

BYLAWS OF THE DEPARTMENT OF HISTORY UNIVERSITY OF ARIZONA

Preamble

We the faculty of the Department of History gladly take on the work of governing our department collegially and democratically. While we recognize the institution's powers and interests, we insist on the ineluctable importance of our expertise, not only in our fields of research, but also as members of a department engaged in a common enterprise of increasing and spreading knowledge.

I. Department Membership and Procedures

A. Department Membership

1. Everyone who teaches a class housed in the History Department is a member of the department faculty and may attend faculty meetings.
2. However, only those appointed to tenure-line or career-track positions in the Department of History qualify as voting faculty.
 - a. Only voting faculty may vote at faculty meetings. Except as restricted below, all voting faculty may participate and vote on all matters.
 - b. Only voting faculty may attend meetings or portions of meetings about personnel, graduate admissions and funding, hiring, and the headship.
3. The Department expects career-track faculty to be recognized and compensated in an equivalent manner to tenure-line faculty. Unless noted otherwise, career-track and tenure-line faculty have the same rights.

B. Initiation of Meetings

1. Faculty meetings will be held at a regular time and day at least once a month during the academic year. If the Head determines that there is no pressing business, they may cancel a scheduled meeting by informing the faculty at least a day ahead of time by email.

2. The Head may call special faculty meetings at other than regular times. The Head will give sufficient notice of special meetings.

a. The Head must call a special meeting whenever four voting members of the faculty request it in writing. Such requests must state the purpose of the meeting, and the Head will convene the meeting within ten days of receiving the request.

3. The Head will circulate to all faculty an agenda for any meeting at least a day beforehand by email.

C. Conduct of Meetings

1. Unless temporarily suspended by a two-thirds vote, *Robert's Rules of Order* will govern all Department meetings.

2. At all department meetings, a majority of the voting faculty not on leave for the semester constitutes a quorum.

3. All decisions at Department meetings will be made by majority vote.

4. Except as noted below, all voting faculty are entitled to vote on all matters at Department meetings

a. Faculty may cast absentee ballots, but only on motions which have been circulated to all faculty by email two days before the meeting. Their votes must be received in writing by the Head or 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 substantially 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 will be allowed.

b. The Department invites absent members to participate in faculty meetings by teleconferencing. Meetings may not be recorded. Members participating at a distance may also vote.

5. Personnel discussions and votes will be restricted to voting faculty.

a. All personnel decisions will be made by secret ballot.

b. Votes on hiring and the Headship are not restricted by rank.

6. No action taken by the Department at a Department meeting will be final, binding, or effective unless recorded in approved minutes. No other record or recollection of a meeting or decision is authoritative.

- a. At the first Department meeting of each academic year the Head will appoint a secretary for the year, subject to the confirmation of the faculty. If the secretary is absent from any meeting, the meeting chair will appoint an acting secretary before proceeding with the business of the meeting.
- b. The secretary will record all deliberations of the Department including attendance and actions taken and will provide the voting members of the Department with written minutes within two weeks of each meeting. An individual may request to have their opinion recorded in the minutes. As the first order of business the Department will approve the minutes of the previous meeting.
- c. The Head and secretary will ensure that the approved minutes are archived and available to the voting faculty.

7. The second order of business at any Department meeting will be the statement of the agenda.

8. A representative of the History Graduate Association (HGA) may attend all Department meetings with full voting privileges, except for meetings or portions of meetings dealing with personnel matters.

D. Faculty Responsibilities

- 1. Except as restricted by University regulations, the voting faculty of the Department will 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. nominating a candidate for Head of the Department to be submitted to the Dean of the College and the President of the University;
 - b. recommending hiring or admitting all new members of the Department Faculty;
 - c. controlling all departmental curricular matters;
 - d. establishing admissions standards and examination procedures for the Graduate Program of the Department;
 - e. setting criteria for and making recommendations in cases of tenure, promotion, or retention;
 - f. determining the criteria for all assessments – of the curriculum, of courses, or of individual instructors – as well as conducting the assessments.

II. Promotion, Tenure, and Retention

A. Principles of Evaluation

1. The Department of History attempts to make all decisions about promotion, tenure, and retention fair, transparent, and previous to the candidate. Any member being considered for promotion, tenure, or retention will be kept informed about these deliberations and will be encouraged to submit information on their own behalf.
2. All such decisions will be made in conformity with written university, college, and department policies and procedures, as well as those of the American Association of University Professors and the American Historical Association. If the various guidelines are at odds, the University of Arizona guidelines would take precedence.

