

# **BYLAWS OF THE DEPARTMENT OF HISTORY OF GEORGIA STATE UNIVERSITY**

## **ARTICLE I: NAME.**

The Department of History of Georgia State University

## **ARTICLE II: OBJECT.**

The object of the Department of History is to teach, research, and otherwise encourage the study of history in accord with the mission of Georgia State University.

## **ARTICLE III: FACULTY.**

Section 1. Membership. The faculty of the Department of History shall be comprised of all professors, associate professors, assistant professors, lecturers, and instructors appointed or otherwise employed in the department, as well as full-time faculty members of other departments holding joint appointments in the Department of History.

Section 2. Franchise. Voting members of the faculty shall include all professors, associate professors, assistant professors, instructors and lecturers appointed or otherwise employed in the department, as well as full-time faculty members of other departments holding joint appointments in the Department of History. Non-voting members of the faculty shall include all full-time visiting teaching personnel. There is one exception to this distribution of the franchise: instructors and lecturers may not vote on the recommendations of Search Committees. Non-voting members of the faculty and part-time visiting teaching personnel are encouraged to participate actively in the life and work of the department.

Section 3. Scope of Faculty Governance. The departmental faculty, subject to the direction of the faculty of the College of Arts and Sciences, shall be responsible for the program of studies offered by the department and shall have power to determine matters of administration within the department so long as they do not adversely affect relations with other departments in the college or university.

## **ARTICLE IV: OFFICERS.**

Section 1. Appointment. All officers of the department, with the exception of the Chair, shall be appointed by the Chair, with the advice and consent of the Executive Committee and subject to approval by the voting members of the faculty at the next faculty meeting. Officers serve three-year terms unless otherwise specified.

Section 2. Vacancy. Any vacant position among the officers, with the exception of the Chair, shall be filled by a new appointment by the Chair, with the advice and consent of the Executive Committee and subject to approval by the voting members of the faculty at the next faculty meeting.

Section 3. Chair. The Chair shall be appointed by the Dean of the College of Arts and Sciences following consultation with the voting members of the

faculty. The Chair shall act as the head of the department, chair faculty meetings and the Executive Committee, and serve as a non-voting ex officio member of all other departmental committees. The Chair shall:

- i. be responsible to the Dean of the College of Arts and Sciences and have general direction of the work of the department;
- ii. be responsible for the formation, in consultation with the faculty, of departmental policies;
- iii. execute departmental policy, as well as college and university policies insofar as they affect the work of the department;
- iv. represent the department in all official communications with the Dean, the Provost and Vice President for Academic Affairs, the President, other officers of the university, and in departmental communications with the students;
- v. be responsible for the quality of the instruction offered in the department;
- vi. give close supervision to the teaching done by members of the faculty;
- vii. consult from time to time with each member of the department regarding the nature, scope, and quality of his/her work;
- viii. assign courses within the department and maintain insofar as possible an equitable distribution of courses and sections;
- ix. see that there is no undue overlapping of courses in the department and bring to the attention of the Dean of the College of Arts and Sciences any instance in which another department of the university is offering a course that conflicts with or duplicates a course offered in the Chair's own department;
- x. maintain a general overview of the work of students in the department;
- xi. be responsible for recruiting new faculty whose qualifications are consistent with the objectives of the institution;
- xii. recommend, after consultation with appropriate members of the faculty, appointments, reappointments, promotions, and, consistent with tenure policy, dismissals of members of the faculty;
- xiii. prepare, after consultation with members of the Executive Committee, the annual budget of the department and submit it to the Dean of the College of Arts and Sciences;
- xiv. be responsible for the expenditure of departmental funds and the care and use of departmental property;
- xv. transmit where applicable through the Dean of the College of Arts and Sciences to the Provost and Vice President for Academic Affairs on forms provided to the Chair, budget amendments, personnel and payroll documents, and requisitions for supplies, equipment, and other materials that may be required by the department;
- xvi. prepare such information regarding the courses in the department as may be needed for the catalog and transmit this material to the Dean;
- xvii. make an annual report to the Dean on the teaching, research, and service work of the faculty; and
- xviii. appoint, if necessary, a temporary Chair, subject to the approval of the Dean of the College.

Section 4. Associate Chair. The Chair may appoint an Associate Chair, following consultation with the voting members of the faculty and subject to the approval of the Dean of the College of Arts and Sciences, to assist the Chair in the performance of his/her duties and carry out any special assignments made by the Chair. The Associate Chair may serve as temporary Chair during absences of more than two days by the Chair. The Associate Chair

may not, however, act with the full authority of the Chair and cannot initiate new policies or change existing policies. The Chair in consultation with the Executive Committee shall determine the duties and responsibilities of the Associate Chair.

