

**DEPARTMENT OF ENGLISH
UNIVERSITY OF COLORADO, BOULDER
STANDING RULES
Revision November 10, 2025**

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The English Department is committed to equity, transparency, collegiality, and democratic processes in all matters of governance and conduct.

I. RULES, POLICIES AND PROCEDURES

1. The Standing Rules describe the structure and main features of the Department's organization and governance.
2. Policies and Procedures record the decisions the Department has made about the conduct of its business. Policies are established by the Department as a whole; procedures may be established by the faculty as a whole or by the appropriate standing committee.
3. Motions to amend the Standing Rules or statements of Policy and Procedures must be considered at a Department meeting and must be made by a written notice submitted to the Department by a voting member at least one week before the meeting at which they are to be considered. Changes must be voted on by a secret ballot distributed to the voting members and must be carried by a majority of those voting.
4. Should the Standing Rules of the Department of English conflict with other present or future governing documents and administrative policy statements (APS) issued by such higher instances as the College, the Campus, or the System, up to and including the Laws of the Regents, these other documents take precedence.

II. VOTING MEMBERS AND VOTING PRIVILEGES

1. The voting members of the Department are those who hold the rank of professor, associate professor, assistant professor, teaching professor, associate teaching professor, or assistant teaching professor on at least a 50% appointment. Full-Time Staff can vote on matters of policy and departmental leadership (chair and associate chairs, but not elected committees), except for curricular, academic, or personnel matters. Graduate Students, Lecturers, Visiting faculty, and courtesy appointments are not voting members. Faculty rostered in other departments may be appointed Joint Members with voting privileges appropriate to their rank by a majority vote of the Department. Joint Members shall enjoy all the privileges and responsibilities of faculty fully rostered in the Department, unless other policies restrict their voting rights.

2. The power to set rules, policies, and procedures rests with the voting members of the Department.
3. Only members of the Graduate Faculty may vote on matters involving the graduate program. Voting on matters of appointment, reappointment, and promotion is limited as described in this paragraph and elsewhere in these rules. In particular, on personnel voting privileges: No candidate may vote on their own case or the case of a significant other. Voting occurs by rank: Only full professors may vote on cases of promotion to full professor. Only tenured faculty may vote on cases of tenure and comprehensive review. Teaching Professors vote similarly by rank but cannot vote on cases of tenure-track lines. On all other matters, all voting members may vote.

III. DEPARTMENT MEETINGS

1. The Department must hold at least two Department-wide faculty meetings each semester.
2. Unless a deadline dictates otherwise, meetings must be announced two weeks in advance; an agenda will normally be distributed before the meeting. All voting members may contribute items to the agenda.
3. Special meetings may be called by the Chair or by the written request of four voting members. Unless a deadline dictates otherwise, voting members who wish to add an agenda item to a meeting previously called must notify the Chair at least one week in advance of the meeting.
4. Department meetings will be conducted according to Robert's Rules of Order unless otherwise specified. Voting members are encouraged to attend in person; however, meetings may be held via teleconference at the Chair's discretion and teleconference must always be an option.
5. Minutes are taken by the Recording Secretary. Should the Recording Secretary be absent, the chair will disseminate the action items coming from the meeting either via email or in a shared departmental folder within ten days of the meeting.
6. A quorum is constituted by forty per cent of voting members. Voting at meetings may be by voice vote or show of hands unless otherwise specified in these rules; however, the request of any member to hold a secret ballot on any vote will be honored.
7. All members of the Department are welcome at department meetings. Non-Voting members must excuse themselves from personnel matters; voting members may attend discussions of hiring and/or promotion, regardless of rank; however, they may only vote at the appropriate rank as described elsewhere in these rules.

IV. DEPARTMENT CHAIR

1. The Chair must be a tenured associate or full professor or, if selected from the outside, eligible for such an appointment within the University.

