

# By-Laws of the Department of History Indiana State University

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## I. The Duties and Responsibilities of the Chair of the Department of History

A. The duties and responsibilities of the Chair will be governed by the regulations of Indiana State University, the College of Arts and Sciences, and the Constitution or By-Laws of the faculty of Indiana State University, the College of Arts and Sciences, and the Department of History.

B. The Chair has the duty to represent the Department to the administration of the College and the University and to inform the Department of the views, policies, and directives of the administration. The Chair also has the duty to represent the Department in its relations with other academic departments and the University entities. If the Chair represents views other than those of the Department to the University or College, the Chair will so notify the Department.

C. In accordance with the regulations of the University Handbook and the guidelines laid down by the College of Arts and Sciences, the Chairperson will be reviewed in ~~his~~ the third year of service and triennially thereafter. The regular department faculty may also petition for a review of the Chairperson by a majority vote as laid out in the University Handbook.

1. The review of the Chair will be conducted by the Department in coordination with the Dean's office.
2. The composition of the Review Committee, per CAS guidelines, will be determined by the Dean.
3. All regular, full-time faculty will have the right to participate in the review process, primarily through completion of a review questionnaire composed by the Dean in coordination with the Review Committee.

D. The Chair shall serve as steward of the Department's budget, administering departmental expenditures, including travel and library allocations. The Chair shall present a detailed report of such expenditures to the faculty at least once per year.

E. The Chair shall maintain a central repository, easily accessible to all full-time faculty members, containing important departmental records, including meeting agendas, minutes, forms, policies, and governance documents. The Chair shall also maintain the departmental website.

F. The Chair shall attend in a non-voting capacity all meetings of the Assessment, Curriculum, and Graduate Committees. The Chair shall only cast a vote in a Department Meeting in the event of a tie.

## II. The Department Meeting

A. The action of the faculty of the Department of History shall be taken through the Department Meeting, except as provided otherwise in Section I of these By-Laws. The Department Meeting shall have the authority and responsibility for establishing the policies of the faculty of the Department of History. In addition, the Department Meeting shall have the authority and responsibility for formulation the policy of the Department of History in all matters for which that authority and responsibility has not been vested in another office or body by the regulations of Indiana State University, the College of Arts and Sciences, and the School of Graduate Studies, and of making recommendations upon all matters concerning the Department.

B. The Department Meeting shall be composed of all full-time members of the faculty of the Department of History.

C. The majority of the faculty shall constitute a quorum of the Department Meeting and its decisions and recommendations shall be taken by a majority of the members present. The Chair shall determine the appropriate method of voting, but any member may request that a secret ballot be used. In rare circumstances, it may be deemed necessary to vote on a motion outside the regular meeting. This may be arranged either through a successful motion during a regular meeting to hold a subsequent vote, or by request of the Chair. In either case, a vote on the motion, allowing for no debate or amendments, shall be administered via secret online ballot by the departmental Administrative Assistant, commencing on the date specified in the motion or request, noting that this may not occur during the summer recess. Once notified through the standard University communication venue, members will have five (5) business days to cast their vote. The Administrative Assistant will report the result to the faculty.

D. The Chair of the Department of History shall appoint, with the consent of the faculty member, a member of the faculty or staff to serve as the Secretary of the Department Meeting. The Secretary of the Department faculty shall have the responsibility of keeping minutes of the proceedings of the Department Meeting and of making them available to members of the Department faculty in such ways as the faculty may determine.

E. There shall be at least four regular sessions of the Department Meeting each year, to be called by the Department Chair. Each regular session shall be held at an hour during which no classes are scheduled by the Department of History, or the Chair, upon the

request of an instructor, will cancel or reschedule conflicting class meetings. At each regular session the Standing Committees of the Department Meeting shall report to the faculty. At each regular session any matter which a faculty member wishes to raise shall be considered under the category of new business.

F. In addition to the regular sessions of the Department Meeting, (1) the Department Chair may call such special sessions as s/he deems necessary and (2) the Chair will, within fourteen days, call a special session upon receiving the written request of a Standing Committee or a written petition, stating the purpose of a meeting, signed by one-third of the full-time members of the faculty.

G. History (undergraduate and graduate) majors, minors, and staff may present their views at Department Meetings prior to faculty consideration of the agenda.

