

## Department of History Bylaws

### I. Membership

- a. All full-time faculty (including lecturers, senior lecturers, and individuals holding joint appointments with other academic units whose effort is at least fifty percent in History) are considered department members for purposes of attending department meetings, performing service assignments, and participating in votes that are conducted during meetings that require a simple majority. Faculty who do not hold graduate appointments may not vote on matters pertaining to the graduate program.
- b. Voting by ballot is restricted to full-time faculty members as defined in Article I.a. In tenure and promotion cases voting by ballot is further restricted by rules established by the College. On voting procedures, see Articles VI and VII. Ballots are anonymous and must be tallied by the Department Chair and Associate Chair unless there is a conflict of interest, in which case another person will substitute.

### II. Department Chair

- a. The Department Chair is chosen in accordance with the rules in the College Constitution.
- b. The Department Chair is responsible for appointing the Associate Chair, Graduate Coordinator, Undergraduate Coordinator, Associate Graduate Coordinator, Honors Coordinator, and Webmaster as well as appointed members of committees. The Department Chair is responsible for implementing department programs and policies as well as College and University programs and policies that affect History faculty, students, or staff. The Chair bears ultimate responsibility for the operation of the department office and insofar as possible for resolution of any disputes that arise among faculty members, staff, and students. The Department Chair writes annual evaluation letters for all faculty members according to criteria approved by the department (see Department Rules).

### III. Committees

- a. Executive Committee. The department's Executive Committee consists of the Chair, Associate Chair, Graduate Coordinator, and Undergraduate Coordinator and acts in an advisory capacity to the Chair.
- b. Regular Committees. The department's regular committees are constituted as follows:

Policy and Personnel. The Executive Committee, supplemented by three appointed and two elected faculty members, constitutes the department's Policy and Personnel Committee. This committee addresses personnel issues and develops new policies. The P&P Committee is responsible for consideration of departmental policies, reforms, conduct, and initiatives, which may be brought to its attention by individual faculty members, other department committees, or the College or University. Most matters discussed in the P&P Committee, and all of those involving a change in departmental policy and procedures, are brought

before the entire department for further discussion and, if appropriate, a vote. The P&P Committee serves as the department's Merit Pay Committee.

Graduate Committee. The Graduate Committee is chaired by the Graduate Coordinator. The Associate Chair is a member of the committee but does not participate in the ranking of candidates for admissions except in the case of a tie vote. The committee further consists of the Associate Graduate Coordinator, two elected members, and two members appointed by the Department Chair. For the charge to the committee, see Department Rules.

Undergraduate Committee. The Undergraduate Committee is chaired by the Undergraduate Coordinator. It includes the Honors Coordinator and two other members appointed by the Department Chair. For the charge to the committee, see Department Rules.

Curriculum Committee. The Curriculum Committee is chaired by the Associate Chair. Other members are the Graduate Coordinator, the Undergraduate Coordinator, and two additional members appointed by the chair. The two appointed member serve staggered two-year terms. For the charge to the committee, see Department Rules.

Hiring Committee. The Hiring Committee is comprised of three members appointed by the Chair and two elected by the department. The committee solicits input from the faculty regarding hiring needs and formulates a coherent set of hiring priorities and agendas. The committee's recommendations are discussed by the department, which votes on a resolution that may endorse or amend the committee's recommendations. If passed by a simple majority vote, the resolution forms the basis for the Chair's discussions with the Dean regarding future hiring needs.

