

# **BYLAWS**

## **Department of History**

### **University of Arizona**

#### **I. Departmental Membership and Procedures**

- A. The Faculty of the Department of History shall consist of all University personnel who are subject to Department of History appointment and promotion procedures and who hold the rank of Lecturer of History, Instructor of History, Assistant Professor of History, Associate Professor of History, or Full Professor of History. Throughout these bylaws the words MEMBERS OF THE DEPARTMENT OF HISTORY shall mean the same as FACULTY OF THE DEPARTMENT OF HISTORY. Visiting faculty holding any of the above ranks shall be non-voting members of the Department of History. Membership and voting shall be limited to University faculty who are either tenured in the department or tenure-eligible in the department. Those holding courtesy, visiting, or temporary appointments are not voting members.
- B. Initiation of Meetings
  - 1. A meeting of the Faculty shall be held at a regular time and date once or twice each month during the academic year. In the event that no new or old business exists three “teaching days” in advance of a regular meeting, the Head may cancel that meeting upon written notice to all voting members of the Department.
  - 2. Special meetings of the Department may be called by the Head at other than regular times. Special meetings shall also be called by the Head whenever requested in writing by at least four members of the Department. Requests for such meetings shall state the purpose of the meeting, and such meetings shall be convened by the Head within ten days after receipt of the request.
  - 3. A notice of every Department meeting (or of the cancellation of such) shall be emailed to all voting members at least three full “teaching days” prior to the date of the meeting. The notice of each meeting shall include a proposed agenda as well as the date, time, and place of the meeting.

C. Conduct of Meetings

1. Unless temporarily suspended by a two-thirds vote, Robert's *Rules of Order* shall prevail at all Department meetings.
2. At all meetings of the Department, a quorum shall consist of a majority of the voting membership.
3. Except as otherwise stated herein, all Faculty members are entitled to vote on all matters at Department meetings and all decisions at Department meetings shall be made by majority vote. Absent members may cast absentee ballots, but the motion must have been circulated to all faculty by email two days before the meeting, and such votes must be received in writing by the Department Secretary prior to the vote on the relevant motion and counted at the same time as the votes of those present. No absentee ballots will be accepted on motions that have been amended (unless by friendly amendment). As a courtesy to absent colleagues, it may be appropriate to table to the next meeting a motion that has been substantially amended. No proxy votes shall be accepted.
4. At the first Department meeting of each academic year the Head shall appoint a Recording Secretary for a term of one year, subject to the confirmation of the Faculty. In the absence of the Secretary at any Department meeting, the Presiding Officer shall appoint an Acting Secretary before proceeding with the business of the meeting.
5. The Secretary shall record all deliberations of the Department and shall provide the voting members of the Department with written minutes within two weeks of each meeting. Such minutes shall include attendance and actions taken. Upon request an individual may have his or her opinion recorded in the minutes. The minutes of the previous meeting shall be approved as the first order of business at any meeting. No action taken by the Department at a Department meeting shall be final, binding, or effective unless recorded in these minutes.
6. The second order of business at any Department meeting shall be the statement of the agenda.
7. A Representative of the Graduate Student History Organization may attend, with full voting privileges, all Department meetings with the exception of those meetings or portions of meetings dealing with personnel considerations. Personnel considerations shall be those considerations involving specific individuals.

D. Faculty Responsibilities

1. Except as restricted by University regulations or by these bylaws the Faculty of the Department shall be responsible for the formulation of policy and the academic operation of the Department.
2. These responsibilities include, but are not limited to, the following:
  - a. the nomination, when necessary, of a candidate for Head of the Department to be submitted to the Dean of the College and the President of the University;
  - b. the recommendation for hiring of all new members of the Department Faculty;
  - c. all curricular matters;
  - d. the establishment of admissions standards and examination procedures for the Graduate Program of the Department.

**II. Promotion, Tenure, and Retention**

- A. Promotion, tenure, and retention decisions involve the livelihood and professional reputation of each member of the Department and shall be made only after the consideration of all relevant information. Any member being considered for promotion, tenure, or retention shall be kept informed about these deliberations and shall be encouraged to submit information in his or her own behalf. All such decisions shall be made in conformity with university, college, and department level policies and procedures, as well as those of the American Association of University Professors and the American Historical Association. In the event of any contradictions among various guidelines, the University of Arizona guidelines would take precedence.
- B. Whenever a recommendation to the Dean in such matters becomes appropriate, the Head of the Department shall appoint, after consultation with the individual concerned, a standing committee. The committee shall assemble a dossier for the consideration of those qualified by rank to make such recommendations. This dossier should include information on publications, work in progress, teaching evaluations, university and community service, and other relevant material. The committee shall also meet with the individual concerned to review the case and to receive any additional information he or she may wish to submit for consideration.

