

ENGLISH LANGUAGE INSTITUTE (ELI)

FACULTY BYLAWS

(Approved by ELI Faculty June 4, 2003)

1. **General Powers of the ELI Faculty**

These Bylaws of the English Language Institute and the powers of the faculty shall be consistent with, and subordinate to, the policies of and authority delegated by (1) the University Charter, (2) the Trustee Bylaws, (3) the University Faculty Senate Bylaws and Regulations, (4) the Constitution of the Faculty of the University of Delaware, (5) the Bylaws of the College of Human Services, Education, and Public Policy, and (6) the Collective Bargaining Agreement between the University of Delaware and the American Association of University Professors, University of Delaware Chapter.

2. **ELI Faculty Membership**

The faculty of the English Language Institute consists of the professors, associate professors, assistant professors, instructors, and lecturers who hold primary appointments in the Institute.

Voting members of the faculty shall be those members from the above list who are voting members of the University faculty.

Others, upon their written request, may be nominated for faculty membership by any voting member of the faculty. To be eligible for consideration by the ELI faculty for faculty membership the candidate:

- A. Shall have been recommended for faculty membership by the ELI Peer Review and Promotion Committee.
- B. Will accept appropriate committee assignments and other responsibilities associated with Institute faculty membership.
- C. Shall have met ELI criteria for promotion appropriate to the appointed rank

Notification of these nominations must be provided to the Institute faculty by the Director one week prior to the date of consideration. Partial or full voting privileges may be granted upon approval of two thirds of the voting faculty present (the procedures enumerated in this paragraph apply only to faculty appointed without a search). All faculty appointments are subject to the final approval of the Director, Dean, and Provost.

3. **The Director of the ELI**

The Director, as chief representative and executive officer of the Institute, has the responsibility for supervising and coordinating all administrative, teaching, research, and service activities. In accord with University regulations and in the spirit of open and cooperative decision-making, the Director will provide leadership in formulating the Institute policies concerning academic programs, budgetary matters, and faculty, professionals, and staff. The Director will also provide leadership in implementing these policies and in interpreting them to the College, University, and the wider professional and general communities. The specific responsibilities of the Director are enumerated in the University of Delaware's Policy Guide for Department Chairs and Academic Program Directors and in the ELI Faculty Handbook.

4. **ELI Faculty Meetings**

The Director of the Institute shall be the chairperson of faculty business meetings. In the absence of the Director, the Associate Director, the Assistant Director, or a faculty member of the Advisory Committee shall preside. One of the above shall also preside at such times as it becomes necessary for the chairperson to take the floor.

Meetings of the faculty shall be called by the Director at least three times in the course of each two-month session (e.g., the opening-day meeting, the class-change meeting, the graduation & awards meeting, and such meetings of regular business as may be necessary). Meetings may also be called at the written request of four faculty members or of a standing committee chair. To the extent possible, the number of required meetings shall be kept to a minimum by the use of e-mail. All meetings of the faculty are open to any S-contract faculty member, administrator, staff member, or tutor, unless a written request for a special session of the voting faculty is made by or approved by the Director. A simple majority of the voting faculty will constitute a quorum at faculty meetings, except for meetings in which the Bylaws are amended or personnel issues or organizational changes are considered, in which case, a quorum will consist of two-thirds of the Institute's voting faculty.

The agenda of each faculty meeting shall be established by the Director or by the designated chairperson, and it shall be distributed to those in attendance at the beginning of the meeting. Agenda items requiring a vote must be announced a week in advance. Faculty members, administrators, staff, tutors, and S-contract faculty may also submit items to be considered for inclusion on the agenda. Such requests should be submitted to the chairperson at least 24 hours prior to the scheduled time of the meeting. Those attending shall have opportunity within any meeting to raise items of new business for discussion as time permits, or for consideration in future meetings.

Routine business meetings of the faculty may be conducted informally, but voting procedures shall be conducted in accordance with *Robert's Rules of Order*. Although all of Robert's Rules apply, the following procedures, in particular, will apply to voting (excerpts all in quotes, except where italicized):

- A. When a quorum is present, a majority vote, that is a majority of the votes cast, ignoring blanks, is sufficient for the adoption of any motion that is in order, except those mentioned which require a two-thirds vote. All issues requiring a two-thirds quorum for discussion will require a two-thirds vote for passage.
- B. No member can vote who is not present when the question is completely put. (*See exception, article 8, paragraph two*)
- C. Proxy voting is unknown to a strictly deliberative assembly, and is in conflict with the idea of the equality of members, which is a fundamental principle of deliberative assemblies.
- D. Where the by-laws do not require the vote to be by ballot, it can be so ordered by a majority vote, or by general consent. Such motions are undebatable.

