

Procedures Manual for the  
Department of Languages, Literature, and  
Philosophy  
College of Liberal Arts  
Tennessee State University

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## Foreword to the Proposed Operational Manual

This Proposed Operational Manual is submitted to the faculty of the Department of Languages, Literature, and Philosophy at the beginning of the 2011 Fall Semester as a starting point for discussion and formulation of a set of operational guidelines for the Department. It is hoped that faculty in the Department will review this draft and make recommendations for changes, revisions, additions, and deletions and that faculty will approve a revised version of this Manual by the end of the Spring 2012 semester. In particular, members of each committee are asked to carefully review the sections for their respective committees.

For the 2011 Fall Semester, committee assignments will be made as outlined in this draft. If the faculty make changes to the Manual which impact how committee assignments are made, those procedures will go into effect for the 2012 Fall Semester.

Once an Operational Manual is approved, it can be amended according to the terms provided in the approved Manual. Once approved, the Manual should be reviewed periodically to ensure that it remain compliant with College, University, and TBR policies and guidelines and to ensure that it continues to meet the expectations of the Department Faculty.

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## PROVISIONS OF THE OPERATIONAL MANUAL

### **Purpose**

This Operational Manual for the Department of Languages, Literature, and Philosophy provides a framework within which the faculty of the Department fulfills its responsibilities for self-governance, curricular oversight, and academic quality in a manner that reflects collegiality and mutual respect.

### **Revisions**

This Operational Manual, once approved by a majority of the tenured and tenure-track faculty in the Department, may be subsequently amended or revised by approval of a majority of the tenured and tenure-track faculty in the Department in accordance with the following procedures:

- a. At least one week's notice must be provided to Department faculty prior to a meeting at which any revision will be presented. Such notice shall be in writing by email and by posting on the Departmental shared drive.
- b. The meeting at which any revision is presented requires a quorum of two-thirds of the faculty eligible to vote.
- c. A motion must be presented to the faculty by a faculty member or the Department Head and must be seconded by another faculty member.
- d. Time for discussion must be allowed.
- e. During discussion, the motion may be amended by a motion and second to amend approved by a majority of those present and voting.
- f. The motion to amend the Operational Manual must be approved by a majority of the faculty voting.

Any tenured or tenure-track faculty member may propose a revision to the Manual by means of a petition signed by at least five (5) other tenured or tenure-track faculty. Additionally, the Leadership Committee will review the Manual at least once every three (3) years and may propose revisions to the faculty as a result of that revision.

### **Limitations**

If any of the provisions of this Manual are determined to be in conflict with policies, procedures, or guidelines of the College of Liberal Arts, Tennessee State University, and/or the Tennessee Board of Regents, the higher-ordered policies, procedures, or guidelines will apply. In such cases, the faculty will be notified of the conflict, and the Manual will be revised to rectify the conflict.

## THE FACULTY

Unless specified otherwise, the term *faculty* is used to mean tenured and tenure-track faculty here and throughout the departmental Operation Manual.

Adjunct and full-time temporary faculty are critical to the achievement of the Department's mission. While they may not serve on committees that require tenured or tenure-track status, they may serve on other committees and are welcomed to attend Department meetings. Since they are employed on a temporary basis, they are not required to serve on committees or to attend Department meetings. The role of adjunct and full-time temporary faculty in the Department's procedures is described in various sections throughout this Manual.

The faculty of the Department of Languages, Literature, and Philosophy exercises shared governance by means of a committee structure which addresses the major responsibilities and key tasks of the faculty. These committees are described later in this Manual. Certain actions and initiatives require the approval of the full faculty, including the following:

- Substantive changes to the curricula
- Adoption of and changes to departmental criteria for promotion and tenure
- Election of members for the Curriculum Committee
- Adoption of and changes to the departmental Procedures Manual
- Election of faculty senators and other University-wide, elected representatives

### **Voting**

The Department Head may arrange for balloting without convening a faculty meeting, especially in the cases of elections, provided that sufficient information is provided to the faculty and provided that individual faculty have the opportunity to express their opinions and concerns to the whole faculty. If the Department Head arranges for balloting to take place outside a meeting, the Department Head's decision to do so may be overturned by means of a petition signed by 51 percent or more of the faculty eligible to vote and submitted to the Department Head before the deadline for submission of ballots. In such a case, the Department Head will then arrange for a faculty meeting to address the issues requiring a vote. In all cases, voting shall be by means of ballot rather than by show of hands.

When the faculty convenes as a whole, a simple majority of the total number of faculty eligible to vote shall constitute a quorum. Any action taken by the faculty must be approved by a simple majority of those present and voting. The faculty will operate according to a simplified Rules of Order, requiring motions to be made and seconded and then approved by a simple majority of those present and voting. Reports and proposals submitted to the faculty for vote by a committee shall be considered as active motions and are not required to be moved and seconded. They are, however, subject to amendment. The Department Head will vote only in the case of a tie.

## **Meetings**

Minutes will be recorded for all meetings and submitted to the faculty for review and approval at a subsequent meeting. Minutes will not attempt to summarize discussion. Rather, they will note the nature of the discussion, record all motions, including a notation of the members who introduced and seconded the motion, and record the decision and the voting tally.

## **Communication**

All official communication will be by email, utilizing faculty members' @tnstate.edu address.

## COORDINATORS

Coordinators in the Department of Languages, Literature, and Philosophy are tenured or tenure-track faculty who have accepted responsibility to provide leadership for a specific content or critical function within the Department. Responsibilities include the following:

- provide leadership of faculty in the content area regarding curriculum, assessment, and syllabi development
- provide leadership of faculty in the development of student learning outcomes
- provide leadership of faculty in the development, implementation, and continuation of an assessment plan for the content area that meets the requirements of the College, the University, the Tennessee Board of Regents, and the accrediting agency (SACS)
- provide leadership of faculty in textbook selection, as appropriate
- assist the Department Head in the development of course schedules
- assist the Department Head in evaluation of faculty and staff
- assist the Department Head in providing opportunities for faculty development
- assist the Department Head in developing and implementing the departmental budget
- recommend the appointment of adjunct and full-time temporary faculty teaching in the content area
- supervise and evaluate adjunct and full-time temporary faculty as/if appropriate
- with the participating faculty, develop a handbook for students, including requirements, curriculum planners, and other pertinent information and tools

Coordinators are chosen by the Department Head from among the tenured and tenure-track faculty who have expressed an interest in serving. There is no additional compensation for serving as a coordinator although, depending on the workload involved, there may be released time for the assignment.

