotation

The Academic and Financial Planning Committee consists of the Chair of the Department, the Graduate and Undergraduate Coordinators, the Creative Writing Coordinator, and one other member of the Department, who shall act as Chair of the Committee. It shall also have an undergraduate and a graduate student representative. The term of the Chair of the Committee shall be two years. The Chair also serves as Library Liaison Officer, who periodically consults with faculty and students on weaknesses in the library's collection and makes recommendations concerning the acquisition of new materials. The normal Department policies regarding rotation obtain, and there is a ban on immediate re-election to this committee.

Duties and Responsibilities

The role of the Academic and Financial Planning Committee is essentially analytical and projective. It does not make or execute policy. It exists primarily to report on and, where necessary, present motions to the Department about matters that are specifically referred to it from inside or outside the Department; and for which none of the other Departmental committees is the obviously appropriate body. It is also expected, as are other committees, to keep its collective ear to the ground and bring to the Department's attention changes occurring or being discussed elsewhere that could have a substantial impact on the Department. Where its activities overlap those of other Departmental committees, it is expected to work in consultation with them.

Matters may be referred to it for report by the Department as a whole, by the Department Chair, by the chairs of other departmental committees, and by the presidents of the two student organizations.

Examples of such matters are:

1. requests from outside the Department for reports and policy statements from the Department as a whole;
2. the financial and staffing implications of proposals involving significant redistributions of Department resources;
3. issues involving both the Undergraduate and the Graduate programs;
4. the Department's appointment priorities, strategies, and hiring procedures;
5. long-term matters related to the Department's accommodation;
6. the Department's committee structures and election procedures;
7. enrolment trends, at Dalhousie and elsewhere;

8. curriculum changes, trends, and developments in the discipline at other institutions;
9. long-term priorities and strategies with respect to teaching and research resources.

The Chair also has the following duties and responsibilities:

1. To send out, well in advance of the March departmental meeting, a call for nominations to the Nominating Committee and to circulate the names of persons nominated with the agenda for the March meeting.
2. To distribute terms of reference for all departmental committees to new members of the Nominating Committee and the graduate student executive and to add department motions that affect those terms of reference.

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.