

## DEPARTMENT PRACTICES

### PREFATORY NOTES

At its meeting of May 12, 1982, the Department of English approved two changes in titles previously used with reference to bodies in the Department: the *Department Meeting* would henceforth be known as the *Department Council Meeting*, while the previously named *Department Council* would henceforth be known as the *Chair's Advisory Council*. These changes were necessitated by new regulations accepted by General Faculties Council on October 16, 1981.

Following the adoption of the new titles the minutes of *Department Meetings* necessarily became the minutes of the newly named *Department Council*, and the minutes of the former *Department Council* became those of the newly named *Chair's Advisory Council*. For the sake of consistency, and in an attempt to reduce confusion to a minimum, the present revision of *Department Practices* refers to the two bodies under their current names only. Readers of the *Practices* should, however, be aware that where reference is made to a decision of the present *Department Council* prior to its meeting of December 13, 1982, the source will be found in the minutes of *Department Meetings*; where reference is made to a decision of the present *Chair's Advisory Council* prior to its meeting of September 29, 1982, the source will be found in the minutes of the *Department Council*.

The following abbreviations are used in reference throughout this revision:

DC: Department Council  
CAC: Chair's Advisory Council

Prior to 1977, dates alone are often given to indicate the introduction of practices. A specific record of the source of the decision may not have been made or kept. These references were accepted in the 1977 revision of *Department Practices* as having authority and are, therefore, incorporated herein.

*Department Practices* was significantly updated 2018-2019.

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# Article 1: Chair's Advisory Council

## 1.1 Membership of Continuing Staff

1.1.1 There shall be a Chair's Advisory Council consisting of the Department Chair, who shall be its chair, the Directors, and five elected members (April 1, 1967; revised December 4, 1975). In electing Chair's Advisory Councils, representation shall be as follows: one from Full Professors, one from Associate Professors, one from Assistant Professors, one from Academic Teaching Staff, and one from the Department at Large (November 15, 1973; March 20, 1968; December 4, 1975; reaffirmed DC, April 3, 1984). The rank structure shall be that coming into effect on July 1 (April 1, 1967).

1.1.2 The Directors of the Department shall be active, participating members of the Chair's Advisory Council, but, except in the absence of the Chair when one is serving as acting Chair, they shall not be voting members (March 26, 1969; DC, March 26, 1992).

1.1.4 The four elected continuing faculty members of the Chair's Advisory Council shall be elected annually by secret ballot in early fall or early spring, on a date decided by the Chair's Advisory Council by the continuing academic staff (DC, May 8, 1991), and shall take office on the first day of fall term classes to serve for a period of one year.

1.1.5 General election procedures are found in Department Practices Article 6.

1.1.6 The member-at-large shall be elected last from remaining candidates of all ranks (April 8, 1969).

1.1.7 Incumbent members of the Chair's Advisory Council shall not be eligible for re-election to the next succeeding Council (April 8, 1969). Staff proposing to go on leave for a year or half year are ineligible for election to the Chair's Advisory Council (April 6, 1971).

## 1.2 Academic Teaching Staff Membership

1.2.1 Council shall add to itself one representative from the Academic Teaching Staff (with a minimum prior service in the Department of one fall or winter session full-time teaching load, or the equivalent in part-time appointments) to serve for one year (DC, October 3, 1991). This representative is entitled, but not obligated, to attend meetings during the Intersession (CAC, April 17, 1991).

1.2.2 Said representative shall have full voting rights.

1.2.3 Said representative shall be elected as early as possible in September.

1.2.4 Eligible voters are all Academic Teaching Staff (DC, May 8, 1991).

## 1.3 Student Membership

1.3.1 Council shall also add to itself the PhD co-chair of the GSEC to serve for one (1) year.

1.3.2 Said representatives shall be normally elected in the Spring by the GSEC.

1.3.3 Said representatives will disclose potential conflicts of interest to the Chair in accordance with Department Practices Article 37.

#### **1.4. Duties**

1.4.1 to advise the Chair on day-to-day matters of policy and procedure.

1.4.2 to make recommendations to the Department on major changes in policy or procedure, these to be decided by the decision of a meeting of the Department Council. Recommendations affecting the major standing committees shall be referred to these committees before presentation to the Department. The committee involved will then take the question to the Department with its recommendation for action if it has reached one.

1.4.3 to assist the Chair in carrying out the policies and procedures agreed to by the Department.

1.4.4 to appoint Department ad hoc committees.

1.4.5 to be notified of all proposals for new courses or for changes in old courses as they are proposed by any of the Department's program committees (Undergraduate, Graduate, WRITE, Film Studies, or WRS).

1.4.6 to establish the Department Council's agenda, prepare material for its meetings, and designate the dates of such meetings.

1.5.1 GSEC representatives on CAC shall be allowed to make public at GSEC meetings matters concerning graduate students subject to the Department's overriding instructions regarding the exercise of discretion: that is, they are asked to be discreet about communicating to others business conducted by the Chair's Advisory Council. When these matters are of concern to people other than members of our Department, they are communicated officially (April 27, 1971).

## **Article 2: EFS Chair Review Committee**

2.1 University policy governs the selection of chairs (see the UAPPOL Department Chairs Selection Procedure). UAPPOL Department Chairs Selection Procedure 2.iv states "The Dean approves election procedures proposed by the Department" to elect three (3) faculty members to serve on the Dean's Chair Selection committee. Article 2 covers the election procedure.

2.2 Election of Departmental Representatives to Dean's Chair Selection Committee

2.2.1 Subject to approval by the Dean, the election method of faculty representatives in section 2.2.2 is as follows:

2.2.2 The Academic Department Manager is the election official and returning officer.

2.2.3 As early as possible in fall term, continuing faculty of the Department shall elect three (3) Faculty representatives to the Dean's Chair Selection Committee. All continuing faculty are eligible to serve except the incumbent Chair and staff on leave. Election procedures will follow Department Practices Article 6

2.2.4 As early as possible in fall term, the members of the GSEC shall select from among their number one representative to serve on the Dean's Chair Selection Committee.

2.2.5 As early as possible in fall term, the members of EFSUN shall select from their own number an

undergraduate representative from EFSUN to serve on the Dean's Chair Selection Committee

2.2.6 As early as possible in the fall term, the Office of the Dean of Arts will oversee the election of one continuing non-academic staff member in the department to the Dean's Chair Selection Committee.

## **Article 3: Selection Procedures for Directors**

3.1 The Department Chair, after calling for submissions from any interested member of the Department and after consultation with the Chair's Advisory Council, shall circulate in the Department the name of their choices for the positions of Undergraduate Director, Graduate Director and First Year Teaching Director (DC, April 29, 1993) and invite from full-time staff expressions of opinion about their acceptability, these to be considered by the Chair's Advisory Council before voting to ratify the Chair's choices.

3.1.1 Opinions expressed may take one of two forms, at the choice of the staff member making the submission: they may be submitted, in written form, directly to the Chair's Advisory Council or conveyed to that Council by the Chair simply as one view, with the source unidentified.

3.2 If CAC does not ratify the Chair's choices, a second set of names will be brought forward and the same procedure followed. The term of office shall be a maximum of three years. (March 4, 1969; revised DC, February 13, 1985).

## **Article 4: Major Standing Committees**

Note: The Department approved the recommendation that the Chair should feel free to propose new or revised standing committees (DC, November 6, 1997).

4.1 Members of major standing committees shall typically, except for chairs, serve for a period of three years (April 5, 1967). Appointments shall take effect July 1 (CAC, August 5, 1967).

4.2 Normally a member of the Department shall serve on only one major standing committee at a time (April 5, 1967). The Chair may exempt from department committee service demonstrably overburdened department members who have been elected to various bodies (DC, November 6, 1997).

4.2.1 When an Assistant Professor is elected to the FEC Advisory Committee or Chair's Advisory Council, they shall no longer be required to serve in a service role assigned by CAC (DC, February 27, 2020).

4.3 Members of the Chair's Advisory Council shall not normally sit as members of major Departmental standing committees; however, a Council member shall, upon election, remain eligible for appointment to these committees (November 6, 1997).

4.4 Chairs of major standing committees other than the Graduate Director and Undergraduate Director shall normally serve for two years (March 20, 1968; DC, January 17, 1991).

4.5 The Chairs of Departmental standing committees shall be responsible for ensuring that any members who are Assistant Professors, ATS Instructors and students shall not be required to carry out

extensive work on behalf of the committee, such, for example, as research or substantial drafting of documentation (DC, February 27, 2020).

4.6 The chair of a major standing committee shall be appointed by the Chair of the Department after consultation with the Chair's Advisory Council (April 5, 1967, and March 20, 1968). Where untenured staff is considered to chair a major standing committee, Chair's Advisory Council should pay particular attention to the fit between the qualifications of the person(s) being considered and the demands placed on the Chair of the committee in question. An untenured staff member shall not normally be appointed as a Chair of a major standing committee if they have not previously served as a member of that committee (Sept 2, 1992).

4.7 Members and chairs of committees going on sabbatical leave and leave of absence shall be considered as having ended a term of appointment (March 20, 1968).

4.8 Chairs of major standing committees shall not be eligible for election to the Chair's Advisory Council (March 20, 1968).

