

Literature Program Committee Bylaws

[Revised September 2024; the previous version is available [here](#). The job description for Director of the Literature Program, created in spring 2024, is [here](#).

Purpose and Responsibilities

The Literature Program Committee (LPC; formerly named the LLT Committee) manages and assesses the literature concentration within the undergraduate English major. The committee reports to the Undergraduate Studies Committee (USC) and is represented there by one LPC committee member, normally the Director of the Literature Program (DLP). Responsibilities of the committee include: advising and assisting the DLP with administration of the literature program; overseeing reviews of professional track faculty; assisting with course scheduling; developing and revising program outcomes and statements; developing new course proposals as appropriate; working to ensure a high-quality curriculum; developing and monitoring minors in literature; making recommendations for literature program requirements; conducting periodic program assessment; and fostering and promoting the study of literature in the department and the university. The committee may, when necessary, work with the Director of Graduate Programs on oversight of the literature concentration within the MA in English.

Membership

The Literature Program Committee is convened by the Director of the Literature Program (DLP), who is elected by the full literature faculty and serves a three-year term. The DLP will also serve as the LPC's representative on the Undergraduate Studies Committee (USC). If the director is unable to serve in that role, the LPC may elect another representative to the USC from among its members. In addition to the program director, the LPC will have four other members. The makeup of the LPC will attempt to represent the main areas of the literature curriculum and to balance representation across faculty ranks. When possible, the committee's members should include two full professors, two associate professors, and one representative from the professional track faculty. In cases where that makeup of the committee is not possible, the DLP shall have discretion to adjust the balance of the membership, with the consent of the literature faculty.

Selection of Members

The election of members will happen in April of each year for the academic year beginning in August. Current LPC members will make a ballot composed of eligible members of the faculty for each vacant seat on the following year's LPC. The entire literature faculty will vote on each vacant seat.

Terms

Other than the DLP, who serves a three-year term, LPC representatives shall serve terms of two years. Membership elections will be staggered so that half the members are chosen each year.

Procedures

The Literature Program Committee shall meet at least once each semester or as often as necessary, at the discretion of the DLP. Meetings are open to any member of the literature faculty. Minutes shall be taken, open to all literature faculty, and a copy sent to the chair of the USC to coordinate agenda items

and actions. In between meetings, the LPC is authorized to conduct business remotely and to vote on actions via electronic communication.

Attendance

All five members normally attend all meetings. The LPC will make every effort to include other disciplines in discussions that touch upon their interests.

Voting

All five members will be eligible to vote on all matters. In the case of a tie vote, the matter will be referred to the full literature faculty.

Ratification of Actions

Actions from this committee serve as recommendations to the USC and will require a second to be voted on there.

Subcommittees

The LPC may create and use subcommittees to report back to the whole committee.

Consultation

The LPC or its designee will consult with appropriate members of the literature faculty whenever it contemplates changes to the literature program, its courses, or its curriculum.

Faculty Approval of Significant Changes

The Literature Program Committee must submit proposals for significant change in the undergraduate literature curriculum to a vote of the full literature faculty. It may not advance such proposals to the USC without at least a 51% yes vote from the full literature faculty. Every member of the literature faculty will have one vote, even if they are members of multiple disciplinary groups. Before such a vote, the list of voting members of the literature faculty will be determined by the LPC and announced to the faculty.

Revision of Bylaws

These bylaws were adopted by a majority vote of the LPC on September 19, 2024, and by a majority vote of the full literature faculty on October 1, 2024.