CONSTITUTION OF THE DEPARTMENT OF HISTORY
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1. THE DEPARTMENT COUNCIL

A. Powers and Responsibilities

The Department Council, together with the Chair of the Department, shall have exclusive authority over Department academic policy on all matters which may affect students and faculty in the Department of History. Such exclusive authority shall be exercised jointly by the Council and the Chair in the following manner. The Council, upon due deliberation collectively undertaken, shall, by majority vote of those present, make recommendations on academic policy to the Chair. If the Chair is unable to accept such a recommendation, the matter may be reconsidered by the Council. Should the Council insist on confirming its recommendation, as evidenced by a two-thirds vote, and should the Chair continue to define the recommendation as unacceptable, the Dean of CAS will be asked to reconcile the positions. The Dean shall exercise his or her authority, which cannot be delegated, to break a deadlock.

The Department Council shall comply with the rules and operate within the spirit of the all-University academic policies established by the University Senate and the all-College academic policies of the College of Arts and Sciences.

The Department of History in all its objectives and functions is focused primarily on fostering the academic growth and personal well being of its faculty members, students, and staff. In that spirit the Department will implement the following policies and responsibilities.

Department of History academic policy which is subject to the exclusive authority of the Council and the Chair shall include, but is not limited to, the following subjects:

• criteria of instruction;

• curriculum and program;

• standards for admission, retention, and graduation of undergraduate and graduate students in alignment with university policies

• standards for the awarding of scholarships, honors, teaching assistantships, and research assistantships

• criteria and procedures for faculty appointments, promotions, dismissals, tenure, leaves of absence, and honors, and for the assurance of academic freedom and the disposition of grievances;
In addition, the Council alone shall have the following exclusive powers:

- to create, reconstitute, and abolish standing committees, to define the powers thereof, and to provide for the appointing and discharge of their members, subject to the provisions and qualifications set forth in III;

- to fix procedures for the nomination and election of student representatives to the Council and to its committees, and to fill or provide for the filling of vacancies between annual elections, subject to the provisions and qualifications set forth in 1, B;

- to invite the attendance at meeting, without vote, of any person whomsoever and to empower the presiding officer to recognize such person to permit him or her to speak

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- to take such other action, upon due deliberation collectively undertaken, as it may deem necessary for the exercise of its authority and discharge of its responsibilities.

B. Membership

Faculty members of the Council shall be all regular full-time, tenure-line and term, faculty in the Department, full-time faculty on reduced load, and such other faculty members in the University as the Council may determine each year by two-thirds vote of its constituted membership. Department faculty on leave may participate in Council meetings with vote. Term faculty, who have been appointed in the department for three consecutive years, are eligible to vote at the beginning of their third year. Term faculty, who are members of Council, may vote on all matters except for those pertaining to tenure-line and hiring actions.

Two undergraduate and two graduate students shall be non-voting members of the Council. The undergraduate representatives shall be selected during the first month of the academic year by the Director of Undergraduate Studies in consultation with the instructors of HIST-480 Senior Thesis in History I and HIST-482 Research Seminar. The graduate student members are the president and vice-president of the Graduate Student Council. If they are unable to attend meetings, they may ask other graduate students to serve.

Members are not permitted to vote by proxy.

II. THE DEPARTMENT CHAIR

A. Powers and Responsibilities

In addition to joint responsibility with the Council for academic policy, the Chair of the Department shall have the following final responsibilities and powers:

- to formulate the Department budget as part of the College and University budget process;

- after consultation with the Council and the Personnel Committee, to make separate recommendations to the Dean of CAS regarding appointments (with the exception of appointments of tenure-line faculty), promotions, terminations, tenure, and other faculty personnel matters;
• in consultation with appropriate committees and faculty members, to plan the schedule of course offerings for each semester and to make individual teaching, advising, research, committee, and administrative assignments among the faculty;

• to administer the Department physical facilities including the Department office and its records, and to select and coordinate the secretarial and administrative staff;

• to review faculty rank and tenure structure and the tenure eligibility of non-tenured faculty, to recommend to the consideration of the Personnel Committee the initiation of promotion and tenure proceedings, and to transmit requests made by faculty for the initiation of such proceedings to the Personnel Committee;

• to chair Council meetings without vote except to break a tie;

• to execute the decisions of the Department as determined through the legislative process set forth in Article 1, Section A above;

• to delegate her/his responsibilities and powers to faculty within the Department when personal incapacity, absence, or other unforeseen or emergency circumstances make such delegation necessary, and to designate an acting chair for the summer.