The following are the coordinators in the Department. In some cases, a coordinator also serves as the chair of a corresponding committee.

- Foreign Languages
- B.A. English (Department Head)
- Philosophy
- First-Year Writing
- Sophomore Literature
- Upper-Division Writing
- Graduate Program
- Teacher Education/Certification and Advising
- Advising
- Assessment
- Technology



## COMMITTEES

The committee structure is the mechanism by which the Department of Languages, Literature, and Philosophy organizes itself to fulfill its mission, achieve its goals, and manage its resources. Every tenured and tenure-track faculty member is expected to serve on at least one department committee in addition to the appropriate discipline or content-area committees. Adjunct and temporary faculty may participate on specified committees.

Committee service, including attendance and participation, are considered in tenure and promotion decisions, as well as in the annual evaluation.

All committees are advisory to the Department Head. If the Department Head is unable to accept the recommendation of any committee, he/she must explain his/her reservations to the faculty and must inform the Dean that his/her recommendation differs from that of the faculty committee. (In the case of the Tenure and Promotion Committee, the Department Head's recommendation is separate from the Committee's. Both recommendations, whether or not they concur, are, by University and Board of Regents policy, forwarded to the Dean.)

The following committees operate within the parameters established by the Tennessee Board of Regents, Tennessee State University, the College of Liberal Arts, and the Department of Languages, Literature. Their composition, responsibilities, and operations are described later in this Manual.

- Assessment Committee
- Curriculum Committee
- Tenure and Promotion Committee
- Textbook Committee

The following committees are responsible for advising the Department Head and the faculty on matters of importance to the Department's operation and/or to the fulfillment of the Department's mission and the achievement of its goals. In some cases, such as the Advising Committee, a committee operates as a work group to perform an important operational function. The following are the advisory/organizational committees. Their composition, responsibilities, and operations are described later in this Manual.

- Advising Committee
- First-Year Writing Committee
- Graduate Committee
- Hiring Committee
- Leadership Committee
- Recruitment and Retention Committee
- Sophomore Literature Committee
- Upper-Division Writing Committee

The three content-area faculties are not committees, but the Coordinator may convene the faculty from time to time to consider curricular issues, assessment, and other matters specific to their

content areas. In this regard, they have all responsibilities and authority of program faculty. Minutes of such meetings will be submitted to the Department Head, who will make them readily available to the Department faculty.

## Curriculum Committee

### **Composition**

7 tenured or tenure-track faculty elected by the Department faculty, at least 1 from the foreign language faculty

### **Term**

A committee member is elected for a two-year term. Elections are held every spring semester to constitute the committee for the following fall semester. In the event that a position becomes vacant, the Department Head will, as soon as practicable, arrange for an election to choose a replacement to complete the term of the member who vacated the position

In 2011, elections will be held in the fall; after the selection of a chair, the Curriculum Committee will ask for three of its members to agree to serve only a one-year term so that future committees will have a mix of new and continuing members. If there are not three volunteers, then the three members to serve shortened terms will be chosen by lottery.

### **Chair**

Elected annually by the committee members from among the committee members

### **Committee's Responsibilities**

The Curriculum Committee acts on behalf of the Department faculty to

1. Perform all responsibilities of a departmental curriculum committee as outlined in College, University, and Tennessee Board of Regents policies and guidelines
2. Recommend substantive curricular changes to the departmental faculty if warranted
3. Make/review and approve minor curricular changes as warranted
4. Approve substantive changes in the description, prerequisites, mode of delivery, or other important features of all courses in the Department
5. Approve all requests to establish new courses
6. Approve all requests to remove courses from the catalog
7. Execute required paperwork related to changes in courses or the curriculum

### **Operations**

The Curriculum Committee will be convened not later than the third week of each fall semester in order to elect its chair and establish its agenda for the year. At least one week's written notice must be given for all meetings. A quorum of two-thirds of the Committee members is required in order for the Committee to conduct business. A Committee member who misses three or more scheduled meetings during the academic year for any reason other than a class conflict may be removed by a vote of two-thirds of the committee members. The faculty member who is thus

removed may appeal to the Department Head, whose decision in the matter will be final. If the removal is sustained, the Department Head will arrange for a faculty vote to fill the vacant position on the Committee.

The Committee will operate according to simplified Rules of Order requiring motions to be made and seconded and then approved by a simple majority of those present and voting. The Committee chair will vote only in the case of a tie. The Committee may establish more detailed operational rules annually.

Minutes will be recorded for all meetings and submitted to the Department Head as they are approved by the committee. Minutes will not attempt to summarize discussion. Rather, they will record the names of those in attendance, note the nature of the discussion, record all motions, including a notation of the members who introduced and seconded the motion, and record the decision and the voting tally. Voting will ordinarily be by a show of hands, although any committee member may request a ballot vote or a roll call vote. In all cases, the names of the persons voting for or against the motion shall not be recorded in the minutes. The Department Head will make the minutes readily available to the Department faculty.

When the Department Head receives a copy of a signed CARF or other approved action from the Curriculum Committee, the Department Head will notify the faculty. By means of a petition signed by at least fifty-one percent of the tenured and tenure-track faculty in the Department and presented to the Department Head within one week of receiving the Department Head's notice, the faculty may call for a meeting of faculty to consider any action of the Curriculum Committee and may reverse any action with a two-thirds majority of the faculty agreeing.

## Assessment Committee

### **Composition**

5 members: the Assessment Coordinator plus four other tenured or tenure-track faculty appointed by the Department Head, at least 1 from the foreign language faculty

### **Term**

Committee members are appointed annually.

### **Chair**

The Assessment Coordinator serves as chair of the Assessment Committee

### **Committee Responsibilities**

The Assessment Committee acts on behalf of the Department faculty to

1. Provide leadership of the faculty in the development of assessment plans for the B.A. degree(s) and the minors that meet the requirements of the College, the University, the Tennessee Board of Regents, and the accrediting agency (SACS)
2. Provide leadership of faculty in implementation and continuation of the assessment plan for the B.S. degrees and the minors
3. Conduct assessments consistent with each of the assessment plans
4. Report the results of assessment and an analysis of the results to the Department Head and faculty
5. Recommend improvements to the Department Head and faculty based on an analysis of the assessment results
6. Coordinate departmental assessment activities with those of the College and the University
7. Develop and implement an annual assessment of the Department Head by faculty geared toward helping the Department Head to improve the Department and the Department Head's performance, including developing and reviewing the instrument, overseeing the administration of the instrument and the compilation of results, and providing appropriate instructions

### **Operations**

The Assessment Committee will be convened no later than the third week of each fall semester in order to establish its agenda for the year. At least one week's written notice must be given for all meetings.

