

By-Laws of the Department of History Temple University

Resolved, that the By-Laws of the Department of History, adopted by the Department in 1993 and amended in 1999, having served its original purpose, must now be replaced by a more current set of by-laws, and be it further resolved that at a meeting of the Department on May 5, 2008, upon motion duly made, seconded, and approved by two-thirds of the tenured and tenure-track faculty then present and voting, these By-Laws of the Department of History, Temple University, were approved, to read in full as follows:

Article 1. Purpose.

The Department of History is an academic community devoted to the production and transmission of historical knowledge through original research and the teaching and mentorship of undergraduate and graduate students.

Article 2. Membership and Governance.

A: The Department.

The Department is both an academic community and an organized, decision-making body that takes responsibility for its own governance. All full-time faculty members of all ranks in the Department, including faculty jointly appointed with other Temple University departments or programs, participate in its governance. All full-time faculty, including joint appointments, tenured, tenure-track, and non-tenure track faculty, are entitled to full participation and voting privileges, except where noted below.

Meetings. The Department reaches policy decisions primarily through its meetings. Two-fifths of the full-time faculty in the Department constitute a quorum. Faculty on leave and those assigned to foreign campuses shall not be counted in determining a quorum. No proxies shall be cast in Department meetings. The chair does not cast votes in Department meetings.

The chair shall schedule at least three meetings each semester. Special meetings may be called on written permission of five department members.

The chair distributes an agenda in advance of each meeting. Volunteers will take minutes on a rotational basis; the minutes shall include a list of all full-time faculty in attendance. Minutes serve primarily as the record of actions taken at the meeting. The minutes of each meeting will be approved by vote of the faculty.

Disputes over matters of procedure not otherwise resolvable by direct reference to the By-laws shall be ruled upon by the chair. In issuing these rulings, the chair will be guided by Robert's Rules of Order, which shall determine the rules and order of the meetings.

Limits to participation. Non-tenure-track faculty may not vote on hiring priorities, faculty searches, or other personnel matters. They may not serve on the Chair's Advisory Committee, Graduate Council, or Personnel Committee. They may participate and vote on all other Department matters. Only tenured faculty may serve on the Personnel Committee.

The chair may invite student representatives to attend and participate in meetings, except when personnel issues are considered. Undergraduate students may not vote on any issues coming before the department. History Graduate students may have one voting representative, elected by all full-time graduate students, with voting privileges identical to those of non-tenure-track faculty,

All Department faculty and Department officers must abide by the University's conflict of interest policies. They must recuse themselves from any votes or decisions in which they have a conflict of interest.

B: Department Officers.

B1. Chair. The chair is a member ex officio of all elected departmental committees and councils, and is responsible for chairing department meetings or, in his or her absence, designating a substitute.

The chair shall be responsible for the following:

The administration of the Department, including the departmental budget, and the administration of departmental policies.

Representing the Department to the College and University administration

In consultation with the Chair's Advisory Committee, making recommendations to the Dean of the College of Liberal Arts and ranking applicants for study leave and other Temple University research fellowships.

In consultation with the Personnel Committee, making recommendations to the Dean of the College of Liberal Arts regarding merit pay. The chair will inform each faculty member who applies for a merit increase in salary of his or her recommendation to the Dean.

In consultation with the Personnel Committee, making recommendations to the Dean of the College of Liberal Arts regarding workloads for the faculty in the Department of History. The chair will inform each faculty member of his or her workload recommendation to the Dean.

Making recommendations to the Dean of the College of Liberal Arts regarding tenure, promotion, and re-appointment of faculty.

Appointing the members and the chair of search committees.

Maintaining the Department website.

Other duties as prescribed by college and university policies.

The chair may appoint an associate chair to assist in carrying out various duties as assigned by the chair.

Selection and Term. The selection and term of the chair is guided by Article 16 of the Collective Bargaining Agreement between Temple University and the Temple Association of University Professionals, or by the regulations that may replace Article 16.

B2. Director of Undergraduate Studies (DUS). In consultation with the chair, the Director of Undergraduate Studies oversees the undergraduate curriculum. The DUS serves as the non-voting chair of the Undergraduate Council.

The DUS is responsible for the following:

In consultation with the chair, scheduling all undergraduate courses taught by Department faculty.

