BYLAWS OF THE DEPARTMENT OF HISTORY
FLORIDA STATE UNIVERSITY

HISTORY DEPARTMENT BYLAWS REVISED November 2014 and approved through secret ballot by a two-thirds majority of department members as specified in Bylaws 27.3.

The department bylaws adhere to and are consistent with University policies found in the FSU Constitution, BOT-UFF Collective Bargaining Agreement, Faculty Handbook, and Annual Promotion and Tenure Letter.

1.0 Membership

Tenure-track and tenured faculty in the department have full membership in the department. They have the right to vote on all issues in department meetings, except where explicitly prohibited as in promotion decisions (see 6.1). Specialized faculty are non-voting members except where otherwise expressly indicated.

2.0 Chair

2.1. The Dean of the College of Arts and Sciences shall appoint the chair on recommendation of an ad hoc departmental committee elected by the department and approved by the Dean. The committee will have three members, one for each rank, and the full professor will chair the committee. The dean will choose a faculty member from outside the department to serve on the committee. This committee will poll each departmental member for nominations, conduct an election by secret ballot, and forward the complete results of each ballot to the Dean. Balloting shall continue until a candidate receives a three-fourths vote of the members of the department. If no candidate receives a three-fourths vote, the results of the impasse will be forwarded to the Dean for resolution. The departmental full-time A&P and USPS staff combined are allowed one combined vote, and specialized faculty are allowed one combined vote, in the nomination process for a new departmental chair.

2.2 The chair is the chief executive agent of the department and acts with the advice and consent of the department in all matters of administrative and academic policy and procedure. The chief departmental duties of the chair are faculty development, curriculum development, program review, and budget matters, and in the performance of these duties the chair shall be responsible both to the members of the department and to the Dean. The chair represents the department in its relations with other departments and divisions of the University as well as with non-university organizations and individuals. The chair may delegate authority to other appropriate persons or committees in the department. Any delegation of authority shall be announced at departmental meetings or indicated in memoranda to the department.

2.3 The chair will prepare the Assignments of Responsibilities for all faculty members, including specialized faculty. The chair is responsible for writing all faculty “The Annual Evaluation Narrative” that is appended to their Annual Evaluation Summary Form. Additionally, there is to be a letter written for promotion and tenure progress for untenured assistant professors (except in those years where the candidate undergoes 2nd and 4th year review by the Promotion and Tenure Committee, in those years the P&T review replaces the “progress” letter.) and a progress toward promotion letter for all regular faculty, tenure-track and specialized faculty, who have not attained the highest rank in their classification track.

2.4 The chair shall be appointed for a term of three years and may serve more than one term.

2.5 If the department wishes to reconsider the appointment of the chair during his or her term, a request to this effect may be forwarded to the Dean of the College of Arts and Sciences with the
signatures of at least one-half of the members of the department. From this point the department should follow the process in section 2.1.

2.6 The chair may request to be relieved of administrative duties at any time. This resignation will become effective upon the appointment of a successor. If circumstances require that the resignation occur immediately, the department will petition the Dean to appoint an associate chair as acting chair until a new chair is selected by the normal process.

3.0 Associate Chairs

3.1 There are two associate chairs: associate chair for graduate studies and associate chair for undergraduate studies.

3.2 The associate chairs shall be appointed by the chair and approved by majority vote of the members of the department. The term of each appointment shall be at the discretion of the chair and the consent of the associate chairs.

3.3 The associate chair for graduate studies shall act as chair in the absence of the chair. If the associate chair for graduate studies is absent or unable to serve, the associate chair for undergraduate studies shall act as chair. If the departmental chair is to be absent for more than four consecutive weeks, he or she shall request that the dean appoint an acting chair until the regular chair returns. On all occasions both the regular departmental chair as well as the acting chair shall be bound by the advice and consent of the department.

3.4 The associate chairs shall be the representatives of the chair for those purposes assigned to them by the chair. The associate chair for graduate studies shall chair the graduate studies committee, and the associate chair for undergraduate studies shall oversee undergraduate matters and schedule departmental courses.

4.0 Committees

4.1 The department regularly has a number of permanent and ad hoc committees which assist in the administration of the business of the department. Each committee has rules of procedure which may change periodically. These procedures as well as the deliberations and conclusions of each committee are subject to review and evaluation by the department, except as qualified in section 4.3.

4.2 With the advice of the associate chairs, the chair shall appoint all committees (except the executive committee) at the commencement of the fall semester, or as needs for ad hoc committees arise. The chair may appoint students or members of the departmental professional staff to appropriate committees.