A quorum of two thirds of the Committee members is required in order for the Committee to conduct business. A committee member who misses three or more scheduled meetings for any reason other than a class conflict may be removed by a vote of two thirds of the committee members. The faculty member who is thus removed may appeal to the Department Head, whose decision in the matter will be final. If the removal is sustained, the Department Head will arrange for a faculty vote to fill the vacant position on the Committee.

The Committee will operate according to simplified Rules of Order, requiring motions to be made and seconded and then approved by a simple majority of those present and voting. The committee chair will vote only in the case of a tie. The committee may establish more detailed operational rules annually.

Minutes will be recorded for all meetings and submitted to the Department Head as they are approved by the committee. Minutes will not attempt to summarize discussion. Rather, they will record the names of those in attendance, note the nature of the discussion, record all motions, including a notation of the members who introduced and seconded the motion, and record the decision and the voting tally. Voting will ordinarily be by a show of hands, although any committee member may request a ballot vote or a roll call vote. In all cases, the names of the persons voting for or against the motion shall not be recorded in the minutes. The Department Head will make the minutes readily available to the Department faculty.

## Tenure and Promotion Committee

### **Composition**

The Tenure and Promotion Committee will consist of all tenured faculty in the Department with the exception of the following: (1) the Department Head, (2) the Department representative to the College Tenure and Promotion Committee, and (3) a tenured faculty member from the Department serving on the University Tenure and Promotion Committee, if any.

In matters of promotion in rank, only faculty at or above the rank being sought will be permitted to vote.

When the Tenure and Promotion Committee is developing, reviewing, or updating departmental tenure and promotion guidelines, those listed above as excluded from the Committee may participate fully in the Committee's deliberations. In addition, the Committee will provide an opportunity for input from non-tenured, tenure-track faculty.

### **Chair**

Elected annually by the committee members from among the committee members

### **Committee's Responsibilities**

The Tenure and Promotion Committee acts on behalf of the Department faculty to

1. Perform all responsibilities of a departmental tenure and promotion committee as outlined in College, University, and Tennessee Board of Regents policies and guidelines
2. Develop, review, and update departmental tenure and promotion guidelines consistent with College, University, and Tennessee Board of Regents policies and guidelines

### **Operations**

The Tenure and Promotion Committee will be convened no later than the fifth week of each fall semester in order to elect its chair and establish its agenda for the year. This first meeting will be convened by the Department Head, who will convene the meeting, remind the Committee of its charge, oversee the election of the chair, and turn the meeting over to the newly elected chair. The Committee shall meet whether or not the Department is aware of any pending applications for promotion or tenure to ensure that departmental tenure and promotion guidelines are current and that written procedures have been established to ensure consistency and integrity in the application of the processes.

A quorum of two thirds of the Committee members is required in order for the Committee to conduct business. The Committee will operate according to simplified Rules of Order, requiring motions to be made and seconded and then approved by a simple majority of those present and voting. A faculty member's application for tenure or promotion shall be considered to be moved and seconded by virtue of its submission.

Voting will be by secret ballot, and only members present at the meeting of the Committee will be allowed to vote. The committee may establish more detailed operational rules annually.

Minutes will be recorded for all meetings and submitted to the Department Head as they are approved by the committee. Minutes will not attempt to summarize discussion. Rather, they will note the nature of the discussion, record all motions, including a notation of the members who introduced and seconded the motion, and record the decision and the voting tally. The Department Head will make the minutes readily available to the Department faculty.



## Advising Committee

### **Composition**

All faculty who serve as academic advisors in the Department

### **Term**

Appointed annually

### **Chair**

The Advising Coordinator serves as chair of the Advising Committee

### **Committee's Responsibilities**

The Advising Committee acts on behalf of the Department faculty to

1. Provide academic advisement for majors and minors in the Department
2. Prepare the curriculum planner for each student
3. Maintain appropriate records of advisees
4. Prepare graduation documents
5. Participate in advisement workshops, advisement sessions, and related activities sponsored by the University and/or the College of Liberal Arts

### **Operations**

The Advising Committee will be convened by the Advising Coordinator, who also serves as chair of the Committee. The major work of the Advising Committee is to provide academic advisement for majors in the Department.

When the Committee meets to assess its services, to develop procedures, or to make recommendations to the Department Head or the faculty, minutes will be recorded and submitted to the Department Head as they are approved by the committee. Minutes will not attempt to summarize discussion. Rather, they will note the nature of the discussion, record all motions, including a notation of the members who introduced and seconded the motion, and record the decision and the voting tally. Voting will ordinarily be by a show of hands, although any committee member may request a ballot vote or a roll call vote. In all cases, the names of the persons voting for or against the motion shall not be recorded in the minutes. The Department Head will make the minutes readily available to the Department faculty.

## Recruitment and Retention Committee

### **Composition**

5 faculty who have expressed an interest in serving on the committee

### **Term**

Appointed annually by the Department Head

### **Chair**

Appointed annually by the Department Head

### **Committee's Responsibilities**

The Recruitment and Retention Committee acts on behalf of the Department faculty to

1. Develop strategies focused on recruiting majors and minors to the programs offered in the Department, including students who are not currently enrolled at the University
2. Develop strategies focused on retaining majors and minors enrolled in programs within the Department and to facilitate their smooth and timely progression
3. Develop multi-year action plans geared toward implementing the recruitment and retention strategies
4. Develop and implement annual action plans
5. Participate in recruitment and retention activities sponsored by the university and/or the college of Liberal Arts
6. Provide information for the Department's web site, bulletin boards, and other information outlets for recruitment and retention efforts

### **Operations**

The Department Head will assign one of the Committee members to convene the initial meeting of the Committee within the first four weeks of the fall semester, at which meeting the Committee will elect its chair.