Supervising the cross-listing of History courses with other departments and programs.

In consultation with the chair, coordinating the hiring of adjunct faculty to teach selected undergraduate courses.

Convening the Undergraduate Council to review the undergraduate curriculum and to assess the outcomes of the curriculum.

Organizing regular faculty gatherings devoted to the discussion of effective teaching of undergraduates.

Overseeing the web-posting of course-descriptions for writing seminars and topic offerings before the undergraduate registration period.

The DUS is appointed by the chair.

B3. Undergraduate Adviser. The Undergraduate Adviser is responsible for the following:

Insuring that all History majors and minors receive appropriate academic and career counseling.

Enforcing the Department's graduation requirements for all majors and minors; reviewing the credentials of all graduating seniors.

Identifying History students eligible for honors and awards.

Reviewing and making a recommendation upon all requests for History course credit for transfer students or study abroad programs.

Assisting the DUS and the Undergraduate Council in its assessment of undergraduate teaching outcomes.

Representing the Department, or designating a replacement, at all undergraduate student recruitment events.

The Undergraduate Adviser is appointed by the chair.

B4. Honors Director. The Honors Director is responsible for coordinating the History Honors curriculum with the chair and the DUS, for overseeing the writing of theses by Honors students, and for preparing annual reports assessing the outcomes of the History Honors program.

The Honors Director is appointed by the chair.

B5. Director of Graduate Studies (DGS). In consultation with the chair, the Director of Graduate Studies oversees the graduate curriculum, the admission of new graduate students, and the progress of graduate students through the History M.A. and Ph.D. programs. The DGS serves as the non-voting chair of the Graduate Council.

The DGS is responsible for the following:

In consultation with the chair, scheduling all graduate seminars in the Department.

Convening the Graduate Council to review the graduate curriculum, Ph.D. and M.A. requirements, and Graduate Faculty status.

Overseeing the Graduate Council in its review of applications to the graduate programs.

In concert with the Graduate Council and appropriate faculty, the recruitment of Ph.D. students.

Convening the Graduate Council for its annual review of the progress of all graduate students, and communicating to individual graduate students the results of the Graduate Council review.

The monitoring of graduate student teaching. With the assistance of the Graduate Council, the DGS evaluates student teaching, shares evaluation with students, ensures that these evaluations are placed in student files, and advises on the renewal of teaching assistantships.

With the Graduate Council, insuring that the fair treatment and academic freedom of graduate students.

The Director of Graduate Studies is responsible for communicating requirements, departmental policy changes, and departmental happenings to the graduate student community. The DGS should be accessible and respond to student concerns in a timely manner.

Organizing regular faculty gatherings devoted to discussions of the effective training of graduate students.

Overseeing the web-posting of course descriptions for topic offerings before the graduate registration period.

The DGS is appointed by the chair.

B6. M.A. Coordinator.

The M.A. Coordinator assists the DGS in the process of admitting students to the M.A. program and is responsible for advising all M.A. students on their course of study. He or she reports to the Graduate Council (as part of the Graduate Council's annual review of all graduate students) on the status of all students in the M.A. program.

The M.A. Coordinator is appointed by the chair.

C: Committees.

There are four standing committees in the Department: the Chair's Advisory Committee, the Personnel Committee, the Undergraduate Council, and the Graduate Council. The chair may appoint ad hoc committees to complete selected tasks.

Elections. There shall be new elections for all standing committees every April. Results are announced by the chair.

Eligibility. All tenured and tenure-track faculty are eligible to serve on the Chair's Advisory Committee, Undergraduate Council, and Graduate Council. Non-tenure-track faculty are eligible to serve on the Undergraduate Council. Only tenured faculty are eligible to serve on the Personnel Committee.

Rotation in Office. To ensure broad participation in departmental governance, faculty do not stand for re-election to any committee in the year they complete a term.

Ballot. To ensure broad participation in departmental governance, all tenured and tenure-track faculty are placed on the ballot for every committee for which they are eligible, excepting faculty who will be on leave for all or part of the upcoming year. Non-tenure-track faculty may nominate themselves for the Chair's Advisory Committee, Undergraduate Council, or Graduate Council. The chair prepares the ballot.

Candidates receiving the largest number of votes are elected.

