

**By-Laws of the Department of History**  
As Amended and Adopted by the Faculty  
November 14, 2012

**Article I.**

- Section a. The Department of History shall be administered by a Chair, assisted by an Executive Committee elected by the voting faculty of the department. The Chair also appoints an Associate Chair, a Director of Graduate Studies, and a Director of Undergraduate Studies to assist with the day to day business of the Department.
- Section b. Those faculty with tenure track appointments in History, whether 100% or less, shall have full voting rights in the Department, subject to the University Statutes' provisions for faculty voting.
- Section c. Matters of general educational policy shall be decided by a majority of the voting members of the department. In all cases, the term "general educational policy" is to be construed as broadly as possible, so that all possible decisions affecting the department in such matters shall be put to a vote of the voting members of the department. No provisions of this amendment in particular or of the By-Laws in general shall be construed as giving to the department any powers or responsibilities. No provisions of this amendment shall be construed as in any way limiting the department as a whole as provided in the Statutes.

**Article II.**

The Chair shall be appointed in accordance with the University Statutes. The term of the Chair is three years. The Chair shall not be eligible for more than two consecutive terms. Partial terms shall not count in this respect.

In the year preceding the expiration of the Chair's term, any tenured faculty holding the rank of full or associate professor can declare her/himself a candidate for the position of Chair. The election will be scheduled by the Executive Committee; secret written balloting shall commence by February 1 and final balloting will be concluded by no later than March 1.

Each voting member of the department, as defined in University Statutes, will be entitled to cast a secret ballot for one candidate for Chair. A successful candidate must win a majority of votes. In event of no majority, there will be a run-off election between the candidates receiving the highest and second highest number of votes.

The election will be conducted by the Executive Committee. In event of a Chair running for re-election, the Chair will not be involved in any way in administering the election.

The Executive Committee and Chair will submit the result of the vote to the Dean by March 1. The term of the new Chair will begin on August 1.

### **Article III.**

- Section a. The Executive Committee shall consist of six elected members in addition to the Chair of the Department. Each spring semester, three members are to be replaced, thereby creating a staggered membership.
- Section b. Members shall be elected for two-year terms and shall not be eligible for more than two consecutive terms. Partial terms shall not count in this respect. The term of the members of the Executive Committee will begin on August 1.
- Section c. All voting members of the Department are eligible to vote for, and serve on, the Executive Committee. Elections are to be held in the spring semester of each academic year. Ballots will be placed in faculty mailboxes and will be due within a specified, but brief, period of time after they have been distributed. Those not on the teaching roster for that semester may request a ballot by e-mail, though it must be returned by the designated date.
- Section d. Election shall be by secret ballot. All members of the Department wishing to serve must indicate their intention in writing to the Chair, and their names will then be placed on the ballot. Each voting member may vote for three candidates. The three candidates receiving the highest number of votes will be elected to the executive committee. In event of a tie, the candidate who has served less recently shall be elected to the Executive Committee.
- Section e. In the event of a vacancy on the Executive Committee, the voting members of the Department shall elect, in a special election, a member to serve out the unexpired term. The candidate with the highest number of votes will be elected; in case of a tie, the candidate who has served less recently will serve out the unexpired term.
- Section f. The Executive Committee shall meet at the call of the Chair of the Department. In the event the Chair's absence or illness, the member of the committee with academic seniority shall convene the committee for necessary business. If two members of the committee request a meeting (in writing), the Chair shall convene the committee with five days after receipt of the request. The Associate Chair is, ex officio, a non-voting member of the committee.
- Section g. When a new Department Chair is appointed, he or she shall be, as Chair elect, a voting member ex-officio of the Executive Committee.
- Section h. Minutes of each meeting of the Executive Committee shall be circulated to the Department within a week after each meeting. Minutes shall be prepared under the direction of the Chair.

#### **Article IV.**

The minutes at all departmental meetings will be recorded by a secretary, who will provide the chair with a copy of the minutes. Their chair will review the minutes and distribute them to the faculty; the minutes will be subject to the department faculty's approval at the next scheduled meeting. The approved minutes shall be preserved in the department office where they shall be open to the inspection of any voting member. No action of the department shall be final or effective unless recorded in the minutes.

