

Department of History Bylaws

Approved: September 20, 2001

Amended: December 10, 2012

I. Department Membership

1. Faculty Ranks and Definitions - Fully Affiliated Faculty

The History department will include full-time faculty at some or all of the following ranks: Instructor, Lecturer, Assistant Professor, Associate Professor, and Professor.

2. Voting Membership

The voting membership of the department comprises the fully affiliated faculty (except those serving primarily in administration outside the department). Each full-time Instructor, Lecturer, Assistant Professor, Associate Professor, and Professor is entitled to one vote.

3. Adjunct Faculty

The History department may include part-time faculty teaching a variety of courses. Among the part-time faculty may be some hired for only a class or two, some hired to teach on a regular basis, and some retired faculty who teach on occasion. Adjunct faculty are not voting members of the department. However, they are invited to attend all official department functions and open meetings.

4. Emeritus Faculty

Retired faculty who have been granted emeritus status continue to be affiliated with the department and may teach on occasion. Emeritus faculty may also attend all official department functions and open meetings. They are not voting members of the department.

5. Graduate Assistants

The History department may include a number of graduate assistants. Graduate assistants are not voting members of the department. They are invited to attend all official department functions and open meetings.

6. Support Staff

The history department may include a number of support staff, among them classified staff responsible for managing the department office.

Support staff are not voting members of the department. However, in specified cases, staff may attend department meetings. They are also invited to attend all official department functions and open meetings.

II. Departmental Procedures

1. **Calling Meetings and Setting Agendas.** A departmental meeting may be called by the Chair of the department or the chair of a departmental committee (such as Promotion and Tenure committee) or by petition of one-third of all department full-time faculty members. The individual(s) who called the meeting will announce the purpose of the meeting and call for any additional agenda items from the department faculty as soon as possible before the meeting. Faculty requested items will be added to the agenda or the agenda shall contain a standard item titled "Other Business" in which faculty may bring up issues of concern at the meeting. The agenda must be approved by a simple majority of the faculty present before the meeting begins.
2. **Voting at Meetings.** All full-time faculty members will have one vote at a departmental meeting, unless it is a Promotion and Tenure committee meeting, which has more restricted voting. Voting will be open response except where otherwise stated in these bylaws or unless a faculty member requests that the voting for a particular issue be by secret ballot.

III. Departmental Committees

The History Department will have five standing committees. Membership on these committees will be rotated on the recommendation of the department Chair and with the approval of the department unless otherwise stated.

A. Promotion and Tenure Committee

1. **Membership**
 - a. The committee shall consist of all tenured members of the department at the rank of associate professor or higher including the Chair of the department, ex officio.
 - b. The Chair of the department shall participate in the work of the committee ex officio, except for voting.
 - c. The P&T Committee's secretariat shall consist of three tenured members at the ranks of associate and/or full professor. The Chair of the department will appoint the secretariat with the approval of a majority of the P&T committee.
 - d. Students will not serve on the P&T committee.
 - e. The P&T committee will elect its own chair who shall not be the department Chair.
2. **Procedures and Duties**
 - a. The procedures for the nominations for promotion and tenure must be in compliance with the "Agreement between Wright State University and the Wright State University Chapter of the American Association of University Professors."
 - a. The procedures for the submission of materials shall conform to requirements of said Agreement.
 - b. The procedures for the solicitation of external letters of review will conform to said Agreement.
 - c. Each nominee for promotion and tenure will be given the opportunity to present his or her case for promotion or tenure or both in person to the P&T committee early in the course of its evaluations.

- d. The P&T Committee's secretariat, after the committee has reached its decision by secret written ballot, shall prepare each recommendation for promotion or tenure or both for transmission to the College P&T Committee.
- e. The P&T Committee will provide annual statements to untenured bargaining unit faculty members regarding their cumulative progress toward tenure and /or promotion. Annual statements will also be provided every year to tenured assistant and associate professors regarding their cumulative progress toward promotion unless such faculty request in writing that they be reviewed every third year.