To ensure broad participation in departmental governance, no member may serve on more than two regularly constituted, elected department committees. If a member is elected to more than two committees, s/he will serve on the committee for which s/he received the most votes; if s/he received an equal number of votes, the needs of rank and field will determine on which committee s/he will serve; if representation by rank and field has been satisfied, then the faculty member may choose the committee(s) on which s/he wishes to serve.

If there are ties in the regular election there will be a run off. Balloting for the run-off election shall follow the procedures enumerated above.

Vacancies on committees shall be filled by the faculty receiving the next highest number of votes at the previous election. In the event an alternate is not available, there will be a special election. In the event of a tie among alternates or resulting from the special election, there shall be a run-off. Alternates will serve the full term of the member they replaced.

C1. Chair's Advisory Committee.

Membership. The Chair's Advisory Committee consists of six elected faculty members, including at least one full professor, and at least one member from each geographic area (U.S., Europe, Asia/Africa/Latin America). Members serve one-year terms.

Responsibilities. The Chair's Advisory Committee consults with the chair on matters of Department, College, and University policies.

The Chair's Advisory Committee is responsible for:

Advising the chair on matters arising in the course of administering the department and insuring compliance with the by-laws.

Advising the chair on appointive positions within the department, including search committees,

Assessing study leave applications, and submitting written assessments and a ranking of applicants to the chair.

C2. Personnel Committee.

Membership. The Personnel Committee shall consist of nine members, five of whom shall be full professors. Members serve staggered two-year terms. At least one member must be from each geographic area (U.S., Europe, Asia/Africa/Latin America). Only tenured faculty are eligible to serve.

Only full professors may deliberate and vote on promotion to full professor.

Responsibilities. The Personnel Committee in concert with the chair superintends the professional development of Department faculty and evaluates that development.

The Personnel Committee shall be responsible for the following:

Recommendations concerning tenure and promotion.

Recommendations concerning contract renewal and mid-term evaluations of tenure-track faculty.

Recommendations concerning merit increases in salary.

Recommendations concerning teaching loads.

Annual evaluation of non-tenure-track faculty.

Appointment of mentors to tenure-track faculty.

Procedures. All procedures shall be in conformity with established College, University, and professional guidelines. It is the responsibility of the faculty member under review to provide the committee with copies of publications and materials documenting teaching and service. The Personnel Committee, with the assistance of the chair, may also collect such information as it deems appropriate in order to reach a balanced judgment.

The Department requires each candidate for tenure and promotion to write a statement summarizing his or her contributions and their significance. The committee, or a subcommittee thereof, shall meet with the candidate for tenure and promotion in the course of its deliberations.

Tenure.

In accordance with the College of Liberal Arts Promotion and Tenure Guidelines, the History Department expects that a candidacy for tenure will be based on outstanding performance and continuing promise of outstanding performance as a faculty member. Faculty are evaluated for tenure on the basis of their contributions in research, teaching, and administrative service.

Research. In keeping with the longstanding and widely acknowledged standards and practices in our discipline, the Department of History regards the publication of a research-based monograph as the principal criterion for tenure. Most first books will be published with university presses that make peer review part of the publication process. It is possible that a candidate for tenure will have a manuscript in press or under contract rather than published, but if that is the case, a detailed calendar will be expected that shows the date on which publication is expected.

Whether published or in manuscript form, as part of the tenure process the candidate's book will be reviewed by a number (usually five or more) of senior scholars in the candidate's field(s). These anonymous external reviewers are selected for their independence from the candidate and their prominence in the discipline.

The reason historians give so much significance to the book – as opposed to a series of articles – is that we have concluded that a book remains the best way to demonstrate excellence in the fundamental tasks of historical inquiry: the collection, interrogation, dissemination, and analysis of evidence, as well as the formulation of an argument and interpretation of a significant body of primary research. The book is the format in which historians expect to find their colleagues making their most important scholarly contributions. Junior scholars, in publishing their first book, complete the long journey they began in graduate school: the development and articulation of an interpretation that relates to and helps shape debates within the field.

