

ENGLISH DEPARTMENT OFFICIALS, DIRECTORS & COMMITTEES MEMBERSHIP AND FUNCTION

The Department consists of all full-time English faculty at all campuses. All full-time, tenured or tenure-track faculty have voting rights within the Department. (By-Laws of the University of Connecticut, X. A ; XIII. A)

During each Spring Semester, the Executive Committee, the Department Head chairing, meets as a committee on committees to make committee assignments and to designate a chair or convener for each committee. Prior to this meeting, Department members are surveyed about their committee preferences, and an effort is made to accommodate individual preferences in making the assignments as well as balancing the workload among department members. Normally, service on the PTR Committee for Tenure and Promotion to Associate Professor is considered fulfillment of a member's departmental service.

Department Head

The Head is appointed by the Dean of the College of Liberal Arts and Sciences from a list of one or more candidates recommended by the Search Committee. The appointment is for a five-year-term which may be renewed for one additional five-year term. According to the UConn/AAUP contract that runs to June 30, 2016, "In a selection of a Department Head for a continuing appointment there shall be a search committee appointed by the Dean and including either a majority or at least three members elected by the department" (Collective Bargaining Agreement 15.2). Tenured and tenure-track members cast a vote to identify which candidate or candidates would be satisfactory as Head, and the result of the vote is communicated to the search committee. The search committee then forwards its recommendation to the Dean. "No candidate will be appointed Department Head who is not recommended by the search committee" (Collective Bargaining Agreement 15.2).

The Department conducts a review of the Head at the end of the fifth semester via electronic ballot. In order to continue in the position, the Head must receive a two-thirds majority of the votes cast by the faculty. The Dean conducts a review after the first five years. Any Head not receiving an endorsement during either the three-year or the five-year review will offer a resignation to the Dean and decline reappointment if it is offered. The Head must appear before the Department each spring to present a state of the Department report and to discuss matters of concern to the Department.

The Department Head is responsible for representing the Department within the University and ensuring adequate consultation with faculty, chairing the Executive Committee, and forwarding to the Dean the recommendations of the Merit Advisory Committee, the Promotion, Tenure, and Reappointment Review Committee, and the Committee on Promotion to Professor, as well as his or her own recommendations on PTR and salary increases. The Head prepares the Department's Annual Report and has general responsibility for the Department's academic leadership, planning, curriculum, and administration. (CLAS "Department Head Description of Duties," 10/2006).

Associate Department Head

Appointed by the Head. No set term.

The Associate Head oversees the undergraduate curriculum and scheduling, chairs the department C&C Committee, represents the department on the CLAS C&C Committee, and supervises the Undergraduate Advisor.

Director of the Freshman English Program

Appointed by the Head in consultation with the Executive Committee. Three-year term, renewable. In the semester preceding the end of a Director's term, the Head will solicit nominations, including self-nominations, for the position.

The Director of Freshman English interprets and articulates the mission and pedagogy of Freshman English; coordinates curriculum; supports and supervises instructional staff and graduate assistants; evaluates all instructor-developed teaching materials; sets budget policies and oversees spending; carries out research projects and writes for publication in the field; mentors graduate student research in the field; and reports on all work—material and intellectual—undertaken by the program. Annually, the Director develops and teaches ENGL 5100 (Theory and Practice of Teaching Writing), assesses undergraduate writing individually as well as at program level, manages the Aetna Undergraduate Writing competition, coordinates the Conference on the Teaching of Writing, consults on course development in this and other departments, advocates for funding through administration and outside grants, and participates in interdisciplinary initiatives, including, for example, First Year Programs and “Learning Communities.”

Director of Graduate Studies

Appointed by the Head in consultation with the Executive Committee. Three-year term, renewable. In the semester preceding the end of a Director's term, the Head will solicit nominations, including self-nominations, for the position.