4.9 Major standing committees shall report to the Department at least once every year (DC, January 20, 1977).

4.10 There shall be a Department standing committee, called the Undergraduate Programs Committee, to oversee undergraduate programs, including programs' content and requirements, student advising, policy, and student mentorship. The committee is chaired by the Undergraduate Director. The committee shall consist of the Undergraduate Director, 3 faculty members (1 of these is the WRITE program coordinator), 1 member of Academic Teaching Staff, 1 graduate student and 2 undergraduate students (May 1, 2013).

4.11 There shall be a Department standing committee, called the Graduate Committee, to be responsible for matters of policy affecting the graduate program within the Department, as well as for practical matters concerning the routine running of that program. Policy changes of a major kind shall be taken to the Department for approval. The Committee's particular duties shall include the admission of graduate students into the program (within the structure of regulations laid down by the Faculty of Graduate Studies and Research and by the Department), and the evaluation of Thesis Proposals, course proposals, Examining Committees, MA project proposals, MA thesis proposals, and PhD Statement of Research Plans. It shall act as a liaison body between the Department and the Faculty of Graduate Studies and Research. The committee shall consist of the Graduate Director, who shall act as chair, and four members, appointed by the Chair's Advisory Council, and two GSEC representatives, one from the PhD program and one from the MA program. The Graduate Director shall be granted appropriate teaching release and shall be assisted in their administrative duties by the Graduate Program Assistant. They shall represent the Department on the Council of the Faculty of Graduate Studies and Research.

4.12 The positions of Visiting Speakers Chair, Department Colloquia Chair and Research Officer are replaced by two Research Events Chairs (March 27, 2014). The term of service is two years. Reporting is to Department Council. The former will arrange lectures by visiting speakers and the latter seminars and colloquia presented by department members or members from other departments representing a wide range of categories (faculty, postdoctoral fellows, students, Academic Teaching Staff).

4.13 There shall be a Department standing committee called the WRITE Program Committee. This committee will be chaired by the Write Program Coordinator, and its membership will include two

continuing faculty selected by Chair's Advisory Council, at least one of whom should be a current Write instructor; the Writer-in-Residence Chair as ex-officio member; the Writing Coordinator as ex-officio member; the Assistant Chair as an ex-officio member; a contract academic staff representative and a graduate student representative appointed by GSEC. The WRITE Committee will meet approximately twice per term to carry on the business of the WRITE Program in regular consultation with all Write instructors (proposing, discussing, ratifying changes to the Program, policy matters, course descriptions, the WRITE Program web page, advising the Coordinator of the Write Program, vetting Write prizes). (DC, Jan 20, 2005)

## Article 5: Other Committees and Administrative Positions

5.1 The Chair of the Department is a member ex officio of all Department committees (CAC, July 5, 1967). 5.1.2 Committee meetings shall be considered to have a quorum when 50% of all members who are continuing faculty are present (April 5, 1967).

5.2 Ad-hoc committees of the Chair's Advisory Council shall report to that Council rather than to the Department (CAC, August 5, 1967).

5.3 The statute charging the Chair's Advisory Council with the appointment of Department ad-hoc committees (see Department Practices 1.4.4) was designed to ensure that committee chores are spread about the Department (both to protect the over laden and to provide opportunities to serve); to protect against ad-hoc, in-group decision-making; to discourage the formation of cliques; and to guarantee that staff know precisely what is expected of them. In the spirit of this statute, no body other than the Chair's Advisory Council shall be empowered to establish sub-committees, whatever their designation or function. That Council shall, however, upon request from Department committees, establish such ad hoc sub-committees as may from time to time be considered necessary and shall in the process take into account suggestions about their composition made by those requesting them (CAC, January 22, 1970).

5.4 Standing Committees of the Chair's Advisory Council exist at the pleasure of that Council and are answerable to it. Committees at present in existence:

Christie Awards Committee (DC, September 3, 1991)

FEC Advisory

Writer-in-Residence/Readings Committee (Jan 1995; CAC, Jan, 1979; DC, Jan 2005).

Committee split into WiR and Readings (May 2, 2012).

Notes:

- a. The composition of the Christie Awards Committee will be as follows: Associate Chair (Graduate Studies) as chair, Undergraduate Programs Adviser, Awards and Prizes Officer (DC, September 3, 1991).
- b. The composition of the FEC Advisory committee will be as follows: 1 faculty member of each professorial rank (Assistant, Associate, and Full). Terms will be for three years (April 23, 2009, May 2, 2012). The Full Professor member will serve as the Department Tenure and Promotion representative on Arts FEC (April 23, 2009).

5.5 A Write Program Coordinator will be appointed for a two-year term to coordinate the WRITE Program and to serve as chair of the WRITE Program Committee (DC, January 20, 2005). The Write

Program Coordinator will also serve as an ex-officio member of the Writer-in-Residence/Readings Committee and as a member of the Undergraduate Programs Committee. . (DC, January 20, 2005)

5.6. A Film Studies Coordinator will be appointed for a three-year term by the Chair in consultation with the Chair's Advisory Committee. The Coordinator will be responsible for practical matters concerning the program, including program prerequisites, transfers of credit and course equivalents (DC, April 29, 2004).

5.7 The full-time members of the Film Studies program form a committee of the whole when they meet to discuss program changes and new courses. Changes to the programs in Film Studies shall be dealt with by the Chair of English and Film Studies, or designate, in consultation with the Film Studies Coordinator.

5.8 A Research Director will be appointed for a three-year term by the Chair in consultation with the Chair's Advisory Committee. Responsibilities of the Research Director include: overseeing planning for internal research events, administrating the Postdoctoral Fellowship ranking process, running the research mentoring program, sharing information about granting, overseeing research awards in consultation with the Department Chair, assist the Chair with choosing the Broadus, Orlando and Salter lecturers, and assist the Graduate Director with graduate student professionalization as needed.

## **Article 6: General Election Procedures**

6.1 Normally, elections shall be by paper ballot in a Department Council meeting. The ballot distribution and collection shall be overseen by the Administrative Department Manager and designated office staff. If circumstances warrant the use of another voting system such as electronic balloting, the Department Chair or designate shall decide which alternate system is to be used.

6.2 As soon as possible after voting closes, the Administrative Department Manager will count the returned ballots.

6.3 Should no candidate receive 51% of votes cast in the first ballot, candidates with the leading three vote totals will go to a second ballot, to be decided by a relative majority. In the event of a tie in the second ballot, a third ballot will be held and decided by a relative majority (March 31, 2016).

6.4 As soon as possible after the information is available, the Administrative Department Manager will inform the Chair and the department of the results of the election.

6.5 The election procedures for faculty representatives on the Chair's Advisory Council are contained in Department Practices 1.1.4.

6.6 The election procedures for the faculty representatives on the Search and Selection Committees for Department Chair are contained in Department Practices 2.2.

6.7 Additional information on elections to the FEC Advisory Committee is contained in Department Practices 5.5a.

6.8 Individual members of the English and Film Studies Department are allowed to petition to Chair's Advisory Council, with accompanying rationale, to have their names removed from any given Department ballot (DC, May 6, 1992).



## Article 7: Department Council Meetings

NB: For student participation, see Department Practices Article 24.

7.1 There shall be a meeting of the Department Council at least once every two months during the Fall and Winter terms, and an agenda shall be prepared for circulation before the meeting, along with any materials relevant to the matters to be discussed (April 5, 1967).

7.1.1 When an agenda has been drawn up and circulated, and limited or no opportunity exists to alert the Department to changes in it or to allow for reasonable advance consideration, the Chair shall ask the Department Council at the beginning of the meeting whether or not it will agree to a change in the agenda (CAC, November 18, 1969).

7.2 Department Council meetings shall use the most recent version of *Robert's Rules of Order (Revised)*. Challenges to the Chair should conform to *Robert's Rules of Order (Revised)* (February 22, 1972, amended 2019).

7.3 The quorum for meetings of the Department Council shall consist of 40% of those continuing members of the faculty engaged in assigned classroom teaching or administrative duties within the Department for that current term. (DC, October 3, 1991). All continuing faculty may attend all Department meetings, and vote, whether or not they are part of the quorum (DC, October 19, 1990).

7.4 The summary of discussions of Department Council shall be minuted in the style recommended by Roberts Rules of Order (revised). The minutes will contain the date, time and location of the meeting, a list of attendees and regrets, the order of business, summaries (without names) of the discussion for each item, motions, indications whether motions were passed or defeated, and the text of any reports or appendices. The minutes of the previous meeting shall be presented to Department Council for correction and approval by majority vote as part of the order of business. (October 29, 2020)

7.5 GSEC representatives shall be empowered at GSEC meetings to make Department Minutes public to members of their own constituency. GSEC representatives shall have access to Minutes of Department Council meetings held prior to their having become representatives (April 27, 1971).

7.6 Voting members of Department Council include all continuing academic staff, all full-time Academic Teaching Staff (see Department Practices 20.2.1), designated part-time Academic Teaching Staff (see Department Practices 20.2.2), one duly-elected continuing member of the non academic staff (DC, February 4, 1993), ten duly-elected members of the GSEC, and two members duly elected from the undergraduate program (DC, April 29, 1993; DC, December 13, 1982). Non-elected students, postdoctoral fellows, visiting scholars, adjunct professors and other members of the Department and University community are welcome to attend as visitors (DC, November 28, 2019).

