

Department of History Bylaws

Approved: September 20, 2001
Amended: December 10, 2012
REVISED DRAFT of January 2017

I. Department Membership

The Department Faculty

The Department of History will include full-time faculty at some or all of the following ranks: Instructor, Lecturer, Senior Lecturer, Visiting Professor (including Assistant and Associate), Assistant Professor, Associate Professor, Professor. References to “the department faculty” in these bylaws refer to the Bargaining Unit Faculty only, and, therefore, exclude the Department Chair.

Voting Membership

The voting membership of the department comprises the Bargaining Unit Faculty Members (BUFM). Each BUFM is entitled to one vote.

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. Adjunct faculty as well as non-bargaining unit postdoctoral fellows, are not voting members of the department.

Emeritus Faculty

Retired faculty who have been granted emeritus status continue to be affiliated with the department and may teach as adjuncts. They are not voting members of the department.

Graduate Assistants

The History department may include a number of graduate assistants. Graduate assistants are not voting members of the department.

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, when the need arises, staff may be asked to attend department meetings.

II. Departmental Procedures

Department meetings

A departmental meeting may be called by the Chair of the department or the chair of a departmental committee or by petition of one-third of all Bargaining Unit 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 and the agenda shall contain a standard item titled "Other Business" in which faculty may bring up issues of concern at the meeting.

Meetings of the full department will occur at least once in the Fall semester and at least once in the Spring semester.

An agenda shall be distributed in advance of the meeting. The agenda must be approved by a simple majority of the faculty present before the meeting begins.

Quorum. A majority of the full-time Bargaining Unit Faculty Members who are not on leave must be present to conduct official business.

The conduct of the meetings may be informal, but recorded minutes of department and committee meetings and decisions must be taken. In cases of dispute, Robert's Rules of Order (latest edition) must be followed.

Voting at Meetings. All bargaining unit faculty members will have one vote at a departmental meeting except on issues reserved for TET faculty or members of the Graduate Faculty. 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. Absentee and proxy ballots will not be used.

III. Departmental Committees

The History Department will have six standing committees. Membership on these committees will be rotated on the recommendation of the department Chair and with the approval of the department faculty unless otherwise stated. The conduct of the meetings shall be informal, but recorded minutes of committee decisions must be taken. Other committees, including *ad hoc* and search committees, will be created from time to time as needed.

Promotion and Tenure Committee

Membership

The committee shall consist only of all tenured members of the department at the rank of associate professor or higher.

Only full professors shall participate in and vote on cases of an associate professor seeking promotion to full professor. In the event that there are fewer than three full professors in the department, the difference (one or two) may be made up with full professors who are BUFM from another department in the College of Liberal Arts, with agreement of both the departmental full professors and the associate professor seeking promotion.

The Chair of the department shall participate in the work of the committee *ex officio*, except for voting.

The P&T Committee shall have a secretariat of three tenured members, at the rank of associate or full professor. The chair of the P&T Committee shall appoint the secretariat with the approval of the majority of the committee.

The P&T committee will elect its own chair who shall not be the department Chair.

Procedures and Duties

The procedures for the nominations for promotion and tenure must be in compliance with the Collective Bargaining Agreement (CBA) for Tenure-Eligible and Tenured Faculty (TET).

The procedures for the submission of materials shall conform to requirements of said Agreement.

The procedures for the solicitation of external letters of review will conform to said Agreement.

The P&T Committee will provide annual statements to untenured TET bargaining unit faculty members regarding their cumulative progress toward tenure and /or promotion.

The P&T Committee secretariat will draft the written statements and recommendations of the P&T Committee, which will approve the statements and recommendations before they are sent forward.

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.

The P&T Committee will vote by secret ballot and no record of its deliberations, save for its decisions, will be kept.

The P&T Committee will provide upon request a written opinion of the applicability of an item of scholarship towards the requirements for promotion and tenure.

The P&T Committee will provide upon request annual statements to tenured associate professors regarding cumulative progress towards promotion.

Annual Evaluation Committee:

Membership

The committee will include five BUFM, 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.

The committee will choose its own chair, who must be a BUFM.

The department chair will serve *ex officio*, without a vote.

Functions

Members of the committee will conduct classroom observation (except for distance learning courses) and may conduct a review of teaching materials such as syllabi, assignments, and exams.

The committee will provide these evaluations of tenure and tenure-eligible faculty to the department chair and the Promotion and Tenure Committee's Secretariat for inclusion in any annual statement towards promotion and tenure.

Procedure

The Committee will act in accordance with the procedures outlined in Section IV of the History Department bylaws, entitled "Criteria and Procedures for Annual Evaluation of History Department Faculty."

