I. The Department: Membership and Rules

   A. All tenure stream History faculty are voting members of the department and have the right to participate in department meetings. Persons holding multiple-year full-time appointments are also voting members with the right to participate in department meetings. Persons holding one-year full-time appointments have the right to attend department meetings, but are not voting members of the department.

   B. Meetings of the department must be held at least three times per semester. The chair should send the schedule of each semester’s meetings to all voting members by email in the first three weeks of the semester. An initial agenda, subject to modification, should be sent to all faculty members by email at least one week in advance of each meeting. Persons not attending a department meeting may not vote by proxy. Persons attending a department meeting via technology that allows them to participate throughout the meeting despite not being physically present may vote as if attending in person. Votes can only occur with a quorum of the voting members present (in person or via technology), with quorum defined as at least fifty percent of voting members.

II. Officers of the Department

   A. The administrative officers of the department are the Chair, the Vice-Chair, and the Graduate Program Director.

   B. Chair

      1. The Chair shall be elected from among the full or associate professors and shall serve for a term of three years, with the option of seeking re-election. Chairs who have been in place for two consecutive terms may not seek re-election until another three-year term has passed. The election of the Chair shall be held in April in the appropriate year and shall be conducted by secret ballot. The Chair shall be elected by an absolute majority of those voting. If there are more than two candidates, and no one of them receives an absolute majority, there shall be a run-off election between the two candidates receiving the highest number of votes. In the event of a tie between two candidates for first place in an election with two candidates, another vote will be held. In the event of a tie for second place in an election with three or more candidates, the matter shall be referred to the executive committee, which shall vote by secret ballot to choose one of the second place candidates for the run-off election. If the Chair is unavailable for more than two weeks, or takes a semester or full-year leave, the executive committee shall select an interim chair for that portion of the three-year term.
2. The Chair, once elected, shall assume office on September 1. The Chair’s three-year term ends on August 31, three years after the election year, regardless of any leave time the Chair may have taken.

3. The duties and power of the Chair are as follows:

i) to call and schedule department meetings and to prepare the agenda with the advice of the voting members

ii) to represent the department at all official college and university meetings as needed.

iii) to preside at department meetings

iv) to chair the executive committee and to participate, as an ex officio member, in the deliberations of all other standing committees except the personnel committee. The Chair may attend personnel committee meetings by invitation only, and then without a vote

v) after approval of the list of eligible voters by the executive committee, the Chair shall conduct all departmental elections, mail ballots, and referenda, and report the results to the department

vi) to make his/her own recommendation to the Dean regarding actions taken by the tenure committee, the promotion committee, the personnel committee, and all search committees, provided that he/she makes these recommendations fully and completely known to the committees concerned

vii) to review the department’s CLA teaching schedule when the schedule is prepared by the department schedulers, and to prepare the CLA teaching schedule when there are no department schedulers; to develop the department’s CAPS schedule once the CLA schedule is finalized

viii) to assign office space

ix) to be responsible for the staffing and administration of the department office

C. Vice-Chair

1. The Vice-Chair shall be elected from among the tenure-stream professors and shall serve for a term of two years, with the option of seeking re-election. Vice-Chairs who have been in place for two consecutive terms may not seek re-election until another two-year term has passed. The election of the Vice-Chair
shall be held under the same rules as the election of Chair. If the Vice-Chair is unavailable for more than two weeks, or takes a semester or full-year leave, the executive committee shall select an interim Vice-Chair from the members of the undergraduate committee.

2. The Vice-Chair, once elected, shall assume office on September 1. The Vice-Chair’s two-year term ends on August 31, two years after the election year, regardless of any leave time the Vice-Chair may have taken.

3. The duties of the Vice-Chair are as follows:

   i) to preside at departmental meetings in the absence of the chairperson (otherwise this duty falls to the executive committee to fill)

   ii) to serve, if possible, as Chair in instances where the Chair is indisposed for less than two weeks

   iii) to represent the department at official college and university meetings at the request of the Chair (otherwise this duty falls to the executive committee to fill)

   iv) to serve as chair of the undergraduate committee, manage department advising and the History honors program, and oversee approval of new and amended courses

D. Graduate Program Director

1. The Graduate Program Director shall be elected from among the tenure-stream professors and shall serve for a two-year term, with the option of seeking re-election. Graduate Program Directors who have been in place for two consecutive terms may not seek re-election until another two-year term has passed. The election of the Graduate Program Directors shall be held under the same rules as the election of Chair. If the Graduate Program Director is unavailable for more than two weeks, or takes a semester or full-year leave, the executive committee shall select an interim Graduate Program Director from the members of the graduate committee.

2. The Graduate Program Director, once elected, shall assume office on September 1. The Graduate Program Director’s two-year term ends on August 31, two years after the election year, regardless of any leave time the Graduate Program Director may have taken.

3. The duties of the Graduate Program Director are as follows:

   i) to serve as chair of the graduate committee
ii) to oversee graduate admissions,

iii) to oversee graduate student advising

iv) to assign Teaching Assistantships with the advice of the graduate committee

v) to oversee each track of the graduate program, in coordination with directors of specific tracks as needed

vi) to oversee the staff of the graduate program, including its individual tracks

vii) at least once every three years to assess the graduate curriculum and the needs of graduate students, and report to the department regarding desirable future plans for the graduate program

viii) to attend GPD meetings

ix) to represent the graduate program in all appropriate settings

III. Committees of the Department

A. Standing committees of the Department are as follows:
   1. Executive Committee
   2. Tenure Committee
   3. Personnel Committee
   4. Promotion Committee
   5. Undergraduate Committee
   6. Graduate Committee

B. The executive committee shall consist of six members: the Chair, the Vice-Chair, the Graduate Program Director, and three other members elected at-large from among the voting members of the department. The election of the at-large members of the executive committee shall be held in May, and shall be conducted by secret ballot. The executive committee shall begin its term of office on September 1 of each year.