## Article 8: Curriculum

8.1 In acknowledgement that the curricular needs of our students may change and that the Department benefits from regular reconsideration of its curriculum, the Department will conduct a review of its undergraduate curriculum, at minimum, every five years.

## Article 9: First-Year Courses

9.1 The assessment of first year courses will be administered by the First Year Coordinator.

9.1.2 The First Year Coordinator will serve for three years (DC Nov 6, 1997).

## **9.2 Duties of the First Year Coordinator**

9.2.1 reassessing of graded term work in first-year courses, as initiated by students;

9.2.2 advising first-year English instructors about student or classroom problems that could turn into matters for the Code of Student Conduct;

9.2.3 keeping EFS website materials relating to FYE policies up-to-date; populating and updating resource bank;

9.2.4 coordinating with GA supervisor to give support to Proseminar B;

9.2.5 coordinating secondary school recruitment drive plans as a member of the Recruitment and Outreach Committee;

9.2.6 ranking ATS applications on the GTA-ATS Committee.

9.2.7 vetting the syllabi for all new instructors of ENGL 102, 103 and 125.

## **9.3 Class Participation and Style Guide**

9.3.1 Instructors must make clear, on their course outlines, what they mean by "class participation" (CAC, April 7, 1994).

9.3.2 The Department endorses as its specific bibliographic guide the MLA style guide (DC, April 12, 1994).

# **Article 10: Undergraduate Programs**

## **10.1 Undergraduate Programs Committee**

10.1.1 The Department of English and Film Studies establishes the position of Undergraduate Director and a standing committee (Undergraduate Programs), reporting to Department Council and chaired by the Undergraduate Director, to oversee undergraduate programs, including programs' content and requirements, student advising, policy, recruitment, high school liaison, and student mentorship, and to include one graduate student representative and two undergraduate student representatives. The committee composition will be found in Department Practices Article 4 (DC May 1, 2013).

10.2 The Honors and Majors information on the Department website, which describes the requirements and rules for the Honors in English and Major in English degrees, must be kept up to date.

## **10.3 The Honors Program**

10.3.1 Honors students take a minimum of 54 senior English credits and may take a maximum of 72 (including the tutorial, English 498). 9 credits in English must be taken at the 400 level (DC, October 27, 1994). Honors students normally take 30 credits in each year.

10.3.2 Students in the program must take:

10.3.3 15 credits from the following four areas, with 9 credits taken at the 200-level, and with at least 3 credits taken in each listed area: (1) Language, Writing; (2) Reading Histories; (3) Textualities; (4) Reading Politics;

10.3.4 18 credits from the following five areas, with at least 3 credits from each area: (1) Old and Middle English and Culture; (2) Early Modern Literature and Culture; (3) Restoration and Eighteenth Century Literature and Culture (including American, British, Canadian, and World Anglophone literatures and cultures); (4) Nineteenth-Century Literature and Culture (including American, British, Canadian, and World Anglophone literatures and cultures); (5) Twentieth-Century Literature and Culture (including American, British, Canadian, and World Anglophone literatures and cultures). No more than 3 credits from Area 5 can satisfy program requirements. A course that spans more than one of these time periods may be used to fulfill only one of the above historical requirements.

10.3.5 12 credits from three of the following four areas, with at least 3 credits taken in Canadian Literature and Culture: (1) Canadian Literature and Culture; (2) Postcolonial Literature and Culture; (3) American Literature and Culture; (4) Aboriginal/Indigenous Literature and Culture.

10.3.6 Language Requirements: Students must successfully complete 6 credits in a senior-level Language other than English (or equivalent).

10.3.7 Each academic year, a list of courses which fulfill each of the areas listed in the requirements above will be posted on the Department website.

#### **10.4 Fourth-Year Tutorials (English 498)**

10.4.1 Required of all Honors students. The Undergraduate Director will organize a prefatory meeting. Students will be required to participate in a peer workshop and consult with a faculty member on their essay. While 498 preferably takes place once a year in the second term, if students must do it in Fall term, the Associate Chair will coordinate two sections.

10.4.2 ENGL 498: Honors Essay will be run as a peer workshop led by the Undergraduate Director with individual students producing a 20-25-page essay in consultation with a faculty member in their area.

10.4.3 Normally, no instructor should accept more than one Honors Essay student per term. When two or three students are working on closely related projects, they may share a tutorial (DC, October 17, 1986; DC, November 4, 1993).

10.4.4 The Undergraduate Director is responsible for the general conduct of English 498 and should, therefore, feel free to discuss programs and progress with instructors, but the performance of individual students and student grades are the responsibility of the instructor concerned.

10.4.5 The Honors Essay will be described in guidelines found on the Department website.

#### **10.5 Directed Reading Course: English 533**

10.5.1 Any fourth-year Honors student who considers taking a directed reading course must first consult with the Undergraduate Director.

10.5.2 The subject of a directed reading course is not to duplicate the work of any other senior course;

10.5.3 The course is restricted to Honors students;

10.5.4 Directed Reading Courses are not meant to duplicate other senior course offerings in English. They are to be used for special circumstances when no suitable course is available.

### **10.6 Combined Honors**

10.6.1 A Combined Honors program in English and another discipline requires a minimum of 36 credits at the senior level in English and a minimum of 36 credits in the other discipline. The 36 credits in English may include ENGL 498 Honors Essay, which normally takes place in Winter term of Year 4. With the approval of the Undergraduate Director, a Combined Honors Essay INT D 520 may be allowed in lieu of ENGL 498. Requirements in English are:

10.6.2 9 credits from the following four areas, with 6 credits taken at the 200-level: (1) Language, Writing; (2) Reading Histories; (3) Textualities; (4) Reading Politics

10.6.3 12 credits from the following five areas, with at least 3 credits from each area: (1) Old and Middle English and Culture; (2) Early Modern Literature and Culture; (3) Restoration and Eighteenth Century Literature and Culture (including American, British, Canadian, and World Anglophone literatures and cultures); (4) Nineteenth-Century Literature and Culture (including American, British, Canadian, and World Anglophone literatures and cultures); (5) Twentieth-Century Literature and Culture (including American, British, Canadian, and World Anglophone literatures and cultures). No more than 3 credits from Area 5 can satisfy program requirements. A course that spans more than one of these time periods may be used to fulfill only one of the above historical requirements.

10.6.4 12 credits from three of the following four areas, with at least 3 credits taken in Canadian Literature and Culture: (1) Canadian Literature and Culture; (2) Postcolonial Literature and Culture; (3) American Literature and Culture; (4) Aboriginal/Indigenous Literature and Culture.

10.6.5 Promotion and Graduation Requirements: In the Combined Honors program, students are required to meet the promotion and graduation standards of each department. (DC, November 4, 1993)

10.6.6 Students in Combined Honors are eligible for Honors English prizes (DC, February 15, 1990).

10.6.7 For purposes of reaching minimum and maximum English course requirements, Write courses count in the English total.

### **10.7 The Majors Program**

10.7.1 Majors students take 6 credits of junior English (or 3 credits plus WRS 101) and a minimum of 30 credits to a maximum of 48 credits at the 200-level or above, including 9 credits at the 200-level (or 6 credits for students admitted prior to 2019-20), 9 credits at the 300-level and 6 credits at the 400-level.

10.7.2 The Department of English and Film Studies strongly recommends that students take a broad range of courses, including courses in:

- Indigenous literatures and cultures;
- Canadian literature and culture;
- pre-1900 literature and culture.

## **10.8 Minor in Write**

### *Requirements*

10.8.1 6 credits of ENGL 102, 103, 125 (or equivalent), plus 12 credits taken from the following courses, at least 6 credits of which must be at the 300- or 400-level: WRITE 294-298, 392-399, 494-498; DRAMA 361; DRAMA 461.

10.8.2 300- and 400-level WRITE Courses (and some 200-level WRITE courses) have specific prerequisites.

## **10.9 Creative Writing Courses**

WRITE and approved cross-listed courses are considered English courses and therefore are included in the minimum and maximum number of course weights permitted for credit in the English Honors and English Combined Honors Programs.

## **10.10 Promotion Regulations**

Graduation with Honors in English requires a minimum GPA of at least 3.0 in the last 30 credits and a minimum average of 3.3 in all English courses completed in the last 90 credits of the program.

Graduation with First Class Honors requires a GPA of at least 3.7 in all senior level English courses, and an overall GPA of at least 3.5 on the last 30 credits completed.

# **Article 11: Course and Program Guides**

11.1 Undergraduate and Graduate Course descriptions and program guidelines are published on the Department website.

11.2 English undergraduate program guidelines are the responsibility of the Undergraduate Programs Committee.

11.3 Film Studies program guidelines are the responsibility of the Film Studies Coordinator.

11.4 Graduate guidelines are the responsibility of the Graduate Committee.

11.5 WRITE program guidelines are the responsibility of the WRITE Coordinator.

## **Article 12: Teaching Assignments**

12.1 Teaching assignments for Faculty and for senior courses are the responsibility of the Chair. GTA and Academic Teaching Staff assignments for 100 level are the responsibility of the First Year Teaching Director.

12.1.1 It is assumed that every member of the Department is interested in doing some first-year teaching if circumstances permit.