B. Annual Evaluation Committee:

- 1. Membership
 - a. The Chair of the department will serve ex officio without vote.
 - b. The committee will include five voting members, all of whom must be tenured. The five members will be recommended by the Chair of the department and approved by a majority of the P&T Committee.
 - c. The committee will choose its own chair who shall not be the department Chair.
- 2. Functions
 - a. Annual Evaluations--the committee will make recommendations on the annual evaluations during the spring semester of each year. The committee will forward its recommendations to the Chair and the P&T committee.
 - b. The committee will recommend two of its members to continue to serve on the committee for a second year. These recommendations must receive the approval of the department. Members shall not serve more than two consecutive years.
 - c. Members of the committee will be responsible for making class visitations for peer evaluation of teaching.
- 3. Procedure

The Committee will act in accordance with the procedures outlined in Section III of the History department bylaws, entitled "Criteria and Procedures for annual evaluation of History department Faculty."

C. Student Relations Committee:

- 1. Membership
 - a. The committee will consist of any three faculty members of the department, recommended by the department Chair and approved by a majority of the department.
 - b. One graduate and one undergraduate student, selected by the committee Chair, will serve on the committee. Students will not vote on who will receive student scholarships.
 - c. The Chair of the department will serve ex-officio, without a vote.

The committee will choose its own chair, who must be a faculty member, by a majority vote.

- 2. Duties

The committee will:

- a. provide advising to Phi Alpha Theta chapter.
- b. provide advising to any undergraduate or graduate history organization that is formed.
- c. provide advice and assistance in design, preparation, and distribution of any departmental newsletter or other publication directed toward students or alumni.
- d. provide leadership in establishment and maintenance of outreach activities for students and alumni.
- e. make recommendations to the department Chair regarding the administering of a departmental scholarship program for undergraduate students, as approved by full department.
- f. foster in all ways feasible student interest and involvement in the department and its programs and activities.
- g. report at least annually to the department on its activities.
- h. recommend undergraduates, graduates and alumni to receive annual departmental awards and recognition, as approved by the department Chair and/or the full department

D. Undergraduate Curriculum Committee:

1. Membership

- a. The committee will include five faculty members of the department, at least one of whom shall be in each of the fields of European, United States, and Third World history. Membership shall be recommended by the departmental Chair and approved by the department.
- b. The Chair of the department will serve ex-officio, without a vote.
- c. The committee will choose its chair.
- d. For purposes of continuity, at least two members of the committee shall continue from one academic year to the next, but no member shall serve more than three consecutive years without a break. The committee, upon recommendation of its chair, shall determine which of its members shall be rotated off the committee and make recommendations to the department regarding replacements.

2. Duties

The committee will:

- a. review and make recommendations on all proposals for new courses and all proposals for revision or deletion of courses carrying undergraduate credit.
- b. review and make recommendations on all proposals for changes in departmental graduation requirements.
- c. consult with the department Chair on course scheduling when feasible to assure that an appropriate distribution of courses by field, level, and time of meeting is provided.
- d. provide leadership to the department in regard to the introduction of new course offerings, review and evaluate proposals for the introduction of new courses, make recommendations regarding changes in the departmental major or requirements.
- e. assume responsibility for utilizing opportunities to nominate members of the department for awards and honors for teaching excellence both within and outside the university.
- f. take responsibility for required annual program assessments.

E. Graduate Committee:

1. Membership

- a. The committee will consist of five members of the department, at least one of whom, if possible, shall be in each of the fields of European, United States, and Third World history. Membership will be recommended by the department Chair and approved by a majority of the department.
- b. The Director of Public History and the Director of Graduate Studies will be permanent standing members of the committee.
- c. The Chair of the department will serve ex officio, without vote
- d. The chair of the committee will be rotated between the Director of Public History and the Director of Graduate Studies.

2. Duties

The committee will:

- a. review and make recommendations on all proposals for new courses and all proposals for revision or cancellation of courses carrying graduate credit.
- b. review and make recommendations on all proposals for changes in departmental graduation requirements.
- c. consult with the department Chair on course scheduling when feasible to assure that an appropriate distribution of courses by field and time and meeting is provided.
- d. recommend to the department Chair the awarding of graduate assistantships and fellowships.
- e. recommend graduate students for departmental, college, and university academic achievement awards.
- f. provide leadership in the establishment and maintenance of outreach activities for graduate students and alumni of the graduate program.
- g. provide review and assessment of graduate programs on a regular basis.