### III. The Standing Committees

A. The members of the Standing Committees of the Department Meeting shall be appointed with the exceptions provided in the By-Laws, by the Department Chair with the consent of the faculty and shall be responsible to the Chair and the faculty of the Department. All Standing Committees except the Promotions Committee and the Retention and Tenure Committee will submit recommendations to the faculty and the Chair for their consideration and shall serve as policy making bodies. Unless otherwise specified in these By-Laws, each Standing Committee shall elect its own Chairperson at its first meeting of the academic year.

#### B. The Curriculum Committee

1. Responsibilities: The Curriculum Committee shall make recommendations to the faculty concerning the structure, and coordination of the Department's undergraduate curricula and programs. Specifically, the Committee will:

- a. Periodically review all course offerings at the 100- through 400-levels for possible additions, elimination, or revisions,
- b. Periodically review and recommend changes to the faculty regarding requirements for degree programs,
- c. Approve course-proposals at the 100- through 400-levels, and forward completed proposals to the Department meeting for approval.
- d. Consider programs for new areas of specialization,
- e. Review catalogue copy, upon request of the Committee or Department Chair, and
- f. Establish guidelines for course offerings.

2. Structure: The Committee shall be composed of at least four members—the Chair of the Department, and at least one faculty member from each of the three ranks of the faculty, wherever feasible (the rank of instructor combined with the

rank of assistant professor), and at least one faculty member from each of the three areas of the curriculum, wherever feasible.

3. Selection: Faculty members of the Committee shall be appointed by the Chair as Provided in Section III, Part A.

4. Term of Office: Faculty members shall be appointed for one year and may be re-appointed.

5. Quorum: A majority of the faculty members of the Committee shall constitute a quorum.

6. Vacancies: Faculty vacancies of more than one month shall be filled by the Chair by appointment as provided in Section III, Part A.

### C. The Graduate Committee

1. Responsibilities: The Graduate Committee shall make recommendations to the faculty concerning the structure, assessment, and coordination of the Department's graduate curricula and programs. Specifically, the Committee will:

- a. Periodically review all course offerings at the 500- and 600-levels for possible additions, elimination, or revision,
- b. Periodically review the requirements for degree programs and make recommendations to the faculty,
- c. Approve course proposals at the 500- and 600-levels and forward completed proposals to the Department meeting for approval,
- d. Consider programs for new areas of specialization,
- e. Review catalog copy, upon the request of the Committee or Department Chair,
- f. Establish guidelines for course offerings,
- g. Recommend standards to the faculty for the admission and retention of graduate students,
- h. Review applications for admission to the graduate program and for financial support, and make recommendations to the Department Chair about which applicants to admit or reject, and to the faculty about which admitted applicants should receive financial support,
- i. Review and make recommendations to the Department Chair concerning special petitions for waiving or adjusting degree requirements or transfer credit for individual students,
- j. Recommend policies and methods for the advisement and placement of graduate students,
- k. Recommend policies and methods for the appointment of thesis and examining committees,

l. Review the progress of continuing students and make recommendations as to their status to the Department, and  
m. Assess the degree to which the Department is achieving prescribed student outcomes for its curriculum at the graduate level in response to requests by appropriate University offices and directives set forth by the Committee and the Department. Based on these assessments, the Committee will make recommendations to the faculty regarding the graduate curriculum and pedagogy. It will also make recommendations for recipients of graduate awards, scholarships, and assistantships under the purview of the Department.

2. Structure: The committee shall be composed of at least five members—the Chair of the Department, the Graduate Program Coordinator, and at least one faculty members from each of the three ranks, whenever feasible (the rank of the instructor combined with assistant professor), and at least one faculty member from each of the three areas of curriculum, whenever feasible.

3. Selection: Faculty members of the Committee shall be appointed by the Chair as provided in Section III, Part A.

4. Term of Office: Faculty members shall be appointed for one year and may be re-appointed.

5. Quorum: A majority of the faculty members of the Committee shall constitute a quorum.

6. Vacancies: Faculty vacancies of more than one month shall be filled by the Chair by appointment as provided in Section III, Part A.

