

DEPARTMENT OF HISTORY BYLAWS

Adopted: October 2, 1979

Revised: November 13, 1986; January 15, 1987;
February 18, 2005; September 18, 2006; August 12, 2020

I. MEMBERSHIP

A. Voting members.

Voting members of the Department of History shall meet these criteria:

1. Full-time academic appointments for a minimum of one academic year in the University and either:
2. A full-time academic appointment at the rank of instructor or above in the Department, with or without administrative duties; or
3. An academic appointment shared with another unit, provided that the appointment is at the rank of instructor or above it in the Department of History, with or without administrative duties.

B. Associate Members.

Associate membership in the Department of History shall be open to all persons currently teaching a course or courses in the Department, to persons appointed to Adjunct rank as defined by University policy, and to Emeriti of the Department, whether teaching or not.

C. Privileges of voting members and associate members.

1. Voting members shall be entitled to vote in all Department meetings and elections; to serve on Department committees (within the regulations prescribed by these bylaws); and to represent the Department on College or University bodies.
2. At the invitation of the Chair, associate members shall be entitled to attend regular meetings of the Department, where they shall enjoy the right to speak, but not to vote.

II. ADMINISTRATIVE OFFICERS

A. CHAIR

1. **Eligibility.** Voting faculty members with tenure whose primary appointment is in the Department of History shall be eligible to

stand for election as Chair.

2. **Election.** The voting faculty shall, at five year intervals, nominate by secret ballot, on or before January 1 (except in unusual circumstances), a Chair of the Department. If a member is prevented from attending the election by illness or other cause beyond his or her control, that member may give a sealed vote, and that vote shall be counted. No person, however, shall be chosen as Chair unless he or she shall receive the votes of a majority of the voting members of the Department. In any such ballots, abstentions shall be counted in determining the necessary majority.
3. **Duties.** After appointment by the Board of Trustees, the Chair shall, on the date of taking office;
 - a. be responsible for the general administration of the Department, including the preparation and administration of the annual departmental budget, and for personnel and curricular matters on basis of policies laid down by the departmental faculty;
 - b. preside over the meetings of the departmental faculty and be entitled to cast a deciding vote in the case of a tie vote;
 - c. be (except in highly unusual circumstances) the agent through which departmental decisions are communicated to all other administrative officers within the University.

B. VICE-CHAIR

1. **Eligibility.** All voting members of the Department shall be eligible to stand for election as Vice-Chair.
2. **Election.** The voting faculty shall, at yearly intervals, nominate by secret ballot, on or before January 1 (except in unusual circumstances), a Vice-Chair. If a member is prevented from attending the election by illness or other causes beyond his or her control, he or she may give a sealed vote and that vote shall be counted. No person, however, shall be chosen as Vice-Chair unless he or she receives a majority of the votes of the members voting.
3. **Term.** The term of the Vice-Chair shall be one year, with the possibility of renewal yearly for four more years with the consent of the Department. But in no case can a Vice Chair serve for more than five consecutive years. The above will not preclude a Vice-Chair from being nominated for Chair.
4. **Duties.** The ViceChair

- a. will be responsible for administrative duties as decided upon between the Chair and Vice-Chair;
- b. will be acting Chair in the temporary absence of the Chair;
- c. shall be Acting Chair in case of resignation, death, or any other event which permanently removes the elected Chair from service, until an election is held, but with the proviso that such election be held within two months of the event which removes the Chair.

C. Student Affairs Officers

1. DIRECTOR OF UNDERGRADUATE STUDIES

- a. Shall be appointed annually by the Chair, with the consent of the voting faculty.
- b. Shall be responsible for setting up and supervising advising for undergraduate history majors.
- c. Shall implement Department policies with respect to course requirements for history students.
- d. Shall be responsible for programs of student development and for student records.
- e. Shall act as departmental liaison to other College and University bodies in matters directly concerning student records and requirements.

2. DIRECTOR OF GRADUATE STUDIES

- a. Shall be appointed annually by the Chair, with the consent of the voting faculty.
- b. Shall be responsible for setting up and supervising advising for graduate students in the History M.A. program
- c. Shall act as departmental liaison to other College and University bodies in matters directly concerning graduate student records and requirements.
- d. Shall implement departmental policies with respect to course requirements and theses.

III. FACULTY MEETINGS AND COMMITTEES

A. **Meetings** of the Department faculty shall be held as necessary during the academic year, as determined by the departmental Chair.

1. Meetings of the departmental faculty shall also be called by the departmental Chair whenever one-fourth (1/4) of the voting faculty, by written petition, shall so request.

B. Committees.

1. **Standing Committees.** There shall be three standing committees of the voting faculty.
 - a. A **PERSONNEL COMMITTEE** concerned with recommending renewal or non-renewal of contracts, tenure, promotions, and merit evaluations for current faculty.
 - b. A **CURRICULUM COMMITTEE** concerned with the review of undergraduate and graduate curricula, additions to and deletions from those curricula, and anything which might contribute to strengthening the department's undergraduate and graduate programs. This committee shall, in consultation with the Chair, approve travel funding for undergraduate and graduate students, and assist the Director of Graduate Studies in admissions decisions when needed. It shall further function in the acceptance and supervision of graduate students, the appointment of graduate assistants, and, in consultation with the Director of Graduate Studies, the disbursement of departmental graduate student funding.
 - c. An **OUTREACH COMMITTEE** concerned with student recruitment, community engagement, promoting the department through various communication outlets, and working with the chair and with college and university staff on fundraising efforts to support department initiatives. This committee will oversee the department's social and traditional media presence and diversity initiatives, plan and assist with campus and community events, and identify opportunities to work with other departments.

2. **Other Committees.** The voting faculty, or the Chair with the consent of a majority of the voting faculty, may create such ad hoc committees as may be deemed necessary.

3. **General powers and duties.**
 - a. Any committee may, with the consent of the voting faculty in each separate instance, delegate such functions as it considers to be primarily administrative in nature to the administrative officers of the Department.

 - b. The standing committees shall meet as needed.

4. **Membership.**
 - a. Each of the standing committees shall consist of three members of the voting faculty elected by that faculty. In addition, all members of the personnel committee must be tenured.

 - b. With the exception noted in [a], all members of the voting faculty shall be eligible to serve on Departmental committees.

 - c. No person shall be obliged to serve, at the same time, on more than two standing committees of the voting faculty, nor shall any person stand as chair of more than one said standing committee.

 - d. The voting faculty shall make such provisions as shall be necessary to insure that all seats on any committee do not fall vacant simultaneously.

IV. AMENDMENT PROCEDURE

Proposals to amend the History Departmental structure may be circulated through the Department Chair at least one week before a regularly scheduled meeting of the department. Such proposals, to be adopted, must be passed by a 2/3 majority of the total voting faculty at two consecutive regular meetings of the department.