- C. For the determination of recommendations on promotion, tenure, or retention, the Head of the Department shall convene special meetings attended only by those who hold higher rank than the individual being considered. At such meetings the findings of each standing committee shall be reviewed. All members of the Department eligible to attend such meetings may vote on any motions pertaining to the promotion, tenure, or retention of the individual being considered. Voting shall be by secret ballot and the exact vote shall be conveyed to the individual concerned. The Head shall convey in writing the decision of the Department first to the individual concerned and then to the Dean.

### **III. New Appointments and Vacancies**

- A. New faculty appointments rise out of full departmental decisions about the field to be filled. Should the initiative for such an appointment come from the Administration rather than from within the Department, it shall be carefully reviewed at a Department meeting which shall ratify or reject such proposal.
- B. After the decision has been made as to the field to be filled, the Head of the Department shall appoint an *ad hoc* Search Committee. Graduate students will be represented on all departmental search committees, excluding joint hires. Two graduate students, barring any extreme contingencies, will be on all departmental search committees, excluding joint hires. One graduate student will be chosen at the head's discretion, from slate of three graduate students nominated by HGA. The second graduate student will be chosen by the head. In the case of only one graduate student, the graduate student will be chosen from the slate provided. The appointed graduate students will participate in the selection process, but will not be allowed to vote on candidates. This committee shall advertise, write letters to graduate departments, or search in other ways at its discretion. Other members of the Department, however, shall also have the right to recommend candidates for the position, provided that all dossiers, letters of recommendation, publications, and other data on the candidates shall be processed by the Search Committee. In the interest of convenience, nonmembers of the committee may interview candidates at conventions and similar gathers, but the results of such interviews should be reduced to writing and reported to the Search Committee. These off-campus interviews should not serve in substitution for a subsequent on-campus interview.
- C. The Search Committee shall recommend one or more candidates to the Department for further consideration, or none if in the committee's judgment no suitable person has been found. The Department, in a Department meeting, may accept the Committee's recommendation or reject it in favor of a choice of its own. For the latter purpose, dossiers of all candidates shall be available to members of the Department for a reasonable period prior to such meeting.

- D. Whenever budgetary considerations permit, the Department shall instruct the Head to invite the candidates who are first choices to visit the campus; or no candidate if it finds none qualified. After the visits are completed, the department will vote on which candidate to hire.
- E. In scheduling the candidates' visits, opportunities shall be provided for private meetings with individual members of the Department, who so request, and also with interested students.
- F. The department will decide at what rank to hire the candidate. Details as to initial salary and conditions of work shall be left to the discretion of the Head for bargaining purposes.
- G. Should a candidate who has been formally offered an appointment decline it, the Department shall meet as soon as possible thereafter to consider its next action. Should the candidate unduly delay in reply, the Department shall have the right to withdraw the offer.

#### IV. Headship

- A. The Head of the Department of History is the representative of all the Department, and he or she shall serve with the consent of the Department and shall vigorously represent its interests to the University Administration. He or she shall be responsible for executing policies agreed upon by the Department and shall represent the Department in its external affairs.
- B. The Head of the Department shall be nominated to the Dean of the College by a majority of the Faculty to serve for a term of three years. Any tenured member of the Department holding the rank of Professor of History or Associate Professor of History shall be eligible to serve as Head.
- C. Nominations to the office of Head shall be made in a Department meeting called for that purpose. Should any four members desire to search outside of the Department a vote on this matter shall be taken. If an outside search is approved by a majority of the Department, an *ad hoc* search committee shall then be elected. Within two weeks after the *ad hoc* committee's final report the Department shall meet to discuss this report. The Department may also discuss at this meeting any other candidates recommended by individual members of the Department. Not less than two weeks after this meeting an election shall be held. Should no candidate receive a majority of the vote, a further election between the candidates receiving the two highest number of votes shall be held. This procedure shall be continued until one candidate receives a majority vote. The name of the successful candidate should then be sent by the Head or Acting Head to the Dean of the College and the President of the University for action. The Department expects that the University Administration will respect its wishes in the appointment of a Department

Head. The election process shall normally be initiated no later than the last month of the fall term of the Head's third year in office. The new Head shall assume office on the first of the following July.