12.1.2 Considerations taken into account in assigning undergraduate and graduate teaching include (in addition to the needs and limits of our program) preferences recorded by staff members on forms distributed to full-time members, attitudes and wishes expressed in consultation, an instructor's right to develop an undergraduate course for at least two years, seniority and qualifications, an instructor's total program of teaching (CAC, January 24, 1968). In the case of graduate assignments, except when

Department needs are such as to override other considerations, only instructors with their own graduate work completed and, normally, with some additional evidence of that capacity for independent research called for by graduate instruction, will be considered (CAC, March 10, 1970).

12.2 The Department shall permit qualified Academic Teaching Staff to be considered in the allocation of 300 level courses until sufficient permanent appointments can be made (DC, December 4, 1986).

## **Article 13: Staff Loads**

13.1. The Department adopted 2 FCE as the standard teaching load for full-time continuing faculty (DC, October 26, 2000); resources to implement the reduction from 2.5 FCE were realized through increases to course maximum enrollments (first year English courses 40; 200- and 300-level courses 37; 400-level courses 30).

13.2 From 2002/03 onwards, the standard teaching load of the Department is to be 2 FCE (4 HCE) per year (DC, October 26, 2000).

13.3 The Department Chair and Directors and others with committee duties that cannot be handled along with a normal teaching and research load shall be relieved of a portion of their teaching duties as appropriate (April 5, 1967; DC, March 5, 1981; CAC, February 6, 1985).

## **Article 14: Improvement of Teaching**

The Department encourages all teaching staff to keep their teaching skills sharp through regular explorations of teaching methods, such as peer observation, mid-course student evaluations aimed only at improvement (not assessment), seminars and consultations sponsored by the University's Centre for Teaching and Learning, Department seminars on marking and on other teaching issues, and informal discussions of teaching methods with colleagues and students.

To help promote excellence in teaching through recognizing the efforts of excellent teachers, the Department will maintain a Teaching Awards Officer (DC; April 29, 2004) reporting to the Chair's Advisory Council, to prepare documentation for Department nominees for Faculty and University teaching awards.

## **Article 15: Grading**

15.1 In recording results on examination return forms, the instructor will have the option of using either percentage or letter grades for term average and final examination marks (CAC, April 21, 1976), but final grades must be reported in letter grades (GFC, February, 2003).

15.2 Instructors shall mark individual items of work in their courses by whatever system they desire, but students must be clearly informed of the meaning attached by instructors to their particular system (September 4, 1968).

15.3 Whatever system is used in marking term work and the final examination its nature must be clearly evident in the final grades documentation submitted via Bear Tracks.

## Article 16: Assessment of Teaching

16.1 As part of the information requested by the Chair from members of the staff for their annual recommendations to the Arts Faculty Evaluation Committee, full-time continuing staff members are required by the Faculty of Arts to offer evidence of their teaching performance. Such evidence must include, but need not be limited to, the opinions of students as collected in all the instructor's courses every year (not including leave) using the SPOT questionnaire for undergraduate courses and the approved Department questionnaire for graduate courses. (DC, Feb. 3, 1994). Staff members shall submit a brief summary of each section's questionnaires. The Chair shall be free to evaluate such evidence as they see fit, subject to challenge from the individual member and/or the Faculty Evaluation Committee. Professors are encouraged to invite colleagues to observe their teaching; reports on such observations may assist the Chair in making salaries and promotions recommendations.

16.2 Untenured professors must invite a tenured colleague to observe their teaching once per year; reports on these observations can be drawn upon by the Chair when making recommendations for tenure or probation renewal.

16.3 Procedures for the assignment and reassignment of teaching for instructors who are GTA-PI, graduate student ATS teachers or non-student ATS teachers are found in documents on the Department website.

## Article 17: Hiring Policies (Permanent Staff)

17.1 Equity: In keeping with GFC regulations on hiring policies, the Department should recognize the need to recruit faculty from the four target groups of women, visible minorities, Indigenous people, and disabled persons, and should continue to try to hire more faculty from these groups.

17.2 Specialty: Although it is usually possible to identify areas in which the Department needs, or will soon need, specialists, it may in certain circumstances be preferable to appoint an excellent candidate from outside those areas if the excellence is not forthcoming from within them. Excellence should be measured not only by publication, but also by teaching.

17.3 Rank: Although it should not preclude the possibility of appointing an established scholar when the need arises and funds allow, the Department will need, for the most part, to hire junior scholars, not senior specialists. Age in itself should not be a primary consideration.

17.4 The Department Screening Committee shall consist of a minimum of three members of the Department (DC, September 28, 2000). One of the members shall be designated as Chair. At least one member of this Committee shall be from the area of specialization advertised (DC, October 17, 1986). Tenure-track but not yet tenured faculty may be appointed to the Department's Screening Committee (DC, February 29, 1988).

17.4.1 The Committee shall review the files as they are completed. As the files are reviewed, the Committee shall release CV's and writing samples for assessment by the continuing academic staff, and shall solicit their comments (CAC, October 18, 1989). So far as is possible, this procedure shall be completed no later than 10 calendar days after the deadline for receipt of applications.

17.4.2 The Committee shall then, within a week following, submit a "short list" of candidates to the

Chair for the Dean's Advisory Selection Committee (Faculty of Arts approved, 1976). The Committee shall allow 1 calendar week to permit the CV's and writing samples of these candidates to be reviewed by the department members (including graduate students), and shall solicit their comments.

17.5 The Chair's Advisory Council shall choose one member of the Department -- normally one who has served on the Screening Committee -- as its representative to the Dean's Advisory Selection Committee and nominate one member of the Arts Faculty for the same committee (Faculty of Arts approval, 1976; CAC, November 6, 1978). At the discretion of the Dean of Arts a second member of the Department may serve on the Advisory Selection Committee, but where two Department members do serve only one of these shall be from the Department Screening Committee (DC, October 17, 1986).

17.6 Before advertising any tenurable position, the Chair will consult the Department Council (DC, October 17, 1986).

17.7 Completed or nearly completed PhD candidates will be considered for any advertised position (DC, October 17, 1986).

17.8 Short-listed candidates will be available for interviews and each candidate so listed will be invited to give an oral presentation (DC, October 17, 1987).

## Article 18: Tenure

**18.1 Department Tenure Procedures**--subject to the latest version of the Faculty Agreement, UAPPOL policies and procedures, and Faculty of Arts policies and procedures--are as follows:

18.1.2 Recommendations of reappointment to a second two-year probationary period shall be at the discretion of the Chair (See also Faculty Agreement 12.11).

18.1.3 The requirement in the Faculty Agreement that "The Department Chair shall provide statements and material to the FEC " shall be interpreted to mean readiness to listen to and then follow up information as required -- as, for example, by addressing a memo to all full-time tenurable staff notifying them of tenure cases being prepared and expressing a readiness to receive favourable as well as unfavourable information" (CAC, October 18, 1968; November 27, 1969; November 24, 1970, amended 1986).

### 18.2 Tenure Criteria

18.2.1 Criteria for tenure as regards teaching, administration, and professional and public activities are set down by the Faculty of Arts.

18.2.2 Criteria for tenure as regards publication are to be specified by Departments, and the following statement of criteria has been adopted by the English and Film Studies Department (DC, April 15, 1987; February 11, 1988; December 16, 1994; April 26, 2006):

*Department of English and Film Studies Standards for Tenure and Promotion: Research and Creative Activity* [revised (DC, April 26, 2006)]

In the Department of English and Film Studies, "research" encompasses a wide range of activities including (but not restricted to) archival research, bibliography, editing, humanities computing, literary and cultural criticism, literary biography, literary and cultural history, and literary, cultural, and



compositional theory. “Creative activity” includes not only the writing and publishing of fiction, poetry, drama and creative non-fiction, but also theatrical or film production and performance. The production of digital software, databases, DVDs, and web-based resources, beyond what might be prepared for personal teaching purposes only, may also constitute creative activity or, in some cases, publication; such work will be assessed according to its impact on and value to the discipline.

Successful candidates for tenure (and designation as Associate Professor) are expected to have made significant contributions in one or more areas of research and or creative activity during the period following their appointment to the University of Alberta; more still is of course expected of candidates for promotion to the rank of Full Professor. The Department recognizes that research serves teaching as well as publication; nevertheless, the Department considers publication essential because it facilitates intellectual exchange with a larger community of scholars and critics and leaves a permanently accessible record of research accomplishment, and because the refereeing system exposes the research to critiques and suggestions for improvement from experts in the field. The Department values creative writing and performance as an important use of a literary or cultural critic’s expertise because such activity is integral to the discipline. A candidate’s research and creative work alike is expected to be of high quality.

Publication of the following types will normally carry the most weight in a tenure or promotion decision:

- a. books and monographs, novels, plays,
- b. journal articles, book chapters, review articles, poems, short stories,
- c. edited books and special journal issues where the editor’s contribution has been substantial (extensive editing, a substantial critical introduction, etc.).

Research and creative activity of the following types is also considered valuable but carries less weight:

- a. papers presented at professional conferences,
- b. edited books where the editor’s contribution has been relatively minor,
- c. book reviews in journals,
- d. encyclopaedia entries (very substantial entries may carry weight similar to that of an article)
- e. reviews and articles in newspapers and other “public” venues (normally considered as “Professional and Public Activities” for annual evaluation purposes).