2. The Chair will be elected by a secret ballot of all voting members, advisory to the dean. The procedure for this election is as follows: No later than the last department meeting in the Fall semester before the Chair's term ends, the Executive Committee will put out a call for nominations. Voting will take place early in the Spring semester. One department meeting after the call for nominations will be devoted to a discussion of the election; those nominated will have a chance to speak. Voting will be by secret ballot, with votes due no later than one week after the department meeting at which the Chair's election was discussed. Election is by simple majority of votes cast; in the event that no candidate achieves a majority, a runoff (also by secret ballot) will follow between the two top vote recipients.
3. The term of the Chair will be for three years, renewable.
4. The Chair may be asked to resign for cause. Recall is initiated by a petition signed by fifteen voting members. One of the Associate Chairs will then convene a department meeting to discuss the matter. A secret ballot will follow. A two-thirds majority of votes cast is required to recommend recall to the Dean.
5. Vacancies in the office other than by expiration of the Chair's term will be filled as in IV.B, with one of the Associate Chairs serving as Chair while the nomination, discussion, and voting process takes place. Such vacancies must be filled within two months.
6. In an extended temporary absence of the Chair one of the Associate Chairs, as designated by the Chair, will serve as Acting Chair.
7. The duties and responsibilities of the Chair are as established in the campus policy on Professional Rights and Responsibilities of Faculty Members and Professional Responsibilities of Department Chairs.
8. The Chair's Duties and Responsibilities are described in a document titled "Department of English Officers' Duties and Responsibilities." It is accessible to Department Members through a shared Departmental folder or upon request from the Manager of Finance and Operations.

V. OFFICERS

1. In addition to the Chair the Department Officers will be: Associate Chair for Undergraduate Studies, Associate Chair for Graduate Studies, and Associate Chair for Creative Writing.
2. The Duties and Responsibilities of the Department Officers are as described in a document titled "Department of English Officers' Duties and Responsibilities" that is accessible to Department Members through a shared Departmental folder or upon request from the Manager of Finance and Operations.

3. Nominations for Associate Chair positions will be presented to the Department in the semester before the current Associate Chair's term will end. All voting members may vote. Voting will be by secret ballot. Election is by simple majority; in the event that no candidate achieves a majority, a runoff (also by secret ballot) will follow between the two top vote recipients. Vacancies of the position in the office other than by expiration of the Associate Chair's term will be filled by the same procedures. The term of office for Associate Chairs will be three years. An Associate Chair may serve two consecutive terms, if re-elected. The Associate Chair position requires the approval of the Dean. An Associate Chair may take up to a one-year leave of absence, in which case the Executive Committee will appoint an interim Associate Chair.

VI. STANDING COMMITTEES AND APPOINTED POSITIONS

1. General principles and procedures
 1. Service is an expected part of faculty duties, and all voting members of the Department are eligible for service in all department offices and on all committees, unless specified elsewhere in these rules.
 2. Committee elections and elections for representatives to faculty governance bodies will be held in the Spring semester for the following academic year and must be discussed at a department meeting; balloting may be held at the meeting itself or by secret ballot following the meeting. Contested elections require a secret ballot following the meeting. Prior to the meeting the Chair will call for nominations; the slate of candidates will be published before the meeting. If there are insufficient number of nominations to a committee, nominations may then also be made at the meeting.
 3. All non-elected standing and ad hoc committees and positions are appointed by the Chair in consultation with the Executive Committee and the standing committee chairs.
 4. Committee terms are for two years unless specified otherwise. Committee members may succeed themselves unless specified otherwise.
 5. Members of standing and ad hoc committees and holders of appointed positions are responsible for fulfilling the work of the committee or position. If any person outside a committee is asked to do committee work, they must be added immediately to the committee as a full member of the committee. The Chair of each committee is responsible for notifying the Salary Committee when a member of the committee does not fulfill their responsibilities.
 6. The holders of all elected and appointed departmental positions, standing committees, and ad hoc committees must be publicized to the Department in a timely fashion and on a regular basis.
2. Elected committees
 1. Executive Committee

