

BY-LAWS OF THE DEPARTMENT OF HISTORY

Article I: Vesting of Departmental Authority and Supereession

Section 1:

The authority and responsibility of action on all matters properly the concern of the Department of History as a whole (except as provided by the statutes and regulations of Wayne State University and the College of Liberal Arts and Sciences, under an applicable collective bargaining agreement) shall reside in the faculty of the Department. Hereafter, the term Department shall refer to the tenured and tenure-track faculty and academic staff members of the Department of History.

Section 2:

Nothing in these By-Laws is intended to be inconsistent with present or future Board of Governors Statutes, or Executive Orders, or other University policies or regulations that have been duly issued or any applicable collective bargaining agreement. Where there may be an inconsistency between these By-Laws and present or future Board of Governors Statutes, other University policies or regulations or policies that have been duly issued, or any applicable collective bargaining agreement, the latter shall prevail.

Article II: Administrative Structure

Section 1: Chairperson

- A. The Chairperson is the chief administrative officer of the Department, who also works within the university and broader community to advance the interests of the Department.
- B. The Chairperson is appointed by, and serves at the pleasure of, the Dean of the College of Liberal Arts and Sciences.
- C. The Department favors rotation of executive responsibility. The Chairperson normally serves no longer than two full terms without formal discussion by the Policy Committee of alternatives to additional service.
- D. During September of the academic year prior to the termination date of the Chairperson's contract, the Department shall initiate Chairperson Review procedures, according to procedures described in the collective bargaining agreement. Three faculty and academic staff members of the Department shall be elected by the faculty to a Chairperson Review Committee (hereafter called Review Committee) through a secret ballot process initiated by the Chairperson and conducted by the Election Committee. As provided by contract, the Dean may select additional members (0 to 3). The

first meeting of the Review Committee shall take place no later than October 7 and its final report shall be forwarded to the Dean no later than November 7.

1. In course of its deliberations, the Review Committee shall conduct a general meeting of the Department and hold a discussion centered on faculty and academic staff members' views about the future of the Department. The Chairperson of the Review Committee shall preside at this meeting.
 2. The Review Committee shall also interview, on a private basis, any member of the Department who wishes to consult with the Committee.
 3. The Review Committee shall privately present the Chairperson with an effective summary of the views and opinions elicited under paragraphs 1 and 2, including complimentary material as well as complaints. If the incumbent Chairperson introduces confidential matters to explain his or her position, the Review Committee shall protect the confidentiality of such matters. The incumbent Chairperson shall be provided with a copy of the final report of the Review Committee and shall have the right to submit simultaneously to the Dean an explanation of his or her policies and decisions.
- E. When a new Chairperson is to be appointed, the Department shall elect N representatives to the Chairperson Selection Advisory Committee, as outlined in the collective bargaining agreement, in order to seek and recommend candidates to the Dean. Tenured and tenure-track faculty as well as academic staff members of the Department will be eligible for election.
- F. When an acting Chairperson is to be appointed or re-appointed, the Department (the tenured and tenure-track faculty and the academic staff members) shall elect seven representatives to a Departmental Acting-Chairperson Appointment Advisory Committee, as outlined in the collective bargaining agreement. Tenured and tenure-track faculty as well as academic staff members of the Department will be eligible for election.

Section 2: Director of Undergraduate Studies

- A. The Director of Undergraduate Studies (DUS) supervises the administration of the Department's undergraduate degree program and other matters pertaining to undergraduate majors. The DUS presides over the Undergraduate Committee and serves ex officio on the Graduate Committee and Executive Committee, in the latter case with vote.
- B. The DUS is appointed by the Chairperson in consultation with the Executive Committee, and serves at the pleasure of the Chairperson.

Section 3: Director of Graduate Studies

- A. The Director of Graduate Studies (DGS) supervises the administration of the Department's graduate degree programs and other matters pertaining to graduate majors. The DGS presides over the

Graduate Committee and serves ex officio on the Undergraduate Committee and the Executive Committee, in the latter case with vote.

