





EMORY

DEPARTMENT OF ENGLISH  
FACULTY HANDBOOK

2020-2021

**Emory University**

**Department of English**

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**ENGLISH DEPARTMENT  
RESOLUTIONS*****Resolution 1:***

The Department operates within a tradition of collegiality that assumes its standing committees are advisory and auxiliary; that is, they suggest guidelines and help conduct Departmental business. Each standing committee should, at its earliest convenience, provide a written description of what it thinks its business is and how it generally goes (or intends to go) about it. This charge shall be completed by April of 2003.

***Resolution 2:***

In order to facilitate implementation of the Bylaws, the Bylaws Committee recommends that a 3-person Bylaws Implementation Committee be appointed by the Chair from among the original members of the Bylaws Committee, and that this Implementation Committee serve for 4 years (through the Spring of 2005) with replacements being selected by the Chair as necessary. The Implementation Committee will serve in an advisory capacity to the Chair and to the Executive Committee during the first few critical years.



**BYLAWS OF THE  
DEPARTMENT OF ENGLISH**

**ARTICLE I. Name of the Organization**

Department of English, Emory University

**ARTICLE II. Object of the Organization**

The Department of English is a body of faculty members charged by Emory College and the Graduate School of Arts and Sciences with pursuing the academic functions of teaching, research, and service related to the study of English. These by-laws govern the formal actions and deliberations of the department as a collective body in carrying out these academic functions, as defined below.

**ARTICLE III. Members of the Organization**

All tenured and tenure-track members of the faculty as well as lecturers and others on renewable appointments.

**ARTICLE IV. Officers**

The Chair of the Department; the Director of Graduate Studies and the Director of Undergraduate Studies, both to be appointed by the Chair.

**ARTICLE V. Meetings and Minutes**

The Chair is authorized to call meetings of the Department; if necessary, the Executive Committee, the Director of Graduate Studies, and the Director of Undergraduate Studies may call meetings. Standing and Ad Hoc Committees may and, in fact, should request that the Chair call meetings of the Department when necessary in order to report on committee business or conduct discussion of important business. Individual faculty may request that the Chair or Executive Committee call a meeting.

Regular English Department faculty meetings shall have a standard opening agenda as follows:

Approval of minutes from the previous meeting, which will have been distributed to the faculty prior to the meeting. Distribution of minutes by e-mail is fine, but minutes will be preserved in print form in the English Department office for future reference.

Call for reports of Committees. All committees shall report at least once during each academic year on committee business accomplished and pending.

Minutes shall be reasonably full and complete records of Departmental meetings and shall identify 1) the date of the meeting including month, day, and year; 2) the names of all faculty present at the meeting; 3) issues raised for discussion and 4) actions taken as well as significant arguments pro and con, except in the case of personnel decisions, where only the action will be recorded.

**ARTICLE VI. Executive Committee**

The Executive Committee shall be made up of the Chair of the Department and four elected faculty (one from among the ranks of untenured faculty).

Terms of elected members of the Executive Committee are to be three years. To provide continuity, elections shall be staggered.

When replacements must be found for elected members, the replacements may be appointed by the Chair only for the period of time needed to complete the term of the departing member, although elections are to be preferred when time permits. At the end of the replacement's term, he or she may stand for election to full term.

There should never be a period of time in which an Executive Committee is not staffed and available for Department business. Consequently the term of office extends from election to election and not from the beginning of one academic year to the beginning of another.

The Executive Committee adjudicates all questions or conflicts arising with respect to the Bylaws, their interpretation, and their implementation. In addition to the above, duties of the Executive Committee with respect to the Bylaws are as follows: to ensure that all Bylaws are followed within the Department of English; to initiate action on proposed amendments to the Bylaws; to ensure the proper taking and distribution of minutes by the designated faculty member, and to supervise the production and updating of the Faculty Handbook.

The responsibilities and powers of the Executive Committee are designed to relieve the Chair of certain unilateral decisions in staffing and requests from discretionary budgets. The Committee should meet regularly with announced agendas and decisions. Responsibilities/Powers include the following:

1. To advise the Chair on all appointments of visiting professors, excepting those part-time appointments made by the Chair to cover added sections of classes from the beginning of the fall and spring semesters. Appointments for longer than one year shall be forwarded to the English Department faculty for approval.
2. To develop annually in consultation with the faculty and Chair a Speakers' Program. Note: A small amount of money for requests from other programs and departments for cosponsorships shall be left for disbursement at the Chair's discretion.
3. To review and act upon all faculty travel requests early in the fall and spring semesters; to periodically review and emend the travel guidelines.
4. To adjudicate grading or other disputes between students and faculty when the DUS, DGS, and Chair have been unable to resolve the dispute to the satisfaction of both student and faculty member.

