

BY-LAWS OF THE  
DEPARTMENT OF HISTORY

The Department of History hereby establishes its BY-LAWS in order to provide broad participation by its members in the formulation of decisions that affect them all, to ensure that these decisions are made with both deliberation and expedition, and to produce an equitable distribution of the burdens involved in the execution of departmental policies.

I. The Executive Committee

A. Membership

1. The membership of the Executive Committee shall consist of six elected members and the Department Chairperson.
2. Five members shall be chosen by and from the ranks of professor and associate professor and one by and from the ranks of assistant professor and instructor.
3. In the event the number of assistant professors and instructors falls below two, all elected members of the committee shall be chosen at large.
4. In the event the number of assistant professors and instructors increases significantly in proportion to that of professors and associate professors, their representation shall be increased and that of the professors and associate professors reduced so as to reflect that proportion.

B. Election and Terms of Office

1. Members of the Committee shall, after the first instance, serve terms of two years and shall then be ineligible to serve again until the expiration of two additional years.
2. One-half of the membership of the Committee shall be elected each year, except that more may be chosen to fill unexpired terms of memberships which have been vacated for any reason.
3. The Department Chairperson shall designate one person from the professor

and associate professor ranks and one from the assistant professor and lecturer ranks to conduct elections to the committee.

4. Within a week after the approval by the Department of this document, the persons designated to conduct elections shall report their results to the Chairperson. Thereafter, these elections shall be held by the end of March.
5. Except for the first Committee, which shall begin to function immediately upon its election, the term of office shall begin on 1 July following the spring elections.

C. Organization

1. The presiding officer of the Executive Committee shall be the Department Chairperson.
2. The Executive Committee shall meet at least twice a month during the fall and spring semesters.
3. All other matters of internal organization and procedures of the Executive Committee except those provided for in this document shall be determined by the Committee.

D. Functions

1. The Executive Committee shall:
  - a. receive reports from the Chairperson of meetings with the Dean and other College or University officials;
  - b. receive advice from the Chairperson;
  - c. give advice to the Chairperson;
  - d. act as a clearing-house for information from committees and individual members of the Department;
  - e. recommend to the Department changes in the guidelines for promotion and tenure;

- f. appoint the members of all other standing and ad-hoc committees of the Department.
2. The Committee shall make policy and administrative decisions. Such decisions may be appealed by any member of the Department to the whole Department.
3. It shall make long-range studies and engage in long-range planning, the results of which will be communicated to appropriate persons or organizations after being ratified by the Department.
4. It shall have oversight over all departmental committees, receiving reports from committees, and passing on committee proposals to the Department.
5. The Executive Committee shall perform such other functions as the Department Chairperson or the Department may legitimately delegate to it.

## II. Other Committees of the Department

### A. Graduate Studies Committee

1. The membership of the Committee shall consist of:
  - a. five faculty members (including its Chairperson) appointed by the Executive Committee to serve terms of three years (except for the first instance, when some shall be less), no more than two of which may expire in any one year;
  - b. two graduate student members to be chosen from the whole history graduate student group by an election to be conducted by the History Graduate Students Association. Such students shall be full members of the Committee in all matters of general policy.
  - c. the Hagley Program Coordinator.
  - d. the Coordinator of the program in the History of American Civilization.

2. Its functions shall be to administer all matters pertaining to graduate students and the graduate program, including
  - a. admissions
  - b. advisement
  - c. fellowship and assistantship awards
  - d. evaluation of graduate students
  - e. recommendations to the Department for changes in curriculum and programs
  - f. recommendations to the Department Chairperson regarding course scheduling
  
3. The responsibilities of the Chairperson of the Graduate Studies Committee include:
  - a. convening and presiding over meetings of the Graduate Studies Committee;
  - b. leading the committee in administering the graduate program, admitting new students to the program, and awarding fellowships and teaching assistantships;
  - c. executing policies set by the Graduate Studies Committee, and reporting to the committee on the operation of the graduate program;
  - d. working with the History faculty on long-range planning of the graduate curriculum;
  - e. working with the Department Chair to schedule graduate courses;
  - f. working with the Hagley Program Coordinator and the Coordinator of the program in the History of American Civilization to help administer those programs;
  - g. appointing members of the Qualifying Exam committees and

supervising the administration of Qualifying Exams.