The major work of the Recruitment and Retention Committee is to plan and implement activities intended to recruit and retain majors and minors in the Department. However, when the Committee meets to assess its services, to develop procedures, or to make recommendations to the Department Head or the faculty, minutes will be recorded for all meetings and submitted to the Department Head as they are approved by the committee. Minutes will not attempt to summarize discussion. Rather, they will note the nature of the discussion, record all motions, including a notation of the members who introduced and seconded the motion, and record the voting tally. Voting will ordinarily be by a show of hands, although any committee member may request a ballot vote or a roll call vote. In all cases, the names of the persons voting for or against the motion shall not be recorded in the minutes. The Department Head will make the minutes readily available to the Department faculty.

## First-Year Writing Committee

### **Composition**

All faculty who are currently teaching ENGL 1010, 1011, 1012, 1020, and 1022, including adjunct and full-time temporary faculty. Faculty who are not currently assigned to one of these courses are also encouraged to serve on the Committee.

### **Term**

On-going

### **Chair**

The First-Year Writing Coordinator serves as chair of the Committee

### **Committee's Responsibilities**

The First-Year Writing Committee acts on behalf of the Department faculty to

1. Review, revise, and approve the common syllabi for these courses
2. Review, revise, and approve assessment rubrics
3. Review, revise, and implement the common general education assessment, including analysis and use of results to make improvement
4. Plan and implement grade-in activities to calibrate application of assessment rubrics
5. Coordinate First-Year Writing goals and initiatives with the WRITE Program
6. Review and select common textbooks
7. Report general education assessment results in accord with University protocols

### **Operations**

The major work of the First-Year Writing Committee is to ensure consistency and quality within the First-Year Writing program in the Department.

When the Committee meets to assess its services, to develop procedures, or to make recommendations to the Department Head or the faculty, the minutes will be recorded for all meetings and submitted to the Department Head as they are approved by the committee. Minutes will not attempt to summarize discussion. Rather, they will note the nature of the discussion, record all motions, including a notation of the members who introduced and seconded the motion, and record the decision and the voting tally. Voting will ordinarily be by a show of hands, although any committee member may request a ballot vote or a roll call vote. In all cases, the names of the persons voting for or against the motion shall not be recorded in the minutes. The Department Head will make the minutes readily available to the Department faculty.

## Sophomore Literature Committee

### **Composition**

All faculty currently teaching sophomore literature, including adjunct and full-time temporary faculty. Faculty not currently assigned to one of these courses are also encouraged to serve on the Committee.

### **Term**

On-going

### **Chair**

The Sophomore Literature Coordinator serves as chair of the Committee

### **Committee's Responsibilities**

The Sophomore Literature Committee acts on behalf of the Department faculty to

1. Review, revise, and approve the common syllabi for these courses
2. Review, revise, and approve assessment rubrics
3. Review, revise, and implement the common assessment, including analysis and use of results to make improvement
4. Plan and implement activities to calibrate application of assessment rubrics
5. Review and select common textbooks
6. Report general education assessment results in accord with University protocols

### **Operations**

The major work of the Sophomore Literature Committee is to ensure consistency and quality within the Sophomore Literature program.

When the Committee meets to assess its services, to develop procedures, or to make recommendations to the Department Head or the faculty, minutes will be recorded for all meetings and submitted to the Department Head as they are approved by the committee. Minutes will not attempt to summarize discussion. Rather, they will note the nature of the discussion, record all motions, including a notation of the members who introduced and seconded the motion, and record the decision and the voting tally. Voting will ordinarily be by a show of hands, although any committee member may request a ballot vote or a roll call vote. In all cases, the names of the persons voting for or against the motion shall not be recorded in the minutes. The Department Head will make the minutes readily available to the faculty.

## Upper-Division Writing Committee

### **Composition**

All faculty who teach upper-division writing courses. Faculty who are not currently assigned to one of these courses are also encouraged to serve on the Committee.

### **Term**

On-going

### **Chair**

The Upper-Division Writing Coordinator serves as chair of the Committee

### **Committee's Responsibilities**

The Upper-Division Writing Committee acts on behalf of the Department faculty to

1. Review writing courses and make recommendations to the Curriculum Committee for addition, revisions, and discontinuation of upper-division writing courses as appropriate
2. Review requirements for the writing minor and make recommendations to the Curriculum Committee for revision as appropriate
3. Work with faculty throughout the University to determine programmatic needs for Technical Writing and other upper-division writing courses
4. Oversee the Department's participation in the WRITE Program

### **Operations**

The major work of the Writing Committee is to ensure consistency and quality within the upper-division writing courses offered by the Department.

When the Committee meets to assess its services, to develop procedures, or to make recommendations to the Department Head or the faculty, minutes will be recorded for all meetings and submitted to the Department Head as they are approved by the committee. Minutes will not attempt to summarize discussion. Rather, they will note the nature of the discussion, record all motions, including a notation of the members who introduced and seconded the motion, and record the decision and the voting tally. Voting will ordinarily be by a show of hands, although any committee member may request a ballot vote or a roll call vote. In all cases, the names of the persons voting for or against the motion shall not be recorded in the minutes. The Department Head will make the minutes readily available to the faculty.

## Textbook Committee

### **Composition**

3 faculty, one from each of the disciplines within the Department

### **Term**

Appointed annually by the Department Head

### **Chair**

Appointed by the Department Head

### **Committee's Responsibilities**

The Committee acts on behalf of the Department faculty to

1. Review and approve textbook order forms to ensure that consideration has been given to the cost of required textbooks and materials and that the orders comply with University and TBR regulations regarding cost of textbooks.
2. Monitor and report the submission of textbook orders

Note: The Textbook Committee's responsibilities and authority are strictly limited and do not include review of textbooks for content or appropriateness.

### **Operations**

The Committee will meet regularly and frequently during the times when textbook orders are being submitted. A quorum of two thirds of the Committee members is required in order for the Committee to conduct business. The Committee will operate according to simplified Rules of Order, requiring motions to be made and seconded and then approved by a simple majority. The committee may establish more detailed operational rules annually.

Minutes will be recorded for all meetings and submitted to the Department Head as they are approved by the committee. Minutes will not attempt to summarize discussion. Rather, they will note the nature of the discussion, record all motions, including a notation of the members who introduced and seconded the motion, and record the decision and the voting tally. Voting will ordinarily be by a show of hands, although any committee member may request a ballot vote or a roll call vote. In all cases, the names of the persons voting for or against the motion shall not be recorded in the minutes. The Department Head will make the minutes readily available to the Department faculty.