Section 5. Director of Graduate Studies. The Director of Graduate Studies shall chair the Graduate Studies Committee, liaise with the Heritage Preservation Program Director and the World History Program Director, and oversee the History M.A. and Ph.D. programs.

Section 6. Heritage Preservation Program Director. The Heritage Preservation Program Director shall chair the Heritage Preservation and Public History Programs Committee, liaise with the Director of Graduate Studies, and oversee the M.H.P. program, including recruitment of and supervision of part-time teaching personnel employed in the program.

Section 7. Director of Undergraduate Studies. The Director of Undergraduate Studies shall chair the Undergraduate Studies Committee and the Advisement Committee, liaise with the Director of Freshman Studies, the Honors Director, and the World History Program Director, and oversee the History B.A. program.

Section 8. Associate Director of Undergraduate Studies. The Chair may appoint an Associate Director of Undergraduate Studies to assist the Director of Undergraduate Studies in the performance of his/her duties. The Chair in consultation with the Executive Committee and the Director of Undergraduate Studies shall determine the duties and responsibilities of the Associate Director of Undergraduate Studies.

Section 9. Director of Freshman Studies. The Director of Freshman Studies shall chair the Freshman Studies Committee, liaise with the Director of Undergraduate Studies, and oversee the introductory History survey courses.

Section 10. Honors Director. The Honors Director shall chair the Honors Committee, liaise with the Director of Undergraduate Studies, and oversee the Presidential Assistants and any special programs of undergraduate study in History not charged to a specific director.

Section 11. World History Program Director. The World History Program Director shall chair the World History Program Committee, liaise with the Director of Graduate Studies and the Director of Undergraduate Studies, and oversee the World History Program.

Section 13. Instructor Mentor. The Instructor Mentor shall guide and assist the graduate teaching instructors and any instructors and part-time visiting teaching personnel not employed by the Heritage Preservation Program.

Section 14. Director of Library, Media, and Technology. The Director of Library, Media, and Technology shall chair the Library, Media, and Technology Committee and oversee the departmental media and technology resources.

Section 15. Director of Programs and Research. The Director of Programs and Research shall chair the Programs and Research Committee and oversee the departmental lectures and seminars.

Section 16. Minor Officers. Minor officers, with narrowly defined tasks, may be appointed by the Chair, with the advice and consent of the Executive Committee and subject to approval by the voting members of the faculty at the next faculty meeting.

Section 17. Recall. All officers, except the Chair, are subject to recall. A motion of recall shall require approval by a two-thirds majority of the voting members of the faculty at a faculty meeting.

## **ARTICLE V: FACULTY MEETINGS.**

Section 1. Scope of Faculty Meetings. All powers belonging to the faculty not specifically designated in these Bylaws to a standing or ad hoc committee shall remain the prerogative of the faculty meeting.

Section 2. Frequency. The faculty shall meet at least twice a semester to conduct departmental business. The Chair shall provide an agenda to the voting members of the faculty, normally at least two working days prior to the meeting. Additional faculty meetings may be called by the Chair, by a majority of the Executive Committee, or by a majority of the voting members of the faculty as attested to by the signatures of such a majority submitted to either the Chair or to any member of the Executive Committee.

Section 3. Openness. All faculty meetings shall be announced in advance. All faculty meetings shall be open, unless a majority of the voting members of the faculty agree to close all or part of a meeting due to the confidential nature of the business under consideration as allowed under the Georgia Open Meetings Act.

Section 4. Presiding Officer. Faculty meetings shall be chaired by the Chair or her/his designate in her/his absence.

Section 5. Quorum. The presiding officer shall ascertain at the opening of the meeting if there is a quorum of one-half of the voting members of the faculty currently in residence.

Section 6. Voting. All decisions of the faculty meeting not reached by consensus shall require a majority vote in favor by those voting members of the faculty in attendance, unless Robert's Rules of Order (Revised) requires a greater percentage or a greater percentage is required by these Bylaws. Normally, non-resident faculty and resident faculty not in attendance at the meeting who otherwise qualify to vote forfeit their right to vote. No proxy voting is permitted. However, on rare occasions when an extraordinarily important issue is at stake and prior to any vote on the motion, a majority of the voting members of the faculty in attendance at the meeting may permit non-resident and absent voting members of the faculty to vote on the motion. On such occasions, the vote on the motion shall be by secret ballot of the voting members of the faculty, the results of which will not be tallied until two working days after the faculty meeting.