- a. Membership, ten: Chair, Associate Chair for Undergraduate Studies, Associate Chair for Graduate Studies, Associate Chair for Creative Writing, and Manager of Finance and Operations, all ex officio; five members elected by the Department. At least one member must be untenured unless no untenured person wishes to stand. At least two members must have expertise in matters of equity and diversity, unless no such faculty members are willing to stand. Neither the Chair nor the Manager vote, except in circumstances of a tied vote, in which case the Chair casts the deciding vote.
 - b. Duties
 1. Assists and advises Chair in the conduct of departmental business and handles matters assigned to it by the Chair;
 2. Deals with personnel matters as appropriate;
 3. Appoints and/or approves appointments of persons and of non-standing committees necessary for the conduct of department business, including PUEC committees and such positions as Lead Faculty Mentor and Department Recording Secretary;
 4. Administers and participates in hiring faculty and rostered instructors, including developing hiring plans;
 5. Administers Departmental grants; and
 6. Reviews and approves proposed changes to the "Department of English Officers' Duties and Responsibilities."
2. Salary Committee
- a. Membership, six. Chair and Manager of Finance and Operations, ex officio, non voting; the Chair votes in case of tie. Of the four faculty membership, one must be drawn from each of the three professorial ranks (full, associate, and assistant), including teaching faculty and one from Creative Writing, unless no member of one of these groups wishes to stand. Terms are three years. Members may succeed themselves once, to a maximum of six years. The committee must elect a chair. Voting members of the Salary Committee may not be members of the Executive Committee or the Faculty Affairs Committee;
 - b. All funds awarded to the Department for salary, equity, annual merit, extraordinary merit, or any other salary increment, must be awarded exclusively by the Salary Committee;

- c. Duties: Conducts annual faculty evaluations and annual review of the Chair of the Department for salary recommendations; reviews salaries and makes recommendations for adjustments using those measuring instruments that, like the Faculty Report of Professional Activities (FRPA), are sanctioned by the University; develops proposals for changes in annual faculty evaluation procedures for presentation to the Department;
 - d. Adjudicates all career merit policies, reviews, and appeals; and
 - e. The Salary Committee's procedures, including its conflicts of interest policy, are detailed in the Salary Committee Procedures document.
3. Appointed Committees
- 1. Graduate Committee
 - a. Membership, ~~six~~ four: Associate Chair for Graduate Studies plus ~~five~~ three members of the Graduate Literature Faculty.
 - b. Duties
 - 1. Advises the Associate Chair for Graduate Studies on the conduct of the graduate programs in literature, including course scheduling, selection of graduate-student instructors, admissions, fellowships, and recipients of donor-funded grants and prizes;
 - 2. Develops proposals for changes in the graduate programs in literature for presentation to graduate faculty;
 - 3. Appoints a Graduate Placement Advisor to assist and advise graduate students in their job searches;
 - 4. Serves as the appeals committee for graduate complaints that cannot be resolved by the Associate Chair for Graduate Studies alone (see Section IX below); and
 - 5. With the Associate Chair, supervises graduate pedagogy training seminars, Lead Graduate Student Mentor, and TAs and GPTIs.
 - 2. Undergraduate Committee
 - a. Membership, four: Associate Chair for Undergraduate Studies plus three members.
 - b. Duties
 - 1. Assists and advises the Associate Chair for Undergraduate Studies;
 - 2. Approves new course proposals;