The Director is responsible for admissions, curriculum, examinations, defenses, conferral of degrees, job placement, and alumni contact. The DGS chairs the Graduate Executive Committee and other graduate program committees as needed. The DGS keeps the graduate faculty and the Department Head informed and is the principal liaison to the Graduate School. The DGS collaborates with the Associate Head and the Director of Freshman English on graduate student teaching of upper division courses and non-teaching assignments.

Associate Director of Graduate Studies

Appointed by the Head in consultation with the Executive Committee. Three-year term, renewable. In the semester preceding the end of an Associate Director's term, the Head will solicit nominations, including self-nominations, for the position.

The Associate Director of Graduate Studies teaches ENGL 5150 (Advanced Research Methods), mentors the incoming MA and MA/PhD students in the fall, chairs the Graduate Placement Committee, serves on the Graduate Executive Committee, and assists the Director of Graduate Studies in overseeing the operations of the graduate program.

Director of Creative Writing

Appointed by the Head in consultation with the Executive Committee. Three-year term, renewable. In the semester preceding the end of a Director's term, the Head will solicit nominations, including self-nominations, for the position.

The Creative Writing Program Director oversees the CW curriculum and concentration, manages the Program budget, and works with the Foundation to steward endowed CW awards. The director serves as chair of the Creative Writing Committee and organizes the annual Visiting Authors Series. He/ she acts as faculty advisor for the Long River Review and mentors undergraduate students on the Long River Reading Tour. The Director supervises the graduate Teaching Assistants, advises the undergraduate writing club, mentors undergraduate Program interns, and administers the annual creative writing awards for the Department.

Director of the Honors Program

Appointed by the Head in consultation with the Executive Committee. Three-year term, renewable. In the semester preceding the end of a Director's term, the Head will solicit nominations, including self-nominations, for the position.

The Director of the Honors Program serves as academic advisor for the English Honors majors; supervises the Senior Thesis (helps the students identify topics when needed, helps them to find a thesis advisor, deals with problems as they arise, and is the instructor of record for ENGL 4897 (Honors Thesis); works with the Associate Department Head in seeing that appropriate Honors courses are offered each semester; and serves as a member of the Honors Board of Associate Directors.

Director of the Internship Program

Appointed by the Head in consultation with the Executive Committee. Three-year term, renewable. In the semester preceding the end of a Director's term, the Head will solicit nominations, including self-nominations, for the position.

The Director reviews the eligibility of applicants for internships, negotiates placements in on- and off-campus agencies, monitors intern performance, and, in consultation with field supervisors, assigns a grade for ENGL 3091 (Writing Internship).

Director of Connecticut Writing Project

Appointed by the Head in consultation with the Executive Committee and the Dean of CLAS. Three-year term, renewable. In the semester preceding the end of a Director's term, the Head will solicit nominations, including self-nominations, for the position.

The Director of the Connecticut Writing Project works to improve writing instruction in Connecticut's schools. This involves supervision of a federal grant, a corporate endowment, university funding, and funding from contractual relationships with public schools to design and deliver professional development opportunities for teachers, outreach programs for K-12 students, instruction and advising to undergraduate pre-teaching and teaching majors, supervision of graduate interns, and an Invitational Summer Institute of graduate study in the teaching of writing for K-college teachers from all disciplines.

Regional Campuses Liaison

Appointed by the Head. No set term.

The Regional Campus Liaison works to ensure that there are course offerings available such that students can complete the English major or minor at their home campus or at a combination of campuses in a reasonable amount of time; to ensure that any changes that are made to the major, the minor, or the English curriculum at Storrs are put into place at the regional campuses; and, in coordination with regional campus faculty, to aid in addressing any issues concerning teaching that do not need to be decided at Storrs.