## Hiring Committee

### **Composition**

Dependent upon the position being filled

### **Term**

Duration of the search

### **Chair**

Appointed by the Department Head

### **Committee's Responsibilities**

The Committee acts on behalf of the Department faculty to

1. Screen applications for the position(s)
2. Recommend candidates to be interviewed
3. Develop guidelines for interviews, including opportunities for interaction and assessment by faculty and students and a teaching demonstration
4. Schedule and coordinate interviews
5. Develop assessment forms for student and faculty sessions and compile results
6. Recommend a candidate or candidates to the Department Head

### **Operations**

The Hiring Committee will operate in compliance with University and Tennessee Board of Regents guidelines and will observe all related equal opportunity guidelines. The Committee may develop its own procedures for screening candidates. However, when the Committee meets to develop the list of candidates for interview and, later, to formulate its recommendation for hiring, the Committee will operate according to the following procedures.

A quorum of two thirds of the Committee members is required in order for the Committee to conduct business. The Committee will operate according to simplified Rules of Order, requiring motions to be made and seconded and then approved by a simple majority. The committee chair will vote only in the case of a tie.

Minutes will be recorded for all meetings and submitted to the Department Head as they are approved by the committee. Minutes will not attempt to summarize discussion. Rather, they will note the nature of the discussion, record all motions, including a notation of the members who introduced and seconded the motion, and record the decision and the voting tally. Voting will ordinarily be by a show of hands, although any committee member may request a ballot vote or a roll call vote. In all cases, the names of the persons voting for or against the motion shall not be recorded in the minutes. The Department Head will make the minutes readily available to the Department faculty.

## Graduate Committee

### **Composition**

Members of the graduate faculty in the Department

### **Term**

On-going

### **Chair**

Appointed by the Department Head

### **Committee's Responsibilities**

The Committee acts on behalf of the Department faculty to

1. Implement the phase out of the M.A. degree in English as mandated by the University administration.
2. Determine the feasibility of continuing to offer graduate coursework in English to support other graduate programs at the University or to provide secondary and community college teachers with advanced study
3. Oversee the graduate curriculum, eliminating and adding courses as appropriate
4. Advise the Department Head regarding scheduling of graduate courses

### **Operations**

A quorum of fifty percent of the graduate faculty is required in order for the Committee to conduct business. The Committee will operate according to simplified Rules of Order, requiring motions to be made and seconded and then approved by a simple majority. The committee chair will vote only in the case of a tie.

Minutes will be recorded for all meetings and submitted to the Department Head as they are approved by the committee. Minutes will not attempt to summarize discussion. Rather, they will note the nature of the discussion, record all motions, including a notation of the members who introduced and seconded the motion, and record the decision and the voting tally. Voting will ordinarily be by a show of hands, although any committee member may request a ballot vote or a roll call vote. In all cases, the names of the persons voting for or against the motion shall not be recorded in the minutes. The Department Head will make the minutes readily available to the Department faculty.



## Leadership Committee

### **Composition**

Department Head, Coordinators, and Chair of the Curriculum Committee

### **Term**

Annual

### **Chair**

Department Head

### **Committee's Responsibilities**

1. Advise the Department Head on all matters pertaining to the Department, including but not limited to the budget, promotion of programs in the Department, content and design of the Department's web site, and other matters
2. Whenever there is a vacant faculty position, assist the Department Head in determining the Department's needs for filling the position

### **Operations**

The Committee will be convened by the third week of the fall semester and will meet monthly throughout the academic year.

Minutes will be recorded for all meetings. Minutes will not attempt to summarize discussion. Rather, they will note the nature of the discussion, record all motions, including a notation of the members who introduced and seconded the motion, and record the decision and the voting tally. Voting will ordinarily be by a show of hands, although any committee member may request a ballot vote or a roll call vote. In all cases, the names of the persons voting for or against the motion shall not be recorded in the minutes. The Department Head will make the minutes readily available to the department faculty.

Adjunct and Temporary Faculty Representation in Department Matters  
Department of Languages, Literature, and Philosophy

Policy

Adjunct and full-time temporary faculty are vital to the work of the Department of Languages, Literature, and Philosophy. Holding a minimum of the master's degree in their teaching discipline or a master's degree with 18 graduate hours in their teaching discipline, these faculty are qualified teachers and scholars. While the temporary nature of their appointments preclude their participation in certain Departmental matters, their interactions with students inside and outside the classroom, their interactions with the tenured and tenure-track faculty, and their involvements in the profession prepare them to make valuable contributions to the life and decision-making of the Department. Given the scope of their contracts, adjunct and temporary faculty are not required to attend faculty meetings or serve on committees; however, they are encouraged to participate to the extent that their time and desire allow them. The following guidelines are intended to facilitate that participation.

Guidelines

1. Each September, the Department Head will solicit nominations from the adjunct and full-time temporary faculty members for a representative to serve on the Department Leadership Committee. The Department Head will conduct an election, and a Representative will be chosen by the adjunct and full-time temporary faculty.
2. The Representative will serve for one year and may be reelected in subsequent years. If the Representative does not return in the Spring semester, a new Representative will be elected to fill the remaining term of the Representative.
3. The Representative will serve as a member of the Leadership Committee and will have full voting privileges on that Committee.
4. The Representative will also have full voting privileges on all matters pertaining to the faculty within the purview of the Department except in matters related to tenure and promotion.
5. Adjunct and full-time temporary faculty may, but are not required to, serve on Department committees with the exception of the Tenure and Promotion Committee and the Curriculum Committee. When they serve on committees, they have the same rights and responsibilities as tenured and tenure-track faculty on those committees, including the right to vote.

Approved by the faculty 01/08/2013

## Classroom Observations

Department of Languages, Literature, and Philosophy  
Tennessee State University

Observation of classroom teaching is both formative and summative in nature. Classroom observation is formative because it is intended to provide the instructor with comments, observations, and suggestions for improving or enhancing classroom teaching. It is summative because the cumulative reports of classroom observations will be considered as one of many factors in the tenure and promotion process for tenure-track faculty and will be considered as one of many factors in making decisions about the reappointment of temporary and adjunct faculty.