3. May recommend the formation of ad hoc curriculum committees to the Executive Committee;
 4. Serves as the appeals committee for undergraduate complaints that cannot be resolved by the Associate Chair for Undergraduate Studies alone (see Section IX below);
 5. Assists with recruiting, retention, and orientation of English majors and minors; and
 6. Awards the Department's donor-funded prizes and grants for undergraduate writing and research.
3. Creative Writing Committee
 - a. Membership: Associate Chair for Creative Writing and the Creative Writing faculty, all ex officio.
 - b. Duties
 1. Advises the Associate Chair for Creative Writing on the conduct of the undergraduate and graduate programs in creative writing, including course scheduling, selection of graduate-student instructors, admissions, fellowships, prizes, etc.; and
 2. Develops proposals for changes in the Creative Writing program for presentation to the Department faculty.
 4. Faculty Affairs Committee
 - a. Membership: four tenured faculty members. At least one must have expertise in matters of equity and diversity, unless no such member is willing to serve. Members of the Faculty Affairs Committee may not be members of the Executive Committee or the Salary Committee.
 - b. Duties
 1. Carries out post-tenure reviews;
 2. Publicizes, calls for, and facilitates nominations for Department, Campus, and University honors and awards for faculty when nominations must come from the Department rather than from individuals or groups; works in consultation with the Chair to make nominations.
 5. Justice, Equity, Diversity, and Inclusivity Committee
 - a. Membership: The committee shall be composed of two appointed at-large members, a staff representative, a graduate student representative, and one rotating faculty member who will join the committee for one semester to engage all colleagues in JEDI work. Faculty rotate in alphabetical order of last name. The chair is an ex-officio, non-voting member of the committee.

- b. One of the appointed at-large faculty members or the staff representative serves as committee chair. The other at-large member or the staff representative serves as associate committee chair.
- c. In consultation with the committee, the chair sets the agenda for committee meetings. The chair solicits the participation of associate chairs, other committee chairs or representatives, and other members of the Department who are needed for JEDI meetings and other work. Committee meetings are open to all members of the Department in the interests of inclusion and transparency. The chair sends advance notice of meetings including the agenda to faculty, staff, and graduate students so that all interested members can attend.
- d. Duties
 - 1. Advises the Chair and Executive Committee on fostering inclusive excellence, equity, and diversity across all underrepresented identities and their intersections;
 - 2. Makes recommendations as needed to ensure equity and sensitivity in Department policies and procedures and addresses questions of morale; and
 - 3. Coordinates the efforts by the Department and by all departmental committees on issues of justice, equity, diversity and inclusion.

VII. GRADUATE STUDENT REPRESENTATION

Each spring, graduate students in each degree program—MA-Literature, MFA-Creative Writing, and PhD—will elect one to three representatives (one per degree program, unless no one from a degree program wishes to stand, which reduces the number of representatives accordingly) for the following academic year. Duties: attend department meetings as defined in Section III, exclusive of meetings regarding reappointment, promotion, and tenure; advise the Associate Chair for Graduate Studies and the Associate Chair for Creative Writing on policy and curriculum matters involving the relevant degree programs; and organize graduate events.

VIII. APPOINTMENT, REAPPOINTMENT, TENURE, PROMOTION, AND POST-TENURE REVIEW

1. General procedures: On matters of appointment, reappointment, tenure, and promotion the Department is governed by the Laws of the Regents. The Executive Committee is the administrative committee of the primary unit for all appointment, reappointment, tenure, and promotion issues. All faculty may view associated dossiers and participate in relevant discussion, regardless of rank or voting status. The voting mechanism will be uniform in all personnel voting: all ballots for all personnel votes appointment, reappointment, tenure, and promotion-will be by secret ballot, and ballots must be counted by at least two members of the Executive Committee, who will ensure in the case of mail ballots that no association is made between the signed envelopes in which the ballots appear and the ballots themselves. In the case of electronic ballots with neither counting nor envelopes, the results will be reviewed by the Chair and the Manager of Finance and Operations before being announced.

2. Appointment

1. Hiring plan: Hiring needs, including both a hiring plan updated annually and any additional special opportunities for hiring, are established by the Chair and the Executive Committee in consultation with the Department during at least one department meeting.
2. Function of Search/Review Committee: For hiring into a tenured or tenure-line position or teaching faculty, the Executive Committee appoints a Search Committee or Review Committee of at least three members of the Department for each position; in addition, the Chair is an ex officio member of each Search or Review Committee. The designation Review Committee is used if there is only one candidate for the position. When there is more than one candidate for a position, the Search Committee recommends a list of candidates for initial interviews to be approved by the Executive Committee. The Search/Review Committee conducts the initial interview(s) of the candidate or candidates and then recommends a candidate or list of candidates for final interviews to be approved by the Executive Committee.
3. Composition of voting bodies: Decisions about hiring into tenured or tenure-line positions are made by the tenured and tenure-track faculty. Decisions about hiring teaching faculty are made by the Executive Committee and the Search or Review Committee. Decisions about hiring into tenured or tenure-line creative writing positions are supplemented by a vote by the creative writing faculty as described below.
4. Voting procedures