The Executive Committee

Membership: The Head of the Department is *ex officio* chairman of the Committee. The Associate Department Head and the Director of Graduate Studies are also *ex officio*, non-voting members. The Department's Business Manager is a non-voting staff member. Four other members are elected by the Department via electronic ballot for one-year terms. After the first ballot, during which all Department members are both eligible to vote and eligible for election, the eight candidates receiving the greatest number of votes will be listed on a second ballot. No Member of the newly elected PTR Committee on Tenure, Reappointment, and Promotion to Associate Professor will be on the ballot for the Executive Committee.

The Head may appoint one additional Department member to the Committee. In addition, in the event that a faculty member from a Regional Campus is not elected, the Head, in consultation with the Executive Committee, may appoint one. In the event that an elected member resigns from the Committee, the Head, in consultation with the Executive Committee, may appoint a replacement. No elected Executive Committee member may serve more than three consecutive terms.

Function: This Committee assists the Head in the administration of the Department and makes final decisions on appointments. It serves as a committee on committees, appointing chairs or conveners, and advises on all Departmental policies and practices. Minutes of all meetings are issued to the entire Department.

COMMITTEES ON PROMOTION, TENURE, AND REAPPOINTMENT (PTR)**Committee On Tenure, Reappointment, And Promotion To Associate Professor**

Membership in the PTR Committee. Under normal circumstances, the PTR Committee consists of five full or associate professors with tenure elected by the English Department faculty. The election of the Committee occurs *before* that of all other committees. To ensure continuity between PTR Committees, the Department will elect three members annually. The 2 highest-vote getters will each serve a two-year term and the 3rd a one-year term, subject to the following exceptions: in order to ensure that regional faculty and experts in candidates' specialties are represented, if no member representing either constituency is elected, the Head will appoint the regional faculty or field specialist with the highest number of votes in the place of the 3rd electee. The Committee may elect an additional member in consultation with the Head in years in which there are an unusually high number of candidates to be considered or to further ensure representation across fields. The Committee will consist of a maximum of six members.

Since the PTR Committee performs some of the most important work within the Department, we believe that broad-based participation in the process is vital. Thus, after completing their terms, Committee members will not appear on the department ballot for the following two years.

Conflict of Interest. In the case of any conflict of interest between a committee member and a tenure candidate (e.g. co-authors, close collaborators, etc.) the committee member in question will recuse him- or herself from voting on the candidate's case.

Committee Procedures. The Committee will evaluate candidates' progress towards tenure against the Department's Standards and Expectations document and compile its report about how candidates could improve their performance or whether they deserve to be granted tenure and promotion. Following procedures approved December 3, 2014, members will read the complete dossiers of the candidates and consider the research, teaching, and service of all candidates. The Committee will consider the candidates' record for evidence of achievement and leadership in their respective fields. In forming its independent assessment of the quality of a candidate's research, the Committee will be guided by the peer review process, the relative influence of publication venues, and the opinions of external reviewers.

(Approved by faculty vote 2/4/2015)

Committee On Promotion To Full Professor

This committee will be constituted only in those years when an associate professor wishing to be considered for promotion to full notifies the department head by April 1.

Membership: A five-member Committee of full professors elected by the Department by electronic ballot. In the event that a faculty member from a Regional Campus is not elected, the Head, in consultation with the Executive Committee, may appoint one. The head may appoint an additional member to the committee. No member of this Committee is required to serve for more than three consecutive years. Each spring the Head designates a Convener of the Committee, which will meet soon after the election in order to elect a chair and begin developing a list of potential external reviewers.

Function: Each spring the Committee undertakes a thorough review and assessment of all faculty who have applied for promotion to Full Professor. The Committee may seek advice from other members of the Department and from authorities outside the university. The Department Head chooses external referees from a list of at least five names suggested by the candidate and a list of five names suggested by the Committee members and/or the Head. (University of Connecticut PTR Procedures IV).

The Committee presents final written evaluations and recommendations to a meeting of the full professors no later than one month after the beginning of the fall semester. This meeting is chaired by the Chair of the Committee. The full professors conduct an advisory vote on the recommendations. However, if the recommendations are not approved by a majority of the faculty voting, the Committee on Promotion to Professor may reconvene and reconsider its recommendations. This committee is the only departmental body that can make final recommendations on tenure and promotion to Full Professor.