Student Relations Committee:

Membership

The committee will consist of any three BUFM, recommended by the department Chair and approved by a majority of the department. One graduate and one undergraduate student, selected by the committee Chair, may serve on the committee. Students on the committee will have a vote on all matters except department scholarships.

The Chair of the department will serve ex-officio, without a vote.

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

Duties: The committee will:

Provide advising to the Phi Alpha Theta chapter.

Provide advising to any undergraduate or graduate history organization that is formed.

Administer and publicize the competition for departmental prizes and scholarships for undergraduate students.

Make recommendations to the department Chair regarding the administering of the departmental prizes and scholarship program for undergraduates, as approved by the department.

Provide leadership in establishment and maintenance of outreach activities for students and alumni.

Foster in all ways feasible student interest and involvement in the department and its programs and activities.

Report at least annually to the department on its activities.

Undergraduate Curriculum Committee:

Membership

The committee will include five BUFM, at least one of whom shall be in each of the fields of European, United States, and Non-western history. At least three of the members shall be tenured faculty. Membership shall be recommended by the departmental Chair and approved by the department.

The Chair of the department will serve ex-officio, without a vote. The committee will choose its chair, who must be a tenured BUFM, by a majority vote.

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.

The committee has the right to review the applicants for part-time positions, including adjuncts and those participating in College Credit Plus or similar programs off campus, and recommend qualified applicants to the chair.

Duties

The committee will:

Review and make recommendations on all proposals for new courses and all proposals for revision or deletion of courses carrying undergraduate credit.

Review and make recommendations on all proposals for changes in departmental graduation requirements.

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.

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.

Conduct required annual program assessments.

Graduate Committee:

Membership

The committee will include five BUFM, including the Director of Public History and the Director of Graduate Studies, who will be permanent voting members of the committee.

At least one committee member shall be in each of the fields of European, United States, and Non-Western history. At least three of the members shall be tenured faculty. Membership will be recommended by the department Chair and approved by a majority of the department.

All committee members must also be members of the Graduate Faculty.

The Chair of the department will serve *ex officio*, without vote.
The chair of the committee will rotate annually between the Director of Public History and the Director of Graduate Studies.

Duties

The committee will

- Review and make recommendations on all proposals for new courses and all proposals for revision or cancellation of courses carrying graduate credit.
- Review and make recommendations on all proposals for changes in departmental graduation requirements.
- 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.
- Recommend to the department Chair the awarding of graduate assistantships and fellowships.
- Recommend graduate students for departmental, college, and university academic achievement awards.
- Provide leadership in the establishment and maintenance of outreach activities for graduate students and alumni of the graduate program.
- Provide review and assessment of graduate programs on a regular basis.

Professional Development Committee

Membership

The committee will consist of any three BUFM, recommended by the department Chair and approved by a majority of the department.

The Chair of the department will serve *ex-officio*, without a vote.

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

Duties

- Assume responsibility for nominating members of the department for awards and honors for academic excellence both within and outside the university.
- Provide mentoring for new faculty.
- Oversee any professional development activities established.
- Organize any annual discussion group on research.
- Oversee discussions with the library over departmental needs.

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

The department Chair shall conduct an annual evaluation of every Bargaining Unit Faculty Member's performance in accordance with the procedures outlined in the TET and NTE CBAs.

Evaluation of Teaching and Service.

The department Chair will annually evaluate all Bargaining Unit Faculty for merit following the criteria and procedures set forth in the TET and NTE CBAs.

Peer Evaluation. TET faculty. All TET non-tenured 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 TET faculty teaching in two different ways:

Members of the Annual Evaluation Committee will perform the first type of peer evaluation of teaching. It will normally consist of a review of course materials, syllabi, faculty statements regarding new courses or revisions to courses, examinations given, student evaluations 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.

In the second 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) 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 of 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 evaluations, or to supply additional information regarding his/her teaching effectiveness.

By the end of the fall semester of each year, each probationary TET 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 who requests peer evaluation 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 visitations at least once every three years.

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.

Peer Evaluation of Teaching of NTE Faculty will be conducted in accordance with the NTE CBA.

Evaluation of Scholarship (TET Faculty).

Historical scholarship is a painstaking and time-consuming process. Scholarly projects must be defined, implemented, completed, and submitted in order to produce peer-reviewed articles, monographs, and significant non-traditional projects (see below). These standards recognize and reward all stages of this process.

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 or project 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
- has produced one or more new draft chapters of an ongoing book project
- has submitted a substantial digital or public history project proposal to a granting agency

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, digital or public history 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
- 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
- has completed other major comparable scholarly, digital or public history projects

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

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 page proofs of the printed publication, and/or a letter of conformation from the editor.