A current copy of *Robert's Rules of Order* shall be maintained in the Director's office and [available as a hyperlink](#) from ELI's website. Minutes are required for all discussions on issues leading to a vote by ballot.

5. **Standing Committees**

ELI's standing committees are described in terms of their (A) purpose (charge), (B) meeting and reporting schedule, and (C) composition and procedural rules. Current Institute standing committees include the following:

- A. Advisory
- B. Student Conduct and Attendance
- C. Curriculum
- D. Library
- E. Newsletter
- F. Orientation
- G. Scholarship
- H. Technology
- I. Textbook
- J. Testing
- K. Promotion and Peer Review

The Director shall appoint the chairs of standing committees. To contest a standing committee action, any faculty member may petition the Director, with notification to the appropriate committee chair, within ten working days of the distribution of the committee's minutes of the meeting in which action was taken. In cases in which the Director cannot resolve a dispute, the matter shall be settled by a vote of the faculty as a whole. Committee chairs are responsible for providing electronic minutes of meetings in which the committee voted for an action or recommendation.

5.1 Advisory Committee

- l. The purpose of the Advisory Committee is to advise the Director on a range of procedural and policy issues, including but not limited to:
 - i. Drafting and reviewing in-house policies affecting faculty, staff, professionals and students
 - ii. Revising the ELI faculty/staff handbook
 - iii. Addressing faculty, staff, professional or student concerns.

The Advisory Committee is charged with reviewing ELI policies in accordance with the unit's policy review schedule. The Committee must report to the faculty each time it has drafted recommendations for faculty policy review or creation.

- m. Meetings of the Advisory Committee may be called by any member, provided the Chair or his/her designate is in attendance.
- n. On matters pertaining to Institute-wide policies and issues affecting non-faculty members of the unit, the Advisory Committee is representative of all employees at ELI, with the influence and voice of faculty being the strongest. Full membership of the AC includes:
 - i. 1. Three members of faculty
 - ii. One representative for part time faculty
 - iii. One representative of tutors
 - iv. One staff member
 - v. One non-administrative professional member
 - vi. The ELI Director
 - vii. The Assistant Director or Associate Director as ad hoc member

When the agenda addresses faculty policies and issues, attendance at Committee meetings will be limited to its three faculty members, the Director, and either the Assistant or Associate Director. Faculty members shall serve three-year, alternating

terms.

The Director serves as chair of the committee. Each member of the AC, with the exception of the non-voting ad hoc member, has one vote. The outcome of the AC's final decision is nonbinding on the Director but can never be overruled without the Director justifying the decision before the committee. The Director is responsible for carrying all Advisory Committee policy recommendations pertaining to faculty members for review and approval by a vote of the faculty.

5.2 Committee on Student Conduct and Attendance

- o. The purpose of the Committee on Student Conduct and Attendance (CSCA) is to monitor student compliance with INS regulations regarding attendance and with Institute academic policies. It makes decisions on probation and dismissal for attendance and/or conduct violations. In addition, the CSCA conducts meetings to address issues of student retention, qualified promotions, or the awarding of certificates to students with special circumstances. The chair shall provide a report to the Director once a year on attendance and conduct cases adjudicated by the committee.
- p. The CSCA meets at least once each session and reports results of deliberations to affected students, faculty members, and, where appropriate, the Foreign Student and Scholar Advisor.
- q. Membership:
 - 1. Three faculty members, serving three-year alternating terms with the possibility of extending the term upon mutual agreement by the Director and faculty member
 - 2. Associate Director
 - 3. Director
 - 4. Assistant Director
- r. One of the three faculty members will serve as Chair. Each member of the CSCA shall have one vote. The instructor(s) of record for the student whose case is being adjudicated shall provide input to the committee prior to a decision being rendered.