Further, the Chair shall take care to:

• promote the scholarly excellence of the Department in teaching, research, advising, and learning;

• ensure the fair and just treatment of faculty and students;

• promote the principles of collegiality, comity, and academic freedom within the Department and the University;

• represent the Department in its dealings with the Dean of CAS and other University teaching and administrative authorities and, as a liaison officer, to represent these authorities in their relations with the Department;

To assign mentors to the assistant professors

The Chair shall have the right to attend all departmental committee meetings and to have access to all information on committee activities.

B. Appointment

The Dean of the College of Arts and Sciences appoints the Department Chair upon the recommendation of the Council expressed by majority vote of those present. Election of the Chair shall be by secret ballot. The Chair shall serve for a minimum term of two years and a maximum of three years; she/he may be reappointed for one or more terms. At the initiative of the Chair him/herself or two-thirds of the active membership of the Council, a new Chair will be appointed upon the Council's recommendation.

III. STANDING COMMITTEES
Three standing committees shall constitute integral parts of the regular working machinery of the departmental governance. They are the Personnel Committee (Perscom), the Undergraduate Committee (Ucom), and the Graduate Committee (Gracom). A fourth standing committee, the Grievance Committee, will meet as needed and is discussed under VI. Grievances.

A. Perscom

1. Membership and Officers

Perscom shall consist of all active tenured faculty members of the Department, and, as a non-voting member, one non-tenured faculty member. The non-tenured faculty member shall be nominated by non-tenured faculty. The Department chair is a non-voting member of Perscom, with the exception of appointments to hire tenure-line faculty. With respect to such initial tenure-line appointments, the Chair is a voting member of Perscom. Tenured faculty on leave may participate in Perscom meetings with a vote.

The Personnel Committee shall elect a chair from its membership, the Department Chair being ineligible for election. The Chair of Perscom shall serve for not less than one year and not more than two years, shall sign all recommendations of the Committee, and shall be responsible for accurate minutes and other records.

2. Powers and Responsibilities

The powers and responsibilities of Perscom shall be as follows:

• to make recommendations to the Chair in regard to new appointments, reappointments, promotions, and tenure after due consultation with, and receiving the advice and counsel of, the Council. The Personnel Committee shall weigh heavily but shall not be bound by such advice and counsel. For the purpose of making decisions on new faculty appointments, but not including decisions of tenure or promotion, the Personnel Committee shall consist of all faculty who hold tenure or are eligible for and seeking tenure. These recommendations shall be transmitted to the Chair who shall in turn transmit them to the Dean of CAS.

• to consider requests for promotion and tenure from any faculty member in the Department including an individual whose promotion or tenure is proposed;

• to establish such procedures and methods of evaluation as are consistent with the principles of adequate consideration, fair treatment, academic freedom, and Council criteria.

Each individual faculty member shall bear primary but not exclusive responsibility for initiating her or his own promotion and tenure proceedings. The Perscom Chair will remain abreast of all current requirements for tenure and promotion, and, upon receipt of relevant material from faculty members, will make timely efforts to obtain all necessary documentation.

Personnel Committee decisions and recommendations shall be by majority vote of those present by secret ballot. Each eligible faculty member shall provide a separate positive, negative, or abstaining vote on each of the criteria of teaching, scholarship, and service, and on the overall recommendation. The Chair of Perscom must report a vote count for each of the criteria. Members may not vote by proxy.

The Department Chair or the chair of Perscom shall communicate any decision of
Perscom on reappointment, promotion, or tenure to the faculty member in question as soon as possible. Only the decision, and not the actual vote count, may be transmitted.

B. Ucom

1. Membership and Officers

Ucom shall consist of the undergraduate representatives to the Council and four or more faculty members on regular appointment. The Chair shall appoint, with Council approval, the faculty membership of Ucom and its chair annually. The chair of Ucom shall hold the title of Director of Undergraduate Studies. Undergraduate students are non-voting members of UCom, and they are excluded from discussions involving matters outside their purview, including any which disclose student identities.

