Writing Program Faculty Bylaws  
September 17, 2010

PREAMBLE

The Writing Program is an independent academic unit of the University of California, Santa Cruz, Division of Humanities. Its mission is to foster a culture of writing at UCSC and research on the teaching of writing. The program administers or co-administers the lower-division campus composition requirements and UC’s Entry Level Writing Requirement. The Writing Program’s responsibilities include:

1) providing effective, innovative, intellectually challenging instruction for students who come to UCSC without having satisfied UC’s Entry Level Writing Requirement (ELWR), with special attention to the needs of traditionally underrepresented students and those who are English language learners;

2) offering outstanding lower-division composition courses designed to stand at the theoretical and practical center of students’ general education, with a sufficient number of sections so that all entering students can satisfy the campus composition requirements during their first two years at UCSC;

3) providing mentoring and instruction in the theory and practice of teaching composition to graduate students who wish to become expert teachers of writing;

4) providing mentoring and instruction in the theory and practice of tutoring writing to outstanding undergraduate students who wish to serve as writing assistants;

5) providing the campus an outstanding professional writing faculty capable of advising on and participating in writing instruction at all levels, and to provide to members of that faculty the collegiality, personal satisfaction, and opportunity for professional development that will enable them to pursue their goals as teachers, researchers, writers, and concerned, knowledgeable, integrated members of this academic community.

ARTICLE I. ORGANIZATION AND APPOINTMENT OF THE PROGRAM FACULTY

All instructors with year-long appointments at UCSC of which greater than fifty percent is located in the Writing Program are members of the faculty of the Writing Program. Faculty appointments are recommended by the Chair and approved by the Dean of Humanities. Writing Program faculty members teach the program’s courses and have a substantive interest in the program's development and governance. The faculty is governed, as appropriate, by the regulations of the Academic Senate and the Memorandum of Understanding of the Non-Senate Instructional Unit.

The Chair provides the principal governance of the Writing Program, assisted by (1) the remaining Senate faculty; (2) the campus Coordinator of the Entry Level Writing Requirement, appointed by the Chair; and (3) three standing committees: (a) the Writing Program Personnel Committee, whose members are appointed according to the Writing
Program’s Personnel Procedures (see Appendix A); (b) the Council of College Writing Coordinators, whose members, including the Convener, are appointed by the Chair; and (c) the Course Offerings Committee.

The Chair of the Writing Program is selected according to procedures detailed in “Procedures for Selecting a New Chair of the Writing Program (Appendix B) and is then appointed by the Dean of Humanities to serve for a term of three years with possible renewal. The Chair reports to the Dean of Humanities; the Chair also reports to the Vice Provost and Dean of Undergraduate Education (VP/DUE).

ARTICLE II. OFFICERS

Chair

The duties of the Chair include

1) providing leadership in defining the vision and mission of the Writing Program;
2) supervising regular curricular offerings; proposing new or intermittently offered courses; in conjunction with the VP/DUE’s office, coordinating with the colleges to ensure a Core Course curriculum that meets Composition General Education requirements; assessing faculty leave and course relief requests; working with the ELWR Coordinator and office staff on ELWR-related issues;
3) chairing the Writing Program Personnel Committee and directing all personnel actions including academic recruitments and reviews and the selection and scheduling of Graduate Student Instructors;
4) participating in recruitment and selection of staff;
5) managing the academic budget, discretionary funds from grants, gifts, and revenue-sharing programs;
6) developing and administering programs for student awards;
7) working to develop writing-related curricular and extracurricular activities and opportunities that enhance the mission of the Writing Program and the experience of students;
8) working in conjunction with the UC Office of the President and with campus advising, admissions, and registrar to disseminate consistent advising information.