Other activities, such as the production of digital tools and various types of performance, live and recorded, may belong in either of the above two categories depending on scope and magnitude.

Candidates for tenure and especially for promotion are expected to demonstrate excellence across the full range of academic expectation, including teaching and administrative service. Service to the profession in the form of editing journals, engaging in curatorial or jury work, or organizing seminars, panels, or conferences, generally grows out of and feeds into one’s research interests, as do graduate supervision, course preparation, community outreach, and much more. Research and creative activity should be an integral and demonstrable part of a whole package. In all categories, the quality of the work shall be the primary criterion for tenure or promotion; the stature of the venue will be a secondary consideration. The quality of the work and the venue alike will be assessed by experts in the specific field(s) in which the work has been done. For promotion in particular, international impact will be assessed and taken into account.

## **Article 19: Retiring Staff and Professors Emeriti**

19.1. In addition to the benefits provided to professors emeriti by the University, the Department shall

provide resources to the extent available to retired members of the Department who wish to remain professionally active. These resources include office space, mailbox, photocopying services, and access to WIFI (CAC, April 21, 1988).

19.2 Professors emeriti may retain the use of their individual offices only while they continue post retirement employment as lecturers. A shared office is reserved for professors emeriti who continue their research or other professional activities (CAC, March 17, 1992).

## **Article 20: Academic Teaching Staff**

### **20.1 Appointments**

20.1.1 All Department of English and Film Studies standards, policies, and conditions pertaining to contract instructor hiring and course assignment are subject to the Collective Agreement as negotiated by the University with the AASUA, the GSA, and to any other relevant University and Faculty of Arts policies and definitions.

20.1.2 Procedures for assessing teaching applications, categories of teaching assignments, teaching assessments and ranking criteria are listed in the Procedures document for non-student Academic Teaching Staff, and the Procedures document for GTA-PI and graduate student Academic Teaching Staff. Both documents are on the Department website.

20.1.3 Appointments may be exempted from the ranking process due to special limited term commitments made by the Chair of the Department or the Dean of the Faculty (e.g., spousal hiring at the rank of contract instructor). The renewal after this initial period will revert to the usual application/ranking process.

20.1.4 In the awarding of Spring and Summer Session teaching appointments priority will be given where possible to properly qualified and experienced full-time Academic Teaching Staff with PhDs (DC, March 26, 1986).

### **20.2 Representation on Committees**

20.2.1 Full-time Academic Teaching Staff are members of Department Council with full voting rights.

20.2.2 Part-time Academic Teaching Staff who are not members of the GSEC will be represented on Department Council by one vote for every full-time equivalent (FTE) appointment on the first day of classes of each term (DC, January 20, 1987).

20.2.3 One representative from the Academic Teaching Staff group will be elected to serve on Chair's Advisory Council (See Department Practices, 1.2.1).

20.2.4 When the number of part-time Academic Teaching Staff (who are not members of the GSEC) wishing to serve on Department Council exceeds the number of positions available, an election to choose between volunteering individuals shall be carried out in September of each year, organized by the Assistant Chair. Those with the most votes will be declared elected (see Department Practices 7.6 and 20.2.2). A second election will take place, if required, in January to adjust the representation according to fluctuations in the number of part-time Academic Teaching Staff. A part-time Academic Teaching Staff representative must teach in the term during which they are a representative.

### **20.3 Teaching Assignments**

20.3.1 Academic Teaching Staff who do not have a PhD, including those on full-time contracts, will normally be assigned only junior (100-level) courses (DC, November 7, 1991).

20.3.2 Teaching assignments for ATS will be determined by the Chair and/or the First Year Teaching Director.

### **20.4 Expectations of Academic Teaching Employment**

20.4.1 All instructors, at every level, are expected to base their teaching on a thorough and current knowledge of the subjects they teach, and to bring that knowledge actively and consciously into the classroom.

20.4.2 Instructors are expected to revise course materials from year to year and to vary content as appropriate to distinct courses.

20.4.3 Instructors are expected to actively develop their teaching methods in an ongoing fashion.

20.4.4 Assignment of senior courses, where possible, is dependent upon evidence of expertise in a particular area of study, including, but not limited to, a PhD dissertation, creative or scholarly publication, or professional experience.

### **20.5 Opportunities for Academic Teaching Staff**

20.5.1 The Department of English and Film Studies encourages all of its students and its faculty—full time continuing and Academic Teaching Staff alike—to be fully involved in the life of the Department, including public lectures, conferences, and social functions.

20.5.2 Academic Teaching Staff have representation on most standing committees of the Department, including the Chair's Advisory Council, and are invited to serve on ad hoc committees as appropriate. This service is voluntary: it is neither remunerated nor compulsory for any Academic Teaching Staff.

20.5.3 Departmental professionalization opportunities including, but not limited to, job information sessions, and mock interviews, are available to Academic Teaching Staff.

20.5.4 Academic Teaching Staff may, if and when they desire, be assigned a faculty mentor.

## **Article 21: Graduate Teaching Assistant and Academic Teaching Staff Appointments**

### **21.1 Administrative Structure**

The appointment of GTAs and Academic Teaching Staff is ultimately the responsibility of the Chair of the Department, but the task can be delegated to the First Year Teaching Director. Given that a majority of students experience the English and Film Studies Department only through our first-year courses, many sections of which are taught by Academic Teaching Staff and GTAs, equity issues should be taken into account in making these appointments (DC Apr 22, 1993).

### **21.2 Appointment of Graduate Assistants from Trust Funds**

Payment of graduate students appointed as research assistants by staff members with SSHRC or other outside grants is, by University policy, a matter of agreement between the student and the grant holder. Nevertheless, these students shall not be paid less than the rates published annually by the Faculty of Graduate Studies and Research.

## **Article 22: Graduate Teaching Assistant (GTA) Teacher Training**

Proseminar B (Introduction to Teaching) is required for all PhD students who hold teaching assistantships, and is normally to be taken before they start teaching. It is offered over 8 weeks in the winter term and is coordinated by the GA Supervisor with the cooperation of the First Year Chair. Core topics include: developing a syllabus; sequencing readings; formulating assignments; practicing a wide range of teaching strategies, including lecturing, discussion, group work, etc.; teaching writing; and managing workload. Hands-on workshops are part of the session (September 2007).

## **Article 23: Graduate Assistant Supervision**

23.1 There shall be a Graduate Assistant (GA) Supervisor appointed by the Department Chair after consultation with the Chair's Advisory Council. The appointment shall be for two years. The supervisor should, preferably, be an instructor in a first-year course during the period of appointment. (DC, November 3, 1976).

23.2 It is the duty of the GA Supervisor:

23.2.1 To meet with all GTAs before the term begins to advise them of their duties, responsibilities, and facilities for consultation.

23.2.2 To be personally available for consultation with all GTAs who wish his or her advice about their teaching or who are seeking a recommendation involving their teaching.

23.2.3 To assist the Associate Chair (Academic) or the Department Chair in settling student-staff problems involving GTAs.

23.2.4 To advise the Department Chair of any special problems involving GTAs and to propose any changes they think necessary in their supervision, these to be considered by the Chair's Advisory Council.

23.2.5 to observe 1st- and 2nd-year GTAs' classes and communicate feedback to the instructor.

23.2.6 to lead ProSeminar B for first-year PhD students in the Winter term.

23.2.7 to sit on the GTA-ATS Appointments committee.

23.3 With respect to new, inexperienced GTAs, the Supervisor shall, in the Spring, canvass the Department for volunteers and, from that number, assign a full-time member of the staff to act as an advisor to each. New GTAs teaching in the First Year English supersection course have the full-time faculty member heading the supersection as an advisor.

23.3.1 The advisors of new GTAs shall exercise close supervision at least until the end of the first term and as much thereafter as may be thought necessary or as is laid down in the following instructions:

23.3.2 In early September and before classes commence, the advisor shall receive from the GTA an outline showing their plan for conducting the course. This outline shall give in some detail the order in which the authors and works are to be studied, the length of time to be spent on each, and the dates of exams and essay assignments. The advisor should discuss the proposed approach with the GTA and may recommend changes if these seem necessary to ensure that the students will be given a fair opportunity to study the material. The advisor shall from time to time check the GTA's progress against their plan, and shall visit the GTA's classroom once in each academic year.

23.3.3 The advisor shall examine all essay assignments and test papers throughout the year before these are presented to the GTA's class. This process will not include the final examination, which will continue to be approved by the course coordinator.

23.3.4 It is the duty of the GA Supervisor to ensure that first year GTAs are meeting their responsibilities as teachers. At the GA Supervisor's direction, and in consultation with the GTA concerned, they shall take whatever steps seem necessary, including classroom visitation, to ensure that the GTA recognize and fulfil their responsibilities (January 31, 1974). Generally, the GA Supervisor should encourage the GTA to discuss their progress and any problems or difficulties arising. While the GA Supervisor should be aware of their duty to assist in maintaining standards as articulated above, they should at the same time regard themselves primarily as a source of help to the beginning teacher.

23.4 With respect to Graduate Research Assistants (GRAs), the GA Supervisor shall, at the beginning of each term, solicit requests for research assistance from staff members. It is the responsibility of the Supervisor then to assign GRAs to staff with whom and for whom they will conduct their research duties for the allotted number of hours. At the end of each term, the staff member shall report to the GA Supervisor on the GRA's performance.

