Department of History
Arizona State University

Bylaws

I. PREAMBLE
These are the by-laws of the Department of History, at Arizona State University, Main Campus. These by-laws are binding upon current and future administrators and members of the Department, and supersede any previous documents addressing that purpose. If either the Department or its administrators wish to deviate from the procedures outlined in this document, they must follow the amendatory procedures defined below in Article X. If one portion of this document comes into conflict with university policy, the rest of the document remains in force. These structures and procedures are amplified by the attached History Department Policy Guidelines (hereafter Policies).

II. MEMBERSHIP
A. The voting members of the History Department shall include all full-time lecturers, full-time instructors, all faculty who hold tenure track positions, all academic professionals on continuing-track lines or with continuing status, and affiliates (with restrictions as noted II. B and II. C).

B. Affiliate Appointments. An affiliate appointment to the Department of History is available for faculty whose appointment resides in other departments or programs and who do not hold any portion of their line in the department. An affiliate appointment to the Department is permitted if an individual has an academic appointment at Arizona State University and receives a favorable majority vote of Department faculty voting at a Department meeting. The offer of affiliate status must be in accord with the criteria set out in the Policies on Affiliate Status. Either the affiliate or the Department may terminate the arrangement with a written notice. An individual with such a courtesy appointment, while not normally eligible to receive financial support from the Department, may apply to the chair for specific types of support. Affiliates will have the following privileges and responsibilities:
   1. The affiliate may teach Department courses, if agreeable to the Department Chair and the affiliate, and where appropriate receive
assistantship and other departmental support for this teaching (see Policies).

2. The affiliate may attend Department meetings and take part in discussions and may vote except on matters related to hiring, promotion, tenure, by-laws, and resource allocations (e.g., budget and faculty/staff positions) (see Policies).

3. The affiliate may serve on M.A. and Ph.D. committees. The affiliate may chair M.A. supervisory committees and, if a member of the faculty recommended by the Department of History to the Graduate College for approval to chair doctoral dissertations, may chair doctoral committees.

4. The affiliate may serve on department committees (except the Personnel and Advisory Committee) and chair committees.

5. The title of the affiliate will be "(rank) of (home department) and History."

6. The affiliate will normally be expected to acknowledge the appointment in publications or grants that were conceived, supported, investigated, or published in cooperation with the History Department, and to allocate an appropriate portion of research incentive funds to the Department.

C. Restrictions
1. Persons with tenure or on tenure-track lines holding less than 50 percent appointments in the Department may vote, with the same restrictions as applied to Affiliates as provided in section II.B2 and the Policies.

2. Members and affiliates must be sensitive to possible conflicts of interest and recuse themselves when such conflict may exist. Members or affiliates who accept administrative positions outside the Department and participate in the review process at a higher level may not vote while they hold such positions. Any member or affiliate may notify the department chair of perceived conflicts of interest or may raise the question at a department meeting. Should the department decide at such a meeting that a conflict does exist, the department may require by a two-thirds vote of those attending the meeting that a member abstain from voting.

III. DEPARTMENT OFFICERS
A. Department Chair
1. Duties
a. The Chair of the Department is the main administrative officer of the Department, responsible to the Department and to the university administration. The Chair is responsible for the day-to-day operations of the Department, which includes supervising the staff.

b. The Chair shall prepare a budget and approve all necessary expenditures. At least once each semester the Chair will report to the Department on the general state of the budget.

c. The Chair is responsible for making appointments to all positions except as directed by college or university policies or otherwise noted in this document. Appointments will be made in consultation with the Personnel and Advisory Committee. Committee appointments will be made in conjunction with committee chairs. Appointees serve at the pleasure of the Chair.

d. The Chair should propose for departmental consideration such new projects, programs, and policies as will best enable the Department to achieve its objectives.

e. The Chair is the only official representative and spokesperson for the Department to the administration and other institutions, except as the Chair or the Department may authorize other individuals to speak officially for the Department.

f. The Chair shall inform the Department of university and college directives, actions, and policies, as well as other circumstances and conditions which may affect the Department.

g. The Chair shall advise individual department members regarding their professional goals.

2. Decisions made by the Chair, unless specifically delegated to the Chair by university policy or this document, are subject to modifications or reversal by a majority of the voting members at a departmental meeting.