- h. appointing foreign language examiners and supervising the administration of foreign language exams;
  - i. advising and conferring with graduate students, keeps them informed of program requirements, and supervising graduate advising;
  - j. organizing workshops for graduate students on teaching, the job search, and other topics of general interest;
  - k. reporting to the Department on all matters pertaining to the graduate program.
4. The Graduate Studies Committee shall forward a written report to the Executive Committee and the Department by June 15.

#### B. Undergraduate Studies Committee

1. The membership of the Committee shall consist of:
  - a. four faculty members (including its Chairperson) appointed by the Executive Committee to serve terms of three years (after the first instance, when some shall be less), no more than two of which shall expire in any one year;
  - b. two students, one to be chosen by Phi Alpha Theta and one by the History Club. If these organizations fail to choose members for the Committee, student members shall be chosen by the faculty members of the Committee.
2. Its functions shall be to administer all matters pertaining to undergraduates and the undergraduate program, including
  - a. advisement;
  - b. supervision of honors programs and awards;
  - c. recommendations to the Department of changes in curriculum and

programs;

d. recommendations to the Department Chairperson regarding course scheduling.

3. The responsibilities of the Chairperson of the Undergraduate Studies Committee include :

a. convening the Undergraduate Studies Committee at least two to three times per semester;

b. leading the committee in questions of undergraduate course instruction, requirements and advising;

c. responding to student inquiries about the undergraduate program;

d. working with the chair and assist to the chair to schedule undergraduate courses;

e. assessing transfer credits;

f. staffing University recruiting events;

g. addressing petitions from undergraduate students seeking exemptions from departmental requirements;

h. assessing or assigns individuals to assess adjunct instructors through faculty visitations and reports;

i. holding extra office hours to advise and confer with students.

4. The Undergraduate Studies Committee shall forward a written report to the Executive Committee and the Department by June 15.

#### C. Search Committees

1. Such committees shall be appointed ad-hoc by the Executive Committee.

2. The Committee should publicize its recommendation to the entire Department

at least 48 hours before the Department is due to meet to discuss and vote on an appointment. The candidate must obtain a two-thirds majority of those present and voting in the Department meeting. The Committee's recommendations shall consider opinions expressed by the student members of the Graduate and the Undergraduate Studies Committees and such other students as the Department may designate. Students shall have the opportunity to meet candidates and to review their curriculum vitae as prepared by the committee.

D. Media Center Committee

1. The membership of the Media Center Committee shall consist of two members (including its Chairperson) appointed by the Executive Committee to serve terms of three years, no more than two of which will expire in any one year.
2. Its function shall be to administer all matters pertaining to the Media Center and advise the Executive Committee and Department Chairperson on Media Center personnel, including:
  - a. establishment of policy and operating procedures regarding use of Media Center facilities by faculty and students;
  - b. maintenance of basic services for teaching and research utilizing media;
  - c. evaluation of Media Center staff for advisement of Executive Committee and Department Chairperson;
  - d. recommendations to the Department concerning future development of the Media Center.
3. The Media Center Committee shall forward written reports to the Executive Committee and Department by June 15.