ELWR Coordinator

The ELWR Coordinator oversees the instructional program for students who matriculate at UCSC without having satisfied the Entry Level Writing Requirement. The duties of the ELWR Coordinator include

1) providing leadership in designing and developing appropriate curricular and co-curricular support for ELWR-unsatisfied students, including those who are English language learners, members of underrepresented minorities, and students whose
family educational or economic background qualify them as members of the Educational Opportunity Program;

2) coordinating and overseeing Analytical Writing Placement Exam (AWPE) administrations and ELWR portfolio reviews, training exam and portfolio readers, gathering and submitting results to the Registrar and ensuring their distribution to the colleges;

3) maintaining student records on AWPE and portfolio review results; monitoring student progress toward satisfaction of the ELWR and working with the Writing Program Chair, the Registrar, the Coordinator of Academic Advising, and college advising services to ensure that ELWR-unsatisfied students enroll in appropriate courses;

4) placing enrollment holds on students who fail to satisfy the ELWR by the end of four quarters of enrollment, and lifting them upon receiving evidence of students’ having satisfied the requirement;

5) analyzing data as needed for predicting course enrollments and other uses by the Chair and the VP/DUE;

6) working with College Writing Coordinators to orient new and returning faculty to the ELWR and the AWPE and to the expectations of college Core Courses designed to help students write at the college level and satisfy the ELWR.

ARTICLE III. COMMITTEES OF THE FACULTY

Writing Program Personnel Committee

The Writing Program Personnel Committee consists of all faculty who are members of the Academic Senate and a mix of Continuing and pre-six Lecturers elected annually by the faculty via procedures established in the “Writing Program Procedures for Evaluating and Reappointing Instructors” (Appendix A). This committee considers all non-Senate faculty reviews and personnel actions and submits recommendations to the Humanities Division Committee on Academic Personnel and to the Humanities Dean.

Council of College Writing Coordinators

The Council of College Writing Coordinators consists of one or two Writing Program faculty members from each college appointed by the Chair to serve as liaisons between the colleges and the Writing Program and to advise the Chair, the ELWR Coordinator, and the Director of Learning Support Services on (1) procedures for the recruitment, hiring, training, supervision, and review of undergraduate Writing Assistants; (2) procedures for orienting, training, and mentoring college Core and Writing Program faculty vis-à-vis the pedagogical and administrative expectations of the C1 requirement; (3) procedures for reporting Analytical Writing Placement Exam and portfolio review data; (4) curricular issues related to the Entry Level Writing Requirement. The Council is chaired by a Convener appointed by the Chair.
Course Offerings Committee

The Course Offerings Committee consists of a minimum of three Writing Program faculty members. Membership is voluntary; the Committee Chair is appointed by the Writing Program Chair. The committee examines course offerings in light of student needs (e.g., the variety of inquiries or “topics” explored in Writing 2 classes), campus needs (what students need to know in order to be ready for writing in upper-division discipline-specific courses), and trends in the field and practices in similar programs at other university campuses both within and beyond the University of California. The Course Offerings Committee reports on its findings and makes curricular and co-curricular recommendations to the Writing Program faculty.

Ad Hoc Committees

The Chair annually appoints Writing Program faculty to serve on various ad hoc committees of pedagogical relevance.

ARTICLE IV. MEETINGS

The Chair, in consultation with the Writing Program Personnel Committee faculty, shall call such regular and special meetings of the Personnel Committee as are deemed necessary and desirable. There shall be at least one regular meeting per quarter.

The Chair shall also be responsible for scheduling at least one meeting per quarter with Writing Program faculty. The Chair shall circulate draft minutes within four weeks of such meetings. Minutes shall be approved at the next regularly scheduled meeting.

ARTICLE V. QUORUM

Meetings of the Writing Program faculty shall be announced by the Chair seven days or more in advance via web posting and e-mail or regular mail. Fifty-one percent of the faculty members shall constitute a quorum of a meeting. Minutes of previous meetings shall be approved by a simple majority.