5. To place faculty in nomination for ballot elections for vacancies on standing committee assignments. English staff will keep yearly records of prior faculty committee assignments to ensure equity in committee service over time. In making up ballots for standing committees, the Executive Committee will consult with the office staff and appropriate department officers in nominating two faculty members per position opening on a rotating basis by Sept 1.

**ARTICLE VII. Standing Committees**

Terms of appointment to standing committees shall be three years for all members except the Chair, the DUS, or the DGS, who are officers of the Department and are members of appropriate standing committees during their tenure in office. Appointments and elections shall be staggered to provide continuity. The Chair, the DGS, and/or the DUS as appropriate (the latter two in consultation with the Chair) may also appoint replacements to fill vacancies between elections, when the remaining term is less than one year. As is the case for appointees, no replacement for an elected member of a standing committee shall serve for longer than the time remaining on the prior member's term of service. Any faculty member appointed to fill out another faculty member's term on a standing committee may stand for election at the end of that term.

Standing Committees must always be adequately staffed to perform Committee Business as necessary. The membership of any Standing Committee does not change until the appropriate appointments and/or elections are complete.

*Undergraduate Steering Committee*

DUS, 2 elected faculty, and 2 upper-division majors (invited each year by DUS from faculty recommendations).

*Graduate English Advisors Committee (GEAC)*

DGS, 3 elected faculty, 3 graduate students. Graduate students are to be elected by their peers and serve for two-year staggered terms.

*Curriculum Committee*

Chair, DUS, DGS, and 4 elected faculty, one of whom represents Creative Writing and one of whom is untenured.

*Graduate Placement Committee*

Three (3) faculty, one of whom must be tenured, appointed by the DGS in consultation with the Chair. The committee member in the third year of his/her appointment will be Chair of the Graduate Placement committee.

**ARTICLE VIII. Faculty Handbook**

A *Faculty Handbook* shall be maintained in the English Department and easily available to all faculty. This *Handbook* shall contain the Bylaws and any and all information pertaining to the principles, policies, and procedures by which the English Department governs itself and oversees its students. Material to be included in the *Handbook*, revisions as well as additions, may be submitted by committees, officers, or individuals; but shall in all cases be vetted by the Executive Committee.

On the rare occasions when exceptions to policies and procedures other than the Bylaws need to be made, they may be made by the Chair, the Director of Graduate Studies, and/or the Director of Undergraduate Studies in consultation with the Executive Committee. When consultation is not possible, all exceptions and the reasons for them shall be reported in writing to the Executive Committee.

The *Faculty Handbook* shall be kept current. The responsibility for updating the *Faculty Handbook* is that of the Executive Committee. The Chair shall sign and date any updates. The *Faculty Handbook* as revised will be made available to all faculty. [Electronic Distribution is fine.] Superseded editions of the

*Handbook* shall be kept for reference purposes.

**ARTICLE IX. Amendment of the Bylaws**

The Bylaws shall be amended as necessary. The procedure governing amendment (which includes additions) is as follows:

Amendments may be proposed by any voting member of the Department. The Executive Committee shall research the precedents and consequences of any proposed amendment. Upon the Executive Committee's recommendation to proceed, the proposed amendment shall be presented to the Department faculty for two votes, the first a reasonable amount of time (in the opinion of the Executive Committee) prior to the second. A two-thirds majority of voting faculty is needed to amend the Bylaws. It shall be only after the second vote in which a two-thirds majority approval is received that the amendment shall be adopted. The Executive Committee will then revise the By-Laws in order to reflect the change.

**ARTICLE X. Suffrage and Voting Procedures**

*Preamble: Given that Department actions depend on full and free discussions, the English Department affirms the principle of free speech for all faculty regardless of rank and condemns any attempt on the part of any member of the faculty to influence another faculty member's voting through any kind of intimidation (which would include any attempt to suggest that voting a particular way will have any influence whatsoever on tenure, promotion, salary, leaves, or any other matter affecting the faculty member's career here or elsewhere).*

1. A faculty member's voting record shall not be made a part of any discussion of his or her tenure, promotion, salary, leave request, or any other matter affecting the faculty member's career here or elsewhere.
2. All tenured and tenure track faculty are enfranchised. This includes the responsibility of voting on appointments of all full time permanent faculty as well as on the appointments of lecturers and others on regular full-time appointments. Regular non-tenure track faculty whose appointments exceed one year and whose appointment was voted on by the Department may participate and vote concerning departmental business with the exception of personnel matters.
3. Faculty votes are not required on part-time or visiting appointments.
4. When hiring is contemplated with tenure or at advanced rank, an additional recommendation or recommendations as to the tenurability and rank will be made by those faculty members eligible to vote on such matters in the normal process of tenuring and promotions. (Only tenured faculty may determine the tenurability of any candidate to be hired with tenure; with respect to rank, all tenured faculty may vote on whether to make a specific hire at the associate professor level; and only the full professors may vote on whether a particular candidate is to be hired at the full professor level). These subsequent votes are to be reported separately as the evaluation of the appropriate bodies concerning tenurability and appropriate rank only. If there is a significant discrepancy among polls in the case of a positive vote, the Chair must forward with the results a clear explanation of the reasons for the discrepancy.
5. Secret ballots are required in personnel decisions where untenured faculty are voting and may be requested where untenured faculty are voting on other matters.
6. Absentee ballots are acceptable. The Chair shall make a reasonable effort to ensure that all members of the Department who are eligible to vote know that a vote is being taken. Absentee votes must be received no later than 24 hours after the meeting.

