

Governance Document

Department of History

Section I. Preamble

The Department of History seeks to provide instruction at the undergraduate and graduate levels, to prepare future teachers in the discipline of history, and to produce nationally and internationally recognized scholarship in history and the teaching of history. In its effort to achieve these objectives, the department strives to attract and retain a superb faculty who are committed to teaching, research, and service as mutually-supportive activities.

Section II. Department Officers

A. Chair

1. The chair is the chief administrative officer of the department, having general responsibility for employment actions and personnel evaluation; for budgets and facilities under departmental control; for curriculum development; and for the general academic reputation and atmosphere of the department. Specifically, the chair is responsible for fiscal management, personnel management, course scheduling, developing long-range and short-range plans and goals, and encouraging professional activity in teaching, scholarly productivity, and service.
2. In the spirit of shared governance, the chair exercises leadership in continuous consultation with the appropriate faculty, staff, and students.
3. The department chair serves as the chair of the DFSC.
4. The chair is appointed by and serves at the pleasure of the Dean of the College of Arts and Sciences.

B. Graduate Director

1. The graduate director is the principal supervisor of the graduate program. In that capacity, the director is concerned with admission of students, the awarding of graduate assistantships and other stipends, the advising of graduate students, and the assignment of graduate assistants to faculty.
2. The graduate director serves as the chair of the graduate committee.
3. The graduate director, who will be a tenured faculty member normally serving for three years, is appointed by and serves at the pleasure of the department chair.

B. History Education Director

1. The history education director is the principal supervisor of the history education program. In that capacity, the director is concerned with admission of students, the preparation and advising of history education students, and the placement of students at practice teaching sites.
2. The history education director serves as the chair of the history education committee.
3. The history education director, who will normally serve for three years, is appointed by and serves at the pleasure of the department chair.

Section III. Committee Structure and Responsibilities

A. Department Faculty Status Committee (DFSC)

1. The DFSC, which is composed of four tenured or tenure-track faculty and the department chair, makes recommendations regarding faculty appointments, reappointments, tenure, promotion, dismissals, and contracts; it also conducts annual faculty performance evaluations for the purpose of determining annual performance-evaluated salary adjustments.
2. Committee members serve staggered two-year terms beginning in the fall semester following their election in the spring so that two members are elected by the department each year.
3. The department chair serves as chair of the committee.
4. The particulars regarding the selection, organization, and responsibilities of the DFSC are outlined in the department's ASPT Guidelines.

B. Appointed Committees

1. All committee assignments, including those of committee chairs, are made by the department chair.
2. The department chair will endeavor to rotate membership and chairships of the committees to ensure that department members will have equitable service experience and responsibility.
3. Because some service responsibilities (graduate director, history education committee chair) are more onerous than others, special incentives may be offered (e.g., release from teaching and other service obligations) to ensure that those positions are properly staffed.

C. Graduate Committee

1. The graduate committee assists the graduate director in the evaluation of applications to the program and provides advice on all matters pertaining to the operation of the graduate program.

D. Curriculum Committee

1. The curriculum committee is responsible for supervision of the history curriculum. In that capacity, it reviews the curriculum and recommends changes regarding courses and programs to the faculty and graduate faculty.

E. History Education Committee

1. The history education committee administers the department's programs in the preparation of history teachers. In that capacity, it makes recommendations to the faculty on matters concerning curriculum, policies, and practices related to history education.
2. The committee consists of history education faculty, departmental advisors, and other faculty selected by the department chair.

F. Awards Committee

1. The awards committee administers the various awards in the department. In that capacity, it solicits nominations and submissions, selects award recipients, and works with other faculty and staff to hold award ceremonies.

G. Search Committees

1. Search committees, which are responsible for the recruitment of potential faculty members, are appointed by the department chair.
2. The committees will be chaired by a tenured faculty member and will normally consist of three tenure line faculty members.
3. The committees make recommendations to the tenured and tenure-track faculty, which in turn makes recommendations to the DFSC.

Section IV. Voting

Unless otherwise noted, all full-time tenured and tenure-track faculty are eligible to vote in elections conducted within the department. Members of the graduate faculty are eligible to vote on matters related to the graduate program. Faculty members on leave or absent from a meeting may vote according to the procedures outlined in the department's ASPT guidelines.

Section V. Meetings

The department chair will call and preside over regular meetings of the tenured and tenure-track faculty. A quorum is defined as a majority of the tenured and tenure-track faculty. Additional meetings may be convened by a majority of the tenured and tenure-track faculty. Whenever possible, an agenda should be distributed at least one week before a meeting is held. The department chair will designate someone to record the minutes of faculty meetings; the minutes will be distributed to and approved by the faculty. In general, the meetings will be governed by the principles outlined in *Robert's Rules of Order*.

Section VI. Amendment

A motion to amend this governance document should be submitted by a voting member of the department at least one week before consideration. The motion to amend requires a majority vote of the tenured and tenure-track faculty.