## **Article 24: Student Representation**

The Department approves in principle the desirability of increased consultation with students (December, 1968) and approves the principle of student representation (February 14, 1969).

### **24.1 General**

24.1.1 Only duly elected representatives from the GSEC and from students registered in the English and Film Studies undergraduate programs shall be eligible for acceptance into the Department structure.

24.1.2 Undergraduate students are elected or selected to Departmental committees or Department Council by the organization which represents them.

24.1.3 All representatives shall attend Department meetings, and be given voting rights subject to the ruling of the chair as issues arise.

24.1.4 There shall be one undergraduate student representative and an alternate to the Department Council.

24.1.5 The Chair's Advisory Council, from the representatives of the GSEC, shall approve appointees to the Department Standing Committees to the number set out in Department Practices 4.12, 4.13, 4.15 and 25.2.5.

24.1.6 In addition to student representatives on the Department Council, there are at present two student representatives on the Undergraduate Programs Committee (DC May 1, 2013).

24.1.7 A representative who withdraws from the University or is no longer registered as a full-time student shall be considered as having ended their term of appointment.

24.1.8 If insufficient students are elected by the GSEC and undergraduate students in English to fill the positions on standing committees, any committee lacking student membership shall continue to function with its present complement of full-time staff members, and its recommendations shall be valid.

**24.2 Major Standing Committees (See also Department Practices Article 4):** 24.2.1 Representatives from GSEC and English Honors and Majors students shall be appointed to any major standing committee for one (1) year.

24.2.2 Said representatives shall, in any one year, serve on only one major standing committee.

24.2.3 Said representatives shall not also serve on the Chair's Advisory Council. 24.2.4 Said

representatives shall have full voting privileges.

24.2.5 Said representatives will recognize occasions when they will withdraw to avoid conflict of interest.

## Article 25: GSEC

25.1 All full-time and part-time graduate students of English registered in the Faculty of Graduate Studies and Research are members of the GSEC.

25.2 GSEC will, according to its constitution, conduct an election for Department positions, including the following seats on Department committees:

- (a) 1 seat each on the Undergraduate Programs Committee, the Digital Communications Committee, the Writer-in-Residence/Readings committee, the WRITE program committee and the Chair's Advisory Council;
- (b) 1 MA and 1 PhD seat each on the Graduate Committee;
- (c) 1 GTA to serve as liaison between the GTAs and the GA supervisor.

25.3 Ten of the students elected to GSEC positions will represent the graduate students on the Department Council.

Note: The Department Council has ruled that a duly elected and Departmentally approved body of alternates will be allowed to serve, as needed, as substitutes for elected GSEC representatives who are unable to attend a given Department Council meeting (DC, September 23, 1986).

25.4 The elected representatives shall be free agents in Department meetings and committees and shall not be bound to a predetermined position by membership-wide decisions of the GSEC.

25.5 The Chair shall reserve the right to rule on the presence and voting eligibility of GSEC representatives in Department Council as issues arise. GSEC representatives will follow the Conflict of Interest policy and procedures in Department Practices 37.1.

## **Article 26: Lecture Series**

The Department shall sponsor two series of open lectures, the Edmund Kemper Broadus Lectures, the F.M. Salter Lecture(s) on the Theory and Practice of Writing and a third lecture, the Orlando Lecture. Nominations for these shall be received and prioritized by the Chair's Advisory Council. The invitation to the selected speaker will be extended by the Chair, and presentation of the lectures organized by one of the Research Events Chairs (April, 2006). Nominations and self-nominations shall be invited from the Department, but when such nominations fail to produce a suitable speaker, the Chair shall be free to solicit actively lectures from distinguished members of this or other Departments (DC, October 17, 1986; CAC, October 23, 1986).

26.1 The Edmund Kemper Broadus Lectures shall be given once a year by a member or members of the Department, or by members of other Departments. The lectures should be scheduled at a time when the majority of staff and students can attend (February 12, 1970). CAC invites the Broadus lecturer for the following year at the year-end assignments and reports meeting.

Note: At the suggestion of the late Professor J.T. Jones, the Chair's Advisory Council agreed (at its meeting of December 1, 1971) to name the lectures the "Edmund Kemper Broadus Lectures."

26.2 The F.M. Salter Lecture(s) on the Theory and Practice of Writing shall normally be given every other year, alternating with the Orlando Lecture. Salter Lecture(s) given shall be one or two in number. Emphasis in the Salter Lecture(s) will be on discourse and writing; speech as writing; the history and types of writing. The Orlando Lecture celebrates the Department's long-standing commitment to feminism, women's literary history, gender, sexuality and queer studies. CAC invites the Salter lecturer for the following year at the year-end assignments and reports meeting.

## **Article 27: Officers of the Department**

### **27.1 Awards and Prizes Officer**

There shall be an Awards & Prizes Officer appointed annually by the Chair in consultation with the Chair's Advisory Council. The Awards & Prizes Officer administers the Department's awards and prizes. See the Department website for a listing of awards and prizes available; for Department policy on the administration of awards, see Department Practices Article 34.

## Article 28: Calendar

The Chair's Advisory Council shall consider all changes in Calendar entries before they go forward to the Faculty office (CAC, November 22, 1967). Substantive changes shall be considered by the Department as a whole. The Undergraduate Director coordinates correspondence dealing with the Calendar, providing support to individual Directors and Coordinators as appropriate.

## Article 29: Release of Final Examinations to Students

University policy on the release of final examinations to students is spelled out in the University *Calendar* [Section 23.5.3(5)]: "Departments subscribing to the belief that there is educational value in permitting students to see their final examination papers after they have been marked are not only at liberty, but are encouraged, to make the papers available on request, and to allow for discussion where possible; that the objective here is an educational end: i.e., it is not a substitute for existing reappraisal procedures for the reconciliation of grades; that where the department is prepared to grant outright release of the paper it must not do so until the deadline for applications for reappraisal has passed, since an appeal cannot be entertained after the custody of the paper has been relinquished to the student." With regard to the Department's own practice in this matter, the Chair's Advisory Council has agreed (a) that students may, at their request and expense, receive photocopies of their final examinations at the proper time, and (b) that it be left to the conscience and discretion of the individual instructor, if on-campus at that time, to decide whether or not to discuss the examination with the student (CAC, February 3, 1983).

## Article 30: Examination Appeals/Assessment of Term Work

30.1 Department practice in dealing with requests for reappraisal of final examinations follows the Faculty of Arts Informal and Formal Grade Appeals Procedures found on its website.

### 30.2 Reassessment of student assignments (DC, January 17, 1991)

30.2.1 Reconsideration of term work within the Department's informal appeal process must be initiated by the student before the final examination in the course has been written; no reassessment of term assignments will be undertaken in the Department after this date (DC, February 16, 1989).

30.2.2 A student dissatisfied with the grade of a term essay must first discuss the matter with the instructor concerned. No other steps will be taken until this has been done.

30.2.3 A student who remains dissatisfied with his or her grade will make an appointment to see one of the following, as appropriate:

for a junior course, the First Year Coordinator;

for a senior course, when the instructor is an Academic Teaching Staff member, the Chair;

for a senior course, when the instructor is a member of the continuing faculty, the Chair. At this stage, the emphasis is still on informal resolution. If necessary, the administrator should ensure that the student understands the Department's formal reassessment procedure and its implications (e.g.,



that the grade for the assignment may be lower).

30.2.4 If the student so wishes, they may then make a formal request, in writing, for reassessment of the assignment. This will be given to the Chair of the Department.

30.2.5 The Chair will request from the student the graded and a clean copy of the disputed assignment, and will request from the instructor a copy of the essay topic or assignment, the course outline, and whatever other relevant information will help the reassessor determine the context and demands of the assignment. The Chair will inform the instructor why these are needed. The preparation of a clean copy of the assignment is the responsibility of the student; the Chair will compare it with the graded copy to ensure that the two copies are identical. The Chair will also expunge from all items, to the extent possible, all identifying marks (e.g., section, but not course; names).

30.2.6 The Chair will select a reassessor. The reassessor will not be informed of the name of the instructor, nor will the instructor be informed of the name of the reassessor. The reassessor will be given the clean copy of the assignment and all contextual material, but not the graded essay.

30.2.7 The reassessor will report their conclusions (a grade and the rationale for the grade) to the Chair. If the new grade is within one grade point of the original and does not change the assignment from a pass to a fail or a fail to a pass, then that new grade--whether higher than, lower than, or the same as, the original grade--will be the final grade for the assignment.

30.2.8 If the new grade is more than one grade point above or below the original mark or if the new grade changes the assignment from a pass to a fail or fail to pass, then the Chair will, after reading the assignment and consulting with the instructor, determine the final grade.

30.2.9 The student, as well as the instructor and reassessor, will be informed of the final decision.

30.2.10 There is no appeal within the Department from the result of this Departmental reassessment procedure. Students can consult the Faculty of Arts informal and formal appeal processes if they wish to pursue the matter further.

## **Article 31: Budget**

Budget proposals, other than those concerning staff salaries, shall be made accessible to members of the Department on request (CAC, Sept 12, 1967).