B. Constitution of Committees

1. Whenever a recommendation to the Dean regarding an individual's promotion or tenure becomes appropriate, the Head of the Department will appoint, after consultation with the individual concerned, a committee of faculty at a rank higher than the person being considered to assemble a dossier including publications, work in progress, teaching materials, records of university and community service, external letters of reference, and other mandated or relevant material. The committee will also meet with the individual concerned to review the case and to receive any additional information they may wish to submit for consideration.

C. Department Decisions

1. All decisions about promotion or tenure must be made by the Department faculty.
 - a. The Head of the Department will convene a meeting attended only by voting faculty who hold higher rank than the individual being considered for promotion or tenure. These faculty members, who will have access to the full dossier, will take up the committee's recommendation.
 - b. All of these qualified faculty members may vote on any motion related to promotion or tenure. All votes will be by secret ballot.
2. The Head will convey in writing the decision of the Department (including the exact vote) first to the individual concerned and then to the Dean.

D. Evaluation of Career-track Faculty

1. Following University procedures, career-track faculty are evaluated through the annual performance review process. Because the annual performance review process is decisive for career-track faculty, the committee appointed for this review and the Head will respect the principles of evaluation articulated in II.A for the promotion and tenure process of tenure-track faculty.

III. New Faculty Appointments

A. Departmental Autonomy

1. The voting faculty as a whole will ultimately determine the constitution of the Department. While we recognize that various external circumstances may offer opportunities unbidden, we insist that we are best suited to determine the field of any new appointment. We also require that the faculty as a whole vet any new line in or appointment to the Department.
2. The voting faculty will determine Department hiring priorities and may review and revise them as often as necessary.

B. Constitution of Search Committees

1. When the administration has approved a search, the Head of the Department will appoint an ad hoc search committee.
2. A graduate student will serve on all departmental search committees, excluding joint hires, chosen by the Head in consultation with HGA. The appointed graduate student will participate in the selection process.

C. Faculty Involvement

1. The Search Committee will keep the department fully informed as the search progresses. Usually, it will recommend to the department a list of semi-finalists, and subsequently a list of finalists who the department may endorse. At the conclusion of its work, the committee will recommend to the department a ranked list of the finalists, disqualifying any candidate who it considers unqualified. All voting members of the department will have access to the dossiers of the semi-finalists when they are selected. All voting members of the Department may vote on candidates, regardless of their rank.

D. Interviews

1. The Department expects all finalists to visit the campus for a full interview (usually two days). The Department does not consider video interviews an adequate substitute for an on-campus interview of a finalist.

2. During candidates' visits, opportunities will be provided for private meetings with individual members of the Department who request them, and also with interested students.

E. The Hiring Process

1. The department will decide at what rank to hire the candidate. Specifics about initial salary and conditions of work will be left to the discretion of the Head for bargaining purposes.
2. If a candidate who has been offered an appointment declines it, the Head may offer the position to the next ranked candidate. If a candidate delays unduly in replying, the Head (ideally with the faculty's consent) will have the right to withdraw the offer and offer the position to the next ranked candidate.

F. Non-competitive Searches

1. When the Department is offered the possibility of a non-competitive career-track or tenure-line hire (including a transfer from another department, a spousal hire, or a cross-department search), the process will replicate as closely as possible the Department's procedures for a competitive search. The Department must initially approve the process, which will then include a formally constituted search committee, a full dossier (with external letters), and a complete on-campus interview. The search committee will make a recommendation to the voting faculty which must approve any non-competitive hire.

IV. Headship

A. The Head's Relationship to the Faculty

1. As the representative of the Department, the Head serves only with the consent of the Department and will vigorously advocate for its interests to the University administration. They will be responsible for executing policies determined by the Department and will represent the Department in its external affairs.
2. Each Head, upon assuming that office, agrees ipso facto to tender their resignation if the faculty of the Department vote by a three-fourths majority for removal. A motion for removal must be submitted by email to every faculty member of the Department at least two weeks prior to any vote.