### Tenure-Track and Temporary/Adjunct Faculty Review

The classroom observation process will be guided by the following:

1. The Department Head will form a pool of faculty who serve as classroom observers consisting of all tenured and tenure-track faculty who wish to participate. (Temporary faculty who have served the Department for 10 or more years may also be considered.)
2. The pool of classroom observers will adopt a version of the attached template for reporting observations.
3. The Department Head will be responsible for ensuring that all observers understand the purpose of the observations and the template for reporting the observation.
4. Every tenure-track faculty member must have at least 5 classroom observations by tenured faculty during the six-year period leading up to the application for tenure; at least one of these must be conducted by the Department Head during the third or fourth year of the probationary period. (If a faculty member is appointed to a tenure-track position with years credit toward tenure, the number of classroom observations will be proportionate to the number of years of the probationary period.)
5. Every temporary and adjunct faculty member will have a classroom observation during the first semester of teaching. After that, the temporary or adjunct faculty member will have a classroom observation at least once a year. The Department Head may arrange additional classroom observations if circumstances indicate the need.

The following process will facilitate classroom observations:

1. Each fall semester, the Department Head will schedule classroom observations for the year, appointing members of the pool to one or more tenure-track or temporary/adjunct faculty.
2. The observer will meet with the assigned faculty member to (a) review the syllabus, (b) review the observation report template, (3) schedule a specific class period that is agreeable to both the observer and the faculty member, and (4) discuss plan for the class session, including the learning outcome(s) that will be addressed, the instructional strategies, and other expectations regarding the class session.

3. The observer will attend the scheduled class session and take notes that will assist him/her in completing the report of the observation.
4. The observer will meet with the faculty member after the observation to discuss the class session and provide feedback.
5. The observer will complete a written report consistent with the template and submit the report to the Department Head.
6. The Department Head will provide a copy of the report to the faculty member and place a copy in the faculty member's Department personnel file.
7. The faculty member will provide the Department Head with a written reflection on the observer's report. A copy of the reflection will be attached to the observer's report in the faculty member's Department personnel file, and a copy will be provided to the observer by the Department Head.
8. When a tenure-track faculty member applies for tenure, he/she will choose at least three of the observation reports to place in his/her portfolio.

### Post Tenure Review

Tenured faculty members who apply for promotion in academic rank should include at least three reports of classroom observations by their peers, at least one of whom is at the rank being sought. Faculty may choose the colleagues who conduct the observations, but no colleague may do more than two of the observations. The colleague doing the observation should complete a written report consistent with the template and submit the report to the Department Head and to the faculty member who was observed. It is the responsibility of the faculty member applying for rank promotion to schedule the observations and to include copies of the reports in the portfolio at the time of applying for promotion.

Approved by the faculty 01/08/2013

Report of Classroom Observation

Department of Languages, Literature, and Philosophy  
Tennessee State University

*The observer may, but is not required to, use this form to report classroom observation. However, if the observer chooses to use some other format, the report must address all of the items included on this form.*

Faculty Member \_\_\_\_\_ Observer \_\_\_\_\_

Class \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Room \_\_\_\_\_

Syllabus and Office Hours

Office hours distributed in writing     Yes     No  
Office hours posted on office door     Yes     No  
Syllabus submitted to LLP office     Yes     No  
Syllabus available to students     Electronically     Paper     Both     Neither

Comments on syllabus:

Competencies addressed by the class session

Student preparation for and engagement in the class activities

Use of technology in the classroom

Report of Classroom Observation, 2

Faculty Member: \_\_\_\_\_

Observer: \_\_\_\_\_

Classroom Management

Instructor's preparation and organization; appropriateness and flow of class activities

Faculty/Student Interaction

Other comments/notes

Special Topics Course  
Department of Languages, Literature, and Philosophy

The Course

ENGL 4010 Special Topics (3) (Formerly ENG 401). Faculty generated course, with subject matter to be determined by instructor. May be taken twice with different topics.

Policy

Ordinarily, the Department will offer no more than one (1) Special Topics course per discipline per academic year. The course will be offered in the Spring Semester in order to more closely gauge student interest and likelihood to enroll. Any faculty member can propose a special topics course.

Approval Process

1. A faculty member who proposes to teach a special topics course must submit a proposal for the course to the Department Head no later than September 15.
2. The Department Head will forward the proposal to the Chair of the Curriculum Committee no later than the day after it is received.
3. The proposal must be in the form of the attached Proposal Form and must address all issues/concerns included on the Form.
4. The Curriculum Committee will assess each proposal received.
5. By September 30, the Curriculum Committee will report to the Department Head which, if any, of the proposed courses should be scheduled for the following Spring Semester. The recommendation will include a brief statement about each proposal.
6. By October 2, the Department Head will notify those who submitted proposals regarding the disposition of their proposals.
7. Ordinarily the Department Head will place the course approved by the Curriculum Committee on the Spring schedule. However, the Department Head may veto the selection for good cause but must provide the Curriculum Committee and the faculty member of the reasons for the veto.
8. In no case may the Department Head include a special topics course on the schedule if the course has not been approved by the Curriculum Committee.
9. The dates included in the Approval Process are based on historical timelines for completing the Spring schedule and are intended to provide sufficient time for the Department Head to put the course on the schedule by the deadline announced by the Registrar. In the event that the Registrar announces dates that require earlier submissions by faculty and/or review by the Curriculum Committee, the Department Head may alter the timeline accordingly.

Approved by the Curriculum Committee 12/07/2012

## Special Topics Course Proposal Form

**Faculty Member:**

**Proposed Title:**

**Description:**

**Rationale:**

**Faculty member's preparation to offer the course:**

**Prerequisite(s) (include prerequisites for English majors and non-English majors if applicable):**

- English 1010 and 1020
- Other(s):

**Student Audience (indicate one):** Majors only      Majors and non-majors

**Course Category for Major (indicate one):**

American      British      Multicultural      Writing / Language

**Format (indicate one):** Lecture      Discussion      Lecture and Discussion      On-line      Hybrid

**Required Books and Materials:**

**Required Reading and Viewing:**

**Required Work (include exams, major assignments, presentations, and projects):**



**Tentative Course Schedule:**

Week 1 (in Spring Semester, this week only has one class meeting)	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	
Week 8	
Week 9	
Week 10	
Week 11	
Week 12	
Week 13	
Week 14	
Week 15	

Independent Study  
Department of Languages, Literature, and Philosophy

The Course(s)

The Department provides the opportunity for undergraduate students to engage in independent study with a faculty member through the three-credit-hour courses, ENGL 4900, Undergraduate Readings and Research, which may be repeated once, for a total of 6 credit hours; MFLA 4700, Independent Study, which may be repeated once, for a total of 6 credit hours; and PHIL 4500, Undergraduate Readings and Research. A similar opportunity is afforded to graduate students through the variable credit-hour-course, ENGL 5020, Independent Study. This course is available for 1 to 3 credit hours and may be repeated once for a total of 3 credit hours.