Normally, a candidate for tenure will have some publication credits in addition to a book. The most significant such publications are articles that appear in peer-reviewed journals. Articles in such selective History journals are extensive and deeply researched--in most circumstances they are intended to stand on their own rather than to be a part of a series of shorter journal articles. The publication process for such articles, as for books, can be protracted. Another often significant form of publication is a book chapter in an edited volume of original essays; an invitation to publish work in such collections can be an indication of the high respect a scholar's work has attained in the field. Many journal articles and book chapters begin as conference papers. Junior colleagues are expected to present papers at professional meetings, but such presentations in themselves are tertiary contributions to the case for tenure. Candidates for tenure will not be expected to have amassed numerous journal articles or book chapters—the quality, rather than the quantity, of such publications is paramount. This practice differs from social science disciplines in which journal articles are often considered the major index of scholarly activity for junior faculty. In History, by contrast, a junior faculty member will normally be advised by departmental mentors to focus on the publication of the monograph rather than on the secondary task of journal and essay publication.

Other publications include review essays, book reviews and encyclopedia entries. Like conference papers, such work indicates an active engagement in the historical profession; yet such publications are, like conference participation, tertiary contributions to a tenure case.

Fellowships and awards are favorable indications of a candidate's standing in the profession. While such prizes are wholly positive, there are so few such awards within the profession that the absence of fellowships or prizes is not a negative indication.

Teaching. The Department requires that candidates for tenure meet high standards of teaching performance. The Personnel Committee shall evaluate teaching by conducting structured class visits during the tenure review, and by relying on an evaluative instrument developed by the department.

Service. The Personnel Committee shall consider departmental, college, and university service, and service to the profession and the community, in judging contributions of the faculty under consideration.

The Personnel Committee considers each case, and reports its recommendation to a meeting of the tenured faculty of the Department. The tenured faculty deliberate the committee's recommendation, and then make their recommendation through majority vote. To be eligible to vote at this meeting, tenured faculty must sign a statement attesting to their having read the applicant's scholarship and examined his or her complete dossier.

The chair transmits the recommendations of the Personnel Committee and the tenured faculty of the Department to the College. The chair also writes and transmits an independent recommendation to the College.

Promotion to Associate Professor.

A recommendation to award tenure ordinarily carries a recommendation for promotion to associate professor. The bodies making the former recommendation are also responsible to the latter.

Promotion to Full Professor.

In accordance with the College of Liberal Arts Promotion and Tenure Guidelines, the History Department expects that a candidacy for promotion to full professor will be based on outstanding performance and continuing promise of outstanding performance as a faculty member. Promotion to full professor is granted for scholarly and professional achievement beyond that required for tenure and promotion to associate professor.

Research. The Department adheres to the widely recognized norm in our discipline: that promotion to full professor requires the publication of a second book which is based on original research and which moves beyond the contributions of the first. Such a book will normally be published by a university press or a quality trade press.

Moreover, through the solicitation of external evaluations by peers in the field, the Department will expect to find that the candidate for promotion has established a reputation as an authority in his or her field. The Department will expect to see, in addition to the publication of a second book, evidence that the candidate has intervened

in a variety of debates in the given field, through journal articles, book chapters, edited collections, and review essays.

Evidence of recognition within the profession through awards and fellowships is also welcome. So too is other evidence of scholarly distinction: being asked to serve as an officer of a scholarly organization, on a prize or fellowship committee, or as an external reviewer for tenure and promotion cases or departmental assessments, for instance. But the Department will look first and foremost at the candidate's publication record, and in particular at the quality of the candidate's scholarship.

Teaching and Service. In addition, a faculty member recommended for promotion to full professor should have maintained a record of high quality teaching and service.

Nominations for promotion to full professor may come from the individual, a full professor who wishes to nominate a colleague, or the Personnel Committee.

The full professors of the Personnel Committee constitute a subcommittee to consider cases for promotion to full professor. They bring their recommendation to a meeting of all full professors in the department. The chair forwards the recommendation of all of the full professors to the College. The chair also writes and transmits an independent recommendation to the College.

Merit. The Personnel Committee recommends to the chair merit awards on the basis of research, teaching and service.

It is the responsibility of each faculty member to nominate him- or herself for a merit increase in salary, and to make available to the Personnel Committee all material necessary for the committee to consider recommending such an increase.

Teaching Load. The Personnel Committee recommends to the chair teaching loads for each faculty member in the Department on the basis of recent scholarly productivity. The chair makes final recommendations to the Dean of the College.

Mentorship.