B. Terms of the Headship

1. The Head of the Department will be nominated to the Dean of the College by a majority of the Faculty to serve for a term of five years.

2. Any tenured member of the Department holding the rank of Professor of History or Associate Professor of History will be eligible to serve as Head.

C. Election of the Head

1. Nominations to the office of Head will be made in a Department meeting called for that purpose.
2. The election process will normally be initiated no later than the last month of the fall term of the Head's fifth year in office. The new Head will assume office on the first of the following July.
3. The Head will be elected by a majority of the voting faculty. The Department will use a voting procedure that results in a majority vote.
4. The Department expects that the University Administration will respect its wishes in the appointment of a Department Head.

D. Vacancy of the Headship

1. If the Head is unable to be present in the office for a month or less, they may conduct business by phone, email, or other method. They may also appoint a temporary acting Head, especially for business requiring the physical presence of the Head.
2. If the Head is temporarily unable to serve for an extended period, the Department will meet to nominate an Acting Head of the Department who will serve until the return of the Department Head.
3. If the Head of the Department resigns from the office, they will immediately notify the Department at a special Department meeting.
4. In case of resignation, removal, or death, a special election will be held to elect a new Head who will assume office as soon as possible, but no later than the following July 1. If the headship becomes vacant after the last department meeting of the academic year, 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.

E. Communication by the Head

1. The Head of the Department will inform each faculty member of the Department annually concerning their annual performance review, progress toward tenure, changes to their salary, and teaching duties.
2. The Head of the Department will keep the Department informed collectively concerning:

- the departmental budget, other than salaries;
- the allocation of services of the staff and assistants employed by the Department;
- the scheduling and assignment of teaching responsibilities;
- 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.

3. During the first month of the academic year, the Head will 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.

V. Governance

A. Administrative Positions

1. Besides the Head, the administrative positions in the Department of History are the Director of Undergraduate Studies, the Director of Graduate Studies and the Library Representative.
2. The Director of Undergraduate Studies (DUS) will 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 include strategic curriculum planning and course scheduling, assessment of the undergraduate program, overseeing online teaching, and chairmanship of the curriculum committee. The DUS will receive an annual one-course reduction in teaching.
3. The Director of Graduate Studies (DGS) will be nominated by the Head of the Department, and confirmed by vote of the faculty, for a term not to exceed three years. In addition to advising graduate students, the Director's duties include making administrative arrangements for graduate examinations, assessing the graduate program, and the granting of degrees in accordance with the regulations of the Graduate College and the Department of History. The DGS will receive an annual one-course reduction in teaching.
4. Additional administrative positions or titles in the Department of History may be created only through motions passed at Department meetings.

B. Department Committees

1. In order to represent the Department, committee membership should reflect the diversity of interests, viewpoints, fields, and ranks as much as practicable.

2. There will be three standing committees in the Department of History, the Curriculum Committee, the Graduate Admissions Committee, and the Undergraduate Awards Committee.

- a. 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. The Curriculum Committee will review all proposed new courses or course changes and deletions. 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 and minor requirements. The Curriculum Committee will endeavor to ensure that the curricular needs of history majors, minors, and graduate students will be met by the proposed curriculum.
- b. The Graduate Committee consists of five members nominated by the Head of the Department. Membership should reflect the diversity of fields in the Department. The DUS will also serve on this committee. The Graduate Committee admits applicants to the Department's graduate programs in accordance with standards approved by the Department. The Committee will report to the Department at least annually regarding its actions.
- c. The Undergraduate Awards Committee consists of three members of the faculty nominated by the Head. The committee will oversee departmental awards, prizes, and scholarships for undergraduates; will nominate undergraduates for college awards; and may establish new departmental honors and awards for undergraduate students.
- d. Additional standing committees in the Department of History may be created only through motions passed at Department meetings.

C. Appointment to Committees

1. The Head of the Department makes appointments to the various Department administrative posts and standing committees. The Head will seek the faculty's ratification of these appointments.

VI. Procedural Matters

A. In the event of conflict, policies in *The University Handbook for Appointed Personnel* take precedence over these bylaws.

B. The Department may modify these bylaws by majority vote.

C. Ratification Date: November 1975

Amended: December 8, 2004

Amended: November 8, 2006

Amended: October 19, 2011

Amended: January 15, 2020

Amended: March 22, 2023