

Literature Department

Faculty Handbook : By-Laws

1. **Membership of the Department.** Members of the Department of Literature shall consist of Professors and Lecturers, those at the rank of Associate, and Teaching Assistants.

2. **Eligibility to Vote.** All persons in the Department eligible for membership in the San Diego Division of the Academic Senate shall be eligible to vote.

3. **Chair and Executive Committee.** The duties of the Chair, who is appointed by the Chancellor, shall be carried out in consultation with an Executive Committee elected by the Department. The Executive Committee shall consist of the Department Chair, the Vice Chair as ex officio member, and three elected members of the Department: two of tenure rank and one of non-tenure rank. An election shall be held in the spring quarter of each year, and all voting members of the Department who will be on duty for all three quarters of the following year shall be eligible for election (excluding the Chair, the Vice Chair, and those members serving on CAP). A slate of nominees will consist of eligible members who have been self-nominated or nominated by others and who are willing to serve. These nominees must be communicated to the Chair at least one week prior to the issuing of the ballot. The two senior members and the junior member receiving the largest number of votes shall be declared elected; in the event of ties, run offs will be held. The newly-elected members shall take office on July 1 following election.

4. **Departmental Delegates to Academic Senate.** Each year at the time of the Executive Committee elections, a delegate to the Academic Senate and an alternate shall be elected to serve a two-year term. All voting members of the Department who will be on duty at least three of the next six quarters shall be eligible.^[11] The member receiving the highest number of votes shall be declared the delegate; the member receiving the next highest number shall be declared the alternate. A run-off election will be held in the event of a tie. Newly elected delegates shall take office on July 1 following election.

5. **Departmental Committees.** With the exception of the elected Executive Committee, Heads of Sections, heads of collegiate groups, and Departmental Committees, including Ad Hoc Review Committees, shall be appointed by the Chair in consultation with the Executive Committee.

6. **Department Meetings.** Department Meetings shall be held at least once each quarter at the call of the Chair. Other Department Meetings may be called by the Executive Committee or by petition of more than three members of the Department. A quorum at any meeting shall consist of one-third of the voting membership.^[2] Upon the call of any voting member, the Department shall vote by secret ballot.

7. **Changes in By-Laws.** The By-Laws may be amended by a vote of at least two-thirds of the voting members of the Department, at least thirty days after written notice of the proposed change.

8. **Recruitment Searches.** (Amendment to By-Laws, 7/94) Recruitment searches are guided by university policy as well as that of the Office of Academic Recruitment Services. All academic searches are accomplished via *Recruit Online*. The search Committee for tenure-track and tenured faculty positions shall access applications online, and follow current University processes and procedures to review and select applicants to be interviewed. Once these interviews are completed, the search Committee will select a short list to bring to campus. The search Committee shall rank those who visit and present findings and recommendations to ladder-rank faculty members at a Department meeting. If following discussion, however, the search Committee's recommendation is challenged, the ladder-rank faculty members shall vote their first choice from among the slate of finalists. If a candidate receives a majority, this sole finalist will be voted upon by the ladder-rank faculty as a whole. If no candidate receives a majority, the ladder-rank faculty members shall vote for one of the two candidates with the highest number of votes. The candidate with the majority will then be voted upon by the ladder-rank faculty as a whole. In the rare circumstance of a tie vote, the search Committee's preference will decide the outcome, and the finalist they select will be voted upon by the ladder-rank faculty as a whole.

^[1] The person whose term as delegate is about to expire is not eligible for immediate re-election.

^[2] For academic reviews, policy dictates that a proposed action must be supported by at least 50% of those in residence and eligible to vote.