PROFESSOR CARL WHITHAUS, Chair
Designated Emphasis in Writing, Rhetoric and Composition Studies

RE: WRaCS Bylaws

Dear Professor Whithaus:

At its meeting of September 24, 2008, Graduate Council considered and approved the DE—WRaCS bylaws.

Attached is a copy of the bylaws reflecting Council’s approval date. A copy should be kept in the program files, made available to the members, and be used for future revisions of the bylaws. The Office of Graduate Studies will also keep a copy.

Graduate Council wishes to thank you for your patience in this matter.

Sincerely,

JOHN F. GUNION, Chair
Graduate Council
Article 1: Objective

A. Specialization:
The Designated Emphasis in Writing, Rhetoric, and Composition Studies (WRaCS) offers PhD students in affiliated programs the opportunity to prepare for leadership roles in writing research, teaching, and program administration. In the last ten years, Writing Across the Curriculum (WAC), Writing in the Disciplines (WID), and Professional and Technical Writing have emerged as distinctive fields of inquiry that draw on methods and expertise from composition studies, cultural studies, education, linguistics, literary studies, psychology, and rhetoric.

This designated emphasis provides doctoral students with both a theoretical and practical knowledge of writing instruction, program administration and research. The study of how social, technological and cognitive factors impact writers’ composing processes extends our knowledge of writing as a cultural and historical construct and as a cognitive process. Findings from this area of research have vital applications in improving instructional techniques in secondary and postsecondary environments; in addition, this area of research has applications for improving writing in corporate and scientific contexts.

B. Affiliated PhD Programs

- Comparative Literature
- Cultural Studies
- Education
- English
- Linguistics

C. Mission

The designated emphasis in Writing, Rhetoric, and Composition Studies (WRaCS) encourages graduate students to make connections among writing practices and products in secondary education, universities, and workplaces.

PhD graduates in affiliated programs will find that a designated emphasis in Writing, Rhetoric, and Composition Studies opens up positions at universities, colleges and community colleges, research foundations, and international corporations that are looking for researchers, faculty, and administrators with an expertise in writing and the teaching of writing.
Article II. Membership

A. Criteria for Faculty Membership in the DE
   1. Disciplinary Expertise, Research Area, and Accomplishments
      Faculty affiliated with the Designated Emphasis in Writing, Rhetoric, and Composition Studies must hold an appropriate academic title such as (1) a member of the Academic Senate of the University of California (includes Professors, Lecturers with Security of Employment, Professors in Residence, Professors of Clinical “__”, Professors Emeritus/a, and Research Professors), (2) Adjunct Professor, (3) Lecturer (without Security of Employment) or (4) Lecturer Without Salary.

      Faculty affiliated with the Designated Emphasis in Writing, Rhetoric, and Composition Studies will have an established record of research in at least one of the following areas: composition studies, writing across the curriculum (WAC), writing in the disciplines (WID), writing program administration (WPA), linguistics, applied linguistics, rhetoric, history of rhetoric, rhetorical theory, cross-cultural rhetorics, literacy studies, the history of literacy, computers and composition, new media studies, technical communication, professional writing, science writing, rhetoric of science, or other related fields.

   2. Active Research and Appropriate Specializations
      Faculty affiliated with the Designated Emphasis in Writing, Rhetoric, and Composition Studies will have an active program of research or scholarship commensurate with the expectations of the University of California.

   3. Voting Rights
      All active members are eligible to vote. DE program members are expected to make the contributions described in section B.2. below to maintain their active status.

B. Application for Membership
   1. Process
      Interested faculty may self-nominate or faculty may be nominated by a currently affiliated DE faculty member. A nomination will consist of a letter to the Chair of the DE expressing interest in being affiliated and a copy of the applicant’s curriculum vitae.

      The Chair will notify active DE members about applications for membership at a minimum of once per quarter. The Chair will distribute the letter of application and the applicant’s curriculum vitae via email. Current, active DE members will have two weeks to review applications and vote on whether or not to accept the new affiliated faculty member.