To prepare tenure-track faculty for tenure review, and to promote the culture of scholarly excellence, commitment to teaching, and collegiality that exists within the Department, the Personnel Committee will assign each tenure-track member of the department a mentor from among the tenured faculty. Appointments will ideally take place shortly after each new junior faculty member is hired, but by the following September 1, in any case. Mentors will ideally be in a closely related field. Mentors should make sure that their charges understand the expectation that they meet the requirements for research and publication enumerated above. Mentors should also emphasize that the department expects all faculty members to fulfill a structural need in the department's teaching mission and to contribute to the intellectual, curricular, and administrative life of the department.

The mentor need not be a member of the Personnel Committee. The mentor has two primary responsibilities:

To meet with the junior faculty member early in each Fall semester to discuss his/her progress toward tenure. More frequent meetings are encouraged but not required.

To submit to the Personnel Committee by October 1 of each year a report on the progress the tenure-track faculty member is making toward meeting the department's, college's, and university's expectations for tenure. The mentor's report will be made available to the tenure-track faculty member as well

The Personnel Committee will consult with the mentor upon appointment and consider each annual report carefully to make sure that general departmental and other expectations are being communicated effectively and will advise both the mentor and the junior faculty member in situations where that is not the case.

C3. Undergraduate Council.

Membership. The Undergraduate Council shall consist of six members, including at least one full professor. Members serve staggered two-year terms. At least one member must be from each geographic area (U.S., Europe, Asia/Africa/Latin America). The DUS serves as the non-voting chair of the Undergraduate Council.

Responsibilities. The Undergraduate Council supervises and coordinates the undergraduate curriculum and teaching.

The Undergraduate Council is responsible for the following:

Reviewing and recommending for College approval all new courses; periodically reviewing existing undergraduate courses.

Monitoring graduation requirements for History majors and minors.

Preparing an annual assessment of teaching outcomes.

C4. Graduate Council.

Membership. The Graduate Council consists of eight members, including at least one full professor. Members serve staggered two-year terms. At least one member must be from each geographic area (U.S., Europe, Asia/Africa/Latin America). The DGS serves as the non-voting chair of the Undergraduate Council.

One doctoral student elected annually by the graduate students, serves as the graduate student representative to the Graduate Council and may attend meetings as a non-voting

member except for meetings in which admission, financial aid, graduate student review, or Graduate Faculty status are discussed.

Responsibilities. The Graduate Council supervises and coordinates the graduate curriculum. It approves all new courses and monitors M.A. and Ph.D. requirements.

The Graduate Council is responsible for the following:

Under the direction of the DGS, reviewing all applications for admission o the Ph.D. program in History, ranking applicants for admission, and recommending highly-ranked students to the Graduate School for fellowships.

Cooperating with the DGS in recruiting graduate students, both prior to and following admission. The aim of recruitment is to bring to the Department a highly qualified graduate cohort taking into account the goals of ethnic and racial diversity and gender balance.

With the DGS, conducting an annual review of the status of all graduate students in History.

With the DGS, annually reviewing all tenured and tenure-track faculty in the Department for admission to or removal from Graduate Faculty status, and making a recommendation for any changes to the Graduate Faculty list to the chair.

The monitoring of graduate student teaching. With the DGS, the Graduate Council evaluates student teaching, shares evaluation with students, ensures that these evaluations are placed in student files, and advises on the renewal of teaching assistantships.

With the DGS, insuring that the fair treatment and academic freedom of graduate students.

Graduate Faculty Status.

To be a member of the graduate faculty eligible to chair dissertation committees, a faculty member in the Department of History must satisfy *all four* of the following criteria:

1. S/he must have a Ph.D.
2. S/he must have published a book: a sole-authored historical monograph.
3. S/he must be an active scholar.
4. S/he must have a good record of working with graduate students.

Faculty in the Department of History may be members of the graduate faculty but not eligible to chair dissertation committees if *any one* of the following applies:

1. S/he is an assistant professor with no book published yet.
2. S/he is no longer an active scholar but has considerable professional experience that would serve graduate students well.
3. S/he is an active scholar but has only an adequate record of working with graduate students.

Faculty in the Department of History may not be members of the graduate faculty if *any one* of the following applies:

1. S/he does not have a Ph.D.
2. S/he is not an active scholar.
3. S/he is an active scholar but has a poor record of working with graduate students.