4.3 Actions of all committees (except personnel committees) shall be subject to departmental review and reconsideration at all times.

4.4 In departmental meetings as well as in departmental committee meetings, a majority is defined as those votes cast in favor of a resolution excluding abstentions. Where the Bylaws call for a two-thirds vote of the members of the department (i.e., Amendments to the Bylaws), a majority consists of two-thirds of the members of the department (not simply two-thirds of those present) who cast votes in favor of the resolution. Where the Bylaws call for a three-fourths vote of the members of the department (e.g., election of chair), a majority consists of three-fourths of those who cast votes.

5.0 Executive Committee
5.1 The executive committee shall be elected at the beginning of each academic year at the time of the first departmental meeting of the fall semester. It shall be composed of one full, one associate, and one assistant professor. Faculty will caucus independently by rank and elect representatives by secret ballot. An alternate will be elected for each representative. Members of the executive committee may serve no more than two consecutive terms.

5.2 The departmental chair shall be a non-voting member of the executive committee and shall serve as its chair. The associate chairs may attend executive committee meetings on a non-voting ex-officio basis.

5.3 The executive committee shall assist the departmental chair in determining departmental policy and procedure. It shall act as a body of primary initiative in those areas where there are no committees and as a review agency for all other committees when it considers this appropriate. The executive committee shall undertake computer laboratory, institute, center and program review on a rotating basis, according to Section 26.0. The executive committee shall normally meet at least once every month during the academic year. Its decisions shall be announced at the next departmental meeting.

6.0 Promotion and Tenure Committees

6.1 The Tenure committee comprises all tenured members of the department with the department chair serving as its chair. It makes recommendations to the chair concerning the tenure of tenure track department members. The Promotion committee comprises all full professors in the department with the department chair serving as its chair. It makes recommendations to the department chair concerning promotions for tenured or tenure track faculty. These recommendations are forwarded by the department chair to the Humanities Area Promotion and Tenure Committee.

6.2 The responsibilities of the Promotion and Tenure committees include the review of the candidates' binders for promotion and tenure and recommendation to the dean regarding a candidate’s retention, tenure, promotion, or termination.

6.3 The Promotion and Tenure committees will select one of their members to serve as the department representative on the humanities divisional promotion and tenure committee. It has been customary for this person to be the Department Chair.

6.4 The Promotion and Tenure Committees (as in section 6.1) will vote on the promotions of specialized faculty. Further specifics on the promotion of specialized faculty may be found in Appendix E.

6.5 Further specifics regarding the Criteria and Procedures for Promotion and Tenure and Information Regarding Promotion and Tenure may be found in Appendix A.

6.6 Specialized faculty members have separate standards for promotion which are detailed in Appendix E of the department bylaws.

7.0 Annual Review of Faculty in 2nd and 4th year: 2nd and 4th Year Promotion and Tenure Committee Review shall be undertaken by a sub-committee of the combined Promotion and Tenure Committees.

7.1 The annual evaluation of faculty in the 2nd and 4th year will be undertaken by the chair after receiving the report from the Promotion and Tenure Committee.
7.2 The responsibilities of the Promotion and Tenure Committee for 2nd and 4th year review include review of the candidate by the procedures and standards set forth in the Department of History Guidelines for The Review of Faculty in the Second and Fourth Years (see Appendix C).

8.0 Salary Committee

8.1 The salary committee is comprised of approximately one third of the faculty. Insofar as is possible, faculty members should serve no more than once in any given three-year period. Each year the previous members are replaced by the next group at the top of a rotating list of all tenured and tenure-earning faculty members in the department. After that group has served it in turn goes to the bottom of the list and works its way back up. New faculty members begin at the bottom of the list.

8.2 The salary committee recommends to the chair the distribution of merit funds, consistent with the salary procedures departmentally approved. This applies to all tenure-track and tenured faculty, and to all fulltime non-tenure track faculty members—each according to their individual assignments of responsibility. (See Appendices B and D.)

8.3 Appendix B to the Bylaws, the Salary Form of the History Department, can be altered without a vote in the following minor ways: the dates the forms are due; the dates that the form covers; the numbers of rows and columns in tables, etc. That is, minor changes that do not affect how the salary form (Appendix B) works may be changed. The reasoning is that the salary form is changed in these ways every year. The department does want to keep the salary form (Appendix B) part of the Bylaws, however, so it will not be able to be changed in any meaningful way without a quorum vote.

