I. DEPARTMENT COMPOSITION

1. All full-time tenure-line and career-line faculty (including 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.

II. ADMINISTRATION

1. Department Administrators: A Chair, appointed by the Dean of the College of Humanities for a three-year term, is responsible for the overall administration of the department. The other administrative officers, appointed by the Chair, are an Associate Chair, and Director of Graduate Studies.

2. Duties of Chair: Responsibilities of the Chair include: the preparation and administration of the departmental budget; fiduciary responsibility for all department operations; the preparation of faculty evaluations; the initiation of recommendations for appointments, advancement in rank, tenure; the hiring, supervision, and dismissal of staff members; the preparation of required reports; chairing the departmental executive committee; and general supervision, coordination, and direction of the conduct of the Department and the fulfillment of its assigned functions.

3. Duties of Associate Chair: Responsibilities of the Associate Chair include: acting as Chair if the Chair is away from campus or unable to fulfill the duties of the position for any reason, chairing the undergraduate studies committee, supervision of undergraduate curriculum (including new and revised course proposals and degree requirements), course scheduling, coordination of departmental advising of all majors and minors, ex-officio membership on departmental executive committee.

4. Duties of Director of Graduate Studies: Responsibilities of the DGS include: chairing the graduate studies committee, overall supervision of the master's and
III. DEPARTMENT MEETINGS

1. General procedures for regular and special department meetings.

   A. Scheduling: Regular department meetings shall normally be held once each month between August and May. The chair shall distribute a schedule of all regular department meetings at the beginning of each semester. Meetings may be convened for special purposes by the Department Chair or by the request of five (5) regular faculty members.

   B. Meeting Agendas: The Meeting shall follow an agenda prepared and circulated, in general, three days in advance. Any member of the Department may place items on this agenda. Such agenda items are due to the Department Chair seven (7) days before the scheduled meeting. Such agenda items shall be considered old business and may be brought to a vote in the meeting in which they are introduced. The Meeting may discuss any new business introduced from the floor, which shall be referred for inclusion on the next agenda, unless by a vote of two-thirds of those present and voting, it is agreed to vote immediately.

   C. Conduct of meetings: Meetings shall be conducted using Robert's Rules of Order. Meetings shall be chaired by the Department Chair, or a faculty member chosen by the Chair.

   D. The Department Meeting shall make binding decisions on all matters except those reserved to other persons or groups by virtue of University or College regulations and those which the Department Meeting and the Department Chair agree will be decided by the Department Chair.

   E. Meeting Minutes: Minutes shall be kept by the Associate Chair or, when necessary, an alternate faculty member chosen by the Chair. Minutes of Department Meetings shall be circulated to members of the Department for approval by an e-vote within three (3) days after a meeting, or as the first item of business at the next scheduled Department Meeting; copies of these minutes shall be available from the Administrative Assistant.

2. Voting Procedures for regular and special Department Meetings.
A. Voting by ballot is restricted to full-time faculty members as defined in Article I. In tenure and promotion cases voting by ballot is further restricted by rules established by Department Tenure and Promotion regulations as well as College and University regulations.

B. A quorum shall consist of one-half of the voting membership of the Department less those voting members on leave.

C. Any vote, at the request of one member, may be by secret ballot. 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 faculty member shall substitute.

D. In most cases the Meeting shall make decisions by a simple majority vote of those present and voting. In order to amend the by-laws, however, a two-thirds majority is required.

E. The meeting may, by a one-third vote of those present and voting request a (e-)mail ballot, except in cases of personnel matters and amendments. A majority of the voting members of the Department shall be required to pass any question submitted by (e-)mail ballot.

IV. COMMITTEES

1. Standing Committees: The following standing committees shall be constituted, by appointment or election, during the spring semester and assume duties with the beginning of the academic year on July 1.