ARTICLE VI. AMENDMENTS

These bylaws may be amended as necessary when and if approved in a mail ballot by a two-thirds majority of the Writing Program faculty.
Appendix A

Writing Program Procedures
for Evaluating and Reappointing Writing Instructors
3/06

I. All instructors with year-long appointments predominantly located in the Writing Program are eligible to vote in the election of members of the Writing Program Personnel Committee, and to stand for election for the Personnel Committee provided they have year-long appointments predominantly in the Writing Program during the year in which they would serve.

The Personnel Committee of the Writing Program, which is responsible for most reviews of writing instructors, reports its recommendations for reappointment, and, if appropriate, a merit increase in salary, to the Dean of Humanities. The Personnel Committee consists of:

(A) the Chair of the Writing Program;
(B) all members of the Writing Program faculty who are Lecturers with Security of Employment;
(C) three to four members at large elected each year by members of the Writing Program from among those writing faculty with more than six quarters of experience with the Writing Program, at least one of these having served six or more years and at least one fewer than six years, if personnel makes this feasible.

II. At intervals designated in section III below, the Personnel Committee will review writing instructors who are Non-Senate Faculty and who are eligible for reappointment or merit increase, including those eligible for a review to determine an initial Continuing Appointment. The Committee’s evaluation of the pre-six writing instructor’s performance shall address the instructor’s “competence in the field, ability in teaching, academic responsibility and other assigned duties that may include University co-curricular and community service” (MOU, Article 7a, Section C4[a3]). The Committee’s evaluation of an instructor to determine an Initial Continuing Appointment shall address the instructor’s “demonstrated excellence in the field and in teaching, academic responsibility, and other assigned duties which may include University co-curricular and community service” (MOU, Article 7b, Section D).

The Chair will assign two members of the Personnel Committee to review the instructor’s file, visit one or more class sessions, and report back to the Personnel Committee. Recommendations made to the Dean of Humanities concerning reappointment shall reflect the decision of the committee as a whole (votes shall be reported), as shall recommendations for merit increases for Continuing Appointments, and salary increases greater than the standard increases recommended in the MOU.

Subcommittees reviewing faculty for an Initial Continuing Appointment shall be chaired by a Lecturer with Security of Employment; the second member may be
another Lecturer with Security of Employment or an instructor with a Continuing Appointment. Should the membership of the Personnel Committee in a given year contain fewer such faculty than are needed for timely review of instructors up for an initial Continuing Appointment, the Chair shall appoint subcommittee members from among the Writing Program instructors with Continuing Appointments.

A writing instructor’s file will include the following materials, all submitted by the instructor except where noted below:

(A) all relevant student evaluations for Writing Program classes, submitted by the Writing Program;
(B) all relevant student evaluations for Writing Program-funded sections of college Core classes;
(C) course descriptions, materials, and syllabi;
(D) a letter from the writing instructor to the committee that helps demonstrate his/her teaching practices and currency in the field:
   • In an instructor’s first review, the letter should include a description of the instructor’s approach to commenting on student work;
   • In an instructor’s third-year review, review for initial Continuing Appointment, and subsequent reviews, the letter should describe the instructor’s teaching goals, innovations, or new projects, and contain whatever information and explanations the writing instructor would like the committee to have as it conducts its evaluation;
(E) the instructor's narrative evaluations of the students in one class;
(F) current biobibliography;
(G) when required by campus procedure or deemed necessary by the Personnel Committee, letters solicited by the Writing Program from individuals such as former and current students and course assistants, fellow teachers, college provosts, and others conversant with the instructor’s work;
(H) material relevant to the evaluation of assigned duties other than course work.

A writing instructor may include letters solicited from anyone familiar with some aspect of his/her work, and will be given the opportunity to provide the names of people who may not be able to review his or her work objectively. The instructor may also include materials (e.g., writing or research) relevant to his/her work in the Writing Program and/or demonstrating currency in the field, and may include descriptions of service insofar as such descriptions affect or reflect on the instructor’s work for the Writing Program. Such materials are not required for reappointment.

