

By-Laws of the Department of History
Indiana State University

Adopted December 2, 1970
Revised October 8, 1980
Revised November 10, 1993
Revised February 14, 1995
Revised April 9, 1997
Revised May 6, 2009
Revised September 7, 2016

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 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.

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.

D. The Chair of the Department of History shall appoint, with the consent of the faculty member, a member of the faculty 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 four regular sessions of the Department Meeting each year, to be called by the Department Chair. The first shall be held not later than October 1; the second, not later than December 20; the third, not later than February 14; and the fourth not later than May 15. 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 four regular sessions of the Department Meeting. (1) the Department Chair may call such special sessions as 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 Committee on Retention and Tenure will submit recommendations to the faculty and the Chair for their consideration and shall serve as policy making bodies.

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.

1. 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,
- f. Establish guidelines for course offerings,
- h. Supervise the Department web page in accordance with the guidelines laid down in the University Handbook, the College of Arts and Sciences, and the ISU Web style guide.

The Department web page will include any information, forms, and other materials that the Chair or the Standing Committees deem necessary or useful for the furtherance of the Department's educational mission. Individual faculty members may request materials be posted to the Department website by written request to the Chair, who will consult with the appropriate Standing Committee before recommending a decision.

2. The Chair, and his/her designated web editor, have primary responsibility for the content and appearance of the Department website. Should any concerns about the content of the website arise, the question will be referred to the Curriculum Committee and then to the faculty as necessary.

3. The Department web page will include a page listing the faculty with their area(s) of specialty, PhD granting institution and year, and links to their basic university contact information, office hours, and curricula vitae.

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 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

2. Structure: The committee shall be composed of at least five members—the Chair of the Department, the Graduate Coordinator, and at least one faculty member 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 Coordinator (GC): The GC helps supervise the graduate program according to policies and procedures established by the Graduate Committee. The GC is recommended by the Chair and confirmed by the Department (as with Committee memberships) for a three-year term, with re-appointment possible. The duties of the GC 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 who have not yet formed a Graduate Committee, 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 GC in the sixth semester of his/her appointment, recommending reappointment or non-reappointment of the GC. In addition, the GC 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. The Budget Committee

1. Responsibilities: The Budget Committee shall serve as an advisory body to the Chair on budgetary matters, including the preparation of budget requests and expenditures for major items of equipment, the library, and any other budgetary matter upon which the Chair requests advice. The Budget Committee determines individual travel allocations based on applications from faculty members.

2. Structure: The committee shall be composed of four members—the Department Chair and one member from each of the three ranks of the faculty, 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: Faculty 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.

E. The Salary Committee

1. Responsibilities: The Salary Committee shall serve as an advisory body to the Chair on matters relating to the salary and compensation of faculty members and shall furnish such recommendations on pay as might be required by University, College, or Department guidelines.

2. Structure: The committee shall be composed of three members, with at least one 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: Faculty members are appointed for two years and should not be reappointed in the succeeding year.

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.

F. 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. The Department Chair may be present at meetings of the Committee.

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

G. The Committee on Retention and Tenure

1. Responsibilities: The Committee on Retention and Tenure 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 and submit its recommendations to the Department Chair on the question of retention. This review of non-tenured members includes those on tenure-track lines as well as adjunct faculty teaching in the Department or the Corrections Education Program. The Committee also certifies candidates seeking to teach in dual credit programs according to the Department's standard of holding an advanced degree (at least Masters degree) in History. The Committee will also make recommendations regarding applications for sabbatical, other leaves of absence, and temporary reduced teaching loads.

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 Committee on Retention and Tenure, 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.

H. 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 (fall, spring, summer) at the undergraduate and graduate levels

based on a comprehensive review of individual portfolios of the work of each graduating student, make recommendations to the faculty, based on its evaluation of students' portfolios, 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 may be established as needed by the faculty or by the Chair with the consent of the faculty. The Department Chair may at will serve as a member of any ad hoc committees.

B. Unless other provisions is 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.