7. The tally of the vote shall be reported to all faculty eligible to vote on the matter prior to or concurrently with its being reported to any other office or party.
8. The letter in which the Chair reports to the Dean the Department's decision on a tenure or promotion matter should append a signature page listing name and rank of all faculty eligible to vote on the matter. Those faculty who agree that the letter is an accurate reflection of Departmental discussion on the matter shall sign the letter. Each faculty member who does not sign the Department's letter shall write a letter stating his/her own opinion and send it forward.
9. Holding a joint appointment does not disenfranchise any tenured or tenure-track faculty member from full participation in departmental matters.

Where appointments are joint, members of the faculty may vote in both programs or departments unless votes are to be tallied in such a way that the faculty member with a joint appointment will, in fact, possess two votes of comparable weight; should the English Department find itself in a situation in which this occurs, the faculty member holding the joint appointment will vote only in one program or department; the choice of the more appropriate program/department in which to cast a vote shall be made by the faculty member.

#### ***ARTICLE XI. Student Appeals***

All concerns having to do with evaluation of work should first be addressed to the instructor of record. Ordinarily if the student fails in a good faith effort to address a concern with the course instructor, the undergraduate student may appeal to DUS and the graduate student to the DGS who, in consultation with the student and the professor, will attempt to resolve the matter. In the rare event when neither effort affords a satisfactory resolution, the student may petition to the Executive Committee in writing. The Executive Committee may then consult with any parties deemed appropriate and make a final decision.

#### ***ARTICLE XII. Faculty Relationships and Conflicts of Interest***

The English Department is committed to the principles of fair and impartial evaluation of all persons within the Department. To that end, the English Department requires that faculty recuse themselves from any Departmental discussion or action that would entail conflict of interest, abuse of power, or breach of professional ethics. The English Department adheres to all College and University policies governing such issues.

#### ***ARTICLE XIII. Search Procedures and Policies***

##### *Authorization*

Searches to fill regular faculty lines are authorized by the Dean of the College/Vice President for Arts and Sciences.

##### *Composition of the Search Committee*

Search committees are appointed by the Chair but receive their charge from the Department when the faculty vote to proceed with a search.

A search committee will normally consist of three or four faculty members, one or more of whom (often the most senior in the field in which a candidate is being sought) will Chair the committee. It should be formed as early as possible in the full term of the academic year to meet the listing deadline for the Modern Language Association Job Information List.

##### *Charge to the Search Committee*

A search committee's responsibilities include:

1. Writing the job description and clearing it with the faculty of the Department
2. Advertising the position in the MLA Job List and in other suitable venues
3. Consulting with the appropriate administrative officers on affirmative-action policy
4. Compiling dossiers on candidates
5. Screening written applications
6. Interviewing candidates
7. Selecting a small number of candidates for campus visits
8. Organization and hosting campus visits
9. Making a final recommendation of one or more candidates to the Department

*Affirmative-Action Compliance*

Search committees will comply with all policies and procedures contained in the University's statement on Affirmative Action, published by the Office of Equal Opportunity Programs.

2018-2019 STANDING COMMITTEE MEMBERSHIPS

**Chair: Ben Reiss**

**Director of Graduate Studies: Jim Morey**

**Acting Director of Undergraduate Studies: Paul Kelleher**

**Executive Committee**

*(Chair and 4 elected faculty)*

Ben Reiss	(Chair)
Valerie Babb	(September 2018-September 2021)
Barbara Ladd	(September 2019-September 2022)
Joseph Skibell	(September 2018-September 2021)
Melissa Yang	(September 2020-September 2023)

**Graduate English Advisory Committee (GEAC)**

*(DGS, 3 elected faculty, 3 graduate students)*

Jim Morey	(DGS)
Deepika Bahri	(September 2018-September 2021)
Pat Cahill	(September 2019-September 2022)
Meina Yates-Richard	(September 2020-September 2023)

*Graduate Students:*

*John Gulledege  
Ariel Lawrence  
Alexis Mayfield*

**Graduate Placement**

*(2 faculty, one of which must be tenured, appointed by the DGS in consultation with the chair)*

Laura Otis	(through September 2021)
Michelle Wright	(through September 2021)