Mentoring Committee

The Mentoring Committee will be appointed by the Head in consultation with the Executive Committee and will consist of three tenured faculty members, who have ideally served recently on the PTR Committee. After reviewing the candidates' PTR forms, the Mentoring Committee meets with each candidate late in the spring semester to discuss the PTR form (including the framing of the teaching and research statements, the reporting of activities). The Committee will also advise the candidate on long-term strategies for their research. The Mentoring Committee's role will remain a purely advisory one. (Approved by faculty vote 2/4/2015)

Merit Advisory Committee

Membership: Four members from Storrs and one from a regional campus appointed by the Head and the Executive Committee. Normally the term of appointment is three years, although one member of the Committee may be asked to continue for another year to ensure continuity.

Function: The Committee reviews the annual performance report of each Department member and recommends rankings to the Head.

Search Committees On New Appointments

NOTE: All appointments to the Department are made by the Board of Trustees, with recommendations from the Department Head, Dean, and Provost. Generally in the appointment of new (and near) Ph.D.s to the rank of assistant professor, the Head and the Executive Committee rely on the recommendation of the Search Committee. In any appointment to the rank of full professor, the Head and the Executive Committee will consult with the full professors in the Department. In all other appointments--lectureships, instructorships, advanced assistant professorships, associate professorships, visiting professorships--the Head and the Executive Committee consult with the Search Committee.

Membership of Search Committees: Nominated by the Executive Committee and elected by two-thirds vote of that Committee. Membership is augmented as necessary to carry out interviewing or include specialists in a pertinent field. The Department Head is general Chair, though each Search Committee has its own Chair.

Function: The Search Committee reviews applications, conducts personal interviews with candidates for positions in the Department, and makes recommendations for appointment to the Head and Executive Committee on the basis of those interviews.

Curriculum and Courses Committee

Membership: Appointed by the Executive Committee. The Associate Department Head serves as Chair. Four members from the Storrs faculty and one member of the regional campus faculty are appointed by the Executive Committee. The Undergraduate Advisor (non-voting staff) also sits on the Committee.

Function: This Committee reports to the Department. It initiates or helps department members to develop proposals to add, drop, or modify courses; to revise the English major or minor; and to change any catalog text applying to the English Department. It also considers curricular issues such as class size, suitability of courses for the W skill code, general education, or Honors, and for non-traditional formats such as on-line or intersession courses. The Committee sometimes considers the impact of proposed curriculum changes in other departments on the English Department.

Committee On Seminars, Symposia, And Scholarly Development

Membership: Four members appointed by the Executive Committee, one of which is from a regional campus.

Function: This Committee arranges for appearances by visiting speakers and is responsible for approving funding for speakers and their hosts. The Committee oversees "brown bag" presentations of faculty research as well as professionalization workshops and tenure and promotion workshops with junior faculty. The Committee will report on its activities to the Executive Committee and to the Department once during the year.

Honors Program Advisory Committee

Membership: The Director of the English Department Honors Program and at least three faculty members appointed by the Executive Committee.

Function: This Committee advises the Honors Director on policy governing the Honors Program.

Interdepartmental Liaison

The interdepartmental liaison serves as the department's representative on university and college committees at the Head's request.

Undergraduate Enrichment Committee

Membership: The Undergraduate Advisor (non-voting staff), the Internship Program Director, and at least three additional faculty members appointed by the Executive Committee.

Function: To recruit more English majors, help majors pursue more effective plans of study, educate students about post-collegiate career opportunities, and devise an exit procedure for graduating majors that would enable the Department to learn of their plans and to remain in contact with them. The Committee will report on its activities to the Executive Committee and to the Department once during the year.