In addition to the file, the Personnel Committee shall consider:

(I) a report on the class visit(s);
(J) the writing instructor's performance of any assigned administrative or committee or college responsibilities.
In alternate merit reviews starting with the first after the initial Continuing Appointment (i.e., in the second year after the initial Continuing Appointment), instructors may submit a short file, with item (G) optional.

III. The Committee's reviews will take place:

(A) In the second or third quarter of a lecturer’s teaching for the Writing Program. As a result of this review, the Committee may recommend reappointment.

(B) In the seventh, eighth, or ninth quarter (the third year) of teaching for the Writing Program. The Committee may recommend reappointment. A two-step salary increase is automatic in the tenth quarter of teaching. A recommendation for a larger, exceptional, salary increase may accompany a recommendation for reappointment, with proper justification.

(C) In the academic year during which the lecturer’s eighteenth quarter of teaching for the Writing Program falls, provided that a determination of instructional need has been made. Need must be assessed no later than one calendar year prior to the lecturer’s eighteenth quarter of service in the Writing Program. A determination of excellence and approval of a Continuing Appointment will be accompanied by the larger of a two-step merit increase or an increase up to the minimum salary for a Continuing Appointment.

(D) In the second year following the initial Continuing Appointment and every three years thereafter. If the standard of excellence continues to be met, the Committee will recommend an appropriate merit increase of at least two steps. Merits may be accelerated, if justified; merit reviews may be deferred, at the request of the instructor, for up to one year. If the Committee finds cause to recommend against a Continuing Appointment, notice and appeal procedures in the Non-Senate Instructional Unit contract will apply.

Any reappointment of a lecturer in the first six years that does not fall within one of the review occasions detailed above will be determined by decision of the Writing Program Chair.

IV. When a writing instructor with SOE is to be considered for a merit increase or promotion, Academic Senate members of the Personnel Committee will constitute the ad hoc committee if the SOE Lecturers number at least four. Senior SOE Lecturers delegate authority for their reviews to SOE Lecturers, in accordance with APM By-Law 55. If SOE Lecturers in the Writing Program number fewer than four, the following procedure shall govern the creation of a separate By-Law 55 faculty review committee: The SOE Lecturers shall suggest to the Dean of Humanities names of By-Law 55 faculty to serve on a review committee. The Dean shall request service by these By-Law 55 faculty, and prepare a letter to CAP and the Campus Provost/EVC recommending the establishment of a review committee, who then approve the committee.
Appendix B

Procedures for Selecting a New Chair of the Writing Program

I. Selection of a New Chair

A. The Chair of the Writing Program will be chosen from among the Program's Lecturers with Security of Employment. At the end of a chair's term of service, the Program's SOE's will caucus and, by consensus, recommend a successor. Subsequently, the rest of the Writing Program Faculty will be asked to confirm the SOE's recommendation by anonymous ballot. (For the purpose of this process, the Writing Program Faculty is defined as all lecturers who hold Writing Program appointments except for those appointed from a temporary pool.) If the candidate receives confirmation by at least two-thirds of the voting faculty, the candidate's name will be forwarded to the Dean of Humanities for approval.

B. If the SOE's propose a chair by consensus but that person either is not confirmed by the faculty or is not approved by the Dean, the SOE's will reconvene and propose a new candidate or resubmit the previous recommendation. If this recommendation is confirmed by the rest of the faculty, the candidate's name will be forwarded to the Dean of Humanities for approval. If this recommendation is not confirmed, an explanation of the disagreement and the results of the votes will be forwarded to the Dean for resolution.

C. If the Lecturers SOE cannot achieve consensus on recommending a new chair, the Program's entire faculty, in this instance including Lecturers SOE, will be asked to vote for one of the competing recommendations. An explanation of the disagreement and the results of this vote will be forwarded to the Dean of Humanities for resolution.

II. Term of Service

A newly appointed chair of the Writing Program will under normal circumstances serve a three-year term, with possible yearly extensions up to 5 years. At the end of 5 years, the full selection process must be repeated. The sitting Chair may be returned to the position as a result of this process.

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