   A. The Executive Committee shall consist of six persons including an assistant professor, an associate professor, and professor elected by rank as voting members, and the Department Chair, Associate Chair, and Director of Graduate Studies as ex officio members. The Executive Committee shall serve in an advisory capacity to the chair on matters of departmental administration. The three members elected by rank shall constitute a Budget Committee to make annual salary recommendations to the chair. The Executive Committee will also recommend department hiring priorities, pursue and encourage programmatic grant-writing initiatives, and consider opportunities for collaborations across fields and among disciplines, especially where they support University programs, centers, and initiatives.

   B. The Graduate Studies Committee is appointed by the Director of Graduate Studies to assist with the supervision of the graduate program. In selecting members, the director shall take into account field and rank representation.
The Graduate Studies Committee is charged with general oversight of curriculum and instruction of graduate students, including cultivating best practices.

C. The Undergraduate Committee is appointed by the Associate Chair to assist with monitoring the undergraduate curriculum and degree requirements. In selecting members, the director shall take into account field and rank representation. The Undergraduate Advisor also sits on the Undergraduate Committee ex officio. The Undergraduate Committee is charged with general oversight of the curriculum and instruction of undergraduate students, including cultivating best practices.

D. The Retention, Promotion, and Tenure Advisory Committee is chaired by a faculty member, normally a tenured full professor, who is elected to supervise RPT deliberations in accordance with departmental policies and procedures and University Policy 6-303.

E. The Tenured Faculty Review Committee is chaired by a faculty member, normally a tenured full professor, who is elected to supervise the Tenured Faculty Review process in accordance with department policies and procedures and University Policy 6-321.

F. The Intellectual Life Committee:

1. Consists of two co-chairs elected annually by the department to two-year terms, based on a proposed plan for the O. Meredith Wilson Lecture or Symposium and associated activities.

2. In the first year of service, the co-chairs will plan Wilson events for the following academic year and oversee works-in-progress presentations by faculty and graduate students in the current academic year.

3. In the second year of service, the two co-chairs will work with the Department Chair and staff members to host the Wilson Lecture or Symposium.

G. The Vern and Bonnie Bullough Lecture Committee:

1. The Vern and Bonnie Bullough Lecture in the History of Sex and Gender is a bi-annual event organized by the History Department. The Bullough Lecture Committee consists of faculty who have self-identified with, and participate in, the Comparative Gender and Sexuality graduate field. Participation in the field includes teaching
HIST 7910: Seminar in Gender History; advising MA/MS students in the major field and/or PhD students in the minor field; and/or teaching graduate courses, including Directed Readings, that contribute to the field. The Chair of the Committee will rotate among committee members by mutual agreement.

2. In the year during which no lecture is offered, the Committee will meet Fall semester to select a Chair for a two-year term. The Chair will solicit suggested speakers from the Department and convene a committee meeting to recommend one or more lecturers. As per the bequest, the lecture will rotate among scholars who specialize in a variety of time periods and world areas. When appropriate, the Committee may choose to partner with another unit or units on campus or in the community. The Committee Chair will notify the Department Chair of the Committee’s recommendations for final approval by the department faculty.

3. The Committee will coordinate with the Department Chair to organize the lecture. It will share responsibility for logistics, publicity, additional fundraising, and working with other stakeholders on campus or in the community when appropriate.

2. Ad-Hoc Committees: As necessary to address the immediate needs of the department, ad-hoc committees shall be formed as needed by July 1 preceding the academic year.

V. SEARCH PROCESSES

1. Tenure Line Faculty: All searches and appointments of tenure line faculty will take place in accordance with University Policies 6-301 and 6-302.

   A. Search Committee Composition: When a search for a new faculty position is approved, the Department Chair shall appoint a search committee composed of at least three members of the tenure-line faculty, the majority of whom should hold tenure. The committee should reflect the composition of the department and include one member from outside the field (geographic, methodological, etc.) of the search.

   B. Duties of the Search Committee: Members of the search committee will have access to all applicant files. Committee members will read files, rank candidates, report their procedure for ranking candidates to the
department, and, subject to department approval, arrange and conduct preliminary interviews and recommend short lists to the department.