- B. The DGS is appointed by the Departmental Chairperson in consultation with the Executive Committee, and serves at the pleasure of the Chairperson.

Article III: Faculty of the Department

Section 1:

The faculty of the Department of History is defined as all full-time faculty employed by Wayne State University, holding the ranks of Lecturer, Instructor, Visiting Professor, Assistant Professor, Associate Professor, Professor, and Distinguished Professor of History.

Section 2:

The tenured faculty includes all full-time faculty members of the Department holding continuing tenure in the University.

Section 3:

The tenure-track faculty includes all full-time faculty members of the Department whose employment contracts make them eligible to receive continuing tenure in the University.

Article IV: Departmental Meetings

Section 1:

The faculty shall meet at least once a term at the call of the Chairperson of the Department and shall meet as often as necessary to determine matters of academic policy. A Departmental meeting may be called at any time upon petition of 20 per cent of the full-time faculty as defined in Article III, Section 1.

Section 2:

A quorum for a Departmental meeting is defined as a majority of the Department's full-time faculty not on leave in a given term.

Section 3:

The Chairperson of the Department shall preside at Departmental meetings. An agenda shall be distributed to all faculty members at least 24 hours in advance of Departmental meetings. Meeting proceedings shall be recorded by a Secretary (either a member of the Departmental staff or a faculty member), to be designated by the Chairperson. The Chairperson checks the minutes for accuracy and distributes unabridged copies to the full-time Departmental faculty in due time.

Section 4:

Matters of Departmental policy and procedures brought before a meeting of the Department shall be decided by majority vote of the faculty present and eligible to vote, unless otherwise specified herein.

Section 5:

Robert's Rules of Order Newly Revised shall apply to all meetings held under the auspices of the Department, except where inconsistent with these By-Laws, in which case the latter shall prevail.

Section 6:

All persons eligible to attend Departmental meetings have liberty to speak for the record, except in settings where these By-Laws expressly prohibit participation by individuals or groups.

Section 7:

The Executive Committee shall recommend a Departmental Parliamentarian to the Policy Committee for election by a majority of that body. The Parliamentarian may serve successive terms, is expected to master the most recent edition of Roberts Rules of Order Newly Revised, and has authority to intervene in any Departmental proceeding to inform participants of procedural violations and to redirect the proceedings.

Article V: Voting Eligibility

Section 1:

All full-time faculty members may participate in departmental decisions and vote within departmental meetings or convocations, except where specifically excluded herein.

Section 2:

Eligible voters must be present at meetings to cast ballots, except for promotion, tenure, or new appointment decisions, for which absentee ballots are allowed, or when the Department employs online voting.

Section 3:

Full-time faculty members on leave may participate or vote on promotion, tenure, or new appointment decisions but not on other matters.

Section 4:

Full-time faculty members teaching in-load during Spring and/or Summer terms may participate or vote on all matters.

Article VI: Policy Committee

Section 1:

The Policy Committee shall consider recommendations from the Executive, Personnel, Undergraduate, and Graduate Committees, and may approve, disapprove, or postpone consideration of all issues properly brought before it. Where the appropriateness of an issue is in doubt, a majority of the Committee determines whether a question shall be addressed.

Section 2:

Only tenured and tenure-track faculty members shall be eligible to participate or vote on matters before the Policy Committee.

Section 3:

The Policy Committee considers reports in the first instance from Search Committees and/or the Personnel Committee about potential hires. All tenured and tenure-track faculty members may participate in discussions of assistant professors and lecturers, with vote. In all other cases, recommendations will be taken by tenured faculty only. The recommendations of the Policy Committee then are sent to the Promotion and Tenure Committee for final approval or disapproval.

Section 4:

Personnel matters brought before the Policy Committee shall be decided by a two-thirds vote.

Section 5:

The Chairperson shall preside over Policy Committee meetings, with vote, except in personnel matters.