Committee For Undergraduate Writing And Instruction

Membership: Membership includes the Aetna Chair, the **Director** of Freshman English, the Director and the Associate Director of the University Writing Center, the Director of the Connecticut Writing Project, the five faculty Writing Coordinators from the Regional Campuses, one other member of the Storrs faculty, and one representative from EGSA (non-voting student). A convener is appointed by the Department Head and the Executive Committee, and a chair is elected by the committee.

Function: This Committee deliberates on policies for Freshman English (curricular matters, hiring and staffing, etc.), coordinates support for the broader writing curriculum (writing centers, FE and W faculty development, etc.), works toward consistency in writing instruction across all six UConn campuses, and advises the Department as a whole in matters concerning the teaching of writing to undergraduates.

Assessment Committee

Membership: At least four members appointed by the Executive Committee at least one of whom should be a regional campus instructor and one the instructor of a capstone section during the current year

Function: This committee is responsible for assessing selected aspects of English majors' performance relative to Departmental goals and for preparing the Department's annual assessment report. The Chair is responsible for posting the report annually to the University's Online Assessment Tracking System.

WRITING COMMITTEES AND PRIZE COMMITTEES

Creative Writing Committee

Membership: Normally, five members are appointed by the Executive Committee from among the Creative Writing Faculty. The Director of Creative Writing serves as Chair. The Graduate Student Assistant Directors of Creative Writing may be included as non-voting members.

Function: To coordinate creative writing courses as a *concentration*; advise the Executive Committee on the hiring of creative writers; administer the Department's creative writing prizes and other writing prizes; develop a program for readings; design long-range programming, including arrangements for visiting artists and writers-in-residence; write grant applications for conferences and summer seminars; secure funds for, and produce a literary magazine, *Long River Review*.

Wallace Stevens Committee

Membership: Members appointed by the Executive Committee. One faculty member shall be from a regional campus. The Director of Creative Writing shall serve as Chair.

Function: To arrange for creative writers and poets to read at the University, and to coordinate the Wallace Stevens contest and reading for the academic year. (To write the external grant application to fund a visit by a poet of note to the University; to select the guest poet; to arrange readings by the guest poet at UConn and when possible at a Hartford high school; to judge the Wallace Stevens poetry contest.)

Aetna Advisory Board

Membership: Aetna Chair in Writing, who serves as chair; Head of the English Department; Director of Graduate English Programs; Director of Freshman English; Director of the Connecticut Writing Project; one faculty member appointed annually by the English Department Executive Committee; at least two members from outside the English Department; one EGSA representative.

Function: Supervise funds of the Aetna Chair in accordance with the Aetna budget. The funds shall be for special research and instructional writing projects and programs under the direct supervision of the Aetna Chair in Writing.

GRADUATE COMMITTEES

Graduate Executive Committee

Membership: The Director of Graduate Studies, the Associate Director of Graduate Studies, the Director of Freshman English, one member elected annually by the Department's Graduate Faculty, one graduate student representative (normally the president of EGSA), and the Department Head, *ex officio*, plus three additional faculty appointed by the department's Executive Committee. (The student representative attends meetings on such matters as course assignments, Graduate program policy changes, etc., but does not attend meetings devoted to discussing the performance of specific students on examinations, or to awarding of fellowships, teaching assistantships and lectureships, admissions, and the like).

Function: The Committee, in consultation with the department's Graduate Faculty, determines general policy for the graduate program. The Committee's duties include: initiating program changes, discussing issues of student or faculty concern; acting on admissions; awarding fellowships, teaching assistantships and lectureships; arranging the graduate course schedule; and nominating candidates to the Graduate Faculty.

Graduate Examination Committee

Membership: The Director of Graduate Studies and seven faculty nominated annually by the Graduate Executive Committee and appointed by the department's Executive Committee; two graduate student representatives (appointed by EGSA) who have completed

examinations for the Ph.D.