#### **Article V.**

- Section a. The respective duties of the Chair and Executive Committee are set forth in general terms by the University Statutes. Detailed adjustments of duties and relations of the Chair, Executive Committee, and department shall be carried out in general operations, and may be redefined in the By-Laws at any time.
- Section b. The Chair and Executive Committee shall make recommendations in educational policy to the department for its decision. The Chair and Executive Committee shall carry out the administrative responsibilities assigned to them in the Statutes and they shall make regular reports to the department of their administrative activities.
- Section c. The Chair, together with the Executive Committee, is responsible for organization and execution of departmental policies and for the execution of University and college policies insofar as they affect the department. In fulfillment of this duty, the Chair may, after consultation with the Executive Committee and with proper regard to the principle of rotation, assign faculty members to teach courses which for programmatic reasons the department needs to offer on a regular basis.
- Section d. In confidential matters where general public report is inadvisable, all voting members shall be informed individually by means chosen by the Chair.
- Section e. Decisions about renewal or non-renewal of appointments in the rank of Instructor or Assistant Professor and decisions about promotion from instructor to Assistant Professor shall conform to procedures and policies established by the College of Liberal Arts and Sciences and by higher university authority. In complying with these policies and procedures, the Chair shall call a meeting of the tenured members of the department for the purpose of seeking their advice, which shall be expressed by majority vote of the tenured members. The Chair shall communicate to the Dean the advice of the tenured members.

- Section f. The Chair shall choose stenographic and clerical personnel.
- Section g. Temporary teaching staff shall be appointed by the Chair in consultation with the Executive Committee.
- Section h. The Chair shall be responsible for the preparation of the budget as provided by the Statutes, in consultation with the Executive Committee.
- Section i. The Chair shall convey to the Dean and the University the Department's recommendations for promotions, subject to the University Statutes.
- Section j. The power of nomination for appointment rests with the Department. The Chair shall have the advice of the voting members of the department expressed in a majority vote and shall communicate their advice to the Dean with the nomination(s).

The names of referees in promotion and tenure cases will be generated by the promotion committee.

Voting in Promotion and Tenure cases will be restricted to tenure-track faculty of the appropriate rank who have informed themselves by reading the candidates' dossier and been present at the "information-meeting" discussions. The attendance requirement can be waived only on a case by case basis with a positive faculty vote.

The papers for Promotion and Tenure cases are prepared by the Chair with the assistance and advice of the Department's Promotion and Tenure committee.

- Section k. All full-time permanent appointments proposed during a regular term shall be discussed at a meeting of the department. All appointments to a tenure rank whether proposed during a regular term or not, shall be discussed at a department meeting.
- Section l. All full-time permanent faculty appointments to clinical, tenure-track, and tenured positions shall be subject to a vote of the eligible members of the faculty. The ballot shall be secret, but the results of all votes shall be announced and shall be recorded in the minutes of the meeting. Persons unable to attend a meeting called about a matter of personnel but who are entitled to vote on such matter, shall where possible be consulted by the Chair and may submit a proxy ballot.

## **Article VI.**

- Section a. The Department of History shall hold regular meetings of the full department at least five times each academic year.
- Section b. The Department of History may also hold meetings at the call of the Chair. A meeting of the department shall also be called if it is requested in writing by 25% of the voting members of the department. The written request shall state the purpose of the meeting and the meeting shall be called within 10 days of the receipt of the request.
- Section c. A written or electronic notice of every meeting of the department shall be sent at least one week in advance to each voting member of the department, including those not in residence. The notice shall include an agenda of the matters to be considered. Items may be added to the agenda after notice is distributed (except for elections). Special meetings may be called with less than a week of notice if the Chair and Executive Committee consider it to be necessary.
- Section d. At regular and special meetings of the department, a quorum shall consist of a majority of all the voting members of the department.

## **Article VII.**

The Executive Committee shall serve as the departmental body to consider requests for emeritus status from retiring faculty. The chair will consult the entire executive committee regarding each request and, as required by the College, a record of the vote of the committee will be submitted with each request for emeritus status.

## **Article VIII.**

These By-Laws may be amended at any meeting of the department. Amendments may be proposed by any member of the department and shall be submitted in writing to the Chair. The Chair shall circulate all proposed By-Laws to all voting members of the department at least two weeks before consideration at a department meeting. By-Laws shall not be adopted unless approved by a majority of the voting members of the department.