- a. Meeting, balloting timeline, and voter eligibility: Following the final interviews for a particular position, the Chair will convene a meeting to discuss the candidate(s) of the voting body, either the faculty (for tenured and tenure-line positions), or the Executive Committee and the Search/Review Committee (for teaching faculty). Votes on candidate(s) may be taken by secret ballot at the meeting or by secret balloting completed within 48 hours following the conclusion of the meeting (not including weekends, holidays, and other school closures). Members of the voting body are eligible to cast ballots for a particular position only if they have attended either a campus interview session or a campus talk/reading for every candidate for that position, or if they inform the Chair of their substantial familiarity with all the candidates for that position.
- b. Voting procedure for a ballot with one candidate: Voting procedure follow the current College guidelines: If there is only one candidate on the ballot, eligible voters will vote "yes" or "no" on that candidate. "Abstain" will not be an option on the ballot. The Department should be understood to be committed to supporting an offer to that candidate only if the candidate receives "yes" votes totaling at least two thirds of the total ballots cast.
- c. Voting procedure for a ballot with two or more candidates: In a vote requiring ranking of two or more candidates, balloting will proceed in two stages. "Abstain" will not be an option on the ballot in either stage one or stage two.
 1. In stage one, eligible voters vote "acceptable" or "unacceptable" on each candidate under consideration. An individual votes "unacceptable" when they believe that, if necessary, it would be preferable for the search to fail than for the Department to hire that candidate. To proceed from stage one to stage two, a candidate must receive votes of "acceptable" totaling at least two-thirds of the total ballots cast in stage one. All candidates who proceed to stage two should be understood as acceptable for hire in the view of the Department.
 2. In stage two, eligible voters rank all the remaining candidates. Ballots in stage two are tabulated by assigning one point to a first-place ranking, two points to a second-place ranking, and so on. The candidate with the lowest total will be the Department's first choice, the one with the second-lowest total the second choice, and so on. Ballots in stage two that do not rank all candidates will be declared void and will not be included in the tabulation.
 3. Upon completion of this process, the Department should be understood to be committed to supporting an offer being made to each candidate in the order of ranking until the position is filled or all candidates have declined. In the case of a tie ranking in stage two that confuses the issue of who is the Department's choice for an offer, stage two will be repeated between or among the tied candidates until the ranking is clear.

- d. Additional voting procedure for Creative Writing positions: Following the final interviews for a tenured or tenure-line position in Creative Writing and before the meeting of the voting body, the Chair will also convene a meeting of the Creative Writing faculty at which the Creative Writing faculty will vote on the acceptability or unacceptability of candidates and will rank order all acceptable candidates. This vote will follow the procedures specified in this section for “a ballot with one candidate” or “a ballot with two or more candidates.” The results of this vote will be presented to the voting body as representing the opinion of the Creative Writing faculty as a whole.
- e. Additional voting procedure for tenured positions: If a tenured offer is involved, at the final stage of voting on the candidate(s) a separate but simultaneous ballot will also be held on the question of tenure and rank, with only associate and full professors voting on whether to extend an offer of a tenured associate professor position and only full professors voting on whether to extend an offer of a tenured full professor position. This vote is reported to those personnel committees and administrators who consider whether to approve the candidate’s hiring as a tenured associate professor or a tenured full professor.