Section 7. Exclusion. Faculty members shall not vote on matters directly benefiting themselves individually.

Section 8. Minutes. The Chair shall appoint a secretary for each faculty meeting who will record minutes of the meeting and, within a reasonable period of time, circulate draft minutes to all voting members of the faculty. The secretary will revise the minutes, if necessary, and submit them for approval at the next faculty meeting, prior to transmission to the Dean of the College of Arts and Sciences.

## **ARTICLE VI: EXECUTIVE COMMITTEE.**

Section 1. Membership. The Executive Committee shall be elected directly by a secret ballot of the voting members of the faculty at the first faculty meeting of the academic year. All voting members of the faculty are eligible for election. The Executive Committee shall be composed of the departmental Chair and five elected voting members of the faculty. The Associate Chair, if one is appointed by the Chair, shall serve as a non-voting ex officio member. Executive Committee members shall be elected to staggered terms, with three members normally being selected in one year and two in the alternate year, and each for two-year terms. One slot on the Executive Committee shall be reserved for an untenured assistant professor.

Section 2. Vacancy. Any vacant position on the Executive Committee shall be filled by direct election by a secret ballot of the voting members of the faculty at the next faculty meeting.

Section 3. Frequency. The Executive Committee shall normally meet at least once a month. Additional committee meetings may be called by the Chair or by request of any member of the Executive Committee.

Section 4. Openness. All Executive Committee meetings shall normally be announced in advance. All Executive Committee meetings shall be open, unless a majority of the members of the Executive Committee agree to close all or part of a meeting due to the confidential nature of the business under consideration as allowed under the Georgia Open Meetings Act.

Section 5. Presiding Officer. The Executive Committee shall be chaired by the Chair or his/her designate in his/her absence.

Section 6. Voting. All decisions of the Executive Committee not reached by consensus shall require a majority vote in favor by those members of the committee in attendance, unless other arrangements for voting have been made satisfactory to all members of the committee.

Section 7. Exclusion. Executive Committee members shall not vote on matters directly benefiting themselves individually.

Section 8. Minutes. The Chair shall appoint a secretary for each Executive Committee meeting who will record minutes of the meeting and, within a reasonable period of time, circulate draft minutes to all members of the Executive Committee members. The secretary will revise the minutes, if necessary, before circulating them to all voting members of the faculty within a reasonable period of time.

Section 9. Responsibilities. The duties of the Executive Committee shall be to advise and consult with the Chair on departmental governance, including the following matters:

- i. goals in instruction, research and service;
- ii. policies and procedures;
- iii. work loads;
- iv. annual budget;
- v. merit raises for faculty;
- vi. recruitment of faculty;
- vii. allocation of space and equipment; and
- viii. work of standing and ad hoc committees.

The Executive Committee is further charged with creating and carrying out the departmental strategic plan in conformity with the University Strategic Plan. During the five-year review of the departmental strategic plan, the Executive Committee shall solicit feedback from the faculty and submit a revised plan for approval by the voting members of the faculty.

Section 10. Personnel Subcommittee. The Personnel Subcommittee shall be composed of all tenured members of the Executive Committee. It is charged with conducting the annual review for reappointment of non-tenured faculty and the third-year review of tenure-track faculty.

## **ARTICLE VII: COMMITTEES.**

Section 1. Creation. The department shall establish and maintain eleven standing committees:

- i. Promotion and Tenure I;
- ii. Promotion and Tenure II;
- iii. Graduate Studies;
- iv. Undergraduate Studies;
- v. Freshman Studies
- vi. Advisement;
- vii. Honors;
- viii. Heritage Preservation and Public History Programs;
- ix. World History Program;
- x. Library, Media, and Technology; and
- xi. Programs and Research.

The Chair, with the advice and consent of the Executive Committee and subject to approval by the voting members of the faculty at the next faculty meeting, may establish additional ad hoc committees as necessary. Voting members of the faculty shall also enjoy the right to establish ad hoc committees at faculty meetings.

Section 2. Membership. Unless otherwise provided for in these Bylaws, the Chair shall invite voting members of the faculty to state their individual preferences for service on committees. The Executive Committee shall use this information to devise a slate for committee membership for approval by the voting members of the faculty at the first faculty meeting of the academic year. Voting members of the faculty shall also enjoy the right to nominate committee members from the floor.