   2. Anticipated Contributions
      DE program members are expected to make contributions in at least one of the following ways in order to maintain their membership status:
a. Take an active role in the administration of the graduate program by serving on administrative committees, or serving as an administrative officer of the program.

b. Provide graduate level instruction and mentorship.

c. Serve on dissertation/thesis committees and qualifying/comprehensive examination committees. Service on advanced degree committees must be in accord with the separate Graduate Council “Guidelines for Service on Advanced Degree Committees.”

C. Emeritus Status
Emeritus/a faculty who are active in the program (see II.B.2. above) will have the same voting rights as other active affiliated faculty members. They may participate in the DE by teaching seminars or conducting directed group study courses. They may sit on qualifying exam or dissertation committees. If an emeritus/a faculty member does not participate in any of the three areas described in B.2. for over five years, that faculty member will maintain emeritus/a status, but will not be considered an active member of the DE with voting rights.

D. Verification of Continued Membership
Membership will be verified every three years. If a faculty member has not been active (as defined in II.B.2) within a three year period, the Chair of the DE will notify the faculty member and the faculty member’s Department Chair or Program Director that membership in the DE will considered non-active. If the faculty member does not renew active participation (as defined in II.B.2) in the program within a year of that notification, his or her membership will be suspended and a new application will be required to be affiliated with the DE.

E. Membership Appeal Process
If a faculty member is denied the affiliation status with the DE, or notified of membership suspension the faculty member may request that the Chair of the DE review the application or review materials and respond in writing with the reasoning behind the DE’s faculty vote, or the decision to suspend membership.

For denial of new membership: If, after reviewing the application and consulting with the DE’s Executive Committee, the Chair of the DE believes that the faculty vote did not consider relevant materials, the Chair may request a second vote by the DE faculty on the application. This appeal vote will occur within two quarters of the denial of membership vote.

Applicants denied membership or renewal of membership may make a final appeal to the Dean of Graduate Studies.
Article III. Administration
The Administration of the DE and its activities will be vested in an Executive Committee, and in the DE Chair.

Article IV. DE Chair

A. Appointment
The Dean of Graduate Studies will appoint the Chair of the Designated Emphasis in WRaCS accordance with the policies and procedures of the Office of Graduate Studies.

The Executive Committee of the DE will act as the Committee for the Chair nomination process, to solicit nominations from the faculty of the DE, determine whether the nominees are willing to serve, and solicit comments from the DE faculty on the suitability of the nominees that are willing to serve.

The Executive Committee will forward candidates for Chair to the Dean of Graduate Studies along with all comments received from the faculty during the nomination and consultation process. All comments solicited from faculty of the group will be treated as confidential information by the DE’s Nominating Committee and by the Office of Graduate Studies.

The DE membership may express a preference and, if it does, should indicate the basis for determining that preference. The Associate Dean for Programs will interview the nominees and consult with the lead dean for the DE before forwarding a recommendation to the Dean of Graduate Studies for consideration for appointment. The normal term of the Chair’s appointment is three years, however what is recommended will be based on the nominees’ willingness to serve.

B. Duties of the Chair
The DE Chair will (1) verify the faculty members of the DE; (2) serve as graduate adviser; (3) provide overall academic leadership for the DE; (4) develop and implement policies for the DE; (5) represent the interests of the DE to the campus and University administrators; (6) call and preside at meetings of the Executive Committee and of the DE; (7) be responsible for coordinating all administrative matters with the Office of Graduate Studies; (8) be responsible for the accuracy of all publications related to the DE including web pages and catalog copy; (9) meet annually with the chairs of the affiliated programs.

Article V. Executive Committee

A. Executive Committee Membership
The Executive Committee will have six faculty members in addition to the DE Chair and one student member. Each member will represent an affiliated program (Comparative Literature, Cultural Studies, Education, English, Linguistics, and the University Writing Program).
B. Election Process
The Executive Committee members will be nominated by the affiliated faculty members. The DE Chair will forward a list of candidates for Executive Committee to the affiliated faculty members who will elect the Executive Committee.

C. Executive Committee Membership Terms
Executive Committee Members will serve three-year terms. The six initial Executive Committee Members will serve staggered terms of 1 to 3 years. The Chair will determine the assignment of the staggered terms in consultation with the Executive Committee Members. The Executive Committee will thus have a continuity of members from year to year in addition to the DE Chair.