Article VII: Executive Committee

Section 1:

- A. The Executive Committee shall assist and advise the Departmental Chairperson on all matters relating to the present or future teaching, curricular, research, and service missions of the Department. It will respond to the Chairperson's requests for advice and assistance, and it has authority to bring matters to the attention of the Chairperson for deliberation, action, or referral to other University entities. The Committee may be particularly concerned with, but is not limited to, the following subjects: Departmental procedure, mentoring of untenured faculty, curriculum and programming, fund raising and finances, grievances and/or problems related to Contract interpretation or Departmental-Administrative relations, course scheduling, and the drafting or rewriting of policy for consideration by other Departmental committees. Faculty members or staff may approach Committee members with questions, ideas, or problems for the Committee's consideration. The Committee member shall raise the issue during the next regularly scheduled Committee meeting and inform the faculty member of the result in writing.
- B. Committee members serve at large; they do not represent specific Departmental constituencies.

Section 2:

- A. The Chairperson serves *ex officio*, without vote. The DUS and DGS serve *ex officio*, with vote.
- B. The Committee shall include five members, to be elected by the Policy committee. The elected membership of the Committee must include one full professor, one associate professor, and at least one, but no more than two, untenured members. All elected Committee members may vote. The DGS and DUS are not eligible for election to the Committee.
- C. Elected members of the Committee serve one-year terms, and may serve for no more than two consecutive years.
- D. The Committee shall meet once a month during the academic year, in advance of Departmental meetings. It may choose to meet at other times. Meeting dates will be decided by the Committee at its first meeting. Members shall elect their own presiding officer; the office shall rotate each year; and the Committee Chairperson shall preside over Committee meetings. The Departmental Chairperson may not serve as committee chair. The presiding officer shall designate a secretary (either a committee member or a member of the Departmental academic staff) to take minutes for the record. Committee members will check the minutes for accuracy and cause them to be distributed to the tenured and tenure-track faculty at least two days in advance of the next Departmental meeting.
- E. If the Departmental Chairperson disregards the advice of the Executive Committee, he or she must inform the Department of the decision during the next regularly scheduled Departmental meeting, with explanation and discussion.
- F. The Executive Committee shall elect a Budget Advisory Sub-Committee of at least three members from its own numbers, two of whom must be tenured (as provided by contract). The Budget Advisory Committee will include an additional member elected from the Department at large. Academic staff members are eligible. The Sub-Committee shall elect its presiding officer from its own ranks (also as provided by contract). The Departmental Chairperson may serve as an *ex-officio* member of the Sub-Committee, without vote. The Sub-Committee shall gather information about the financial affairs and situation of the Department and advise the Executive Committee as appropriate. The Chairperson shall make available on a quarterly basis (excluding spring-summer terms) any accounting reports or institutional records that the Sub-Committee might require to exercise its responsibilities intelligently. The Sub-Committee also shall work to expand the pool of monies available to the Department and to use such resources to advance the Department's teaching and research missions.
- G. Members of the Executive Committee may serve either on the Personnel Committee or the Salary Committee, but may not serve on both.
- H. The Executive Committee may create additional permanent or ad hoc sub-committees from within its own numbers, or call on other members of the faculty, to advance its work.

Article VIII: Undergraduate Committee

Section 1:

The Undergraduate Committee shall review the Department's undergraduate degree program and events and make recommendations to the Policy Committee. It shall also make decisions with respect to undergraduate courses and course alterations, and awards for undergraduate majors.

Section 2:

The Departmental Chair, in consultation with the Executive Committee, shall appoint as Committee members an appropriate number of tenured and tenure-track faculty. New faculty members are eligible at once.

Section 3:

The Director of Undergraduate Studies is the presiding officer for the Committee.

Article IX: Graduate Committee

Section 1:

The Graduate Committee shall review the Department's graduate degree programs and events and make recommendations to the Policy Committee. It shall also make decisions with respect to admissions to the Ph.D. program, fellowships, assistantships, approval of new graduate courses and course alterations, and awards for graduate majors.

