

Formulation and Enactment of Policy

- Any faculty member may propose policy recommendations, but only full-time faculty may vote on them. The person formulating the recommendation will seek advice from appropriate committees and faculty members before submitting the proposal in writing to the Chair. If the Chair is originating the recommendation, he or she will submit the proposal in writing to the Associate Chair, after circulating it among the appropriate committees and faculty members. The Chair will present the recommendation to the department for a discussion and a vote. If the policy receives a majority vote, it will henceforth become part of a Department Policy Handbook, maintained by the Associate Chair and available on the English Department website.