C. The duties of the executive committee are as follows:

   1. To recommend to the department a list of candidates for all standing committees, with the exception of the tenure committee and the promotion committee. To select interim replacements for officers who are on leave or unavailable for more than two weeks, as specified in II B(1), II C(4), and II D(7).

   2. To advise the Chair regarding matters of concern to the department.
3. To oversee and coordinate assessment.

4. To assign mentors to all new junior faculty

5. To resolve tie votes as specified in II B(1).

6. To provide a liaison to the department’s Non-Tenure-Track members.

D. The tenure committee shall consist of all tenured members of the department. In cases involving both a recommendation to tenure and promote, all members of the tenure committee may vote on promotion.

1. The chairperson shall convene the tenure committee. The tenure committee shall be responsible for making recommendations to the chairperson regarding candidates for tenure.

E. The personnel committee shall consist of at least four members appointed by the executive committee, including the chair or co-chairs of the personnel committee.

F. The duties of the personnel committee are as follows:

1. To evaluate members of the department as required in the annual faculty report (afr).

2. To make recommendations to the Chair regarding reappointment.

3. To make recommendations to the Chair regarding appropriate salary adjustments.

4. To recommend to the Chair candidates for promotion to the rank of associate professor, except when such recommendations are made by the tenure committee as part of its conduct of tenure review; the discussion and vote on such recommendations shall be conducted only by those members of the personnel committee superior in rank to the person being considered.

G. The promotion committee shall consist of all full professors in the department.

1. Persons wishing to be considered for promotion may request to be considered by the promotion committee. The promotion committee shall make its recommendation to the chairperson.

H. The undergraduate committee shall be headed by the Vice-Chair and include at least three additional members of the department

I. The duties of the undergraduate committee are as follows:
1. It shall oversee all business concerned with the administration of the undergraduate program, including advising, tutoring, and social activities.

2. It shall provide a scheduler, who will work with a scheduler from the graduate committee to develop the department’s teaching schedule for its CLA classes.

3. The committee shall receive all new proposals for undergraduate courses and recommend action to the department.

4. It shall have the authority to recommend to the department changes in the undergraduate curriculum and the requirements for the major and minor.

J. The graduate committee shall consist of the Graduate Program Director, the directors of any individual tracks within the graduate program, and at least three additional members of the department.

K. The duties of the graduate committee are as follows:

1. It shall oversee all business concerned with the administration of graduate studies in history and shall make recommendations to the department about the requirements for graduate degrees.

2. It shall provide a scheduler, who will work with a scheduler from the undergraduate committee to develop the department’s teaching schedule for its CLA classes.

L. Except for the tenure and promotion committees, the membership of all standing committees shall be determined annually.

M. Except for the tenure and promotion committees, no person shall serve on more than two standing committees.

N. In addition to the standing committees of the department, the chairperson may appoint, with the concurrence of the executive committee, ad hoc committees to address special issues and to respond to immediate needs.

1. A search committee shall be established whenever a search for a tenure-track faculty position or a multi-year non-tenure track position is to be conducted. The search committee shall consist of at least three tenure-stream faculty, with the Chair approving the search committee chair or co-chairs. After completing its evaluation of prospective candidates, the committee shall make its recommendations to the department, which shall vote to accept or reject them. The department's recommendations shall then be forwarded to the Chair. In cases where multiple searches are being conducted, more than one search committee would be formed as needed.
2. For each committee that does not have a chairperson ex officio, the Chair shall designate a convener from the membership of that committee. The committee, upon being convened, shall elect a chairperson. The chairperson shall be responsible for calling meetings of the committee and for preparing and distributing in advance the agenda for each meeting.

IV. Personnel Procedures and Faculty Rights

A. A faculty member whose tenure, promotion, or reappointment is under consideration shall be invited to present the appropriate committee with evidence of his or her teaching, scholarly work, and contributions to the university and community at large.

B. The faculty member in question shall be informed promptly by the department chairperson of a committee's recommendations on matters of tenure, promotion, reappointment or non-reappointment, and of the vote by which it was effected. In instances of adverse decisions, the faculty member in question shall have the right of appeal before the recommendation is submitted to the Dean for administrative action.

C. Faculty members whose appointments have not been renewed, or who have not been recommended for tenure, or promotion, shall, upon request, be informed in writing of reasons for the decision taken. In those instances in which the committee and the chairperson of the department disagree, the faculty member shall, if he or she requests, receive from either or both written reasons for the decision reached.

D. Confidentiality of committee deliberations shall be maintained, except as provided for above.

E. Under all circumstances, rights and protections provided in the Red Book must be maintained.

V. Ratification and Amendment

A. The procedure for ratifying the Constitution shall be as follows:

1. The draft committee's text of the Constitution shall be presented at a meeting of the department in order to allow opportunity for amending;

2. The Constitution, intact or as amended, will then be presented as a whole for ratification by mail ballot;

3. The Constitution shall be considered ratified if three-quarters of the voting members of the department approve it.

B. The Constitution, once ratified, may be amended if:
1. A simple majority of the voting members of the department approve a motion to amend, and

2. If that motion, when presented as a referendum, is approved by three-quarters of the voting members of the department.