IV. Criteria and Procedures for Annual Evaluation of History Department Faculty

The department Chair will annually evaluate all bargaining unit faculty for merit following the procedures outlined in the contract.

The department Chair will take into consideration, however, the recommendations of the Annual Evaluation Committee.

At the beginning of the calendar year, each faculty member will recommend a set of weights or percentages that anticipates his/her professional activities for the upcoming year. These percentages are to be based on the following ranges:

- Teaching: 40% -60%
- Scholarship: 20%-40%
- Service: 20%-40%

Each faculty member should, in writing, request a weight for each area in the coming year when he/she submits the prior year's annual Faculty Activity Report at the beginning of the year. The three

percentages must add up to 100%. The Chair may ask the faculty member to explain, in writing, and/or justify the recommendation. The Chair will accept, decline or revise the faculty member's recommendation and provide a written explanation for this decision. If the Chair does not set a deviation, then the following standard weights will be applied.

- Teaching: 40%
- Scholarship: 40%
- Service: 20%

At any time during the year, the faculty member may revise his/her requested percentages. In each case, the Chair will accept, decline, or revise the faculty member's recommendation and provide a written explanation.

The department Chair will evaluate each area of the faculty member's professional activity and assign an integer to that area, guided by the criteria stated below.

Each faculty member will review the integers assigned for his or her annual evaluation by the department Chair and the reasons given for the assignment. If the faculty member agrees with the evaluation, he or she will sign a copy of the evaluation and return it to the department Chair. If the faculty member disagrees with the evaluation, he or she may prepare a written rebuttal and submit it to the Chair. This rebuttal must be attached to the evaluation and forwarded as provided for in the contract.

A. **The Evaluation of Teaching.**

1. Criteria for the Evaluation of Teaching:

0 or "unsatisfactory": Student and peer evaluations reveal major problems in teaching. Evaluations and peer review may indicate that the faculty member:

- is unprepared for the teaching assignment and/or teaches in a completely unorganized manner;
- misses classes frequently (without informing the department and/or without adequate explanation);
- fails to keep student appointments, and/or keep appropriate office hours;
- refuses to teach assigned courses in the faculty member's field.

1 or "adequate": The faculty member meets class on a regular basis and covers expected course content. The faculty member satisfactorily performs other teaching related activities, such as maintaining office hours and working independently with students. Student and peer evaluations may reveal the need for some improvement.

2 or "meritorious": Student and peer evaluations reveal the faculty member teaches his or her classes effectively. The faculty member performs all of the following well or at least two with distinction:

- advises students effectively;
- shows significant evidence of genuine success in teaching as reflected in student and peer evaluations of teaching;
- performs other teaching-related functions effectively as requested, e.g., advises honors students, serves on master's thesis committees, works with independent study students, or the equivalent;

3 or "outstanding": Student and peer evaluations reveal the faculty member is a consistently effective instructor. The faculty member also offers evidence of outstanding instruction from most of the following categories:

- demonstrates commitment to improving courses with new teaching methods;
- offers writing intensive courses and/or methods courses;
- advises students effectively;
- develops new courses and/or significantly revises existing courses;
- supervises students in independent readings courses, undergraduate honors' theses, graduate theses, or other projects;

4 or "extraordinary": The faculty member's record, as well as student and peer evaluations, reveals the faculty member fulfills all the requirements of an "outstanding" instructor. Additionally, the faculty member demonstrates an important leadership role in the development of the curriculum and/or wins recognition for teaching excellence, e.g. receives college or university teaching awards or the equivalent.

2. Evidence for the Evaluation of Teaching

Two types of teaching evaluations are required of all bargaining unit faculty: peer evaluations of teaching and student evaluations of teaching.

Peer Evaluations. All bargaining unit faculty must have selected courses and/or course materials reviewed by faculty peers every year. Reviews of at least two different courses per year are recommended. Faculty who write formal reviews must submit them to the Chair.