9.0 Graduate Studies Committee

9.1 This committee has primary responsibility, in consultation with the chair, for administering the departmental graduate program and the admission and retention of graduate students. The associate chair for graduate studies shall chair this committee. This committee awards graduate financial aid, including assistantships and fellowships, and maintains an updated graduate handbook.

10.0 Curriculum Committee:

10.1 The curriculum committee shall advise on planning course offerings and is responsible for recommending new courses as well as the modification or deletion of existing courses. The Committee will also advise on the requirements for the undergraduate History major, undergraduate recruitment and retention.

10.2 All substantial changes to the curriculum—including new courses, pre-requisites, substantial changes to Liberal Studies courses, etc., at both the graduate and undergraduate—must be approved by the Director of Graduate Studies and the Chair in consultation with the Curriculum Committee.

11.0 New Faculty Search Committees

11.1 The chair shall appoint search committees when appropriate to solicit and screen candidates for all vacant full-time positions and all new full-time positions. The deliberations of the search committees will be presented to the department, which will make the final decisions by majority vote.
11.2 The department as a whole, in a departmental meeting, preferably in the spring, should decide on the area (Europe, US, etc.) and field (political, social, etc.) and, if appropriate, additional subfields or specializations of all job searches anticipated for the following year. Early in the fall semester each search committee should meet to agree on the specific content of the job ad. The draft ad should then go to the department chair for approval. Ads should request that applications be addressed to the department chair. All applications should be processed by the office staff through OMNI and whatever other software portals might apply.

11.3 After the department has chosen a candidate by vote, the department will also by vote decide whether it wants to ask the college and university to promote and/or tenure the candidate on appointment. If the vote is yes, the department’s promotion and/or tenure committees will deliberate and vote on the case. The Dean will make the binding offer to new faculty.

12.0 Public Relations Committee

12.1 The public relations committee shall announce departmental activities to the media. This committee assists the chair in preparing an annual newsletter for distribution to faculty, staff, and current and past students.

13.0 Faculty Travel Committee

13.1 The faculty travel committee recommends to the chair the disbursement of travel funds. At the commencement of each fall semester faculty members will indicate the meetings they anticipate attending as official representatives of the department.

14.0 Wright and Richardson Awards Committee

14.1 This committee administers the competitions for the Wright and Richardson prizes as stipulated in the graduate handbook.

15.0 Graduate Fellowship Committee

15.1 This committee shall award the Walbolt and Martin-Vegue Dissertation Fellowships as well as any other endowed fellowships for graduate students. The Committee shall solicit fellowship applications from graduate students in the spring and/or fall semester and shall announce awards for the following academic year before the final department meeting of said semester.

16.0 Reichelt Oral History Committee

16.1 This committee shall award grants to faculty and/or graduate students engaged in some aspect of oral history. The committee will solicit proposals in the spring and/or fall semester and shall announce awards for the following academic year before the final department meeting of said semester.

17.0 Colloquia and Visiting Lectures Committee

17.1 This committee arranges colloquia and lectures by invited speakers.

18.0 Computing and Technology Committee

18.1 A director of computing and technology shall be appointed by the chair and approved by a majority vote of the members of the department. The term of the director of computing and technology shall be at the discretion of the chair and the consent of the appointee. The director of computing and technology shall be responsible for overseeing the day-to-day operations of the computer lab and of its staff and for implementing policy as determined by a Computing and Technology Committee. The director will also serve as chair of a Computing and Technology Committee to be appointed by the department chair. The committee’s responsibilities will include
formulating operating procedures for the departmental computer lab, establishing policy for the allocation of technology resources within the department, overseeing the distribution of those resources, and overseeing the staffing of the computer lab. The committee will consist of one tenured and one untenured faculty member. The department chair may attend committee meetings on an ex-officio basis.

18.2 Institutes and Computers Policy (adopted by Faculty). The department will try to buy a limited number of computers for each departmental institute or unit. All institutes in the department will be allowed to request computers, through the Computer Committee, to be purchased with OCO money. Based on the department’s available OCO resources at the time (decided by Arts and Sciences), the Computer Committee and Department Chair will prioritize the requests using the following criteria:

- the age of the computers to be replaced
- the amount of outside funding each particular institute has to buy its own computers
- the need by the particular institute for an expanded number of computers.

Any computer that is bought by the department for an institute will be provided with software by the department. Any institute that buys a computer with its own money will be responsible for buying the software.