Section 2:

The Departmental Chair, in consultation with the Executive Committee, shall appoint as Committee members an appropriate number of tenured and tenure-track faculty. New faculty members are eligible at once.

Section 3:

The Director of Graduate Studies is the presiding officer for the Committee.

Article X: Promotion and Tenure Committee

Section 1:

The Promotion and Tenure Committee shall vote with finality on all recommendations emanating from the Policy Committee for granting promotions, tenure, appointments to tenure-track positions, reappointments to tenure-track positions, and reappointments to non-tenure-track positions.

Section 2:

The Committee shall consist of all tenured faculty, excluding administrators above the unit and in the reporting line.

Section 3:

No member of the Committee may participate in or vote on recommendations for promotion to ranks higher than his or her own rank.

Section 4:

All recommendations for granting promotion, tenure, or appointment to tenure-track positions require a vote of two-thirds of the ballots cast. All votes must be cast by secret ballots. Absentee ballots may be cast. Failure of eligible members to cast ballots shall not be regarded as negative and shall not affect the outcome.

Section 5:

The Chairperson shall preside at all meetings, without vote.

Section 6:

- A. A member of the Promotion and Tenure Committee shall be elected by tenured and tenure-track faculty, except those excluded by Section 2, to serve as a spokesperson before the College of Liberal Arts and Science Promotion and Tenure Committee.
- B. If the first spokesperson disagrees with a particular Committee recommendation, an alternative spokesperson shall be elected.

Article XI: Personnel Committee

Section 1:

- A. The Personnel Committee shall annually evaluate the "Statement on FACTORS" delineating as far as possible those factors that will be considered in the evaluation of potential candidates for promotion or tenure. The statement shall be based upon excellence in teaching and scholarly professional achievement, while consideration shall also be given to non-instructional service to the Department, College, University, or the historical profession. All revisions of the "Statement" shall be submitted to the Promotion and Tenure Committee for consideration, possible modification, and final approval. Major revisions must be approved by the Policy Committee.
- B. The Committee shall evaluate all potential candidates for promotion or tenure, including new appointments to tenured positions, and shall make recommendations thereon to the Promotion and Tenure Committee.
- C. The Committee shall oversee the Departmental Mentoring Program for non-tenured faculty members. Each tenure-track faculty member of the Department will be assigned a tenured Mentor who shall advise and assist such members as they prepare for Third-Year Review and Tenure. The Mentor will be appointed by the Department Chairperson after consulting with the Executive Committee, the Mentor, and the Mentoree. The appointment will take place before the end of the

non-tenured member's first semester in the Department, whether the new member is in residence or not.

1. A non-tenured faculty member may request, at any time and without explanation, that they be assigned a different Mentor.
 2. Non-tenured members of the Department are encouraged to actively seek the advice and counsel of their mentors. They may also seek the advice and counsel of other individuals within the Department, College, and University.
 3. Mentors shall assist non-tenured faculty members as they prepare for Third Year and Tenure reviews. This assistance may include, but need not be limited to, the preparation of appropriate packets for relevant committees. Responsibility for accumulating and presenting a record of achievement of sufficient quality and extent as to merit Tenure, however, ultimately rests with the non-tenured faculty member.
 4. At the end of each academic year, Mentors will submit a one-page written report to the Personnel Committee and provide a copy for the candidate. The reports shall not evaluate the candidate's suitability for continuance or tenure, but rather shall describe what Mentors have done in support of Mentorees.
- E. The Personnel Committee shall prepare a written review by the end of each academic year for any bargaining-unit member holding a term appointment. The Committee will consult with the member's mentor in advance of such review. The Committee shall forward all written reviews to the Chair for distribution to the affected faculty member and to the Promotion and Tenure Committee for its consideration. Copies will be placed in the member's personnel file.
- F. The Committee shall undertake a review of each candidate for advancement toward tenure during his or her third year (hereafter designated the Third-Year Review). The purpose of the Third-Year Review is to assist non-tenured faculty in advancing toward tenure. For administrative purposes, the Review is advisory; it does not bind the Department, or any of its Committees, to any future course of action. Affected department members will compile a full dossier, analogous to the Tenure Review dossier but without external letters. Third-Year Reviews shall be undertaken before the end of the fall semester of the third year; the Mentor will assist in this process. The Third-Year Review shall be delivered to the member before the end of classes in the third year, in writing and in conversation with both the Mentor and Mentoree. A copy of the Review will be placed in the non-tenured faculty member's personnel file. The non-tenured faculty member shall be permitted to respond in writing to the Review, and a copy placed in his or her personnel file.
- G. The Committee shall evaluate all sabbatical leave applications.
- H. The Committee shall periodically evaluate part-time instructors and shall make recommendations thereon to the Chair.