The chair, DGS, and Graduate Council will review the Graduate Faculty list every fall. Following a vote of the council, the chair will forward the list to the CLA graduate dean.

The Graduate Council, the Director of Graduate Studies, and the Chair of the Department of History will together assess records of active scholarship and work with graduate students.

In assigning faculty to teach graduate seminars, the chair and DGS will give priority to graduate faculty eligible to chair dissertation committees.

Fairness and Academic Freedom for Graduate Students.

The Graduate Council, together with the DGS, are responsible for insuring the following:

A graduate student's work is the property of that graduate student. He or she is free to consult with or share his or her work with anyone, either within the Temple University faculty or outside the institution.

An advisee is free to change his or her advisor at any point during the course of his or her tenure in the graduate program, so long as they do so in accord with the policies of the History Department and the Graduate School.

Graduate students have the right to know of their funding at the earliest possible date.

Graduate students should have access their personal files.

Students are entitled to have faculty make themselves available to address student concerns and problems, and to respond to them in a reasonable amount of time. Faculty members are expected to exercise reasonable respect with regard to communications with students.

Changes to the graduate student handbook may not be made without approval from the Graduate Council. The Graduate Council must inform all students of any and all changes made to the graduate handbook.

Minority Recruitment Sub-Committee.

The Sub-Committee consists of four members, appointed annually by the DGS from the Graduate Faculty. The Sub-Committee elects its chair. The Sub-Committee is responsible for the following:

The recruitment of minority graduate students, and advising the Department on the interests of minority graduate students.

Evaluating and ranking minority applicants for admission to the Ph.D. and M.A. programs and for funding. The Subcommittee submits its recommendations to the DGS, M.A. Coordinator, and Graduate Council.

The chair of the Minority Recruitment Sub-Committee will submit an annual report to the Department summarizing the Sub-Committee's recruitment activities and the outcomes thereof.

Article 3. Search Priorities, Search Committees, and Faculty Hiring.

Priorities. The Department sets its hiring priorities by vote of the full department. The chair negotiates these priorities, as necessary, with the College and the University.

Search Committees. Tenured and tenure-track faculty are eligible to serve on search committees. The chair appoints the members and chairs of search committees, taking into account rank and field. Ordinarily, the chair of a search committee should be a full professor and/or a person whose own research expertise provides insight into the specialization sought. One member of the search committee serves as the affirmative action representative.

Procedures. After reviewing all applications, the search committee will make available to the Department the curriculum vitae and publications of the candidates it is inviting to campus for interviews. All members of the Department are expected to attend candidates' presentations of their research. After all candidates have visited but before making its recommendation to the Department, the search committee will invite all members of the Department to share with it their views on the candidates.

The committee presents its written recommendation to the tenured and tenure-track faculty, who make the Department's formal recommendation for appointment. The chair forwards the recommendation to the Dean of the College of Liberal Arts, and acts for the Department in negotiating the terms of the offer.

Article 4. Grievances.

Grievances or complaints brought by students, faculty, or administrators against students, faculty, or the chair are processed in compliance with extant University policies, including conflict of interest policies.

Student Grievances. Undergraduate and graduate academic grievances or complaints are first directed to the chair, who has primary authority for dealing with and resolving complaints. The chair is guided in this evaluation and in any independent inquiries s/he may make by relevant University policies. History faculty receiving complaints regarding faculty refer complaints to the chair. Student complaints against the chair are directed to the Dean.

Faculty Grievances. Disagreements between faculty should be brought first to the chair for discussion, investigation, and, ideally, resolution. Faculty grievances against the chair are directed to the Dean.

Article 5. Annual Reports.

Each faculty member must submit an updated curriculum vita and annual report by October 15. These documents serve as a basis for the Personnel Committee's workload and merit evaluations.

Article 6. Ratification and Amendment.

Ratification. Ratification requires a two-thirds vote of the tenured and tenure-track faculty in attendance at a meeting called for that purpose. Ratification of provisions regarding tenure requires a two-thirds vote of all tenured professors; ratification of the provisions for promotion requires a two-thirds vote of all full professors.

Amendment. With the exception of the provisions for tenure and promotion, these by-laws may be amended by a vote of two-thirds of the tenured and tenure-track faculty at a meeting convened for that purpose.