3. Selection
   a. The term of the Chair will be four years (technically, four annual renewable appointments), with possible extensions (as noted below) to a maximum of eight years.

   b. The Department will assist the Dean of the college in selecting the Search Committee for Department Chair. This Committee will arrange (a) meeting(s) in which final candidates for the position
may present themselves to the Department, and Department members may interview them. The Department will express its preference to the committee in a secret ballot, the results of which will be reported privately to the Dean as part of the committee's recommendation.

c. If the chair wishes to be reappointed to an additional two year term, the senior academic senator of the Department will, in conjunction with the Dean of the college, arrange for a secret ballot. The senator will forward the Department recommendation to the Dean. An extension for two years can be made with a two-thirds vote of confidence of the members of the Department. An additional two-year extension can be made with the approval of four-fifths of the members.

d. If over half of the department petitions the Department Personnel and Advisory Committee regarding a confidence vote in the chair, that committee shall call a special department meeting and a vote shall be taken by secret ballot. A two-thirds "no confidence" vote of those present will be communicated by the Committee to the Dean of the college.

4. The faculty senators of the Department will conduct the annual evaluation of the Chair, following the University Guidelines.

B. Associate Department Chair
The Chair may appoint an Associate Department Chair to perform such duties as are assigned by the Chair.

C. Director of Undergraduate Studies
1. The Chair will appoint a Director of Undergraduate Studies.

2. The Director of Undergraduate Studies will, in conjunction with the Chair, appoint members to the Undergraduate Curriculum Committee. The Director will be responsible for matters relating to undergraduate students, which may include scheduling of classes, curricular changes, and issues relating to student advisement.

3. The Director of Undergraduate Studies shall represent the Department on the College committee of head advisors and with the Office of Academic Articulation.

4. The Director will report to the Department at least once each semester on the general state of the undergraduate program.
C. **Director of Graduate Studies**

1. The Chair will appoint a Director of Graduate Studies.
2. The Director of Graduate Studies will, in conjunction with the Chair, appoint members to the Graduate Committee. The Director will be responsible for matters relating to graduate students, which may include recommendations for admission of graduate students into the different degree programs, assignment of assistantships, student advisement, appointment of supervisory committees, scheduling of graduate classes, curricular changes, coordinating graduate examinations, and communicating with the Graduate College.

3. The Director will report to the Department at least once each semester on the general state of the graduate program.

D. **Placement Director**

The Chair will appoint a Placement Director, who shall assist graduate students and advisers concerning academic employment.

E. **Academic Senators**

The voting membership of the department elects senators to serve for 3-year terms that do not run concurrently. The senator with longer service is the senior senator. Senators are expected to attend senate and department meetings and to report senate activities to the department. When controversial issues arise, senators should seek department opinion before voting by polling the department or through discussion at departmental forums. The senior senator conducts the annual evaluation of the chair and report its results to the dean. Elections of senators are held annually in March; senators elected at that time will begin service in the following fall semester. The same senators serve at both university and college levels.

IV. **COMMITTEES**

The exact composition and duties of Department committees are outlined in the Committee descriptions in the Policies.

A. **Personnel and Advisory Committee**

1. Membership
   a. The Committee consists of six elected members of the Department from each rank in proportion to the distribution of these ranks in the department. The Chair of the Department is an ex-officio member of the Committee. The term of office for elected members is two academic years, with elected members serving staggered terms of office.
   b. Membership is restricted to faculty and academic professionals who are subject to the annual evaluation conducted by the
Committee.

c. Normally, elections will be held during the spring semester of each academic year. If a member of the committee is to be absent on leave, or is promoted in rank, a special election will be held to complete his or her term. Elected members are not eligible for re-election for two years after completing a term of office.

2. Duties
   a. The Committee will be consulted and will advise the Chair in preparing recommendations on such personnel matters as vacancies, new positions, sabbaticals, leaves of absence, merit and annual evaluations, post-tenure review, and policies on distributing merit money.

   b. The Committee will also advise the Chair with regard to required reports and other responsibilities facing the History Department.

   c. The scope of the Committee's involvement is not limited to such enumerated matters, however, but can also include such items as summer session schedules, travel, course schedules, curriculum, and operating and capital budgets.

   d. The Committee may also advise the Chair regarding appointments to any other Department committee.

B. Undergraduate Committee
   1. Membership consists of the Director of Undergraduate Studies, who chairs the committee, and additional voting members of the Department.

