

Proposed Revisions to the Department Policy Statement  
Department of English

Corrected version: October 21, 2010

Submitted by Lisa Minnick, Chair of the English Policy Committee,  
on behalf of the committee and the faculty of the Department of English

The faculty of the Department of English voted on September 13, 2010, to approve the following corrections to two sections of our Department Policy Statement (DPS) for which revisions were previously submitted for administrative and WMU-AAUP approval. On behalf of the department, we hereby submit the corrected language and request approval for the proposed revisions outlined below.

**Correction 1:**

DPS Section VI. SCHEDULING COORDINATOR AND PROGRAM DIRECTORS

**Language previously approved by faculty and submitted for review (May 17, 2010), with material in need of correction underlined:**

2. Responsibilities. The Scheduling Coordinator coordinates and manages all aspects of course schedules and teaching assignments (maintaining scheduling files and faculty preference forms; hiring part-time faculty members; schedule building), in consultation with Graduate, Undergraduate, and First Year Writing directors, for recommendation to the department chair. The Scheduling Coordinator may also provide leadership in the area of instructional space and technology, as time permits.

**Dr. Caulfield's comments and requested corrections (June 28, 2010):**

On pages 2 and 3, "hiring part-time instructors" is referenced as part of the responsibilities of the Scheduling Coordinator (SC). Please note that a member of the AAUP may not make hiring decisions. I recognize that later in the section it is noted that the SC will make recommendations to the department chair. However, to minimize any misunderstanding, I recommend that the parenthetical comment that begins at the bottom of page 2 be changed to "(e.g., maintaining scheduling files and faculty/instructor preference forms)." I recommend deletion of the reference to both "hiring part-time instructors" and "schedule building" (the latter because buildings are scheduled by the office of the registrar).

**Corrected language for resubmission (October 21, 2010):**

2. Responsibilities. The Scheduling Coordinator coordinates all aspects of course schedules and teaching assignments (e.g., maintaining scheduling files and faculty/instructor preference forms; advising the department chair in the recruitment

and hiring of part-time instructors; uploading the schedule of course offerings into the University's SIS system), in consultation with Graduate, Undergraduate, and First Year Writing directors, for recommendation to the department chair. The Scheduling Coordinator may also assist in coordinating the use of instructional space and technology (e.g. the English labs), as applicable and as time permits.

**Correction 2:**

DPS Section II.B.10. COURSE EVALUATIONS

**Language previously approved by faculty and submitted for review (May 17, 2010), with material in need of correction underlined:**

After being notified during fall semester by the department chair, each faculty member should must conduct course evaluations according to the terms and procedures outlined in the Agreement. The faculty member should must assign a student from each class to distribute and collect the approved evaluation forms provided by the chair. The student will return these confidential evaluations to the office of the chair, who shall, in turn, give them to the faculty member after the submission of grades for that semester and after analysis and summary of the forms for purposes of promotion and tenure recommendation, as required by the Agreement.

**Dr. Caulfield's comments and requested corrections (June 28, 2010):**

Now that all course evaluations must be done with the online ICES, the revised language needs additional revision. Also, please do not preface the section with "After being notified by the department chair" as the new system will prompt each instructor of record.

**Corrected language for resubmission (October 21, 2010):**

Each faculty member must conduct course evaluations according to the terms and procedures outlined in the Agreement.

**Our comments:**

The 2008-11 Agreement does not enumerate procedures specific to the new online version of ICES, first implemented Summer 1 2010. Therefore, we have adjusted our (proposed) DPS language on this topic to reflect that our official department policy is simply to comply with evaluation procedures as mandated by the Agreement.