

Bylaws for the Center for Writing Studies (CWS) **(Revised 28 July 2006)**

I. Name

The name of this unit is the Center for Writing Studies (CWS). “Center” status for the unit was approved by the Illinois Board of Higher Education (IBHE) in December of 1992.

II. Missions

The Center for Writing Studies has three missions. First, through its Writers’ Workshop, CWS provides individual help in improving writing for students at all levels throughout the campus. In addition, the Writers’ Workshop provides consultations for faculty and staff. Second, through its Writing Across the Curriculum programs, CWS provides assistance to faculty, graduate teaching assistants, and other instructional staff from across campus for developing writing curricula and improving writing instruction in their courses. Third, CWS coordinates cross-disciplinary graduate education for students who are specializing in Writing Studies and promotes faculty and graduate student research in all aspects of writing. Thus the Center supports writing initiatives that aim to achieve excellence in writing instruction across the campus, in graduate education within departments for students whose disciplinary and professional specialization involves Writing Studies, and in research on writing.

III. Definition

For the purpose of the first two missions of CWS, writing instruction should be understood as any use of writing to develop subject area, disciplinary, professional and personal knowledge and capacity in any undergraduate or graduate program on campus, including but not limited to instruction that aims specifically to teach some forms or practices of writing. The Center’s WAC seminars and workshops are, thus, open to faculty, graduate students, and other instructional staff from all colleges and programs, and the Writers’ Workshop services are open to students, faculty, and staff from all colleges and programs.

IV. Membership

A. Center Faculty

Center faculty consists of those faculty who hold at least a 25% appointment in the Center for Writing Studies and/or who hold CWS administrative positions. Center Faculty are involved in at least two of the three missions of CWS.

B. Core Writing Studies Faculty

The Core Writing Studies Faculty of the Center consists of the faculty on campus who a) are centrally involved in the cross-disciplinary graduate specialization in Writing Studies (as evidenced by such activities as teaching cross-listed writing studies seminars; teaching other seminars substantially focused on writing studies; leading research projects that address writing and that employ research assistants who specialize in writing studies; and directing dissertations of students pursuing the specialization in writing studies; and b) wish to be identified as Core Writing Studies Faculty. Determination of Core Writing Studies Faculty will be made by the Director of the Center and confirmed by the Executive Committee.

C. Affiliate Writing Studies Faculty

Affiliate membership in the Center is open to faculty in the university community who express an interest in Writing Studies, a willingness to be affiliated with CWS, and whose membership is confirmed by the Executive Committee. Affiliate faculty should have a strong interest in writing as evidenced by areas of specialization in their teaching and/or areas of research that clearly contribute to the cross-disciplinary specialization in Writing Studies or to writing research on the UIUC campus. Determination of Affiliate Writing Studies Faculty will be made by the Director of the Center and confirmed by the Executive Committee.

V. Governance

Administrative responsibility for CWS is lodged with the Director of the Center, who is appointed by and reports to the Dean of the College of Liberal Arts and Sciences (LAS). The Associate Director is also appointed by the Dean. Although the Director and Associate Director have the administrative portion of their appointments in the Center, tenure or tenure-line in all instances resides in the home department.

The work of CWS is accomplished chiefly by Center Faculty. The CWS Director takes primary responsibility for all CWS activities and, thus, coordinates the three missions of the Center in addition to working with campus faculty on writing across the curriculum (WAC) efforts. The Associate Director oversees the administration of the Writers' Workshop, participates in general administrative work of the Center, and takes a leading role in the WAC programs. Any additional Center Faculty may be assigned responsibilities for Center programs by the Director in consultation with the Executive Committee and in accordance with the faculty member's terms of appointment.

The Director of CWS is advised by three committees:

1. The Executive Committee is appointed annually by the Dean of LAS in consultation with the Director of CWS. The committee provides guidance for all three programs comprising CWS (Writers' Workshop, Writing Across the Curriculum, Cross-disciplinary Graduate Programs and research in Writing Studies), as well as for any other

endeavors that CWS might undertake. The Executive Committee meets once a semester unless additional meetings are needed, and is responsible for advising the Director on the general philosophy and principles underlying CWS and on administrative policies and plans. The Executive Committee confirms Center membership in categories B (core writing studies faculty) and C (affiliate faculty) and is responsible for recommending amendment and approval of the Bylaws of the Center. Any member on the committee may call for a meeting if that person deems it necessary. The Director of the Center chairs the committee.

2. The Campuswide Advisory Committee (CAC) provides guidance primarily for the campus writing initiatives relating to the Writers' Workshop and Writing Across the Curriculum programs. The committee should represent various academic units across campus and will meet at least once a semester. The chair will come from the committee's membership, which will typically consist of between 10 and 15 faculty members. Graduate students and undergraduate students may also be appointed members to this committee. The chair and committee members are appointed annually either by the Vice Chancellor for Academic Affairs or, if the Vice Chancellor defers, by the Dean of LAS, in consultation with CWS Director.

3. The Graduate Programs Committee (GPC) is responsible for planning and supporting the development and implementation of the cross-disciplinary graduate specialization in Writing Studies. The committee shall consist of the Center Faculty, all Core Writing Studies Faculty who agree to serve that year, and any other faculty or graduate students appointed annually to the committee by the Director of CWS. The Graduate Programs Committee's duties include advising departments that offer the specialization concerning appropriate courses for graduate programs and facilitating the coordination of writing studies course offerings across departments. The GPC may also review requirements for the specialization and recommend revision of those requirements to departments. The GPC also should be consulted, and should advise the Director of CWS, about plans and policies of the Center in relation to graduate education and writing studies research on campus. More broadly, the Graduate Programs Committee may seek to promote graduate education in Writing Studies and research on Writing Studies across the campus within and beyond programs that offer the specialization. CWS itself does not sponsor a degree program. Graduate students may complete a specialization in Writing Studies but must earn the M.A. or Ph.D. within the existing degree programs of their particular department. The Director of CWS chairs the committee.

VI. Amendment of Bylaws

The Executive Committee will review the Bylaws of the Center every five years, beginning in 1998. A majority of the Executive Committee may at any time recommend to the Dean amendments to these Bylaws. Amendments become effective when the Dean has approved them.