Function: The Committee administers all general graduate examinations. Its duties include establishing dates, times, and readers for all general exams, selecting texts and questions for the M.A. written exam, establishing and revising reading lists for doctoral prelims and soliciting questions and procedures for all exams from the Department as a whole. Though written exams are authorized by the Graduate Examination Committee, they are composed by specialists in the field and are reviewed in advance both by appropriate faculty members selected by the Director of Graduate Studies and by the graduate student members of the Committee.

Graduate Admissions Committee

Membership: The Director of Graduate Studies and four faculty nominated annually by the Graduate Executive Committee and appointed by the department's Executive Committee.

Function: The Committee reads and evaluates applications for admission to the MA program, presenting recommendations to the Graduate Executive Committee and the Graduate School.

Graduate Ma/Phd Second Year Review Committee

Membership: The Director of Graduate Studies and five faculty appointed annually by the Department's Executive Committee.

Function: The Committee evaluates the portfolios submitted by second-year MA/PhD students to determine if those students will receive an MA and continue to the PhD.

Graduate Placement Committee

Membership: The Associate Director of Graduate Studies (Chair) and four faculty appointed annually by the Department's Executive Committee.

Function: The Committee helps graduating and recently graduated PhD students in English and Medieval Studies to find academic positions. It leads workshops on all aspects of the job search, including understanding trends in the job market, preparing job search materials (CVs, cover letters, dissertation abstracts, teaching portfolios, etc.), interviewing, and transitioning into the profession. It also offers individualized feedback on job search materials to every candidate going on the market, organizes mock interviews, and answers candidates' questions as they arise.
<http://english.uconn.edu/graduate/gradhandbookyfacultycommittees.html>.

William And Barbara Rosen Graduate Student Emergency Fund

Membership: Department Head, Department Secretary

Function: To publicize the availability and coordinate the dispersal of emergency loans to graduate students.

Study/Teaching Abroad Liaison Committee

Membership: The Head and two other department members having prior experience working with Study Abroad.

Function: The Committee considers requests from Department members to teach UConn English courses abroad, considers proposals for foreign student- or faculty-exchange programs, and when necessary determines which of several faculty applicants will participate in such programs abroad. It also publicizes and informs English majors about study-abroad options and works with Study Abroad to improve Departmental involvement in the London Program, and to facilitate the enrollment of foreign exchange students into Storrs courses.

Advisory Committee For Neag Professorship

Membership: Members appointed by the Executive Committee.

Function: To conduct searches and recommend appointment for future Neag Professors and to attempt to ease the transition to life in Storrs after a Neag Professor arrives. The committee also recruits a graduate assistant (funded by the endowment) to help with the Neag Professor's research and perform other tasks as needed.

Irish Literature Concentration

Membership: The Coordinator is elected by the members of the Executive Committee, usually for a three-year term. The Committee is composed of at least three full-time faculty members who are primarily engaged in Irish Studies.

Function: The duties include overseeing all majors concentrating in Irish literature, working with the Associate Head and the Irish literature faculty to assure that at least four different courses in Irish literature are offered within any two year period, updating catalog copy relevant to the concentration, keeping abreast of Irish literature offerings at the Regional campuses, and arranging talks and readings, including the Elizabeth Shanley Gerson reading.

English 2600 Committee

Membership: Current instructors of English 2600. The chair is appointed by the Executive Committee.

Function: The committee meets periodically to ensure some measure of consistency of coverage in 2600 sections and updates the body of instructional materials and suggestions on the 2600 HuskyCT website.

EGSA Officers

Procedures for Tenure and Promotion English Department

(Approved by Department Vote: Wednesday, December 3, 2014)

Distribution of PTR Standards and Expectations. New faculty members will be given a copy of the department's expectations for tenure on arrival, and the head will review PTR procedures for the department, college, and university every fall semester by 15 September.

External Letters. The PTR Committee, in consultation with appropriate colleagues, assembles a list of at least 6 external referees for candidates approaching their final probationary years. The candidates themselves construct a similar list and are allowed to strike one name from the committee's list. The Head then solicits letters on the basis of these lists, alternating from the candidate and department lists until we have secured at least five external reviewers.