   2. The Committee shall be responsible for all matters of undergraduate education, which may include curriculum matters, teaching schedules, and such advising procedures and offices that exist.

C. Graduate Committee
   1. Membership consists of the Director of Graduate Studies, who chairs the committee, and several voting members of the Department.

   2. The committee will screen and recommend admission of new students to the graduate program, with the advice of faculty and field committees. The Graduate Committee will recommend to the Department policies affecting admission to the graduate program, financial assistance, and use of graduate assistants.

D. Committee on Quality of Instruction
   1. Membership consists of a chair, additional voting members of the
Department, and graduate students. The committee will address issues of teaching, teaching evaluations, and related issues.

E. **Field Committees**
   1. Field Committees shall consist of all voting members in a given field of study.
   2. These committees may meet to discuss faculty hiring priorities, curriculum, class scheduling, course offerings, and other matters that affect the field.

F. **Performance Evaluation Review Committee**
   1. This will be an elected committee. Elections for this committee will be held every spring before the annual performance and merit evaluations are distributed.
   2. The committee will consist of one representative of each rank elected from a list of all regular Department members not currently serving on the Personnel and Advisory Committee.
   3. If a member of the committee desires to appeal, the Chair of the Department will appoint the (a) member who received the next highest vote total in the election for that position.
   4. The Committee will follow the appeals procedures outlined in the Policies.

G. **Ad Hoc Committees**
The Chair may appoint any ad hoc committees or subcommittee necessary to meet Department needs.

H. **Affirmative Action Committee**
This committee is appointed by the chair and reports to the chair. It is responsible for advising search committees about proper procedure, for reviewing the department's affirmative action plan, and for analyzing alleged violations of affirmative action laws, guidelines, and policies. It should recommend necessary changes in policies and procedures.

V. **THE NATURE AND FUNCTION OF THE DEPARTMENT**
A. The Department of History subscribes to principles of self-governance and free expression. It encourages members to express their opinions on any matter to the Chair, to the members of its various committees, and in Department meetings. Any matter affecting the well-being of the Department can be raised by any member at any Department meeting.

B. **Meetings**
1. Normally, the Chair will schedule at least three Department meetings for each semester.

2. The Chair will publish an agenda for each meeting and may require written reports to be submitted prior to each meeting. Information regarding important policy matters should normally be distributed prior to the meeting. The chair will appoint a member of the secretarial staff to take minutes of Department meetings; these minutes will be distributed following the meeting in a timely manner.

3. Voting members of the department are expected to attend all Department meetings. The Department may choose to allow visitors to attend Department meetings. Visiting faculty are free to attend Department meetings and participate in the discussion of matters before the Department, but they are not voting members. Voting members of the Department may vote to reconvene in executive session to consider personnel matters.

4. Procedure Department meetings will be conducted in conformity with generally accepted principles of parliamentary procedure. A quorum (defined as over one-half of the in-residence departmental voting members) must be present to render any vote official. Procedural rulings of the Chair during Department meetings are subject to reversal by a majority vote of the voting members present at the meeting. Meetings will be conducted on the basis of mutual respect for colleagues as professionals and according to the premise that dissenting views should be presented in an atmosphere of courtesy and fair mindedness.

5. Ordinarily, Department meetings will not continue beyond two hours. Meetings may be continued beyond two and a quarter hour by a vote of a majority of the members present.

6. A department meeting may also be called in response to a petition signed by ten voting members. The Chair will publicly announce this meeting to the Department.

VI. HIRING FACULTY AND ACADEMIC PROFESSIONALS

A. Principles

1. Determining faculty and academic professional hiring priorities is a departmental responsibility.

2. The Department will determine whether to accept or reject a candidate as a member of the Department.
3. The Department has the greatest responsibility and authority for determining the best applicant for a position in the Department; although a search committee may shape a job search, the Department Chair is the official hiring agent of the Department.

B. **Determining Hiring Priorities**
1. Following procedures outlined in the Policies, the Department -- acting through field committees, the Personnel and Advisory Committee, and as a whole -- will determine its hiring priorities.

3. The Chair will report on the possibility for obtaining a faculty position and how faculty positions rank with other departmental needs such as staff and graduate assistantships.

4. The Department may also pursue other ways to meet its hiring priorities in accordance with other University and College hiring initiatives. No formal search can be undertaken, however, without prior field approval (where appropriate) and the approval of the Department.