UFEC. The Untenured Faculty Evaluation Committee (UFEC) consists of three tenured members of the History Department, with a fourth tenured member serving as an alternate. Two of these members are elected by the department; a third member and the alternate are appointed by the Chair, who also chooses the committee chair. The UFEC evaluates all untenured faculty members. The UFEC also serves as the Mid-Career Review Committee. In cases where there is a potential conflict of interest involving a member of UFEC, the alternate will replace the member in question. Such conflicts might occur if a member of the UFEC is serving as a faculty mentor, or is the spouse or partner of an untenured faculty member. For further explanation of UFEC's functions, see Department Rules.

c. Special Committees

Tenure and Promotion Committees. The Department Chair appoints a committee consisting of three tenured faculty members or, in the case of applications for promotion to full professor, three full professors. The committee is responsible for conducting a thorough review of the candidate's dossier and presenting a report to the tenured members of the faculty or, in the case of promotion to full professor, the full professors. The committee's report is intended to be informational in nature; the committee does not make a recommendation. Voting on tenure and promotion cases is conducted by ballots cast by eligible faculty members. Ballots are placed in the boxes of eligible faculty no sooner than twenty-four hours following the meeting in which the case(s) are discussed and must be returned by the announced date.

Search Committees. When a search to fill a faculty position is authorized, the Department Chair constitutes a committee in accordance with College rules. The search committee should include at least one History faculty member from outside the main field of the search, one faculty member from outside the department, and one graduate student representative. The search committee presents its recommendations to the department based on its deliberations and on comments and recommendations from other faculty members. The department votes on a resolution ranking the candidates. If passed by a simple majority vote, the resolution ranking the candidates is the basis for the Department Chair's request to the College Dean to make an offer to a specific candidate.

d. Formation of Ad Hoc Committees

Ad Hoc Committees may be formed on the recommendation of the Department Chair, with the approval of the P&P Committee, or by a departmental resolution passed by a simple majority vote (see Voting, below). In either case the Department Chair is responsible for appointing the committee members and conveying the charge to the committee.

**IV. Other Appointments**

The department chair appoints the following.

Associate Graduate Coordinator. This position has responsibility for matters relating to professional development for graduate students. The Associate Graduate Coordinator plans the orientation for new graduate students.

Department Webmaster. This position has responsibility for maintaining and updating the department's web site and assisting faculty members with their individual web sites.

Honors Coordinator. This position directs the department's honors program, teaches the fall semester honors thesis seminar, and organizes the spring Honors Symposium and undergraduate awards luncheon.

**V. Rules of Procedure**

The department follows the procedures in Sturgis's Standard Code.

**VI. Voting**

Votes on department rules and resolutions are decided by a simple majority at department meetings, providing a quorum is present, or by ballot. A quorum is defined as the one-half of the faculty eligible to vote plus one. A secret ballot may be used if a motion to do so is approved by the majority of faculty members in attendance. The results of votes will be recorded in the meeting minutes.

**VII. Amendments**

Amendments to the Bylaws require a positive vote by a supermajority. A supermajority is defined as two-thirds of the votes cast. Votes on amendments are conducted according to either of the following procedures. The Department Chair determines which procedure will be followed.

- a. Ballot. An amendment is approved if two-thirds of the eligible faculty cast ballots in favor.
- b. Voting. An amendment is approved if, at two consecutive meetings in which there is a quorum present, two-thirds of the faculty vote in favor.

**Amendments to the By-laws**

**I. Guidelines for annual letters of evaluation** (approved 2/28/14)

The department chair's annual letter of evaluation will include a clear statement indicating that the faculty member's performance was satisfactory or unsatisfactory. Ordinarily an overall satisfactory performance requires a satisfactory assessment in at least two out of three areas: research, teaching, and service. Guidelines for these assessments include the following.

*Research:* Faculty should maintain an active research agenda. This is demonstrated by submission, publication or ongoing preparation of articles, book chapters, edited or sole or co-authored books; preparation or submission of grant proposals; or presentation of work at academic conferences or through invited lectures.

*Teaching:* Satisfactory teaching is indicated by development of a balanced teaching portfolio that includes course offerings at different levels and classes of varying size; development of new courses and revision of existing ones; positive evaluations; responsiveness to student concerns and interests; and responsible class management.

*Service:* A satisfactory service record is reflected in acceptance of departmental service assignments, regular attendance at department and committee meetings and job talks, and observance of departmental deadlines.