E. History Education Committee

1. The membership of the Committee shall consist of:

- a. four faculty members. These shall include the Chairpersons of the Undergraduate and Graduate Studies Committees, the faculty advisor of the History Education Program (who shall serve as Chairperson), and a member selected at large, who shall serve a term of two years;
  - b. the State Social Studies Supervisor;
  - c. the President of the Delaware Council for Social Studies;
  - d. a secondary school history teacher who shall serve a term of one year;
  - e. two history education students—one undergraduate and one graduate.
2. Its function shall be to:
    - a. establish policies and procedures for the undergraduate and graduate history education programs;
    - b. administer all matters pertaining to these programs (in evaluating student performance, the four faculty members shall act for the Committee);
    - c. promote professional cooperation between the History Department faculty and Delaware history teachers.
  3. The History Education Committee shall forward a written report to the Executive Committee and Department on September 1.

#### F. Library Committee

1. The membership of the Committee shall consist of two faculty members (including its chairperson) appointed by the Executive Committee to serve terms of three years (except for the first instance, when one shall be less), which shall not expire in the same year.
2. Its function shall be to deal with all matters involving the relationship of the Department with the University Library, including
  - a. advising the Library on major purchases, based on the judgment of the

History faculty;

- b. informing the Department of relevant Library policies and significant purchases;
- c. advising the Library of the Department's recommendations for improvement in policies and procedures;
- d. working with the Library's liaison to the Department.

#### G. History of American Civilization Steering Committee

1. The membership of the Committee shall consist of:
  - a. faculty members drawn from the Department of History, staff associated with the Henry Francis du Pont Winterthur Museum, and faculty of University of Delaware academic departments actively associated with the program in the History of American Civilization.
  - b. two graduate student members to be chosen from the students in the program in the History of American Civilization. Such students shall be full members of the Committee in all matters of general policy.
2. Its function shall be to administer all matters pertaining to the program in the History of American Civilization under the overall supervision of the Graduate Studies Committee including:
  - a. general policy, including recommendations to the Graduate Studies Committee for changes in curriculum and programs;
  - b. admission, advisement, fellowship and assistantship awards, and evaluation of graduate students.
3. The History of American Civilization Steering Committee shall forward a written report to the Graduate Studies Committee and the Deputy Director for Interpretation of the Henry Francis du Pont Winterthur Museum by June 1 of each year.

## H. The UD-Hagley Committee

1. The membership of the Committee shall consist of:
  - a. the UD-Hagley Coordinator;
  - b. one representative from Museum Studies;
  - c. the Graduate Studies Chair;
  - d. three History faculty members;
  - e. one Hagley fellow.
2. Its functions shall be to administer all matters pertaining to the Hagley Fellows and the UD-Hagley Program, including:
  - a. admission and recruitment;
  - b. curriculum and special activities;
  - c. disbursement of funds for student travel, fellowships, etc.;
  - d. recommendations to the Department for changes in curriculum and programs;
  - e. coordination of activities with other programs.
3. The responsibilities of the UD-Hagley Program Coordinator include:
  - a. convening and presiding over meetings of the UD-Hagley program Executive Committee and the new student election committee;
  - b. leading the committee in administering the UD-Hagley Program;
  - c. recruiting new students to the program by publicizing the program, speaking with prospective students, organizing and

directing the recruitment weekend;

- d. leading the committee in selecting new graduate students;
- e. providing academic advising for new fellows and fellow without permanent advisors;
- f. organizing and leads orientation-week tours and programs;
- g. coordinating Industrialization Major Field Ph.D. Exam;
- h. acting as liaison to the Hagley Museum and other relevant groups and centers.

### III. The Department Meeting

#### A. Voting members of the Department Meeting shall:

- 1. be tenured or hold tenure-track appointments in the University; or hold full-time non-tenure track appointments.
- 2. hold a primary appointment in the Department or hold a joint appointment in the Department and not possess voting privileges in any other Department. Individuals holding such joint appointments must be approved for voting rights by a two-thirds vote at a Department Meeting.
- 3. teach, on a regular basis, courses in the History Department.
- 4. be available to serve on the standing and ad-hoc committees of the Department of History.