**Curriculum Committee***(DGS, DUS, Chair, 4 elected faculty: 1 must be Creative Writing, 1 must be Writing Program, 1 must be untenured.)*

Ben Reiss	(Chair)
Paul Kelleher	(DUS)
Jim Morey	(DGS)
T Cooper	(September 2019 - September 2022) – Creative Writing member
Liz Goodstein	(September 2018 - September 2021)
Mandy Suhr-Sytsma	(September 2020 – September 2023)

**Graduate Admissions and Awards***(DGS, DGA, and 3 appointed faculty)*

Kate Nickerson	(DGA)
Jim Morey	(DGS)
<i>Faculty Member</i>	
<i>Faculty Member</i>	
<i>Faculty Member</i>	

**Undergraduate Steering Committee***(DUS, 2 elected faculty, 2 appointed students)*

Paul Kelleher	(DUS)
Joonna Trapp	(Director, Writing Program)
Hank Klibanoff	(September 2018-September 2021)
Robyn Schiff	(September 2019-September 2022)
Dan Sinykin	(September 2019-September 2022)

**Internship Coordinator**

Paul Kelleher

**Literary Union Advisor**

Paul Kelleher

**Search Committee for Asian-American Lit. Hire**

Deepika Bahri (Chair)  
Dan Sinykin  
Chris Suh (History)

## STANDING COMMITTEE DUTIES AND RESPONSIBILITIES

### ***Executive Committee***

The responsibilities and powers of the Executive Committee are designed to relieve the Chair of certain unilateral decisions in staffing and requests from discretionary budgets. The Committee should meet regularly with announced agendas and decisions. Responsibilities/Powers include the following:

1. To advise the Chair on all appointments of visiting professors, excepting those part-time appointments made by the Chair to cover added sections of classes from the beginning of the fall and spring semesters. Appointments for longer than one year shall be forwarded to the English Department faculty for approval.
2. To develop annually in consultation with the faculty and Chair a Speakers' Program. Note: A small amount of money for requests from other programs and departments for cosponsorships shall be left for disbursement at the Chair's discretion.
3. To review and act upon all faculty travel requests early in the fall and spring semesters; to periodically review and emend the travel guidelines.
4. To adjudicate grading or other disputes between students and faculty when the DUS, DGS, and Chair have been unable to resolve the dispute to the satisfaction of both student and faculty member.

Passed 17 April 2002

### ***Graduate English Advisory Committee (GEAC)***

GEAC is intended to serve the interests of both students and faculty and acts as a forum to discuss policies, course offerings, and degree requirements. It meets at least once a semester to consider matters of mutual concern to the students and faculty and to make recommendations to the Graduate Faculty.

Passed 17 April 2002

### ***Curriculum Committee***

The Curriculum Committee is responsible for reviewing all curriculum matters in the Department. When such matters relate to the larger shape of the undergraduate or graduate curriculum, or to the role of the Department in the larger College and Graduate School curriculum, the Curriculum Committee will forward those proposals it deems favorable to the Department as a whole. It will report to the Department once a year.

Curriculum matters include the following:

1. To ensure a balanced curriculum for both undergraduate and graduate programs, the Committee will hold a joint meeting with the Directors of both Graduate and Undergraduate Studies in early February (after members of the Department have submitted their course requests for the following academic year), to judge whether proposed courses meet departmental needs. If necessary, the Committee may ask faculty to alter their individual teaching plans to conform more closely to general curricular desiderata.
2. The Committee will consider proposed revisions to the curriculum regarding major requirements, writing requirements, the honors curriculum, the internship program, joint majors, credit hours, General-Education requirements, S/U requirements, requests for special class size, and so on.
3. The Committee will receive from Department members proposals for new courses, submitting these to the College Curriculum Committee upon its approval.
4. Following departmental guidelines, the Committee will review requests from other departments for cross-listing their courses with our own.
5. The Committee will oversee, monitor, and approve all course proposals from graduate students, including but not limited to those for freshman English (English 101, English 101).
6. The Committee will advise on the late scheduling of courses offered by new or visiting faculty.
7. The Committee will meet at least once a year to reflect on both the shape and the direction of the undergraduate and graduate curricula, along with the pedagogical theories that sustain them.

Passed 17 April 2002

### ***Graduate Admissions and Awards***

[awaiting copy]

### ***Undergraduate Steering Committee***

#### *Composition and appointment*

The Undergraduate Steering Committee (USC) consists of three members of the faculty (one of whom must be from the faculty in Creative Writing), two undergraduate English majors, and the Director of Undergraduate Studies.

In normal rotation and to preserve staggered terms, one faculty member is appointed in August by the Chair of the Department for a term of three academic years.

One junior-level undergraduate is appointed each August for a two-year term. [In August of 2002, however, two students will be appointed, one junior (for a two-year term) and one senior (for a one-year term).]