C. On-Campus Interviews: The department as a whole will discuss the search committee’s recommendations and approve the finalists who will be invited to campus. The Department Chair will extend invitations to the finalists and work with department staff to schedule on-campus visits that include adequate opportunities for the candidates to meet with department faculty as well as graduate (and undergraduate students?).

D. Ranking of Candidates: Following campus interviews the search committee will rank the candidates and submit its recommendation to the department at least seven days before the full department meets to discuss and rank the finalists. At that meeting, the tenure line faculty will vote by secret ballot to determine the final ranking of candidates as well as any candidates deemed unacceptable.

E. After receiving all necessary approvals, the Department Chair shall offer the position to the first-ranked candidate. If that candidate declines the offer the Department Chair shall offer the position to additional ranked candidates as available.

2. Career Line Faculty: All searches and appointments of career line faculty will take place in accordance with University Policy 6-302.

3. Selection of Department Chair: Department Chairs are appointed by the Dean of the College of Humanities, generally with input from History Department faculty. To facilitate open and well-informed decision-making, faculty members who seek appointment as chair shall, when circumstances permit, provide a statement to the faculty to outline their goals, priorities, and values.

VI. TRAVEL POLICY

To enhance the professional development of individual faculty as well as the national reputation and visibility of the department, the department will provide funds (for airfare, registration, hotel and/or per diem) for participation in professional meetings for faculty according to the following guidelines.

1. All department support for travel is contingent on the availability of funds. The following guidelines represent a general philosophy of department decision-making concerning travel. While actual amounts may be adjusted in years of limited funding, these principles shall guide the executive committee in allocating funding for travel as fairly as possible.
A. Because of their importance in promoting publication of articles, book chapters, and monographs, the department will prioritize funding for presenting papers over chairing sessions, commenting on panels and administrative responsibilities. For chairing, commenting, and administrative responsibilities, the department will provide airfare in full. For presenting papers, the department will provide a minimum of 750 dollars per conference that can be used at the faculty member’s discretion for registration, travel, hotel and per diem.

B. Because junior scholars must develop their profiles in preparation for tenure, the department will prioritize the allocation of full funding for junior faculty paper presentations when there are sufficient funds to disburse.

C. Travel funds may be provided to officers of major professional organizations at the discretion of the Executive Committee. This money will not exceed $500 and will depend on the travel budget for that year.

D. Except in special circumstances, travel will not be provided for non-participants to attend a professional meeting.

E. Career-line faculty may apply for one domestic round-trip airfare per year to present a paper at a history conference, up to $500.

2. To receive funding, faculty must provide an itemized budget that includes accurate estimated costs of travel, hotel, registration and per diem. Transportation estimates must be based on an identified date and flight. The department will not pay more than $50 beyond the estimated price submitted for approval.

3. All departmental travel must be arranged in accordance with approved departmental and college policies. Once tickets have been purchased, faculty members are responsible for financial penalties or additional charges incurred by delayed booking changes or cancellations for reasons other than illness.

4. To be reimbursed for travel, faculty must provide a copy of the program page listing their participation with their other paperwork.

5. In conjunction with the support for international travel offered by the Career Development Committee in the College of Humanities, the following policy governs international travel.

   A. Every faculty member who plans to undertake international travel is required to apply for funds from the Career Development Committee.
B. A faculty member who receives full funding from the CDC to present a formal research paper may apply to the History department for additional funding.

C. A faculty member who applies for CDC funding for international travel but does not receive it may still receive department funding.

VII. SALARY RECOMMENDATION POLICY

The following rules constitute the salary recommendation policy in effect within the Department of History.

1. Because the History Department faculty is expected to be active and competent in a tripartite commitment to scholarship, teaching, and service, the fact of publication, teaching, or professional service per se shall not be considered meritorious in making salary recommendations.