I. The Chairperson shall seek the advice of the Personnel Committee, as far as practicable, in making appointments for Lecturers.

J. The Chairperson shall preside at meetings, without vote.

Section 2:

A. The Personnel Committee shall consist of seven tenured members; at least three must be full professors.

B. Members shall be elected to one-year terms by tenured and tenure-track faculty. New faculty members are eligible.

C. Members may not serve for more than two consecutive years. The full-time faculty may grant exceptions by a two-thirds vote.

D. Members may serve simultaneously on the Executive or Salary Committee, but not on both.

Article XII: Search Committees

Section 1:

When the College authorizes the Department to make new appointments to tenured or tenure-track positions, the Chairperson shall appoint appropriate tenured or tenure-track faculty members to committees that shall conduct those searches. Tenure-track faculty may participate on search committees, but may vote only on appointments at the rank of assistant professor or lecturer. The Chairperson shall appoint committee chairs in consultation with the Executive Committee.

Section 2:

The Departmental Chairperson may participate as an *ex officio* member of search committees, with vote.

Section 3:

All Search Committees shall forward recommendations to the Promotion and Tenure Committee and, in the case of recommendations for tenured appointments, also to the Personnel Committee.

Article XIII: Salary Committee

Section 1:

A. The Salary Committee shall be guided by Department factors and general University criteria and factors, and shall convey its decisions to the Chairperson as to merit salary adjustments for eligible members.

B. The Committee shall advise the Chairperson, according to procedures described in the collective bargaining agreement, as to the initial salaries of prospective members of the bargaining unit.

C. The Chairperson shall preside over Salary Committee meetings, with vote.

Section 2:

A. Only faculty members with continuing employment contracts and whose merit salary evaluations are made by the Salary Committee shall be eligible to vote for or serve on the Salary Committee. Full-time faculty with one-year employment contracts are ineligible.

B. The Salary Committee shall consist of five members, at least three tenured, elected by eligible faculty to one-year terms.

C. If required by contract, one member of the Committee shall be elected by the eligible faculty to serve for a one-year term as the representative to the College Salary Committee.

D. Committee members may not serve for more than two consecutive years.

E. Members may serve simultaneously on the Executive Committee or the Personnel Committee, but may not serve on both.

Article XIV: Other Committees

Section 1:

The Chairperson may appoint additional ad hoc committees as necessary to conduct Departmental business.

Article XV: Amendment of By-Laws

Proposed amendments to these By-Laws must be submitted in writing at least one regular departmental meeting prior to the vote. Approval requires the vote of two-thirds of those voting, provided there is a quorum.

Article XVI: Departmental Elections

Section 1:

Elections to Departmental Committees shall be supervised by a two-person Elections Committee, to be composed of tenured and tenure-track faculty members nominated for service by the Departmental Chairperson in advance of the first Departmental meeting of the academic year.

Section 2:

The Elections Committee shall prepare a list of eligible faculty in advance of elections and distribute it among the faculty. The Department's preference is for online voting using the single transferable voting (also known as preferential voting) system. When employing this option, eligible faculty will have at least 48 hours to cast their vote. The Elections Committee will confirm results and report the result of balloting to the body participating in the election. To be declared a winner, each candidate

needs to gain a majority of the ballots cast. VOTING TALLIES will be saved for one term after the election and then destroyed.

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