Unexpected vacancies will be filled by appointment by the Chair of the Department.

*Meetings*

The USC shall convene at least twice each semester.

Meetings may be called by any member of the Committee or by the Chair of the Department.

*Charge*

In general, the USC acts as an advisory committee to the Chair and Executive Committee of the Department in matters concerning the undergraduate curricula in literature and creative writing; serves as forum for the representation of student interests and concerns to the Department; and exercises a supervisory role over various extracurricular programs and functions of the Department that specifically involve undergraduate majors.

In specific, the USC

1. exercises a supervisory role over Department-sponsored clubs and programs (e.g. the Poetry Club, the Drama Club), and controls disbursement of funds available for their use;
2. serves in its faculty membership (barring conflict of interest) as the Selection Committee on the Wolf Prize in American Literature, inviting additionally for this purpose one professor of American literature who is not a nominator of a candidate for this prize;
3. serves in its faculty membership as the Selection Committee for the Johnston Travel and Research Grants;
4. organizes and sponsors various social events for undergraduate majors and faculty;
5. maintains regular communications with English majors and minors via the Department's listserv for English concentrants.

Passed 17 April 2002

***Graduate Placement Committee***

*Overview*

The Graduate Placement Committee is unusual in that its purpose is not to decide matters of department policy, but rather to assist doctoral students in their search for academic employment. These efforts are focused upon doctoral students who are actively engaged in such a search, though they extend to work designed to prepare students who may not be searching for a job in the current academic year.

Duties of the Committee include:

1. Holding informational meetings for doctoral candidates and recent graduates about the academic job market.
2. Assisting students in preparing application materials (vitae, letter, dissertation précis) through workshops and conferences.
3. Arranging mock interviews conducted by department faculty to simulate MLA interviews.

Passed 17 April 2002



## POLICIES OF INTEREST TO FACULTY

### ***I. Policy Against Posting Grades*** [awaiting copy?]

The posting of final grades is not an official college or departmental procedure. The department faculty has voted not to post grades or release grades via telephone or mail. Students receive their final grade report through the Registrar.

[I got this from our Web site,

<http://www.emory.edu/ENGLISH/undergrad/majorminor.html>]

### ***II. Guidelines for Campus Visits of Candidates for Chaired Positions***

1. When a candidate for a chaired position is being brought to campus with the expressed purpose of the Department making a decision whether to pursue the candidacy further (either by offering the position to the candidate or by recommending that the administration offer the position), that visit should be called "official," thereby signaling the importance of the visit.
2. In order to provide as much time as possible to interact with the candidate, it would be helpful to make official visits a minimum of one and one-half days, thus providing for enough meals and on-campus time for Department members to talk with the candidate about their various concerns. The visit should also include time for the candidate to meet with graduate students.
3. The Department has also struggled over the issue of attending documentation, particularly material addressing teaching and service. Candidates should be asked to provide, at minimum, a curriculum vitae that includes a recent account of teaching and service.

### ***III. Visiting Assistant Professorship Guidelines***

The English Department awards Visiting Assistant Professorships to recognize records of outstanding achievement in the Graduate Program. The Dean of the College funds a limited number of these awards annually. VAPs are intended for recent recipients of the Ph.D. who are seeking permanent employment as professors in the English job market.

VAPs must have received the Ph.D. by, at the latest, the August degree date preceding the semester in which the VAP appointment begins. A VAP candidate who fails to receive the degree by the required August date will be ineligible for the position, and an alternate will be appointed.

The English Department selects VAPs based on the following criteria:

1. timely completion of degree;
2. excellence in teaching;
3. publication record, with an emphasis on the caliber of the journals or books in which publications appear;
4. service to the Department and the University.

In addition to these four criteria, the Department also encourages candidates' active participation in the job search process before application.

## APPENDIX A:

**COLLEGE ALLOCATION  
AND TRAVEL FUNDS*****I. College Allocation (\$500.00 for each faculty member)***

**PLEASE NOTE: FOR ALL REIMBURSEMENT REQUESTS**  
The College faculty allocation (which we usually refer to as “research money”) is designated for regularly appointed faculty who do not hold endowed chairs. These funds can be used for research expenses such as books, office supplies, computer equipment, travel, etc. It is a good idea to keep some of your individual allotment in reserve for your unanticipated or unfunded travel needs.

ALL reimbursement requests  
(travel, books, supplies, etc.)

Reimbursements are subject to several strictly enforced rules by Accounts Payable:

1. The receipt must always indicate that the amount due was paid.
2. Accounts Payable will not reimburse any single purchase

## ***II. College Travel Funding and Executive Committee Policies***

The College allocates travel funds to our department each year to be managed by our Executive Committee. Faculty members with endowed chairs are eligible to participate in the travel pool. The Executive Committee will consider travel requests in October and then again early in the spring semester.