D. Voting Rights
Each faculty member of the Executive Committee will have voting rights; the graduate student member will be a non-voting member of the Executive Committee.

E. Role and Function of the Executive Committee
The Executive Committee will represent faculty concerns and advise the DE Chair. The DE Chair is the Chair of the Executive Committee. The Executive Committee will act as a membership committee, a curriculum and educational policy committee.

Article VI. Student Representatives

The DE Chair, upon recommendation of the DE’s graduate students, will appoint a student representative to the Executive Committee.

A. Term of Service and Reappointment
The student member will serve one year on the Executive Committee; students may be reappointed for up to two additional years.

B. Voting Rights
The student member will be a non-voting member of the Executive Committee. However, his or her representation of student perspectives will be taken into account by Executive Committee members.

C. Attendance at Annual DE Meetings
The Student Executive Committee Member will be invited to attend the annual DE meetings.

D. Confidential Personnel Topics
The Chair of the Executive Committee must excuse the student representative from meetings covering confidential personnel topics.
Article VII. Graduate Advising

The Chair of the DE will serve as the Graduate Adviser. Working with the graduate advisers in the affiliated PhD programs, the Chair of the DE will oversee students’ academic progress towards fulfilling the DE requirements. Students will meet with the Writing, Rhetoric, and Composition Studies adviser regularly to consult about their selection of courses.

The Writing, Rhetoric, and Composition Studies graduate adviser will help students develop dissertation topics which substantially develop an issue related to the designated emphasis. The Writing, Rhetoric, and Composition Studies adviser will also confirm for Graduate Studies and the student’s PhD program that all DE requirements have been met prior to graduation.

Article VIII. Meetings

The DE will have at least one meeting annually.

A. Time
The meeting will be held in the Winter Quarter.

B. Convening the DE Meeting
The meeting will be called by the DE Chair.

C. Additional Meetings
Affiliated faculty members may petition for additional meetings. The DE Chair will call additional meetings if petitioned by five faculty members. The DE Chair will call for the additional meeting in a timely fashion (e.g., the notification of the meeting will go out within two weeks of the Chair’s receipt of the petition, and the meeting will occur no longer than two months following the Chair’s receipt of the petition).

D. Notification of Meetings
Notification of annual meetings and additional meetings will be at least a month in advance of the meeting date; notification will be sent by email.

E. Faculty Participation in Meetings
If faculty members are away from campus during a DE meeting, they may participate by video conference or by conference call.

Article IX. Quorum
A quorum for voting purposes shall be defined as 50+% of the DE’s membership. For a motion to pass or new members to be elected to the DE, greater than 50% of the voting members must vote for the motion or the nominated faculty members.

Votes may be conducted by email ballot, at the annual meeting, or at an additional faculty meeting called by the Chair or requested by petition of five faculty members (see VIII.C). If votes are conducted at the annual meeting, a DE faculty member may request the
use secret paper ballots instead of a public vote. If such a request is made, the Executive Committee will distribute and count the ballots.

**Article X. Order of Business for Meetings**

Meetings will begin with a report from the Chair. If the meeting is an annual meeting, the Chair will begin the meeting with the Annual Report. Discussion and a vote to approve of the Report will follow its presentation. Requested changes or clarifications to the report will be documented before the meeting proceeds. The Executive Committee may decide to meet following an Annual Meeting to rewrite a Chair’s Annual Report.

Old business will be discussed, resolved, tabled, or voted on before new issues are introduced.

Minutes from faculty meetings will be distributed by the Chair via email no longer than two weeks following a faculty meeting.

**Article XI. Amendments**

A. Amendments to these bylaws may be proposed by a group of at least three DE faculty members. Amendments will be submitted to the Executive Committee for review; the Executive Committee may vote to distribute the Amendment to the DE faculty for a vote or to return the proposed amendment to the faculty sponsors for rewriting and clarification.

B. Amendments to these bylaws will be circulated by email.

C. Members will be given at least two weeks and not more than four weeks to vote on a proposed Amendment. An Amendment to these bylaws requires a 60% approval in a quorum vote (i.e., 50+% of the eligible DE faculty voting).

D. All amendments and revisions must be submitted to Graduate Council for review and approval.