All institutes will need to abide by the department’s rules on site licenses and other relevant policies, such as:

- Regardless of who purchased the machines or the software, the installation of software will be done by the Director of Computing Technology or by someone designated by him or her.
- Software will only be installed once the purchase of licenses has been verified and OCS has approved the installations.

19.0 Reviews and Assessments Committee

17.1 The process of internal and external assessment is crucial to the development of a high quality program in history, and should be viewed by all faculty as an opportunity to note areas of excellence as well as areas needing further development and additional resources. The review process permits the department to note benchmarks achieved and to set new goals for the future.

17.2 When any internal or external study is to be done of the History Department with respect to scholarship, productivity, or assessment (e.g., Quality Enhancement Review, SACS study), the chair shall appoint a committee to help gather and produce the department’s reports. Care shall be taken to solicit materials and input from faculty in all ranks.

20.0 Annual Evaluation

20.1 As stated in the Faculty Handbook, “The chair of the department shall review and evaluate the teaching, research or creative activities, service, and other university duties of each member of that department during each academic year.” This applies to all tenure-track and tenured faculty, and to all fulltime specialized faculty members—each according to their individual assignments of responsibilities.

20.2 Prior to undertaking the annual evaluation of the faculty, the chair will seek advice from the salary committee, together with the two associate chairs.

20.3 The annual review of faculty in the second and fourth years will be undertaken by the chair after receiving the report of the Promotion and Tenure Committee.

20.4 Faculty Annual Evaluations will occur during the spring semester of each year and will take into account performance of assigned duties over the past three years. The evaluator reviews all documentation/data submitted by each faculty member as well as pertinent information from other
sources as applicable, including peer review, and completes the Annual Evaluation Summary Form indicating one of the five performance rating categories below. All evaluations must contain a narrative explanation attached to the evaluation summary form.

For faculty who are meeting expectations, there are three categories:

- “Meets FSU’s High Expectations” – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of the university.

- “Exceeds FSU’s High Expectations” – This describes an individual who exceeds expectations during the evaluation period by virtue of demonstrating noted achievements in teaching, research, and service, which may include several of the following: high level of research/creative activity, professional recognitions, willingness to accept additional responsibilities, high level of commitment to serving students and the overall mission of the Department, involvement/leadership in professional associations, initiative in solving problems or developing new ideas.

- “Substantially Exceeds High Expectations” – This describes a faculty member who far exceeds performance expectations during the evaluation period and achieves an extraordinary accomplishment or recognition in teaching, research, and service, which may include several of the following: highly significant research or creative activities; demonstrated recognition of the individual by peers as an authority in his/her field; securing significant external funding; attaining significant national or international achievements, awards, and recognition.

There are two performance rating categories for individuals who are not meeting expectations:

- “Official Concern” – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty but is not completing assigned responsibilities in a manner that is consistent with the high standards of the university.

- “Does Not Meet FSU’s High Expectations” – This describes an individual who fails to demonstrate with consistency the knowledge, skills, or abilities required in his/her field of specialty and/or in completing assigned responsibilities.

If an individual’s overall performance rating falls below “Meets FSU’s High Expectations,” specific suggestions for improvement should be provided to the employee.
20.5 Sustained Performance Review: Tenured faculty members shall receive a Sustained Performance Review once every seven years following the award of tenure or their most recent promotion. Faculty members’ Evaluation Summary Form along with attachments, including the documents contained in the evaluation file, shall be the sole basis for the sustained performance review. A faculty member who received “Meets FSU’s High Expectations” or better as an Overall result on her or his Evaluations Summary Form during the previous six years shall not be rated below “Meets FSU’s High Expectations” in the sustained performance evaluation nor subject to a Performance Improvement Plan.

20.6 Performance Improvement Plan (PIP) Provisions: A PIP is required when a non-tenured faculty member receives a “Does Not Meet FSU’s High Expectations” rating. Tenured faculty members may be placed on a PIP if they receive an overall performance rating of “Does Not Meet FSU’s High Expectations” on three or more of the previous six performance evaluations.

21.0 Departmental Meetings

21.1 The department shall customarily hold meetings once a month during the academic year. Decisions shall be reached by a majority vote of the members present (except in bylaws revision and election of departmental chair).

21.2 The chair shall preside at these meetings. In his or her absence, the associate chair for graduate studies or the associate chair for undergraduate studies shall preside.