The Executive Committee will attempt to provide travel expenses for up to two professional meetings at which a faculty member is on the program (giving a paper, chairing a session, responding to papers, or serving on an executive, advisory or other committee of the organization that requires the member's presence).

Committee action on applications for support to participate in additional meetings may be delayed until the spring semester, after all faculty members have had an opportunity to apply for support to late-year conferences.

Committee action on applications for support to attend conferences at which a faculty member is not on the program will ordinarily be delayed until the second semester. Though non-program applications have a lower priority for funding, the Committee will fairly consider full or partial funding of such applications after program obligations have been met.

The Executive Committee has decided again to fund a few research trips if funds are available. Please remember that these are lowest priority.

Requests for travel funding should be submitted on the appropriate form (Travel Allocation Request) which will be distributed to faculty mailboxes in early September each year. Please note the guidelines attached before making a budget for proposed travel.

### TRAVEL GUIDELINES/REIMBURSEMENTS

IMPORTANT NOTE: The original passenger receipt for your airline ticket must always be attached to the travel reimbursement form.

Travel: For air travel, the Department will pay the discounted advance purchase round-trip fare, which should be determined from an agent and listed on the budget sheet. Faculty should request advance purchase tickets as early as possible when seats with the deepest discounts are still available. Airline tickets for approved trips may be charged to the department account through BCD at 727-1040. (Note: World Travel is no longer on campus. For automobile travel, the Department will pay the standard University rate of 53.5 cents per mile.

Hotels: The Department will pay the conference rate and taxes for a single room for up to three days. If the rate is known at the time of the request, please indicate it on the budget sheet; otherwise, list the tentative request guideline of \$100.00 per night. The Department does not cover personal long distance telephone calls on hotel bills.

Meals: The Department allows the standard University maximum of \$50 per diem for three days. (If a special conference banquet raises the cost, indicate this on the budget sheet.) Receipts are not necessary for meals under \$25.00. Faculty members are asked to request only their actual meal expenses on the reimbursement form (up to \$50 per day) and not to automatically request the entire \$50 when it is not used, especially when taking an evening flight or returning on a morning flight.

Airport and Local Transportation: In conference cities, please budget for airport shuttles or airport subways when available, taxis only when necessary. Transportation to and from the Atlanta airport is not covered.

Pre-registration: If you choose and if time allows, the department will prepay the conference registration fee. Registration fees that you pay cannot be

reimbursed without a receipt or canceled check, and then only AFTER the trip has taken place.

Reimbursement: Save all receipts and request reimbursement from Alonda. Receipts are mandatory for any item \$75.00 or greater.

**APPENDIX B:  
HONOR CODE PROCEDURES**

For over half a century, academic integrity has been maintained on the Emory Campus through the student initiated and regulated Honor Code.

Every student who applies to and is accepted by Emory College, as a condition of acceptance, agrees to abide by the provisions of the Honor Code so long as he or she remains a student at Emory College. By his or her continued attendance at Emory College, a student reaffirms his or her pledge to adhere to the provisions of the Honor Code.

See also, the [Campus Life Handbook](#) for additional policies, including the [Undergraduate Code of Conduct](#).

**PREAMBLE**

Upon every individual who is a part of Emory University falls the responsibility for maintaining in the life of Emory a standard of unimpeachable honor in all academic work. The following articles, to be known collectively as the Honor Code of Emory College, are based on the fundamental assumption that every loyal person of the University not only will conduct his or her own life according to the dictates of the highest honor, but will also refuse to tolerate in others action which would sully the good name of the institution.

**ARTICLE 1: HONOR COUNCIL**

There shall be a body to be known as the Honor Council, charged with the duties of presenting the honor system to all freshmen and new students and of acting as a factfinding body for the determination of Honor Council violations. The Council shall recommend punishment in cases of dishonesty in academic work.

**ARTICLE 2: MEMBERSHIP OF THE HONOR COUNCIL**

Section 1. There shall be seven (7) student members of the Honor Council and six (6) students eligible to serve on the appeals panels. Students eligible for membership shall be sophomores or juniors enrolled in the College. Membership shall be announced by May 1. The term of office of each member of the Honor Council and students eligible to serve on the appeals panels shall be two (2) years or until graduation, whichever first occurs. In the case of a member or eligible student who does not register for any semester (exclusive of any summer enrollment period), the Dean of the College shall name a replacement until the next regular selection of members under Section 3 of this Article.

Section 2. The executive head of the Honor Council shall be a chairperson who shall be elected by members of the Council and shall serve not more than

twelve (12) months. He or she shall be privileged to vote on all questions.