- D. The Head of the Department may resign from the office. Immediately upon resignation, he or she will notify the Department at a special Department meeting.
- E. In the event of a vacancy in the office, the Department shall meet to nominate an Acting Head of the Department who shall serve until the return of the Department Head. In the event that the Head is on leave and an Acting Head must be chosen for a temporary period, a majority vote should determine his or her temporary successor. If after three ballots no person has obtained a majority, the Department Head should personally select and recommend a temporary replacement to the Dean. In case of resignation, removal, or death, a special election shall be held to elect a new Head who shall assume office on the following July 1. If the headship becomes vacant for any reason after the last department meeting of the academic year, then the department understands that the Dean of the College of Social and Behavioral Sciences will appoint an interim head until the faculty return and a special election is possible.
- F. The Head of the Department shall inform each Faculty Member of the Department annually concerning that member's performance in the Department, his or her expected salary increment, as well as such other matters as promotion, tenure, and teaching duties.
- G. The Head of the Department shall keep the Department informed collectively concerning:
  - 1. the departmental budget, other than salaries;
  - 2. the allocation of services of the staff and assistants employed by the Department;
  - 3. the scheduling and assignment of teaching responsibilities;
  - 4. the implementation of, and any changes in, official administrative policies of the University, as well as such other matters as may be relevant to the operation and responsibilities of the Department.
- H. During the first month of the academic year, the Head shall report to the faculty on the Department's budget (other than salaries) for the prior and current fiscal years. Any member of the department may request a written version of this report.

- I. Each Head, upon assuming that office, agrees *ipso facto* to tender his or her resignation should the Faculty of the Department vote by a three-fourths majority for removal. A motion for removal must be submitted in writing to every faculty member of the Department at least two weeks prior to the vote.

## **V. Bureaucracy**

- A. The administrative positions in the Department of History besides the head of the Department are the Departmental Advisors for Undergraduates, the Director for Graduate Studies, and the Library Representative.
  1. The Director of Undergraduate Studies shall be nominated by the Head of the Department, and confirmed by vote of the faculty, for a term not to exceed three years. The Director's responsibilities shall include strategic curriculum planning and course scheduling, and chairmanship of the curriculum committee. The Director will receive an annual one-course reduction in teaching.
  2. The Director for Graduate Studies shall be nominated by the Head of the Department for a term not to exceed three years. The department will vote to confirm the nominee. In addition to advising graduate students, his or her duties include making administrative arrangements for graduate examinations and the granting of degrees in accordance with the regulations of the Graduate College and the Department of History.
- B. Additional administrative positions or titles in the Department of History may be created only through motions passed at Department meetings.
- C. There shall be two standing committees in the Department of History, the Curriculum Committee and the Graduate Admissions Committee.
  1. The Curriculum Committee consists of at least five members: the Director of Undergraduate Studies (committee chair); the Director of Graduate Studies; and three or more faculty members nominated by the Head of the Department. No person may serve on the Curriculum Committee for more than two consecutive years, except the Director of Undergraduate Studies and the Director of Graduate Studies. The Curriculum Committee shall review all proposed new courses or course changes and deletions before submitting them to

the Department Head for approval, which must be received prior to submission of proposals to the Office of Curriculum and Registration. The Curriculum Committee will meet at least twice annually to review and coordinate curriculum proposals for the following year, including course scheduling for Winter and Summer sessions; and for the purpose of making recommendations to the Department regarding all curricular matters, including major, minor, and graduate program requirements. The Curriculum Committee shall endeavor to ensure that the curricular needs of history majors, minors, and graduate students will be met by the proposed curriculum.

2. The Graduate Admissions Committee consists of five members nominated by the Head of the Department. Except for the Director for Graduate Studies, no person may serve on the Graduate Admissions Committee for more than two consecutive years. The Graduate Admission Committee admits applicants to the Department's graduate programs in accordance with standards approved by the Department. The Committee shall report to the Department annually, or more often, regarding its actions.

- D. Additional standing committees in the Department of History may be created only through motions passed at Department meetings.
- E. All other committees in the Department of History shall be *ad hoc*. Unless specifically empowered by a Department meeting to take binding actions, committees are limited to reporting and recommending to the Department.
- F. The Head of the Department makes appointments to the various Department administrative posts and standing committees.

## **VI. Ratification**

Ratification Date:	November 1975
As Amended:	December 8, 2004
As Re-amended:	November 8, 2006