Policy

Ordinarily, these courses should not be used to substitute for a regular course. Rather, they are intended as an opportunity for a student to pursue a topic or an author that is not covered through the current course offerings or to pursue a topic or an author in more depth than the current course offerings allow. The faculty member does not receive any additional compensation or workload credit for directing the independent study project.

Approval Process

1. A student and faculty member choose the focus for the independent study project.
2. The faculty member notifies the Department Head via email of her or his willingness to work with the student on the project.
3. The Department Head gives the student approval to enroll in the course via the Banner Registration module.
4. The student enrolls in the course.
5. Prior to the last day of registration and schedule adjustment, the faculty member provides the student with an Independent Study Contract, which specifies, at a minimum, the following information:
  - a. The course number and name
  - b. The semester and year
  - c. The names of the faculty member and student; student T-number
  - d. The topic
  - e. The nature of the interactions between the student and faculty member (e.g. email, face-to-face meetings, combination, etc.)
  - f. The frequency of the interactions between the student and faculty member
  - g. The product or products the student will submit (paper or papers, tests, etc.), including a completion date for each
  - h. A description of how the final grade will be computed
  - i. Any other expectations of the student
  - j. The signatures of the student and the faculty member. The faculty member provides the Department Head with a copy of the signed contract.
6. The faculty member submits the grade for the course at the end of the semester, consistent with the submitting of grades for other courses.

Approved by the Curriculum Committee 2/20/2013

Independent Study Contract  
Department of Languages, Literature, and Philosophy  
Tennessee State University

Course:     \_\_\_ENGL 4900, Undergraduate Readings and Research, 3 credit hours  
              \_\_\_ENGL 5020, Independent Study, \_\_\_credit hours  
              \_\_\_MFLA 4700, Independent Study, 3 credit hours  
              \_\_\_PHIL 4500, Undergraduate Readings and Research, 3 credit hours

Semester\_\_\_\_\_ Year\_\_\_\_\_

Faculty Member: \_\_\_\_\_

Student\_\_\_\_\_ T-number\_\_\_\_\_

Describe the topic to be studied:

Describe the nature of the interactions between the faculty member and student (email, face-to-face meetings, combination of these, etc.):

Describe the frequency of the interactions:

List the product or products the student will submit, including a completion date for each (paper or papers, tests, etc.):

Product

Completion Date

Describe how the final grade will be computed:

List any other requirements or expectations:

I understand my obligations and responsibilities pertaining to this independent study course, and I understand that my failure to meet these obligations and responsibilities may result in my failing the course. I also understand that any work I complete in the course must meet the same quality standards as work performed in a traditional class.

---

Student

---

Date

---

Faculty member

---

Date

## Sophomore Literature Requirement for English Majors

### The Requirement

Tennessee State University and Tennessee Board of Regents require that all students take at least 9 semester credit hours of humanities as part of the general education require; at least three hours (1 course) must be an approved sophomore literature course.

### The Policy

The Department of Languages, Literature, and Philosophy requires that two of the required humanities courses must be world literature: ENGL 2310 (World Literature I) and ENGL 2320 (World Literature II) or the corresponding Honors courses. At the discretion of the Department Head, students who transfer into the University or who change their majors to English after having completed one or more of the humanities literature courses may use another sophomore literature course in lieu of ENGL 2320, but all students, regardless of the other courses they have already completed, must complete ENGL 2310, World Literature I.

### Procedure

In order to record the procedure, the student will bring her or his Curriculum Planner to the Department Head, with the alternate course listed on the planner, and the Department Head will initial next to the alternate course on the planner. The Department Administrative Assistant will make a copy of the form for the student's file in the Department, and the student will take the original Planner back to her or his advisor.

Approved by the Curriculum Committee 2/20/2013

Electronic Balloting  
Department of Languages, Literature, and Philosophy

Policy

The Department Head or the Chair of any Departmental committee may conduct electronic balloting for any matter requiring approval either by the faculty as a whole or by the members of any committee. The Tenure and Promotion Committee may not conduct an electronic ballot for matters pertaining to any application for tenure or promotion. Furthermore, when electronic balloting is announced for any issue before the faculty or before a committee of the faculty, faculty may register an objection to the electronic balloting. If fifty percent (50%) or more of those eligible to vote object to electronic balloting in the matter at hand within 2 working days of the notice, the Department Head or the committee chair will schedule a meeting at which balloting will occur.

The following procedures will apply to all electronic balloting.

Procedures

1. Electronic ballots will be distributed by email to eligible faculty via their tncstate.edu email addresses by the Department Head or the committee chair. The accompanying notice will clearly indicate the date and time by which ballots must be cast.
2. As provided in the policy, if fifty percent (50%) or more of the faculty as whole or of the faculty on the committee register an objection to electronic balloting within 2 working days of the notice, then electronic balloting will be cancelled, the Department Head or committee chair will notify faculty, and voting will occur at a meeting to be scheduled by the Department Head or the committee chair.
3. Faculty will be instructed to print their ballots and return them to the Department office, where they will be asked to sign a log. This will ensure that only eligible faculty have voted and will ensure anonymity.
4. Faculty who are unable to bring their ballots to the Department office may return them via email to the Department Head or the committee chair, who will submit the ballot to the Department Office and initial the log for the faculty member. In such cases, the Department Head or committee chair will maintain confidentiality regarding the faculty member's ballot.
5. For an issue to gain approval by faculty via electronic balloting, it must be approved by at least fifty-one percent (51%) of the faculty eligible to vote. If less than 50% of the eligible faculty respond, the Department Head or committee chair must, then, convene a physical meeting to conduct the balloting. For balloting conducted at a meeting, approval is required by at least fifty-one percent of eligible faculty present and voting.
6. For committee votes, ballots may be submitted directly through return email to the committee chair provided that the committee has agreed in advance that anonymity is not necessary.
7. Balloting may occur by Qualtrics or other reliable polling software provided that steps 1 and 2 above are followed.

Approved by the faculty 01/08/2013

## Appendix A

### Evaluation of the Department Head

Faculty Evaluation of the Department Head  
Department of Languages, Literature, and Philosophy

**Purpose**

The purpose for the evaluation of the Department Head by the faculty in the Department of Languages, Literature, and Philosophy is twofold. It serves as a means whereby the Department Head can use the results of assessment to improve the Department as well as his/her own performance. It also serves as a measure of accountability.