3. Reappointment, tenure, and promotion

- 1. Comprehensive review and review for tenure and promotion will be conducted on the schedule specified in the faculty member’s appointment letter, subject to modifications that have been approved by the campus. The review will be conducted on a schedule that meets College and campus deadlines.
- 2. Evaluation procedures for reappointment, tenure, and promotion of tenure-track and tenured faculty.
 - a. The Executive Committee, consulting with the candidate, will select a three-person review committee. The candidate may submit a list of five or more faculty for the Executive Committee’s consideration. Review committees members must be tenured faculty; only full professors may serve on review committees for promotion to full professor. Committee members drawn from outside the Department must be first approved by the Divisional Dean. The Chair of the Department may not serve on a review committee. The Executive Committee will publish the names of people who are standing for reappointment or for promotion and tenure and the names of their committee members by mid-September. The Review Committee, in conjunction with the candidate, will develop a dossier for each candidate that meets College, campus, and university requirements.

- b. A meeting of the Department will be held to discuss the candidates. The meeting will be open to all voting members of the Department. Only eligible faculty who have familiarized themselves with the dossier in advance of the meeting and who attend the meeting will be given ballots. An eligible faculty member may also obtain a ballot by filing a notice with the Chair of their familiarity with the case. The Chair of the Department is not eligible to vote.
 - c. The dossiers will be available to department members at least two weeks prior to the department meeting at which candidates are discussed.
 - d. The Department will be polled either by secret ballot at the Department meeting at which candidates are discussed or by secret balloting completed within 48 hours following the conclusion of the meeting (not including weekends, holidays, and other school closures). No candidate may vote on their own case or in the case of a significant other. Only full professors may vote on cases of promotion to full professor. Only tenured faculty may vote on cases of tenure and reappointment. The full vote will be promptly reported to the Department.
 - e. The Chair will write a letter to the Dean of the College of Arts and Sciences for the candidates' file summarizing the discussion of the case at the Department meeting and reporting the results of the vote. The letter will also include, in a separate section, the Chair's assessment of the case and their recommendation for action.
4. Evaluation procedures for reappointment or promotion of teaching professor faculty.
- a. The Executive Committee, consulting with the candidate, will select a two-person review committee, by rank of the faculty being reviewed or higher. The candidate may submit a list of five or more faculty for the Executive Committee's consideration. Review committees are to be selected with reference to the candidate's areas of interest. Review committee members must be associate-level faculty or higher. Committee members drawn from outside the Department must be first approved by the Divisional Dean. The Chair of the Department may not serve on a review committee. The Executive Committee will publish the names of teaching faculty who are standing for reappointment and the names of their committee members by mid-September. The Review Committee, in conjunction with the candidate, will develop a dossier for each candidate that meets College, campus, and university requirements.

- b. A meeting of the Executive Committee and the Review Committees will be held to hear committee reports and to discuss the candidate. The meeting will also be open to all members of the Department. The potential voting body on reappointment of a teaching professor includes the Executive Committee and the members of the candidate's Review Committee; however, of this potential voting body, only those who have familiarized themselves with the dossier in advance of the meeting and who attend the meeting will be given ballots. An Executive Committee member or a member of the candidate's Review Committee may also obtain a ballot by filing a notice with the Chair of their familiarity with the case. The Chair of the Department is not eligible to vote.
 - c. The dossiers will be available to all members of the Department at least two weeks prior to the meeting at which candidates are discussed.
 - d. The Executive Committee and members of the candidate's Review Committee will be polled either by secret ballot at the meeting at which candidates are discussed or by secret balloting completed within 48 hours following the conclusion of the meeting (not including weekends, holidays, and other school closures). No candidate may vote on their own case or in the case of a significant other. Only associate-level faculty or above may vote on the reappointment or promotion of teaching professors; only full-level faculty may vote on the reappointment and promotion of full-level teaching professors. The full vote will be promptly reported to the Department.
 - e. The Chair will write a letter to the Dean of the College of Arts and Sciences for the candidate's file summarizing the discussion of the case at the meeting and reporting the results of the vote. The letter will also include, in a separate section, the Chair's assessment of the case and their recommendation for action.
- 5. Grievance procedures concerning reappointment, tenure and promotion: Faculty who are not recommended for reappointment, tenure, or promotion by the Chancellor have the right to appeal the decision according to the procedures and deadlines established in the rules and policies of the campus, College, and the Regents.
- 6. Post-tenure review
 - a. Post-tenure reviews are conducted according to the rules, policies, and schedule specified by the College, the campus, and the Regents.