Regional Campus Coordinators and the PTR Process. Each year the head will commission a report from relevant regional campus coordinators about the contributions of regional tenure-track faculty to their campuses.

Institute Directors and the PTR Process. Each year the head will commission a report from relevant institute directors about the contributions of tenure-track faculty to their units. In the final year of a candidate with a joint appointment, the Candidate's institute director will contribute a letter to the process and be invited to attend selected PTR Committee meetings to discuss the relevant candidate(s). MOUs for joint appointments will be honored.

Membership in the PTR Committee. Under normal circumstances, the PTR Committee consists of five members elected by the English Department faculty. The election of the Committee occurs *before* that of all other committees. To ensure continuity between PTR Committees, (after the first year of the new system) the Department will elect three members annually. The 2 highest-vote getters will each serve a two-year term and the 3rd a one-year term, subject to the following exceptions: in order to ensure that regional faculty and experts in candidates' specialities are represented, if a member representing neither constituency is elected, the Head will appoint the regional faculty or field specialist with the highest number of votes in the place of the 3rd electee. The Committee may elect an additional member in consultation with the Head in years in which there are an unusually high number of candidates to be considered or to further ensure representation across fields. The Committee will consist of a maximum of six members.

Since the PTR Committee performs some of the most important work within the Department, we believe that broad-based participation in the process is vital. Thus, after completing their terms, Committee members will not appear on the department ballot for the following two years.

Conflict of Interest. In the case of any conflict of interest between a committee member and a tenure candidate (e.g. co-authors, close collaborators, etc.) the committee member in question will recuse him- or herself from voting on the candidate's case.

Committee Procedures. The Committee will evaluate candidates' progress towards tenure against the Department's Standards and Expectations document and compile its report about how candidates could improve their performance or whether they deserve to be granted tenure and promotion. Members will read the complete dossiers of the candidates and consider the research, teaching, and service of all candidates. The Committee will consider the candidates' record for evidence of a productive and creative mind as well as achievement and leadership in their respective fields. In forming its independent assessment of the quality of a candidate's research, the Committee will be guided by the peer review process, the relative influence of publication venues, and the opinions of external reviewers.

Negative Findings. If there are "significant negative findings" in any of the tenure cases, the chair of the PTR Committee will contact the candidate, who will be given the opportunity to respond to such findings by appearing before the PTR committee before it votes.

PTR Voting. The Committee will vote on each candidate, listing the votes for and against reappointment or tenure, along with any recusals, at the end of their letters. The tenured faculty of the Department, after reading the Committee's letters and discussing them in a public forum, will vote on reappointment or tenure by secret ballot. This vote is advisory.

Final Versions of Letters. The Committee's final drafts of PTR letters will be forwarded to the Head after the Committee's meeting with the tenured faculty.


Availability of the Committee's Letters and the Head's Evaluation. Candidates have a right and are encouraged to review their files after the Department has submitted them to the Dean. The entire dossier includes the PTR form along with the Committee's letter and the Head's recommendation, as well as the letters of external reviewers in the final year. A copy of PTR dossiers with supporting documents will be made available to candidates to read in the office (no copies are given).