21.3 An agenda shall be circulated prior to the meetings and a complete set of minutes shall be distributed to the department within a week. The chair may designate a member of the staff to serve as scribe.

22.0 Teaching Loads and Assignments to Research

22.1 Teaching loads and assignments to research shall be monitored by the chair, who will report decisions to the departmental members affected and, at the chair’s discretion, to the department.

22.2 The chair shall seek advice from a committee composed of the members of the executive committee plus the two associate chairs, all of whom will have voting privileges.

23.0 Summer Teaching

23.1 The chair will assign faculty to teach in summer terms consistent with available funding and a posted rotating list of eligible faculty.

24.0 Graduate Student Association

24.1 The Graduate Student Association represents student views to the faculty. The Graduate Student Association will be elected by graduate and undergraduate history majors annually. Phi Alpha Theta will conduct the elections and report the results to the department.

24.2 Members of this committee may attend departmental meetings and have one vote. The Graduate Student Association is allowed one vote in the nomination process for a new departmental chair.

24.3 The Graduate Student Association may send a representative to meetings of the Graduate Studies Committee, where this representative will have a vote unless the committee decides
there is a potential conflict of interest, such as prioritizing and awarding financial aid. The Graduate Student Association may petition other departmental committees to present its views to these committees.

24.4 The Graduate Student Association shall elect a representative for each New Faculty Search Committee (as in section 11.0) to serve in an ex-officio capacity. The student representatives shall join the committee at the point when it begins its deliberations on applications.

25.0 Election of Departmental Representatives to Faculty Senate

25.1 The department will elect its faculty senator(s) and official alternate(s) as specified by the constitution of the faculty senate. The department senator(s) is/are responsible for attending faculty senate meetings and keeping the department apprised of developments affecting the department and its members.

26.0 Courtesy and Emeritus Appointments

24.1 The department may extend courtesy and emeritus appointments to individuals. Those who receive these appointments do not vote on departmental issues or receive funding from the history department, nor do they customarily attend its meetings.

27.0 Adjunct Appointments:

27.1 Professionals teaching for the Historical Administration and Public History (HAPH) program shall be appointed by the chair on the recommendation of the HAPH director.

27.2 Adjuncts do not vote on departmental issues, nor do they customarily attend departmental meetings.

27.3 Each year the Executive Committee will review the record of adjunct, instructors, or specialized faculty, according to their assignments of responsibility, and make recommendations to the department with respect to problems that are evident. Evaluation of syllabi, teaching, and student evaluation forms will be part of this assessment.

28.0 Computer Laboratory, Institute, Center, and Program Review

28.1 Each year, one-third of the department’s units will be reviewed by the Executive Committee, so that in every three-year period all will have been reviewed. The head faculty member of each of the units to be reviewed will be responsible for preparing a report on how much money and other resources (equipment, graduate assistants, etc.) it has received and what output it has produced since the previous review. The head faculty member would also report to the committee the goals of the laboratory, institute, center or program and what had or had not been accomplished toward achieving those goals since the previous review. The Executive Committee shall make recommendations to the department chair about the further allocation of resources to each laboratory, institute, or center after it receives and reviews the material submitted.

29.0 Amendments:

29.1 These bylaws may be amended by secret vote of the members of the department provided that the proposed change has been circulated in writing at least one week prior to the voting. Two thirds of the members of the department (as opposed to two-thirds voting) must approve the proposed change. In order to facilitate this process and accommodate the quantity and rate of expected changes, the Chair may request a review and a vote without convening a department meeting. If, however, faculty members wish to discuss proposed changes, they may request that the Chair postpone the vote until adequate discussion has taken place. They may also request that the Chair convene a meeting to discuss proposed changes to the bylaws.
29.2 These bylaws are to be provided to all new members of the faculty upon hiring, and are to be placed on the department’s website for continued ease of access by all department members.

29.3 For the purposes of computing a quorum that may revise the bylaws in 27.1, “two-thirds of the members of the department” will include all tenured or tenure-track faculty members who are in the department (not simply two-thirds of those present), but shall exclude those individuals who are currently on research leave.

Appendix A: Criteria for Promotion and Tenure
Appendix B: Salary Form
Appendix C: Guidelines For The Review of Faculty in the Second and Fourth Years
Appendix D: Salary Committee Guidelines
Appendix E: Non-Tenure Track Faculty Criteria for Promotion
Appendix F: Annual Evaluation Summary Form
Appendix G: Mission Statement
Appendix H: SACS Substantive Change Policy