5.3 Curriculum Committee

- s. The curriculum committee reviews curricula, makes recommendations regarding curriculum revision to the faculty, and receives suggestions on possible changes or problems from the faculty. Once a year, the Chair provides the Director a written report outlining the committee's fiscal year accomplishments and setting goals for the year to come.
- t. This committee meets at least once a year. The Curriculum Committee Chair is responsible for reporting to the faculty by June of each year.
- u. Membership:
 - 0. Three faculty members serving three-year alternating terms with the possibility of extending the term upon mutual agreement by the Director and faculty member
 - 1. Assistant Director or Associate Director

Either the Assistant Director or a faculty member may chair the Curriculum committee. By consensus, the Committee will arrive at recommendations to take to the faculty as a whole for approval.

5.4 Library Committee

- v. The purpose of the library committee is to maintain the ELI library inventory and recommend purchases of texts and professional newsletters/journals. The Library Committee also puts into place procedures for book and material check-out. The Library Committee Chair provides a report to the Director each year that includes a current inventory and recommendations for acquisitions.
- w. The Library Committee meets at least twice a year
- x. Membership is comprised of three faculty members with three-year alternating terms, which can be extended upon mutual agreement of the Director and the faculty member whose term has expired.

5.5 Newsletter Committee

- y. The Newsletter Committee sets procedures, gathers articles, and publishes the yearly English Language Institute newsletter.
- z. It meets intensively each Fall.
- aa. Membership:
 - 0. Minimum of three faculty members, with one serving as Editor-in-Chief
 - 1. Members may serve two three-year alternating terms, which can be extended upon mutual agreement of the Director and the faculty members whose term has expired

5.6. Orientation Committee

- bb. The Orientation Committee, in coordination with the Orientation Coordinator, recommends, designs and implements extra-curricular activities for ELI students. In addition, it advises students on opportunities within the ELI and the greater UD community and provides input on new student orientation.
- cc. This committee meets at least once each session.
- dd. Membership includes but is not limited to:
 - 0. Three to Four faculty members serving three-year alternating terms with the possibility of extending the term upon mutual agreement by the Director and faculty member
 - 1. Orientation Coordinator and/or staff
 - 2. Member of the administrative staff

Either the Orientation Coordinator or a member of the faculty will serve as chair of the committee. Decisions will be rendered based on committee consensus.

5.7. Scholarship Committee

- ee. The scholarship committee reviews scholarship applications and decides on the recipients. The Scholarship Committee also recommends and approves procedures and protocols for the scholarship application and approval process.
- ff. This committee meets once each session. The SC shall keep an accurate list of all scholarship recipients to be updated and submitted to the Director each session.
- gg. Membership:
 - 0. At least two faculty members serving three-year alternating terms with the possibility of extending the term upon mutual agreement by the Director and faculty member

1. Associate Director
2. Director

One of the faculty members will serve as Chair of the committee. Decisions on awards shall be based on protocols for ranking submissions, as determined by the SC members. For rendering policy decisions, each SC member shall have one vote.

5.8 Technology Committee

- hh. The Technology Committee reviews new technology and makes recommendations for purchases of software and equipment for instructional purposes. The Technology Committee also works with the Curriculum Committee to integrate CAI applications into the academic program
- ii. This committee meets on an as-needed basis. The Chair of the Technology Committee is required to submit by March of each year a report to the Director describing committee accomplishments for the preceding twelve months, setting goals for the year to come, and making recommendations for action.
- jj. Membership:
 0. At least three faculty members
 1. The coordinator of the Self Access Learning Center
 2. The coordinator of the Listening Laboratory

One of the three faculty members will serve as chair of the committee. For making program recommendations, each member will have one vote. Faculty members serve three year, alternating terms, which can be extended upon mutual agreement of the Director and the faculty member whose term has expired.

5.9 Textbook Committee

- kk. The textbook committee reviews textbooks at the request of faculty members or when a new textbook is needed for a particular course or level. The Textbook Committee works closely with the Curriculum Committee to ensure proposed textbooks meet curriculum objectives and guidelines.
- ll. This committee meets on an as-needed basis but must conduct a review of ELI's current textbooks at least once a year. The Textbook Committee chair must submit by March of each year a report to the Director describing committee accomplishments and recommendations for changes.
- mm. Membership:
 0. At least two faculty members, with one member serving concurrently on the Curriculum Committee
 1. Assistant Director or Associate Director
 2. Faculty members whose level(s) will be affected by the proposed textbook change will be invited to attend hearings in which adoption decisions are rendered.

