

Department of History
Document on Departmental Governance

A. PERSONNEL AND POLICY COMMITTEE

Membership: Up to four full time members of the faculty.

Selection: Elected by the faculty at the first fall department meeting. The committee elects its chair.

Term of Office: Two years. May be reelected for another two-year term.

Duties:

1. Advise the department head on personnel, except tenure and promotion, and policy issues on behalf of the department.
2. Advise the department head in building and administering the departmental budget.

B. TENURE AND PROMOTION COMMITTEE

Membership, selection, and terms of service are determined by the departmental, college, and university tenure and promotion documents.

C. UNDERGRADUATE COMMITTEE

Membership:

Undergraduate Coordinator

Three full time faculty members

Selection: The faculty members are to be elected at a departmental meeting each year. The chair is the Undergraduate Coordinator.

Duties:

The Undergraduate committee will

1. consider all matters before the department that concern exclusively undergraduates and make appropriate recommendations to the department.
2. promote the study of history among undergraduates.
3. assist in the recruitment of history majors in conjunction with college and university efforts.
4. be responsible for the undergraduate advising program.
5. serve as a liaison with the Shackouls Honors College.
6. review proposed undergraduate curricular changes in compliance with department and UCCC standards.

D. GRADUATE COMMITTEE

Membership:

Graduate Coordinator (Ex-officio)

Three full time faculty members

Selection: The Graduate Coordinator and three members of the graduate committee will be elected at the first departmental meeting of odd-numbered academic years. The committee will elect its own chair.

Term of Office: Two years. May be reelected twice consecutively.

Duties:

The Graduate Committee with the Graduate Coordinator will

1. Consider all matters that concern graduate majors and make appropriate recommendations to the department.
2. Make recommendations to the department about standards for admission, retention, and granting of degrees to graduate students.
3. Make recommendations to the department about teaching and research assistantships and fellowships.
4. Review all applications to the graduate program in history and serve as the graduate student admissions committee.
5. Provide assistance to history faculty on matters of graduate advising.

E. SPECIAL COMMITTEES

The department head may appoint special committees of fixed duration to study and make recommendations to the department concerning issues that are not within the jurisdiction of the standing committees. The department head should inform all department members of the formation and composition of such special committees in a timely manner, preferably at the next department meeting.

F. VOTING RIGHTS

All full-time faculty members are full voting members of the department. Only tenured and tenure-track faculty, however, may vote on personnel matters. A faculty member, if she or he shall not be present at a faculty meeting, may assign a proxy voter to vote on any non-personnel issue. Proxy authorization must be presented to faculty during the meeting prior to the vote.

G. AMENDMENTS

1. Proposed amendments must be submitted in writing to the full time faculty of the department at least one week prior to a regularly scheduled departmental meeting.
2. Amendments must be approved by a majority of the full time faculty members of the department.

Adopted August 21, 2015