English Department PTR Timeline

Date	All Candidates	Candidates approaching their final PTR year	PTR Committee	Mentoring Committee	Head	Staff
1 Feb			<p>1. The Department elects the Committee.</p> <p>3. The Convener calls a meeting soon after the election to organize the selection of a Chair and to begin assembling lists of external reviewers, should any be required.</p> <p>4. Meets with the Head.</p> <p>5. Chair of Committee meets with staff to review procedures and timelines.</p>		<p>2. Notifies Department and Committee members of the election results and appoints a temporary Convener.</p> <p>4. Meets with the Committee to discuss standards and procedures.</p>	<p>5. Meets with the Chair of the Committee to review procedures and timelines.</p>
1 Mar		<p>2. Provide the Head with a list of at least 5 external referees to review their cases. Where possible, candidates should prefer senior scholars in institutions at or above UConn's rank and should exclude anyone with whom they have worked closely in their fields (dissertation directors, co-authors, editors who invited them to submit essays to a collection, etc.), avoiding potential conflict of interest.</p>	<p>1. Provides to the Head a list of 6 external referees (including title, institutional affiliation, and email / contact information) for any candidates approaching their final probationary year.</p> <p>5. After consulting the departmental spreadsheet, arranges observations of any candidates' teaching, where required, to be made during the spring semester.</p>		<p>3. Will consult with candidates approaching their final year about the Committee's list of referees, allowing them to strike one name.</p> <p>4. Will begin to commission external reviews, if needed, in early March.</p>	

mid March	1. Meet with staff to review "PTR Guidelines."					1. Meets with Candidates to review "PTR Guidelines."
25 April	Submit the draft of their PTR forms to the Mentoring Committee.	<input type="checkbox"/>				
25 April-10 May	2. Meet with the Mentoring Committee to discuss the framing of the teaching and research statements, the reporting of activities, as well as your research trajectories.	<input type="checkbox"/>		1. After reviewing the Candidates' PTR forms, meets every year with the Candidates to discuss the framing of the teaching and research statements, the reporting of activities, as well as the Candidates' research trajectories.		
15 May		1. Submit a dossier to staff for the external reviewers, containing scanned PDFs and one hardcopy of all articles, reviews, etc., as well as at least 6 physical copies of any book(s). See the Department's "PTR Guidelines" document for details of format.			2. Checks outgoing dossiers to confirm that all eligible materials are represented. 4. Commissions reports from relevant regional campus and institute directors about the Candidates' contributions to their units.	3. Distributes dossiers to the external reviewers.
1 July	1. Submit their materials and revised and updated PTR forms to departmental staff. See "PTR Guidelines"	<input type="checkbox"/>				2. Oversees the uploading of electronic materials to the PTR website and the filing of physical materials for Committee review.
3 rd week in Aug.						Collects and posts all external reviews on the PTR website by this date (the requested deadline

						for external letters).
1 st week of classes			Meets to begin its deliberations and the drafting of its letters.			Begins an independent review of each Candidate.
1 Sept.	May add new material to their dossiers at any time (in the form of revised appendices—see “PTR Guidelines”). However, materials submitted after this week may not be reflected in the Committee’s letters.	<input type="checkbox"/>				
End of 2 nd week of Sept.	Submit revised and updated PTR forms to departmental staff. See “PTR Guidelines”	<input type="checkbox"/>				
3 rd week of Sept.			<p>1. If there are any “significant negative findings” in any of the tenure cases undergoing final review, the chair of the PTR Committee will contact the candidate, who will be given the opportunity to respond to such findings in writing or by appearing before the Committee (prior to the Committee’s final vote).</p> <p>2. Votes on Candidates and presents drafts of its letters to the Executive Committee for comment.</p>			3. Submits his or her independent review.

4 th week of Sept.			1. Presents its letters to these tenured faculty for an advisory vote (on the Friday of this week, submitting the final letters to the staff by the following Monday at the very latest)			
1 st week in Oct.			2. Submits its final letters to the Head by Monday.		Staff double-check and submit the final dossiers (PTR form, letters and evaluations, and other supporting material) to the Dean.	
2-4 th weeks in Oct.	<p>1. Have the right and are encouraged to read their files (including the Committee's letter, the Head's evaluation, external letters, etc.). The file will be made available for review in the main office, though copies will not be given (see "PTR Guidelines").</p> <p>2. Meet with the Head to discuss the findings of the PTR process.</p> <p>3. Request a meeting with the Committee Chair if they have any questions about the letters.</p>		4. Meet with Candidates, upon request.		2. Meets with Candidates to discuss their evaluations.	