Evidence of article or project submission.

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

Non-traditional projects.

The department along with the American Historical Association and the Organization of American Historians recognizes that the nature of meaningful scholarship is changing along with technology. Therefore it agrees with our professional organizations that as the context of historical scholarship changes, the department along with the historical discipline needs to address means to evaluate substantial, but non-traditional, forms of scholarship including digital, video, public history, and translation.

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

Criteria for Promotion to Associate Professor with Tenure

Teaching

The candidate for promotion and tenure must submit all supporting material (as specified in the contract) to the Department Chair who will make those materials available 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 effective 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.

Research.

The Department of History requires its members to produce and disseminate 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 scholarly productivity during the probationary period. Scholarship may be collaborative. The Department acknowledges the changing forms of historical scholarship and commits to recognizing non-traditional work.

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:

a peer-reviewed scholarly monograph; or

4 peer-reviewed articles in scholarly journals or peer-reviewed book chapters; or

3 peer-reviewed articles in scholarly journals or peer-reviewed book chapters, plus a combination of at least six of the following from at least three categories:

- book, film, or exhibit reviews;
- dictionary or encyclopedia articles;
- museum and documentary scripts;
- National Landmark recommendations;
- creation of an oral history collection with a guide and index;
- digital scholarship
- other appropriate scholarly activities; or

2 peer-reviewed articles in scholarly journals or peer-reviewed book chapters *and* an editorial project (including any article or chapter within the volume) and/or a substantial translation project.

No more than one article can be in the scholarship of teaching and learning.

Serving as PI or co-PI on grants for public history projects totaling a minimum of \$50,000 are deemed equivalent to one article, but the total may not include routine internship funding structured as grants. Grant work may be substituted for no more than one article. An invited article in a scholarly journal or collection, although not necessarily anonymously peer-reviewed, counts as one article.

In cases where a faculty member's contribution to a collaborative work was that of substantial coauthor, the work will be counted as the equivalent of a similar single-authored work. In cases where an individual's contribution may have been that of co-researcher or facilitator, or where the individual authored a portion of the scholarly work, the appropriate portion of the work will be counted.

Service.

Probationary faculty are expected to achieve an acceptable level of service to the department, college, 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:

The faculty member regularly attends departmental faculty meetings and contributes to the discussion at these meetings.

The faculty member has served effectively on at least one departmental committee every year.

The faculty member has served on at least one college committee or other form of college service.

The faculty member has served on at least one university committee or provided other forms of institutional service.

The faculty member has performed some form of external professional or community service; the latter may include social media outreach.

Criteria for Promotion to Professor

Teaching

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

- commitment to effective 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.

Research

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

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:

a peer-reviewed scholarly monograph; or

4 peer-reviewed publications in scholarly journals or in books; or

2 peer-reviewed publications in scholarly journals or books and an editorial project (including any chapter or article within the volume) and/or a substantial translation project.

No more than two articles can be in the scholarship of teaching and learning.

Serving as PI or co-PI on grants for public history projects totaling a minimum of \$50,000 are deemed equivalent to one article, but the total may not include routine internship funding structured as grants. Grant work may be substituted for no more than one article.

An invited article in a scholarly journal or collection, although not necessarily anonymously peer-reviewed, counts as one article.

In cases where a faculty member's contribution to a collaborative work was that of substantial coauthor, the work will be counted as the equivalent of a similar single-authored work. In cases where an individual's contribution may have been that of co-researcher or facilitator, or where the individual authored a portion of the scholarly work, the appropriate portion of the work will be counted.

Service

Promotion to professor requires service to the department, college, university, the profession, and the community. All of the following or the equivalent are required:

The faculty member attends departmental faculty meetings and contributes to the discussion at these meetings.

The faculty member shows a sustained record of activity on departmental committees that must include obvious leadership contributions.

Since promotion to Associate Professor, the faculty member has served on a minimum of one college committee and one university level committee with demonstrated leadership contributions and provided other forms of institutional service.

The faculty member has performed some form of external professional and community service; the latter may include social media outreach.

Procedures for Promotion and Tenure

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 *who are available to serve*, 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 and inform the candidate. 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.

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.

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, and at least two-thirds will be departmental BUFMs.

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 recommendations to the department as to which candidate should be hired

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 recommendation 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. 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 faculty. In order to guarantee such harmony, the following procedures will be adhered to whenever possible.

- A. Whenever necessary the department faculty will make recommendations to the department Chair on matters of concern.
- B. The department Chair will keep the department faculty informed regarding the disposition of any requests or recommendations.
- C. 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.
- D. 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.
- E. 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.

VIII. Amendments

These by-laws may be amended in accordance with the current CBAs.