C. **Procedures and Structure**
1. All candidates for a position in the History Department must be reviewed by a departmental search committee.

2. Any candidate for a position in the History Department must provide the materials as described in the Policies.

3. The Search Committee must evaluate the candidates' materials, arrange their on-campus interviews, and make a recommendation to the Department concerning hiring.

4. Department members must be active participants in the selection process, as explained in policy statement included in the Policies.

5. In hiring a tenure-track, full-time, faculty member at a rank higher than assistant professor, or an academic professional with continuing status his/her qualification must be in full conformity with the departmental criteria for associate/full professor, or for an academic professional with continuing status, respectively.

VII. **PROMOTION AND TENURE/CONTINUING STATUS**

A. **Procedures and Requirements for Candidates**
1. **Candidacy.**
   Faculty and academic professionals may be advised to seek promotion and/or tenure/continuing status by the Personnel and
Advisory Committee and/or the Chair; they may also initiate their candidacy following stipulations noted in the Policies.

2. Letters
After a faculty member/academic professional declares his or her candidacy, the Chair and that faculty member/academic professional will arrange for outside reviews of the candidate as outlined in the Department's "Promotion and Tenure/Continuing Status Guidelines," which are included in the Policies.

3. Schedule
The chair must determine and publicize a schedule for submitting and evaluating materials, as well as for meetings of the Promotion and Tenure/Continuing Status Committee (defined in the structure section below).

4. The Candidate's File
The chair will give the candidate a list of materials required for candidacy. This will include materials as listed in the "Promotion and Tenure/Continuing Status Guidelines" which the candidate must provide and items which the chair shall provide.

B. Procedures Governing Departmental Actions
1. Confidentiality
Letters of evaluation, Promotion and Tenure/Continuing Status Committee discussions, and nonpublished materials in the candidate's file are strictly confidential. Violations of confidentiality by members of the Committee are subject to departmental and university sanction.

2. The File
The chair shall assemble the file of materials submitted by the candidate and by the chair and make them available to the Committee in a secure, convenient site. Materials may not be removed from the site without specific arrangement with the Chair and the Chair of the Committee.

3. Reading Letters and Materials
Eligible members who wish to participate in the meeting of the Promotion and Tenure/Continuing Status Committee are expected to read both the confidential letters and materials in the candidate's file.

4. Communication with Candidate
Candidates have the right to a personal appearance before the Promotion and Tenure/Continuing Status Committee during its deliberations. After the committee has completed its deliberations and forwarded its materials to the Dean, the Department Chair will provide an oral report to the candidate of the recommendations of the committee and the chair.
C. Structure of the Promotion and Tenure/Continuing Status Committees

1. Membership
   a. All associate and full professors who have a tenure home in the department are eligible to serve on the committees.
   b. Both associate and full professors may participate in the committee that considers promotion and tenure of assistant professors.
   c. Only full professors may participate in the committee that considers promotion to full professor.
   d. For appointment of an academic professional to continuing status or promotion to senior rank, the committee shall include an academic professional with continuing status or senior rank. Should none be available from the history department, this person shall be appointed from another department.

2. Chair
   Committee members shall, at the beginning of each academic year elect a full professor chair of the Promotion and Tenure/Continuing Status Committee.

VIII. PROBATIONARY EVALUATION OF FACULTY AND ACADEMIC PROFESSIONALS

The Promotion and Tenure/Continuing Status Committee shall conduct the probationary evaluations of faculty, professional faculty and academic professionals following the guidelines given in Policies.

IX. CLARIFICATION AND HIGHER AUTHORITY

In areas not specifically addressed by this document, the Department adheres to the policies of the College of Liberal Arts and Sciences, of the Arizona State University as outlined in the ACD Manual, and the Board of Regents policies.

X. RATIFICATION AND AMENDMENT

A. Ratification
   This document will become effective, as outlined in the motion of adoption, upon the affirmative vote of two-thirds of the History Department members, as determined by a special mail ballot.

B. Amendment
   1. Proposals for amendments to these Bylaws must be sent to Department
members at least ten days prior to the dates on which action is to be taken on them. This provision is not subject to a motion to suspend the rules.

2. Amendments to these Bylaws require a two-thirds majority of the Department members voting at a regular meeting.