The department will conduct peer evaluations of teaching in two different ways:

1. Members of the Annual Evaluation Committee will perform the first type of peer evaluation of teaching. It will normally consist of review of course materials, faculty statements regarding new courses or revisions to courses, examinations given, the narrative portion of the student evaluation of teaching, and any other relevant materials the faculty member chooses to submit. The faculty member will submit the appropriate materials to the department Chair with his/her annual report. The numerical portion of the student evaluation of teaching will be reviewed for probationary faculty only, but all other faculty may choose to submit numerical results if they so desire. However, no negative implication shall be made regarding tenured faculty who elect not to submit the numerical results.

2. In this method of peer evaluation of teaching, two members of the Annual Evaluation Committee will attend and review at least one lower-level class and one upper-level class of the bargaining unit faculty member during the calendar year. Such visits should be arranged with the faculty member well in advance and only after a discussion between the Committee members and the faculty member(s) who is being reviewed. Following the visit, the visiting peer reviewer will write a memo to the department Chair, preferably within two weeks of the visit, addressing the effectiveness of the teaching in the context of the course's goals, contents and methods. A copy to the memo will also be sent to the faculty member being reviewed. Faculty will be free to request additional visits, to reply in writing to any student or peer evaluation, or to supply additional information regarding his/her teaching effectiveness.

By the end of the fall semester of each year, each probationary faculty member will recommend which method he/she prefers to use the following year and will communicate that recommendation in writing to the Annual Evaluation Committee which will make the final decision. Each tenured faculty member will select the method of peer evaluation he/she wants to use and convey that decision in writing to the Annual Evaluation Committee. However, it is recommended that tenured faculty seeking promotion have class visitation at least once every three years.

Student Evaluations. The contract specifies what part of the student evaluations will be sent to the faculty member only and what information will be sent to the Chair.

Other Evidence. Faculty wishing to make a stronger case for teaching effectiveness than peer and student evaluations alone will allow them to do may submit additional evidence to the department Chair. Supporting evidence may include (but is not limited to) the following:

- Selected syllabuses or other class materials (to demonstrate a particular classroom innovation, for example);
- A written response to one or more of the required peer evaluations;
- A description of a particular section or a response to the student evaluations for a particular section (if the faculty member believes the evaluations for that section need to be contextualized, for example);
- Additional student evaluation materials, including (but not limited to) a self-administered evaluation instrument, a mid-term evaluation, the numerical evaluations from the official university instrument, signed letter(s) from students in a particular course, etc.;
- Evidence showing student learning success, for example the results of a pre- and post-evaluation.

The Chair may also gather evidence to be used as part of the evaluation of teaching. In such cases, the Chair will make all written records and/or summaries of evidence available to the faculty member.

B. The Evaluation of Scholarship

Historical scholarship is a painstaking and time-consuming process. One must define, implement, complete, and submit a scholarly project in order to produce scholarly peer-reviewed articles and/or monographs. These standards recognize and reward all stages of this process.

1. Criteria for the Evaluation of Scholarship:

0 or "unsatisfactory": Little or no indication of any scholarly work in progress.

1 or "adequate": The faculty member demonstrates that he/she has developed a research agenda.

2 or "meritorious": The faculty member demonstrates at least one of the following:

- is pursuing a clearly defined research agenda and has presented a clear blueprint or outline for publication and/or communication of research;
- has presented research at a professional conference;
- has submitted a proposal for an external grant;
- has submitted a scholarly article for review;
- has offered other suitable examples of scholarly activity.

3 or "outstanding": The faculty member demonstrates one of the following:

- has a scholarly article accepted for publication or published;
- has an equivalent external grant funded;
- has presented research at several professional conferences;
- has submitted a scholarly book manuscript for consideration at a scholarly press;
- has successfully completed a comparable scholarly project.

4 or "extraordinary": The faculty member accomplishes one of the following:

- has published or has in press 2 peer-reviewed articles;
- has published or has in press a peer-reviewed book in his or her discipline;
- has multiple external grants or a major external grant funded;
- has a single publication that is considered by the annual evaluation committee to be seminal in the research field; or
- has successfully completed other major comparable scholarly projects.