#### B. Meetings

- 1. Department Meetings shall be held once each month during the academic year.
- 2. Meetings may be convened for special purposes by the Department Chairperson, or by the Executive Committee, or by a call of one-fourth of the Department.

3. A quorum for the Department Meeting shall consist of one-half of the membership of the Department.
4. The Meeting shall make decisions by a majority vote of those present and voting except for appointments and amendments to the BY-LAWS. Such vote, at the call of one member, may be by secret ballot.
5. The meeting may by a one-third vote of those present and voting request a mail ballot, except in cases of appointments and amendments. A majority of the voting members of the Department shall be required to pass any question submitted to a mail ballot.
6. The Meeting shall be chaired by the Department Chairperson except that such other person as the Meeting may provide shall preside in his or her absence.
7. The Meeting shall follow an agenda prepared and circulated in advance. Any member of the Department may place items on this agenda. Such agenda items shall be considered old business and may be brought to a vote in the meeting in which they are introduced.
8. The Meeting may discuss any new business introduced from the floor, which shall be referred to the Executive Committee for inclusion on the next agenda, unless by a vote of two-thirds of those present and voting, it is agreed to vote immediately.

#### C. Functions

1. The Department Meeting shall make binding decisions on all matters except:
  - a. those which are reserved to other persons or groups by virtue of University or College regulations;
  - b. those which the Department Meeting and the Chairperson agree will be decided by the Chairperson;
  - c. those such it delegates to other bodies such as its Committees.

#### IV. Joint appointments

- A. Joint appointments enable the Department to reach out and establish associations of

an honorary character with persons whose scholarly interests and accomplishments complement and enrich the activities of the Department. They may be ended by either party at will. So far as the Department is concerned, a joint appointment is conferred by a two-thirds vote of a quorum at nomination of the Executive Committee. Anyone holding a half- to full-time appointment at the University of Delaware is eligible. Persons holding a joint appointment are eligible, by mutual agreement, for cross-listing of courses, social functions, and extraordinary department service.

- B. Persons holding joint appointments, who are not granted the vote in the Department, are not eligible for tenure, a vote, travel funds, normal Departmental committee service, or other such normal perquisites of those holding primary appointments in the History Department.

## V. The Department Chairperson

### A. Appointment

1. The Dean, following University procedures, shall appoint a search committee to nominate candidates for Chairperson.
2. The search committee shall canvass the Department for names of those whom its members consider appropriate to be Chairperson. If an outside search is authorized and seems desirable, the committee shall also advertise the search in appropriate journals and with appropriate professional placement agencies.
3. The search committee shall inform those potential internal candidates of the level of support they have received from their colleagues and ask if they are willing to have their names placed in nomination for Chairperson.
4. The Department shall meet to vote on the candidates and shall inform the search committee of its vote.
5. The search committee shall nominate a candidate whose name shall be presented to the Department. The Department shall elect the Chairperson by a two-thirds majority of all voting members.
6. The search committee shall make its report to the Dean.

B. Term of Office

The normal term for a chair is five years. An individual may serve a second five-year term pursuant to the appointment process outlined above. This provision takes effect immediately upon approval.

C. Functions

As the chief executive officer of the Department, the Chairperson shall exercise not only all those functions specifically delegated to that office by University authorities, but also those not expressly assigned to other departmental bodies by this document.

VI. Promotion and Tenure Guidelines

The department's Promotion and Tenure Guidelines are available in a separate document viewable on the departmental website in the Faculty Resources section.

VII. Ratification and Review

A. The BY-LAWS of the Department of History shall be ratified by a majority of those present and voting in the Department Meeting.

B. The BY-LAWS must be reviewed by the Department at the end of the academic year in which it goes into effect. At that time, decisions regarding its continuance and/or modification shall be made by a majority of those present and voting in Department Meeting.

C. Amendments, other than those resulting from such a review, shall require a two-thirds majority of those present and voting at two successive regular Department Meetings.

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