**Procedures**

The Assessment Committee will develop an instrument designed to meet the purpose of the assessment and will establish guidelines for administering the instrument. The Committee will review the instrument and the guidelines at least once every three years to determine whether any changes are warranted. The approved instrument will be made known to the Department Head by October 1 of each academic year and will be administered between March 15 and April 1 of each academic year. If the Committee chooses, it may request that the instrument be reviewed by Institutional Research, by other appropriate campus support units, or by faculty or staff with assessment expertise.

The instrument will include demographic identifiers to allow data to be disaggregated for appointment type (tenured, tenure-track, and temporary) and other characteristics that the Committee feels will help the Department Head, the faculty, and the dean to interpret the data.

The Assessment Committee may solicit assistance from the Office of Institutional Research or other appropriate campus support unit to administer the instrument annually to all faculty, including adjunct and full-time temporary faculty. The administration of the assessment instrument must ensure complete anonymity for respondents but must also ensure that only eligible persons may complete the survey and that each eligible person may submit only one survey.

By May 1 of each year, the Assessment Committee will compile the results and forward one copy to the Department Head and another copy to the Dean. The compilation will include both aggregated and disaggregated results.

The Department Head will respond to the results in writing to the dean. The response will include plans for improvement, where warranted. The Department Head will provide a mechanism for faculty to view the results along with her/his response.



Faculty Evaluation of the Department Head  
Department of Languages, Literature, and Philosophy

Contract status (check one):  Tenured  Tenure-track  Temporary

Gender:  Female  Male

For each of the following statements, indicate your level of agreement, with 0 representing no opinion, 1 representing Strongly Disagree, and 4 representing Strongly Agree

	No Opinion 0	Strongly Disagree 1	Disagree 2	Agree 3	Strongly Agree 4
1. The Department Head exhibits respect for faculty in the Department.	0	1	2	3	4
2. The Department Head keeps faculty informed about issues affecting the Department.	0	1	2	3	4
3. The Department Head involves faculty in decisions about the budget.	0	1	2	3	4
4. The Department Head exhibits respect for students.	0	1	2	3	4
5. The Department Head treats faculty fairly in scheduling, workload, and committee assignments.	0	1	2	3	4
6. The Department Head appears to act in the best interests of the Department.	0	1	2	3	4
7. The Department Head facilitates faculty development opportunities	0	1	2	3	4

	No Opinion 0	Strongly Disagree 1	Disagree 2	Agree 3	Strongly Agree 4
8. The Department Head supports faculty research initiatives	0	1	2	3	4
9. The Department Head supports faculty service initiatives	0	1	2	3	4
10. The Department Head supports faculty's efforts at educational innovation	0	1	2	3	4
11. The Department Head supports faculty's decisions regarding classroom discipline	0	1	2	3	4
12. Overall, the Department Head is doing a good job.	0	1	2	3	4

Comments: (It would be especially helpful if you would comment on any items for which you indicated Strongly Disagree or Disagree.)

# Appendix B

## Departmental Forms

Report of Classroom Observation

Department of Languages, Literature, and Philosophy  
Tennessee State University

*The observer may, but is not required to, use this form to report classroom observation. However, if the observer chooses to use some other format, the report must address all of the items included on this form.*

Faculty Member \_\_\_\_\_ Observer \_\_\_\_\_

Class \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Room \_\_\_\_\_

Syllabus and Office Hours

Office hours distributed in writing     Yes     No  
Office hours posted on office door     Yes     No  
Syllabus submitted to LLP office     Yes     No  
Syllabus available to students     Electronically     Paper     Both     Neither

Comments on syllabus:

Competencies addressed by the class session

Student preparation for and engagement in the class activities

Use of technology in the classroom

Report of Classroom Observation, 2

Faculty Member: \_\_\_\_\_

Observer: \_\_\_\_\_

Classroom Management

Instructor's preparation and organization; appropriateness and flow of class activities

Faculty/Student Interaction

Other comments/notes

## Special Topics Course Proposal Form

**Faculty Member:**

**Proposed Title:**

**Description:**

**Rationale:**

**Faculty member's preparation to offer the course:**

**Prerequisite(s) (include prerequisites for English majors and non-English majors if applicable):**

- English 1010 and 1020
- Other(s):

**Student Audience (indicate one):** Majors only      Majors and non-majors

**Course Category for Major (indicate one):**

American      British      Multicultural      Writing / Language

**Format (indicate one):** Lecture      Discussion      Lecture and Discussion      On-line      Hybrid

**Required Books and Materials:**

**Required Reading and Viewing:**

**Required Work (include exams, major assignments, presentations, and projects):**

**Tentative Course Schedule:**

Week 1 (in Spring Semester, this week only has one class meeting)	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	
Week 8	
Week 9	
Week 10	
Week 11	
Week 12	
Week 13	
Week 14	
Week 15	

Independent Study Contract  
Department of Languages, Literature, and Philosophy  
Tennessee State University

Course:     \_\_\_ENGL 4900, Undergraduate Readings and Research, 3 credit hours  
              \_\_\_ENGL 5020, Independent Study, \_\_\_credit hours  
              \_\_\_MFLA 4700, Independent Study, 3 credit hours  
              \_\_\_PHIL 4500, Undergraduate Readings and Research, 3 credit hours

Semester\_\_\_\_\_ Year\_\_\_\_\_

Faculty Member: \_\_\_\_\_

Student\_\_\_\_\_ T-number\_\_\_\_\_

Describe the topic to be studied:

Describe the nature of the interactions between the faculty member and student (email, face-to-face meetings, combination of these, etc.):

Describe the frequency of the interactions:



List the product or products the student will submit, including a completion date for each (paper or papers, tests, etc.):

Product

Completion Date

Describe how the final grade will be computed:

List any other requirements or expectations:

I understand my obligations and responsibilities pertaining to this independent study course, and I understand that my failure to meet these obligations and responsibilities may result in my filing the course. I also understand that any work I complete in the course must meet the same quality standards as work performed in a traditional class.

---

Student

---

Date

---

Faculty member

---

Date

Grade Distribution Form  
and  
Deficiency Grade Report

The Grade Distribution Form and the Deficiency Grade Report are available as Excel Spreadsheets from the Department Office.