Credit for major publications, such as peer-reviewed scholarly monographs, will normally extend for two years.

2. Evidence for the Evaluation of Scholarship:

In support of the annual evaluation of scholarship, the faculty member must submit the following:

- For all published works: a copy of the publication;

- For all works listed as accepted but not yet published: a printed copy of the submitted manuscript or galley proofs of the printed publication.

In addition, all faculty may (if desired) submit a statement describing their research programs and publication plans.

C. The Evaluation of Service

1. Criteria for the Evaluation of Service:

0 or "unsatisfactory": The faculty member provides little or no evidence of service performed for the department, the college, the university, or for his/her profession.

1 or "adequate": The faculty member participates in service at the department level, but only minimally by serving on a committee or attending department faculty meetings.

2 or "meritorious": The faculty member regularly participates in service at the department, college, or university levels. The faculty member serves on at least two committees on one or more of these levels or provides a significant level of service on at least one such committee.

3 or "outstanding": The faculty member demonstrates a high level of service at the department, college, or university levels, or outside the university. This service should include several of the following:

- serving as chair of an important committee;
- serving on three or more committees in the department, college or at university level or the equivalent;
- service as a reviewer for the purposes of peer evaluation or professional consultation;
- service as a departmental, college, or university program director;
- service to a community or professional organization.

4 or "extraordinary": The faculty member performs some combination of "outstanding" activities in multiple areas of service and/or is able to demonstrate that service performed at the department, college, or university levels, or beyond the university, resulted in noteworthy accomplishments for the department, college, or university as a whole. Extraordinary service should also include some of the following:

- serving as a chair of an important committee;
- taking a leadership role in an important aspect of departmental, college or university governance;
- taking a leadership role in faculty governance, and/or in a professional, state or national organization;
- winning awards for professional service.

2. Evidence for the Evaluation of Service:

Faculty should submit to the department Chair:

- A list of all service activities performed during the year, arranged in order from the most important to the least important;
- A description of all service activities that represent special commitment or effort beyond the norm;
- Any testimonial letters received that describe a particular act of service and its effects;
- Any other materials relevant to the faculty member's service record.

V. Criteria and Procedures for Promotion and Tenure of Departmental Faculty

A. Standard Criteria for Promotion to Associate Professor with Tenure

1. Teaching

The faculty member seeking promotion and tenure must submit all supporting material (as specified in the contract) to the Promotion and Tenure Committee. Peer and student evaluation of teaching should demonstrate that the faculty member is consistently effective in the classroom. In addition, the cumulative record of the faculty member demonstrates most of the following:

- commitment to improving courses by employing new teaching methods;
- offers writing intensive courses and/or methods courses;
- advises students effectively;
- develops new courses and/or significantly revises existing courses;
- supervises students in independent readings courses, undergraduate honors' theses, graduate theses, or other projects.

2. **Research.** The Department of History requires its members to produce and disseminate original research of recognized quality within the discipline. Scholarly work published prior to the beginning of the probationary period at Wright State University will count, but the Department expects the faculty member to demonstrate sustained scholarly productivity during the probationary period.

The P&T Committee will use outside peer-review letters to help affirm the quality of a candidate's scholarship.

Publications or publications in press:

The faculty member demonstrates accomplishments equivalent to one of the following:

1. a peer-reviewed scholarly monograph or biography; or
2. 5 peer-reviewed articles in scholarly journals or in books; or
3. 4 peer-reviewed articles in scholarly journals or in books, plus a combination of some of the following:
 - book, film, or exhibit reviews;
 - conference papers;

- dictionary or encyclopedia articles;
 - museum and documentary scripts;
 - National Landmark recommendations;
 - creation of an oral history collection with a guide and index;
 - other appropriate scholarly activities; or 2 peer-reviewed articles in scholarly journals or books and a significant editorial project and/or a textbook adopted at other universities.
3. Service. Probationary faculty are expected to achieve an acceptable level of service to the university, the profession, and/or the community. A faculty member who performs the following or the equivalent will achieve an acceptable level of service for tenure and promotion:
1. The faculty member regularly attends departmental faculty meetings and contributes to the discussion at these meeting.
 2. The faculty member has served on at least one departmental committee every year.
 3. The faculty member has served on at least one college committee or university committee or provided other forms of institutional service.
 4. The faculty member has performed some form of external professional or community service.