Section 3. A selection committee shall consist of one (1) College Council member, one (1) Honor Council member, two (2) faculty members and four (4) students at-large. Except for the one Honor Council member, all the members of this committee shall be chosen by the College Council. The committee shall draw up a slate of nominees which shall be four (4) times the number of vacant places on the Honor Council and on the Appeals Panel. The Honor Council will reduce the list to three (3) times the number of available positions and return the list to the committee. After the slate has been cut to two (2) times the number of vacant seats by the committee, the Honor Council shall make the final selection of members and of the pool of students eligible to serve on the appeals panels. The list of proposed members and students eligible to serve on the appeals panel will then be submitted to the College Council for approval. Contents of the list shall be made public after College Council approval.

Section 4. A quorum of the Honor Council shall be five (5) of the seven (7) members. No member of the Honor Council may hear a case when he or she is accuser or witness. If a quorum cannot be assembled for a hearing, the Dean of the College shall appoint sufficient temporary members to reach a quorum in order that a hearing may be held.

Section 5. The Dean of the College shall annually appoint four (4) faculty advisors to the Honor Council who may participate in all proceedings and deliberations of the Honor Council, but without vote.

**ARTICLE 3: JURISDICTION**

The Honor Council shall have jurisdiction over cases of academic misconduct.

**ARTICLE 4: ACADEMIC MISCONDUCT**

Academic misconduct is an offense generally defined as any action or inaction which is offensive to the integrity and honesty of the members of the academic community. This offense includes, but is not limited to, the following:

- (a) Seeking, acquiring, receiving, or giving information about the conduct of an examination, knowing that the release of such information has not been authorized;
- (b) Plagiarizing;
- (c) Seeking, using, giving, or obtaining unauthorized assistance or information in any academic assignment or examination;
- (d) Intentionally giving false information to professors or instructors for the purpose of gaining academic advantage;
- (e) Breach of any duties prescribed by this Code;
- (f) Intentionally giving false evidence in any Honor Council hearing or refusing to give evidence when requested by the Honor Council.

## **ARTICLE 5: REPORTING CASES**

It is the responsibility of every member of the faculty and student body to cooperate in supporting the honor system. In pursuance of this duty, any individual, when he or she suspects that an offense of academic misconduct has occurred, shall report this suspected breach to a member of the Honor Council, a faculty advisor to the Honor Council, or the Dean of the College.

## **ARTICLE 6: PROCEDURE**

(a) On receipt of a report of a suspected violation, the recipient shall notify the Chairperson of the Honor Council who shall designate one (1) member of the Council and one (1 ) faculty advisor to investigate the charge. The investigators shall inform the accused in writing of what course and work is involved in the charge and shall supply the accused with a copy of this Code. The investigators shall meet with the accuser, separately with the accused, shall interview other potential witnesses and review any documentary and physical evidence. The accused may suggest the names of witnesses to testify and may submit additional documentary or physical evidence not previously brought to the attention of the investigators. The investigators shall determine whether to refer the accusation for a hearing and notify both the Chairperson and the accused of their decision.

(b) If a decision is made to refer the case for hearing, the Chairman shall schedule the hearing as promptly as possible and shall notify the accused of the date and time.

(c) Hearings shall be fair and impartial. All evidence, regardless of whether it meets the test of admissibility of rules of evidence, shall be elicited by the Honor Council. Witnesses will testify without oath and signed statements may be submitted from unavailable witnesses. Only the members of the Honor Council, the accused, his/her advisor, and the faculty advisors to the Honor Council may be present during the hearing other than a witness while testifying. The accused shall have the right to testify and to make a closing statement. The accused may be accompanied by a student or faculty member of the College as an advisor for purposes of consultation, but neither the accused nor the advisor shall have the right to examine witnesses. The Honor Council shall be allowed all possible latitude in determining whether a violation has occurred and shall itself determine the weight and pertinence of the evidence.

(d) At the conclusion of the evidence, the Honor Council and faculty advisors to the Honor Council shall retire to deliberate in secret. Only evidence presented at the hearing will be considered in reaching a decision. A unanimous vote of the Honor Council members shall be required for a finding of an Honor Council violation. If the accused is convicted, the Honor Council shall recommend the sanction(s) by majority vote.

(e) The following sanctions may be imposed:

- (1) Verbal reprimand without an entry on the student's Personal Performance Record;
- (2) Written reprimand with an entry on the student's Personal Performance Record;
- (3) F in the course on the student's Personal Performance Record and F on his/her Permanent Transcript;
- (4) Honor Council suspension (specifying the period of suspension);
- (5) Honor Council dismissal (specifying when the student may apply for readmission);
- (6) Such combination of sanctions or other sanction as may appear appropriate.

(f) After the hearing, the Honor Council shall promptly prepare a concise, but thorough, written summary of pertinent evidence and facts which shall be transmitted to the Dean of the College with the accompanying recommendation together with all documentary and physical evidence before the Council. The Dean may impose the sanction(s) recommended or sanction(s) of greater or lesser severity. After receipt of the summary, the student shall be promptly

notified by the Dean in writing of his or her decision and the sanction(s) imposed.