- b. Reviewing body: Each post-tenure review will be conducted by a two-person committee consisting of members of the Faculty Affairs Committee. If needed, additional faculty members may be appointed by the Executive Committee on an ad hoc basis to assist with this duty. The two persons on the review committee will share the work of assessment. The chair of each review committee will be responsible for assembling relevant materials provided by the faculty member and for writing the evaluation report.
- c. Procedures: The review will assess teaching, research/creative work, and service. The annual Faculty Reports on Professional Activities, peer reviews of teaching, and curriculum vitae over the last five years will provide the basis for evaluation. The faculty member may also submit additional materials for evaluation. The report will indicate whether it judges the faculty member's performance and development to be satisfactory and may make recommendations to assist in faculty development. The chair of the review committee will discuss it with the faculty member before it is submitted in its final form.

IX. GRIEVANCES

1. Policy and procedures: It is the policy of the Department to handle and resolve all disputes or grievances at the lowest possible administrative level. Where a special procedure has been provided by the Boulder Campus or the University, as in matters involving research misconduct or sexual misconduct, discrimination, harassment, and/or related retaliation, the grievance will be handled according to those procedures. If not, the grievance will be handled according to the procedures described here.
2. Faculty: If one faculty member has a grievance against another, the faculty members should first meet with one another and attempt to resolve their differences. If this fails, a grievance will be brought to the Chair. A grievance brought to the Chair must cite the Department, College, Campus, or University policy that the grieving party believes has been violated or misapplied. If unresolved, it may be brought to the relevant office/committee.
3. Students
 1. Undergraduate students: The Associate Chair for Undergraduate Studies handles undergraduate grievances in literature classes. If they are unresolved, they may be brought to the Undergraduate Committee in the first instance, and to the Chair in the second instance. The Executive Committee acts as the final appeals committee within the Department.
 2. Graduate students: The Associate Chair for Graduate Studies handles graduate student grievances for graduate students in literature. If they are unresolved they may be brought to the Graduate Committee in the first instance, and to the Chair in the second instance. The Executive Committee acts as the final appeals committee within the Department.

3. The Associate Chair for Creative Writing handles undergraduate and graduate student grievances in creative writing. If they are unresolved they may be brought to the Creative Writing Committee in the first instance, and to the Chair in the second instance. The Executive Committee acts as the final appeals committee within the Department.

X. CONFLICTS OF INTEREST

1. The Department defines “conflict of interest in amorous relationships” as situations in which a spousal, partner, amorous, or family relationship may affect or appear to affect the judgment of a department member in the execution of professional duties and responsibilities, or situations in which a documented administrative finding regarding a grievance delimits aspects of one department member’s professional duties and responsibilities in relation to another faculty member.
2. It is the responsibility of members of the Department to inform the Chair of conflicts of interest as soon as they arise.
3. Departmental policies for addressing conflicts of interest involving annual merit review and the distribution of salary increments are described in the Salary Committee Procedures.
4. In cases of spousal, partner, amorous, or family relationships, the following specific provisions will be made. Members of a spousal/partner/amorous/family relationship may not take part in any personnel-related decision, discussion, or event involving the other member. Members of a spousal/partner/amorous/family relationship may not serve together on the Salary Committee or the Executive Committee. Members of a spousal/partner/amorous/family relationship may not serve concurrently in any two of the positions of Chair, Associate Chair for Graduate Studies, Associate Chair for Undergraduate Studies, and Associate Chair for Creative Writing. Ordinarily, members of a spousal/partner/amorous/family relationship may not serve together on a standing committee, search or review committee for faculty hiring, or evaluation committee for reappointment, promotion, or post-tenure review; exceptions to this rule must be approved by the Executive Committee.