B. Standard Criteria for Promotion to Professor

1. Teaching

Student and peer evaluation of teaching, as well as any other relevant information, indicates excellence in all of the following:

1. commitment to improving courses by employing new teaching methods
2. offers writing intensive courses and/or methods courses;
3. advises students effectively;
4. develops new courses and/or significantly revises existing courses;
5. supervises students in independent readings courses, undergraduate honors' theses, graduate theses, or other projects.

2. Research

A faculty member who seeks promotion to full professor must produce scholarship beyond that required for promotion to associate professor, as follows.

The P&T Committee will use outside peer-review letters to help affirm the quality of a candidate's scholarship.

A peer-reviewed scholarly monograph or biography that is either published or in press is a basic requirement for promotion to full professor. If a faculty member has already published a scholarly monograph or biography for promotion to associate professor, however, the following scholarship requirements apply:

Publications or publications in press:

- a. a peer-reviewed scholarly monograph or biography; or
- b. 5 peer-reviewed publications in scholarly journals or in books; or
- c. 4 peer-reviewed publications in scholarly journals or in books, plus a combination of some of the following:
 - book, film, or exhibit reviews;
 - conference papers;
 - dictionary or encyclopedia articles;
 - museum and documentary scripts;
 - National Landmark recommendations;
 - creation of an oral history collection with a guide and index;
 - other appropriate scholarly activities; or
- d. 2 peer-reviewed publications in scholarly journals or books and a significant editorial project and/or a textbook adopted at other universities.

3. Service

Promotion to professor requires service to the university, the profession, and the community. All of the following or the equivalent will constitute service:

- a. The faculty member attends departmental faculty meetings and contributes to the discussion at these meetings.
- b. The faculty member shows a sustained record of activity on departmental committees that must include obvious leadership contributions.
- c. The faculty member has served on college committees or university committees and provided other forms of institutional service.
- d. The faculty member has performed some form of external professional or community service.

C. Procedures for Promotion and Tenure

1. Tenure-track Assistant Professor to Tenured Associate Professor: The group of departmental faculty voting will be restricted to those who hold the rank of tenured associate professor or professor. If there are not at least three department faculty at the rank of associate professor or professor, the candidate may recommend to the P&T Committee a list of three faculty at this rank in other departments who would be qualified to evaluate his/her file. If necessary, the Committee may ask the candidate to submit additional names of qualified faculty from outside of the department. The faculty on the committee will select all additional committee members. The participating faculty will review the candidate's promotion and tenure file at a special meeting. Balloting will occur, with further discussion between balloting, until identical results are obtained in two successive ballots, at which time the results are finalized. Faculty will be allowed to withdraw themselves from participating in the vote only if: 1) there is a conflict of interest or 2) the faculty member is serving on the college and University P&T

committees, such that voting in the department would allow him or her more than two votes on the same file. The chair of the Promotion and Tenure Committee will summarize the recommendation of the participating faculty in a letter. The letter should include the finalized results of the secret ballot. Faculty who have voted will review and approve the letter summarizing the departmental faculty vote and the reasoning for the vote before it is sent to the Dean.

2. Tenured Associate Professor to Tenured Professor: The procedures for voting are similar to that described for tenure-track assistant professor to tenured associate professor, above, but the group of departmental faculty voting will be restricted to those who hold the rank of tenured professor. If there are not at least three department faculty at the rank of professor, the candidate may recommend to the P&T Committee a list of three faculty at this rank in other departments who would be qualified to evaluate his/her file. If necessary, the Committee may ask the candidate to submit additional names of qualified faculty from outside of the department. The voting faculty will review and approve the letter summarizing the faculty vote and the reasoning for the vote before it is sent to the Dean.