2. Powers and Responsibilities

The powers to responsibilities of Ucom shall be as follows:

• to approve petitions for exceptions to Department curriculum requirements;

• to designate whether any courses outside the Department shall be credited towards the related field requirement of the major;

• to determine interpretations and applications of Department undergraduate requirements in specific cases;

• to recommend to the Council's attention and consideration such legislation or other action as may pertain to undergraduate curriculum or undergraduate academic life in the Department, including General Education courses, undergraduate student awards, and Phi Alpha Theta matters.

The chair of Ucom shall oversee the process by which undergraduate majors fulfill requirements for graduation, coordinate undergraduate advising, and maintain accurate undergraduate files and files pertaining to undergraduate education, internships, and other pertinent subjects.

C. Gracom

1. Membership and Officers

Gracom shall consist of two graduate student representatives elected by the graduate student representatives to the Council, and at least three full-time faculty members. The Department Chair shall appoint with the approval of the Council, the faculty members of Gracom and its chair annually. The chair of Gracom shall hold the title of Director of Graduate Studies.
2. Powers and Responsibilities

The powers and responsibilities of Gracom shall be as follows:

- to evaluate applications for admission to the graduate program, for teaching fellowships, and for other graduate awards, and to make recommendations for appropriate action thereon to the Department Chair (student members of GRACOM are excluded from these duties);
- to approve exceptions to the graduate degree requirements of the Department within its power;
- to determine interpretations and applications of Department graduate requirements in specific cases;
- to recommend to the Council's attention and consideration such legislation or other action as may pertain to graduate curriculum or graduate academic life in the Department.

The chair of Gracom shall oversee the process by which graduate students fulfill requirements for their degrees, coordinate graduate advising, oversee the administration of comprehensive examinations and fulfillment of tools of research requirements, and maintain accurate graduate student files and files pertaining to graduate education, fellowships, programs at other universities, and other pertinent subjects.

IV. OTHER COMMITTEES

The Chair and Council periodically establish ad hoc committees which carry out important duties and whose mandate may be for part of a semester or for a long duration; among them are search committees, program review committees, and the Committee on Public History.

V. APPEALS

1. Any action taken by Gracom or Ucom may be appealed, with due notification thereof, to the Council, which may accept, revise, or reverse the action. Such appeals shall be decided by the Council by a majority of those present.

2. A Council decision on a student grievance, either academic or personal, or on a request for an exception to Department, College, or University regulations, may be further appealed to the Dean of CAS.

VI. GRIEVANCES

The Department grievance procedures are explained in the document, “Department of History Grievance Policies.” Faculty grievances, student academic grievances and student grievances on discrimination and sexual harassment are dealt with in accordance with the relevant sections of the Faculty Manual, the University’s Academic Regulations, and University Policies on Discrimination and Discriminatory Harassment.

VII. AFFILIATE FACULTY

The Department welcomes affiliation with faculty members from other units who can
significantly help fulfill its objectives and mission. The Department will endeavor to establish mutually advantageous agreements, which are consistent with its rules and practices, those of the faculty member’s unit of primary appointment, and the provisions of the Faculty Manual for affiliate faculty. Affiliate faculty are non-voting members of the Department Council.

VIII. JOINT FACULTY

The Department will review requests for joint appointments of faculty members from other units who can significantly help fulfill its objectives and mission. The Department will endeavor to establish mutually advantageous agreements, which are consistent with the provisions of the Faculty Manual for joint appointments, including decisions on a case-by-case basis about voting rights.

IX. PATHWAYS TO PROMOTION.

In accordance with CAS policy, the History Department assesses associate professors’ progress toward promotion to the rank of full professor by way of a biennial conversation between each faculty member at the associate rank and the department chair.

X. AMENDMENT

This Constitution may be amended at any regular meeting of the Council by a two-thirds vote of those present, provided that due notice to amend has been given to all members of the Council at the previous meeting.

XI. QUORUM

A quorum of the Council, or of a standing Committee of the Council, shall be an absolute majority of the active membership. For purposes of counting a quorum, emeriti/ae faculty and faculty on leave shall not be counted. However, faculty members on leave and residing outside of the DC area will be allowed at their request to teleconference and participate in Council meetings and will be reckoned as part of a quorum, as will faculty members on leave who are physically present.

XII. VOTING

With the exception of voting for appointment of the Department Chairperson, no absentee ballots may be cast, except for faculty participating in a Council meeting by teleconference. No votes may be taken by any Department body in the absence of a quorum. No proxy votes are permitted.

Term faculty, who are members of Council, may vote on all matters except for those pertaining to faculty hires and appointments.