7. Graduate Program Coordinator (GPC): The GPC helps supervise the graduate program according to policies and procedures established by the Graduate Committee. The GPC is recommended by the Chair and confirmed by the Department for a three-year term, with re-appointment possible. The duties of the GPC include working with the Graduate Committee to fulfill all the Committee's responsibilities outlined in III.C.1, serving as the academic adviser to all graduate students, representing the Graduate Program to interested persons, coordinating the fall orientation meeting for graduate majors, serving as initial contact person for all History Graduate majors with questions affecting their academic standing or performance, and coordinating the application, recommendation, appointment, and assignment of graduate assistants with the Department Chair and faculty. With the help of the Graduate Committee, the Department Chair will review the GPC in the sixth semester of his/her appointment, recommending reappointment or non-reappointment of the GPC. In addition, the GPC will also keep up to date with the requirements set forth by the College of Graduate and Professional Studies (CGPS), including coordinating recruitment and admissions, attending

meetings held by the CGPS Dean, and carrying out graduation pre-checks and checkouts.

#### D. Promotions Committee

1. Responsibilities: The Promotions Committee shall review petitions for promotion and submit its recommendations to the Chair for inclusion with the petition.
2. Structure: The Promotions Committee shall be composed of all members of the Department of History who hold professorial rank, excepting the Department Chair and those involved in the promotions process at other levels of the University.
3. Quorum: A majority of the Committee shall constitute a quorum.

#### E. The Retention and Tenure Committee

1. Responsibilities: The Retention and Tenure Committee shall review the record of candidates for tenure and submit its recommendations to the Chair for inclusion with his/her report. It shall also review the record of non-tenured members (including adjunct faculty) and submit its recommendations to the Department Chair on the question of retention.
2. Procedures: The Committee follows University guidelines for review of untenured faculty as specified in the University Handbook and by the Office of Academic Affairs. The annual evaluation for temporary faculty shall comprise, at minimum, evidence of success in teaching, scholarship, and service, including student evaluations, observation by a member of the Retention and Tenure Committee, a personal statement of teaching philosophy and achievements, syllabi for courses taught, sample assignments (both assignment and student work), copies of published or forthcoming books, articles or other scholarly work, any materials related to Department, College, or University service, and other material as requested by the Committee or Department Chair.
3. Structure: The Committee shall be composed of all tenured members of the Department of History.
4. Quorum: A majority of the Committee shall constitute a quorum.

#### F. The Assessment Committee

1. Responsibilities: The Assessment Committee will assess the degree to which the Department is achieving its self-prescribed student outcomes for each graduation cohort at the undergraduate based on a comprehensive review of student work, make recommendations to the faculty regarding Department

curricula or pedagogy, and make recommendations for recipients of awards and scholarships under the purview of the Department.

2. Structure: The committee shall be composed of at least three members of the full-time faculty, with at least one faculty member from each of the three ranks, whenever feasible.

3. Selection: The members of the Committee shall be appointed by the Chair as provided in Section III, Part A.

4. Term of Office: Committee members shall be appointed for one year and may be reappointed.

5. Quorum: A majority of the Committee shall constitute a quorum.

6. Vacancies: Faculty vacancies of more than one month shall be filled by the chair by appointment as provided in Section III, Part A.

#### IV. Ad Hoc Committees

A. Other committees, including those charged by the University to advise on matters regarding salary, compensation, or post-tenure review, may be established as needed by the faculty or by the Chair with the consent of the faculty. Each ad hoc committee shall be composed of at least three members, with at least one member from each of the ranks of the full-time faculty, wherever feasible.

B. Unless other provisions are made when a committee is created, the Department Chair will appoint the members as provided in Section III, Part A.

C. Special or ad hoc committees will make recommendations to the faculty and the Department Chair and shall not act as policy making bodies.

D. A special Search Committee shall be appointed by the Department Chair for each faculty position to be filled by the Department. Each Search Committee generally shall be composed of those faculty members having specialties nearest the specialty of the position to be filled. Each Search Committee will recommend standards to be met by candidates, conduct correspondence and interviews with candidates, recommend candidates for campus interviews, and recommend to the Department faculty a candidate(s) for appointment.

#### V. Adoption and Amendment

A. The By-Laws of the Department of History, Indiana State University, shall be adopted when they shall have received the approval of a majority of the full-time faculty of the Department.

B. The By-Laws may be amended by a majority of the faculty of the Department.