## **Article 32: Graduate Placement**

32.1 There shall be a Placement and Professionalization Coordinator, reporting to CAC, to coordinate mock interviews, and to coordinate and offer workshops on grant proposal writing, presenting at conferences, publishing, applying for academic and non-academic jobs, and current issues connected to professionalization. (DC, November 2008)

32.2 To aid graduate students in applying for positions, students may use departmental letterhead stationery and envelopes when applying for positions, if those materials are required.

## Article 33: Special Facilities and Services

The Department maintains several special facilities for the use of Department members.

33.1 The F.M. Salter Reading Room (HC 395) is primarily for the use of Department members. It provides access to monographs, reference materials, study guides, all essentially pertaining to the study and teaching of English language and literature. Department theses are housed in the Reading room as well. The room is used for thesis defenses and Departmental events.

33.2 For graduate students, a lounge is maintained in HC 3-97.

33.3 A lounge for honors and majors students is provided in HC 3-19.

## Article 34: Awards and Prizes

34.1 A complete list of prizes and awards is published on the Department's website.

34.2 It is the responsibility of the Awards and Prizes Officer (see Department Practices 27.1) to notify committees, instructors, and course coordinators, at the beginning of the teaching year, about prizes for which they may make nominations and their role in the nomination procedure, and subsequently to ensure that nominations are submitted for all available prizes.

34.3 Nominations for prizes are made by the following groups:

34.3.1 Graduate program prizes: the Graduate Committee or the Graduate Director;

34.3.2 Honors program prizes: Undergraduate Director;

34.3.3 Non-Honors B.A. program prizes: Undergraduate Director;

34.3.4 Sarah Nettie Christie prizes: The Graduate Committee and ratified by the Christie Committee, except for travel bursaries, which are awarded by the Graduate Committee only (CAC, March 29, 1995);

34.3.5 James Patrick Folinsbee Memorial Scholarship in Creative Writing: the Folinsbee Award Committee;

34.3.6 A course prize open to students in one single-sectioned course: the instructor;

34.3.7 A course prize open to students in one multi-sectioned course: the Awards and Prizes Officer (from nominations received from each instructor);

34.3.8 A course prize open to students in more than one course, but which involves fewer than 5 instructors: the instructors;

34.3.9 A course prize open to students in more than one course, and involving more than 4 instructors: a prize coordinator selected by the Awards and Prizes Officer; this coordinator selects one or two other instructors to assist with evaluation of nominations.

34.4.1 Nomination procedures are normally determined by the responsible group.

34.4.2 In the case of prizes for best essay or assignment in a course, individual instructors' nominations to the prize coordinator shall be accompanied by a copy of the student's best essay, and a copy of the relevant assignment.

## **Article 35: The Graduate Program in English**

These regulations are additional to and amplification of those in the University Calendar and the Faculty of Graduate Studies Graduate Guide. They are the source of the information about the Graduate Program on the Department website and provide additional policies and procedures.

### **35.1 Admission to Graduate Programs**

35.1.1 A grade point average of 3.5 for the PhD program and 3.3 for the MA program or higher in English courses shall normally be required of students in graduate courses for admission. For both the MA and PhD programs, a grade point average of 3.0 or higher for the last 60 credits the applicant has taken is normally required for admission.

35.1.2 The fact that a student has taken courses which may be credited towards a PhD shall not in any way prejudice the recommendations that the Graduate Committee may make about the student's admission to the PhD. program (October 31, 1974).

35.1.3 The Graduate Director shall have the authority to require certain courses of an entering graduate student in order to ensure coverage comparable with our Honors or Majors programs (April 8, 1969).

35.1.4 The Graduate Committee shall exercise its discretion in assessing applications for admission (of Qualifying Year students and others), rather than actually enunciate standards beyond those set by the Faculty of Graduate Studies and Research (Graduate Committee, February 19, 1970, and April 2, 1970; CAC, April 28, 1970).

35.1.5 Qualifying Year students may be permitted entry into graduate seminars subject to the approval of the Graduate Chair. These students will not gain advanced MA credit for such work (DC, May 1, 1979).

35.1.6 Students accepted into our graduate programs for the Fall are required to inform the Department no later than March 15 of the preceding Spring whether they plan to register in the Fall (DC, April 15, 1993). Failure to confirm can lead to the students' names being dropped from the enrollment lists of the seminars of their choice (DC, May 6, 1992).

35.1.7 Students with good cause may petition the Graduate Chair to defer their entrance into the graduate program for one year. Students who seek a second deferral will normally be required to re apply for admission.

### **35.2 Graduate Seminars**

35.2.1 Normally a lower limit of five students per seminar is set, and the Department Chair will drop from the timetable any seminar with fewer than 5 students immediately after confirmation of registration on August 1 (DC, May 6, 1992).

35.2.2 The following sentence is to be added to the guidelines for graduate courses: "Final papers for graduate classes will be due no sooner than one week after the final class meeting" (DC January 30, 2014).

### **35.3 Special Sessions: Graduate Courses**

The Graduate Director is required to recommend to the Undergraduate Director by September 15 of each year the subject area (normally one calculated to arouse strong interest among students) of at least one full graduate course (or two half courses) to be offered in the following Summer Session (DC, May 6, 1980).

### **35.4 Directed Reading Courses**

35.4.1 Students are allowed up to one .5 FCE directed reading course (or in exceptional circumstances, two .5 FCE) for credit in each graduate program, subject to Departmental permission.

35.4.2 Normally, such courses would be limited to one student, but two in a single reading course may be allowed in certain circumstances.

35.4.3 There shall be no limit legislated as to the number of such students a Department member may direct.

35.4.4 Approval shall be given by the Graduate Chair acting for the Graduate Committee in consultation (whenever possible) with the Graduate Committee and after perusal of the student's program and record.

35.4.5 Every effort shall be made to see that directed reading courses do not conflict with formal graduate seminars being given in the same year (January 27, 1977).

### **35.5 MA Program**

35.5.1 Entrance, proseminar, ethics and professionalization requirements will be the same for thesis and course-based (full-time and part-time) students.

35.5.2 Course-based requirements are seven courses at the graduate level and the MA Portfolio capping project (April 27, 2010).

35.5.3 Course-based students must normally complete the MA capping project within one calendar year after completion of coursework. Students registered in either the fulltime or part-time course based program may normally expect that the Department will extend supervisory services to them for only two half-year registrations in the MA capping project course.

35.5.4 The maximum time allowed for a course-based MA is six years. The maximum time for a thesis based MA is four years.

35.5.5 Subject to the usual competition, graduate assistantships will be offered from September to April. Part-time course-based MA students will be ineligible for Departmental financial support.

35.5.6 The capping exercise of the course-based MA will consist of an article-length paper. The writing or revision of this project, which will usually be a revised course paper, will be conducted under a project supervisor who will normally be the original instructor. The completed paper will be read by one

other professor (normally from the Department of English and Film Studies), invited by the supervisor, who will write a 250-500-word assessment of the paper. The assessment will be submitted to the Graduate Program Administrator, normally within two weeks of receipt of the paper, who will copy them to the supervisor and student. The paper will be ungraded (pass/fail only) (DC, February 2, 1995).

35.5.7 The MA capping project must be submitted by August 15.

### **35.6 Supervisors**

35.6.1 The Department website shall contain a list of all professors of the Department, with their rank, degrees and universities attended (February 28, 1968).

35.6.2 Supervisors of an MA or PhD thesis are researchers in the field or related fields the thesis examines.

35.6.3 In the interest of safeguarding supervisors from taking on too many candidates, the following guidelines have been adopted:

- a. Supervisors should seek to avoid taking on a total of more than 7 graduate students.
- b. Of these 7, no more than 5 should be at the PhD level, and of these, as far as possible, no more than 2 should be at the same stage of their program.
- c. Of these 7, no more than 4 should be MAs, since they are more likely to require immediate attention and guidance (March 9, 1972).

35.6.4 When an MA or PhD supervisor ceases to be employed at the University of Alberta, it will be the responsibility of the student (usually in consultation with the departing supervisor) to find a new supervisor. It will be the responsibility of the new supervisor either to endorse the old, or to arrange a new supervisory committee. If the change of supervisor involves a change of thesis topic, a new Statement of Research Plan (PhD), thesis proposal (MA thesis) or capping project proposal (MA course based) must be submitted to the Graduate Committee for the customary scrutiny and acceptance (March 5, 1974).

35.6.5 For the MA thesis degree there shall be

- a. a supervisor,
- b. a reader approved by the Graduate Committee (November 14, 1974).

35.6.6 For the PhD degree, the Supervisory Committee shall consist of a minimum:

- a. the supervisor,
- b. a reader invited by the supervisor,
- c. a reader approved by the Graduate Committee (February 20, 1975).

35.6.7 For the MA course-based degree, for evaluation of the capping project, there shall be

- a. the supervisor,
- b. a reader from the Department approved by the Graduate Committee.

### **35.7 The Long Thesis Proposal and Candidacy Examinations**

35.7.1 PhD students are required to submit a 25-40-page Long Thesis Proposal (LTP) to their supervisory committee in Winter term of Year 2 or Fall of Year 3. The LTP, following approval by the supervisory committee, forms the basis for the oral candidacy examination and is intended to establish

the student's readiness to begin work on the dissertation. The proposal will have been approved by the committee before the student can proceed to the candidacy examination. The LTP is a 25-40-page document (double-spaced), plus works cited and proposed reading bibliography, in which the student outlines in detail the doctoral research project. As a whole, this proposal presents the material the student must know in order to begin writing the dissertation and to position themselves in relation to the critical debates in which the project intervenes (DC November 27, 2008).