Members serve alternating three-year terms, which can be extended upon mutual agreement of the Director and the faculty member whose term has expired. Each member, including faculty members attending a hearing for adoption will have one vote. The Textbook Committee's vote for adoption will not require approval of the full faculty, although a majority of the faculty may veto a committee recommendation.

5.10 Testing Committee

- mn. The Testing Committee monitors and makes recommendations regarding all Institute placement, proficiency, or promotion tests, in addition to preparing test packets for teachers each session. The Testing Committee develops new tests and reviews new and existing tests for validity and reliability. In coordination and consultation with the Curriculum Committee, the Testing Committee recommends to the faculty the adoption of new tests.
- oo. This committee meets at least once each session.
- pp. Membership:
 - 0. At least two faculty members serving three-year alternating terms with the possibility of extending the term upon mutual agreement by the Director and faculty member
 - 1. Ad hoc faculty members teaching at levels where new tests are being considered for adoption or existing tests for revision

Each member, including ad hoc members, will have one vote in matters concerning recommendations for test adoption. Recommendations from the committee will be subject to formal approval by the Institute faculty as a whole.

5.11 Peer Review and Promotion Committee

- qq. The Peer Review and Promotion Committee makes recommendations to the Director concerning promotion and the reappointment of peer review candidates; makes recommendations to the faculty on nominations for faculty appointments made without a search process; carries out peer reviews in accordance with University policies; establishes, in consultation with the Director, protocols and procedures for promotion and peer review; and reviews Institute policies and documents pertaining to promotion, appointments, and peer reviews-making recommendations for changes to the Institute faculty as a whole.
- rr. The Peer Review and Promotion committee meets at the Director's request to conduct faculty reviews and on its own initiative to develop policies and procedures.
- ss. Membership:
 - 0. Three faculty members, all of whom having passed a peer review, with two of the members either having earned the rank of Assistant Professor or having passed a thirteenth year review.
 - 1. One of the faculty members will serve as Chair and will be responsible for any written reports or recommendations on behalf of the committee.

Members will serve three-year alternating terms. Candidates for membership to the Peer Review and Promotion Committee shall be approved by a vote of the full time faculty. The Director shall appoint a chair from among the faculty-approved committee members.

6. Ad Hoc Committees

The membership, procedures, and functions of ad hoc committees will be determined by the Director with the approval of the Advisory Committee. The specific charges to the ad hoc committee and the closing date for its work will be announced at the time of its formation.

7. Search Committee

The University of Delaware's Affirmative Action Recruitment Policy (Policy Number 4-1) governs many aspects of the faculty search process. The following guidelines are in addition to, not in place of, the Affirmative Action requirements.

- . The voting faculty must endorse the search before the (ad hoc) search committee is formed
- a. Search Committees shall normally not have fewer than four members. At least half of the membership should be from the program area, or closely related area, in which the candidate will teach. The remainder of the committee may include one faculty/professional from outside the Institute whose background qualifies him/her to assume all responsibilities of a Search Committee member.
- b. The position description developed by the committee will be circulated in a timely fashion to the voting faculty for comments.
- c. The search committee must confer with and solicit input from the faculty regarding finalists prior to making its recommendation to the Director. Faculty input shall be incorporated into the search committee's written recommendation to the Director.

8. Full Participation

The voting faculty, standing committees, and ad hoc committees can transact business between meetings. If the voting members of any committee or of the Institute approve in writing (including E-mail) any action, such action shall be valid.

Proxy voting is permitted but only in cases where the voter's absence is excused by the Director, or when the voter is on leave, or when the voter is undertaking University business that requires absence from the meeting in which a vote is taken. A proxy vote must be in writing and can be cast only for a motion that has been published in the meeting's agenda and not amended in the course of the meeting. In addition, no faculty member may vote by proxy if he or she has not been present during the discussion or consulted with published minutes of the discussion leading to the final motion to be considered.

9. Interpretation of the Bylaws

The Advisory Committee shall recommend an interpretation for any ambiguous or unclear text in these Bylaws.

10. Amendment of the Bylaws

The Bylaws of the English Language Institute may be amended by a two thirds majority of the entire voting faculty provided previous notice of intention to amend has been published in the meeting agenda and distributed to the faculty at least one week prior to the meeting in which the proposed amendment(s) will be considered. Amendments can be initiated by petition from four voting faculty members or by a majority of the Advisory Committee.

11. Date of Effect

These Bylaws shall take effect on the first day of the month after their adoption.

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