VI. Hiring Procedures

The department faculty assumes a major role in this process by recommending the responsibilities of the position to be filled; reviewing credentials; interviewing applicants; and recommending a person or persons to be hired by the department. The department faculty will vote on what recommendations to make to the Dean when a position becomes available and, with the approval of the Dean, the department Chair will initiate the process for forming a search committee.

1. Membership of Search Committees

Membership in the search committee for the hiring of new faculty will include, at least

- three members of the bargaining unit faculty in the department

2. Duties of Search Committees

The search committee will:

- comply with the university's Affirmative Action policies and procedures;
- make recommendations for advertising the position
- screen the files of the applicants, while making the files available to other members of the department;
- make a recommendation as to which candidates will be brought to campus;
- assist the department Chair in making arrangements for the candidates' visits, which should allow department members sufficient time to observe the candidates in a variety of settings on campus and which should provide for the candidates to teach a class or give a public presentation;
- make a recommendation regarding which candidate(s) shall be recommended to the Dean.

3. Duties of the Bargaining Unit Faculty of the Department

The department bargaining unit faculty shall:

- recommend which candidates shall be brought to campus, after careful consideration of the search committee's recommendation;
- recommend which candidate shall be suggested to the Dean, after careful consideration of the search committee's recommendation. All votes on hiring recommendations shall be by secret ballot and will require a 2/3rds majority of those present and voting for a positive recommendation. Absentee ballots will not be accepted. The department Chair will forward the department's recommendations to the Dean.

VII. Full Time Non-Tenured Positions

1. The Annual Evaluation Committee will review all full time non-tenure line faculty annually. In the event that such a position becomes tenure track a search will be conducted to fill the position in accordance with the procedures outlined in "Hiring Procedures" of the History Department Bylaws.
2. All such non-tenured faculty shall be considered fully affiliated members of the department of history and shall have all rights and privileges pertaining thereto, including, but not limited to, the following:
 - a. They shall attend all faculty meetings.
 - b. They shall vote on all issues except personnel matters such as promotion, tenure, and retention.
 - c. They shall be eligible to serve on all committees in the department except the Promotion and Tenure committee and the Annual Evaluation committee.

VIII. Office of the Chair and Departmental Governance

For an academic department to function harmoniously and efficiently there must be constant communication between the department Chair and the department. In order to guarantee such harmony, the following procedures will be adhered to whenever possible.

1. Whenever necessary the department faculty will make recommendations to the department Chair on matters of concern.
2. The department Chair will keep the department faculty informed regarding the disposition of any requests or recommendations.
3. At the request of the Dean of the College of Liberal Arts, the bargaining unit faculty will participate in the review of the department Chair and of other department administrators.
4. Should the position of Chair for any reason become vacant, the bargaining unit faculty members in the department will evaluate candidates for the vacancy and forward recommendations to the Dean.
5. At the request of the Dean of the College of Liberal Arts, the department will nominate a member of the faculty to serve on the College Senate and other appropriate committees or constituency slots.

IX. Policy on Summer Teaching

Should there be a greater demand for summer teaching assignments than can be accommodated by what the Chair has scheduled, the department Chair will utilize the following system.

1. Faculty who indicate in writing that they are within two years of retirement will be given priority to teach during the summer session.

2. Faculty will receive one point for each summer taught prior to the current summer session over the previous five years. Faculty with the lowest point total over the previous five years will be offered the first opportunity to teach in the summer session under question. Untenured or newly hired faculty will not be factored into this system until after their second summer as a member of the faculty unless otherwise specifically stated in their employment agreement.
3. In the event that faculty have an equal number of points, the tie will be broken by a flip of the coin or by some other mutually agreeable form of chance - to be determined and conducted by the department Chair in full view of all faculty concerned.

X. Amendments

Any of the bargaining unit faculty of the department may make a motion at a departmental meeting to amend the departmental bylaws. The proposed amendment(s) must be submitted in writing. The motion to amend must be seconded by another bargaining unit faculty. The department will then take the motion under consideration and discuss and vote on it at a subsequent departmental meeting. A majority of all bargaining unit faculty in the department must vote affirmative for the amendment to pass. The proposed amendment will then be forwarded to the Dean and the Faculty Governance Committee for approval.