35.7.2 The candidacy examination consists of the completion of the Long Thesis Proposal and an oral examination. The candidacy takes place in accordance with the guidelines from the FGSR Graduate Guide. Chairs can consult the document "Chairing a Candidacy Examination or a Thesis Defence" on the Department website for details about chairing the exam (DC November 27, 2008).

35.7.3 For the candidacy examination the examining committee shall consist of:

- a. the supervisory committee,
- b. a member of another Department who shall be designated by the supervisor in consultation with the Graduate Committee (November 14, 1974).

35.7.4 For the oral defence of the PhD thesis, the examining committee shall consist of:

- a. the supervisory committee,
- b. a member of another Department, preferably the same person who participated in the candidacy examination, or if that is not possible, another person chosen in the same way,
- c. an external examiner "who is a recognized authority in the special field of research and should have had no previous association with the candidate" (Faculty of Graduate Studies and Research requirement) chosen by the supervisor in consultation with the Graduate Committee (November 14, 1974).

35.7.5 For the oral defence of the MA thesis the examining committee shall consist of

- a. the supervisor,
- b. the reader invited by the Graduate Committee in consultation with the supervisor,
- c. a member of another department, who shall be designated by the supervisor in consultation with the Graduate Committee (December 3, 1974).

35.7.6 At every candidacy examination, and at every oral defense of a thesis, MA or PhD, a member of the Department invited by the supervisor shall serve as a non-voting chair for the proceedings (December 3, 1974).

**35.8 PhD Statement of Research Plan, MA Thesis Proposal, MA Capping Project Proposal** 35.8.1 As a standing committee of the Department, the Graduate Committee scrutinizes and accepts customarily all thesis proposals, capstone project proposals or Statement of Research Plans on behalf of the Department (DC November 27, 2008). It is assumed that the Supervisor, who has assigned the proposal, capping project or SoRP, has foreseen and eliminated problems in their meetings with the student. The Graduate Committee, however, reserves the right to return a proposal to the student for rewriting or clarification. The Graduate Committee will consider suggested names for first reader (for the MA thesis), examiner (for the MA capping project) and first and second readers (for the PhD); approval rests with the Graduate Committee.

35.8.2 At the time of submission of thesis proposals and Statement of Research Plans, in addition to the Supervisor's signature, the first reader's signature shall be required for the MA thesis proposal, and

the first reader's signature for the PhD. proposal (May 5, 1970).

35.8.3 Thesis and capping project proposals for the MA shall be submitted no later than March 1 of the first year of a student's residence (DC, April 17, 1985).

35.8.4 Statement of Research Plans for the PhD shall be submitted no later than March 1 of the first year of a student's residence (DC, April 17, 1985).

35.8.5 The PhD Colloquium meets in Year 2 of the PhD. The Colloquium differs from regular coursework in that it goes beyond the more specialized introduction to specific areas of inquiry offered in graduate courses to a consideration of issues and debates that engage people working in a number of fields and that animate the discipline as a whole. To this end, the Colloquium is focused on readings, talks, and activities that grapple with large disciplinary debates / concerns and pursue the question of how and why we do the work we do. In addition, it creates a forum in which students are asked to be self-conscious about their epistemological, analytical, ethical and rhetorical position and to engage in a self-reflective discussion of methodologies and critical practices as they work toward completing their LTP. The Colloquium may require written work, oral presentations, and participation; readings will normally not exceed the equivalent of three article-length pieces per meeting. This component of the PhD program is graded as complete/incomplete.

The Colloquium serves: 1) to provide structure coming out of course work year, thereby combatting the potential for isolation in second year of the degree; 2) to enable connections with faculty beyond supervisors and grad seminar instructors; 3) to create a space without grading in which to have practical scholarly conversations.

### **35.9 Theses**

35.9.1 A bound paper copy of each thesis or dissertation must be supplied to the Department (DC April 2, 2009).

35.9.2 Attendance at the preliminary statements by and examination of PhD candidates at PhD thesis defences shall be open to members of the Department and the public, subject to the approval of the Graduate Chair or designate.

35.9.3 Charges that a thesis is incompetently researched and/or written shall not be considered in the Department after the thesis has been approved; charges of incompetence brought against the Supervisory Committee shall not be considered in the Department after the thesis has been approved (April 17, 1975).

35.9.4 The Graduate Committee shall also publish an annual list of students who have graduated. (April 17, 1975).

### **35.10 Creative Theses**

The Department shall view creative MA theses as satisfying the same academic requirements as other MA. theses in the Department of English and Film Studies. The creative MA thesis regulations shall be the same as for all MA theses (May 16, 1968).

### **35. 11 Standards**

35.11.1 The MA course-based program will consist of seven courses plus a capping project (DC April 27, 2010). The MA thesis program will consist of six courses plus registration in thesis courses until completed. PhD coursework will consist of a minimum of five courses.

35.11.2 No student will be recommended for a degree who has a failure outstanding in Proseminar A (DC, February 2, 1995, DC November 27, 2008). For PhD candidates, Proseminar B is mandatory (November 27, 2008).

### **35.12 Doctoral Fellowships (SSHRC and Other Awards)**

35.12.1 SSHRC Doctoral Fellowship applications are ranked by the Graduate Committee and sent to the Faculty of Graduate Studies and Research.

35.12.2 The Fellowships Committee will send a representative to each major adjudication meeting of the Graduate Committee: PhD and MA SSHRC in Fall term and General Awards in Winter term. Fellowship Committee members will act as full adjudicators of the files (DC May 1, 2013).

### **35.13 Language Requirements**

35.13.1 There are no language requirements for the MA thesis-based or MA course-based programs (DC April 18, 2017). PhD students must demonstrate either basic proficiency in two languages other than English, or advanced knowledge of one.

35.13.2 Basic proficiency can be demonstrated as follows: a minimum grade of 2.7 in a full-year intermediate level language course. Aa challenge exam in the language requested.

35.13.3 Advanced knowledge may be demonstrated by passing a full-year (or 2 half year), upper-level (300-level or equivalent) language course with a minimum grade of 2.7 or by providing evidence of fluency.

35.13.4 Computer Languages: If a PhD student is working in a research area that involves computing, the demonstration of proficiency in a computer language may be used to fulfill one (but not both) of the language requirements. Basic proficiency in a computer programming language will be considered to have been achieved after one full year of study (DC April 28, 2016).

35.13.5 Proficiency can also be demonstrated by taking a written examination with a member of the appropriate language division. Those who may have basic equivalency in a computer programming language but do not have the courses on a transcript, can complete a Challenge project, which is equivalent to a language challenge exam in length and scope, using that language.

## **Article 36: Allocation of Space and Resources**

36.1 Whenever possible, office space in the Humanities Centre shall be allocated according to the following priorities: (a) Department members with continuing appointments, professors emeriti, postdoctoral fellows, and the Writer-in-Residence; (b) full-time Academic Teaching Staff; (c) part-time Academic Teaching Staff (DC, January 20, 1987).

36.2 Where possible, the Department shall provide full office support privileges to all full-time and part-time Academic Teaching Staff on eight-month contracts for the two months prior to the beginning of the contract and the two months directly following the expiry of the contract (DC, December 4, 1986).



## **Article 37: Conflict of Interest**

### **37.1 Committees**

University committees require their members to make judgements that are sometimes necessarily informed by subjective or personal opinion. In any decision that involves conferring a benefit, as for example a job, scholarship, award or even an administrative position, the utmost care should be taken to distinguish between personal and professional or disciplinary advocacy; the aim must be to ensure, both in the make-up of committees and in an individual member's service on them, that no-one's privileged knowledge leads to biased, excessively subjective or personal advocacy decisions. The Department follows the Conflict of Interest and Conflict of Commitment Reporting Procedure outlined in UAPPOL.

### **37.2 Review of Applications or Proposals**

If a member is assigned an application from a close friend, a colleague, a student under their supervision or from someone with whom the member may be in dispute, they are asked to declare the conflict to the officer responsible for the committee and ask to have the file reassigned.

### **37.3 Teaching**

The Department of English and Film Studies considers all faculty, staff, and anyone engaged in teaching EFS classes ("instructors") to be in a relationship of power, trust and authority with respect to all students enrolled in our classes and programs. This relationship entails power imbalances and creates fiduciary obligations to put the educational needs of students first. As such, we recognize that any consensual sexual or romantic relations between instructors and students constitute a Conflict of Interest. Instructors must disclose any such relationships immediately to the Department Chair who will manage the conflict in accordance with University policy and in a manner that avoids limitations on the student's academic opportunities or on those of the other students in the class/program (DC, April 26, 2018).

## **Article 38: Administration and Periodic Review of Department Practices**

38. 1 The Chair is responsible for ensuring that Department practices as set out in this manual are adhered to, and for updating this manual when Department Council approves any changes to the Department's practices.

38.1.1 Any member of Department Council who has concerns about the administration of any aspect of the Department's practices should bring their concerns forward to Department Council on a timely basis under "Other Business."

38.2 The Department shall formally review its practices, at minimum, once every five years.