(g) In no case of alleged or suspected dishonesty will the Dean take action before receiving from the Honor Council its recommendation, provided such recommendation is received within a reasonable time after notification to the Council of the particular case.

#### **ARTICLE 7: APPEAL**

(a) A decision by the Honor Council and/or the sanction(s) imposed may be appealed to the Dean of the College. Such appeal must be in the hands of the Dean within seven (7) days after the student has been given written notification from the Dean of the action taken. As part of the appeal, the student must present to the Dean a written statement of the basis for his/her appeal. If the Dean has not received such a written statement within the specified time, the decision of the Honor Council will stand affirmed.

(b) Upon receipt of an appeal, the Dean shall appoint a panel of four (4) persons to advise with him/her concerning the case. The panel shall consist of two (2) Emory College faculty members, one of whom should be a faculty advisor to the Honor Council where possible, and two (2) students eligible to serve on the appeals panels, who have had no prior involvement in the case.

(c) The panel shall review the records in the case, may consult with member of the Honor Council and confer with the Dean. The Dean may then deny the appeal, modify the sanction(s), or request that the appeal panel rehear the case. (d) Should the decision be to rehear the case, one of the faculty members on the appeal panel shall become the presiding officer of the panel. The proceedings of the panel shall conform as nearly as possible to the proceedings outlined for the conduct of a hearing by the Honor Council.

(e) When the proceedings of a panel are concluded and a written summary is prepared, the panel shall confer with the Dean who shall render a final decision on the appeal and inform the student of his/her decision in writing.

#### **ARTICLE 8: HONOR PLEDGE**

Each student in the College assumes the Honor Pledge and shall receive adequate instruction in the Honor Code. Each professor shall explain to his or her class at the beginning of every semester any special or particular requirements of this Code as it pertains to the course.

#### **ARTICLE 9: MISCELLANEOUS**

(a) A duty of confidentiality is implicit in the Honor system. It is academic misconduct under this Code for a member of the Honor Council, a student witness or any student (other than the accused) who has obtained knowledge of a Council proceeding, past or present, to breach this duty of confidentiality. Nothing in this paragraph shall restrict communication to officials of the University where knowledge is necessary to the performance of the officials' duties nor shall it restrict disclosure required by law.

(b) Wherever "Dean" or "Dean of the College" appears in this Code, each shall include any person designated by the Dean of Emory College to act in his/her stead.

(c) Wherever "Chairperson. or Chairperson of the Honor Council" appears in this Code, each shall include any member of the Honor Council designated by the Chairperson of the Honor Council to act in his/her stead.

(d) This Honor Code shall be effective on the first day of the Spring semester, 1984. On that date, the existing Honor Code of Emory College shall stand repealed. Amendment of this Code shall be by two thirds (2/3) vote of the Honor Council, with the consent of the Dean, subject to ratification by a majority of those Emory College students voting in an election for that purpose.

## APPENDIX

### THE USE OF SOURCES IN WRITING RESEARCH PAPERS IN EMORY COLLEGE

A writer's facts, ideas, and phraseology should be regarded as his property. Any person who uses a writer's ideas or phraseology without giving due credit is guilty of plagiarism.

Information may be put into a paper without a footnote or some kind of documentation only if it meets all of the following conditions:

It may be found in several books on the subject. It is written entirely in the words of the student. It is not paraphrased from any particular source. It therefore belongs to common knowledge.

Generally, if a student writes while looking at a source or while looking at notes taken from a source, a footnote should be given.

Whenever any idea is taken from a specific work, even when the student writes the idea entirely in his own words, there must be a footnote giving credit to the author responsible for the idea. Of course methods of documentation vary, and it is possible to cite in the text itself rather than a footnote. The point is that the student should give credit when credit is due and that he should give the credit in a manner specified by the instructor or the department.

The student is entirely responsible for knowing and following the principles of paraphrasing. "In paraphrasing you are expressing the ideas of another writer in your own words. A good paraphrase preserves the sense of the original, but not the form. It does not retain the sentence patterns and merely substitute synonyms for the original words, nor does it retain the original words and merely alter the sentence patterns. It is a genuine restatement. Invariably it should be briefer than the source."\*

\* Floyd C. Watkins, William B. Dillingham, and Edwin T. Martin, *Practical English Handbook*, 3rd ed. (Boston, 1970), p. 245.

Any direct quotation should be footnoted (or documented in any acceptable fashion). Even when a student uses only one unusual or key word from a passage, that word should be quoted. If a brief phrase that is common is used as it occurs in a source, the words should be in quotation marks. The source of every quotation should be given in a footnote or in the prescribed manner.

It is of course the prerogative of the instructor to prescribe that no secondary sources may be used for particular papers.

A student who uses a secondary source must remember that the very act of looking up a book or an article should be considered as a pledge that the student will use the material according to the principles stated above.