2. By January 15 of each calendar year faculty shall submit to the Executive Committee a statement identifying and evaluating the past year’s activities in the areas of scholarship, teaching, and service along with relevant supporting material (copies of publications, conference papers, teaching evaluations, and the like). The material shall be placed in each person’s Professional Profile file containing activity statements for the past two years and an updated curriculum vita. In every case the burden of presenting appropriate evidence to justify inclusion in a merit category shall rest with the individual faculty member.

3. For the purpose of ranking faculty for salary recommendations, the elected members of the Executive Committee shall constitute a Budget Committee, with the department chair acting as Budget Committee chair and serving in an ex officio capacity.

   A. In evaluating scholarship, quality and significance are the primary considerations for meritorious designation.

   B. Merit salary increases for teaching require pedagogic achievements significantly above the department norms. As teaching is a cumulative instead of a piece-work activity, evaluations of meritorious teaching shall be part of tenure or when tenured faculty are reviewed as part of the five-year Review of Tenured Faculty process. Ad hoc committees shall provide all relevant information concerning pedagogy--student course evaluations, senior exit interviews, peer evaluations--to the Budget Committee, which may then recommend individual faculty for High Merit salary increases for teaching excellence.
C. Individuals may propose in any given year unusually significant professional or university service for merit salary consideration.

4. The Salary Recommendation Committee shall use the Professional Profile files in recommending faculty for salary increases according to the following categories and guidelines. The amount of the designated dollar awards shall be reevaluated periodically.

A. Special Merit. A designated dollar amount to be awarded in addition to any other salary increase to faculty who in the past calendar year have achieved one or more of the following:
   i. Published a scholarly book (maximum of $2,000)
   ii. Received a College or University Teaching Award (Maximum, $2,000)
   iii. Awarded promotion in rank to associate or full professor as per guidelines of the College of Humanities

B. High Merit. A variable dollar amount in addition to the Basic merit percentage increase for faculty who have in the past calendar year made an outstanding contribution(s) to scholarship and publication outside the Special Merit category, met the criteria for meritorious teaching (3.b), or achieved an overall professional profile for the previous three years that warrants an equity salary adjustment.

C. Basic Merit. A percentage increase, determined annually, for faculty who during the past three years have published either a book or a scholarly article in a refereed professional journal or in a collection of original essays, taught an additional two courses per year and engaged in teaching support activities, or demonstrated tangible evidence of ongoing research likely to lead to publication such as presenting a refereed paper at a major professional meeting or securing research grants, fellowships and the like.

D. Low Merit. A percentage increase less than basic merit for faculty who during the past three years have not published a book or a scholarly article in a refereed journal, or a collection of original essays, not presented a refereed paper at a major professional meeting, not received tangible support for research activities such as grants and fellowships, not provided other evidence of professional achievement (e.g., letter of manuscript acceptance from journal or press), and not exceeded the standard teaching load. Faculty in this category will receive a minimal salary increase from the preceding year.

5. The Salary Recommendation Committee shall submit to the chair a ranking of faculty according to the aforementioned four categories along with explanations for the designations.
6. The chair shall recommend faculty salary increases, with the Salary Recommendation Committee rankings as the primary basis for High Merit (b) determinations, to the dean of the College of Humanities. When authorized by the dean, the chair shall advise each faculty member in writing as to the amount of and rationale for his/her salary recommendation.

VIII. WORKLOAD AND TEACHING EXPECTATIONS

1. For faculty members who do not hold a department administrative office or have special arrangements associated with the terms of their appointment, the normal teaching load is 4 courses per year.

   A. Normally, at least one course per faculty member per year will be a course that serves the current needs of the department curriculum.

   B. Courses with low enrollment may be cancelled, at the discretion of the chair, associate chair, and graduate director and in consultation with affected faculty members. It is expected that cancelled courses will be made up by additional course offerings in future semesters.

IX. AMENDMENT OF DEPARTMENT BY-LAWS

1. These by-laws shall go into effect upon a two-thirds vote of the faculty.

2. Amendments to the by-laws will require a two-thirds vote of the faculty.