Section 3. Vacancy. Unless otherwise provided for in these Bylaws, any vacant position on a standing or ad hoc committee shall be filled by a new appointment by the departmental Chair, with the advice and consent of the Executive Committee and subject to approval by the voting members of the faculty at the next faculty meeting.

Section 4. Frequency. All standing and ad hoc committees shall meet at least once a semester. Additional committee meetings may be called by the committee Chair or by a majority of the members of the committee as attested to by the signatures of such a majority submitted to either the committee Chair or the departmental Chair.

Section 5. Openness. All standing and ad hoc committee meetings shall normally be announced in advance. All standing and ad hoc committee meetings shall be open, unless a majority of the members of a committee agree to close all or

part of a meeting due to the confidential nature of the business under consideration as allowed under the Georgia Open Meetings Act. The one exception to this rule are meetings of the Promotion and Tenure Committees, which are normally closed to non-members because of the confidential nature of the business under consideration.

Section 6. Voting. All standing and ad hoc committee decisions not reached by consensus shall require a majority vote in favor by those members of the committee in attendance, unless other arrangements for voting have been made satisfactory to all members of the committee.

Section 7. Exclusion. Standing and ad hoc committee members shall not vote on matters directly benefiting themselves individually.

Section 8. Reports. All standing and ad hoc committees shall report on their work at the last faculty meeting of the academic year. Supporting documentation, if deemed necessary by either the reporting committee or a majority of the voting members of the faculty, shall be incorporated into the minutes.

Section 9. Promotion and Tenure Committee I.

A. Membership. The Promotion and Tenure Committee I shall be composed of all tenured members of the faculty holding the rank of associate professor or professor. The Chair of the Promotion and Tenure Committee I shall be appointed by the departmental Chair with the advice and consent of the Executive Committee.

B. Responsibilities. The Promotion and Tenure Committee I shall consider candidates holding the rank of:

- i. instructor for promotion to assistant professor;
- ii. assistant professor for promotion to associate professor;
- iii. assistant professor for promotion to associate professor with tenure; and
- iv. assistant or associate professor for tenure-only recommendations.

C. Criteria. The Promotion and Tenure Committee I shall evaluate candidates for promotion and tenure based on criteria and procedures in the promotion and tenure manuals of both the College of Arts and Sciences and the Department of History.

Section 10. Promotion and Tenure Committee II.

A.

Membership. The Promotion and Tenure Committee II shall be composed of all tenured members of the faculty holding the rank of professor. The Chair of the Promotion and Tenure Committee II shall be appointed by the departmental Chair with the advice and consent of the Executive Committee.

B. Responsibilities. The Promotion and Tenure Committee II shall consider candidates holding the rank of:

- i. associate professor with tenure for promotion to professor; and
- ii. professor for tenure-only recommendations.

C. Criteria. The Promotion and Tenure Committee II shall evaluate candidates for promotion and tenure based on criteria and procedures in

the promotion and tenure manuals of both the College of Arts and Sciences and the Department of History.

Section 11. Graduate Studies Committee.

- A. Membership. The Graduate Studies Committee shall be composed of the Director of Graduate Studies, at least four elected voting members of the faculty, and a graduate student representative. The graduate student representative shall be a doctoral student elected by the graduate students from among their numbers. All members shall have equal voting powers, with the exception that the graduate student member has no vote on admissions into the graduate program.
- B. Responsibilities. The Graduate Studies Committee shall be responsible for the History M.A. and Ph.D. programs, including student recruitment, recommendations for admission into the M.A. and Ph.D. programs, and policies and procedures. The committee shall select the recipients of the department's graduate awards and prizes. The committee shall also serve as the departmental liaison with any graduate professional group.

Section 12. Undergraduate Studies Committee.

- A. Membership. The Undergraduate Studies Committee shall be composed of the Director of Undergraduate Studies, the Associate Director of Undergraduate Studies (if one is appointed), at least four elected voting members of the faculty, and an undergraduate student representative. The undergraduate student representative shall be a senior student elected by an assembly of undergraduate history majors convened by the local chapter of the National History Honor Society, Phi Alpha Theta. All members shall have equal voting powers, with the exception that the student member has no vote on academic petitions.
- B. Responsibilities. The Undergraduate Studies Committee shall be responsible for the History B.A. program, including student recruitment, policies and procedures, and the resolution of undergraduate academic petitions. The committee shall also serve as the departmental liaison with any undergraduate professional group.

Section 13. Freshman Studies Committee.

- A. Membership. The Freshman Studies Committee shall be composed of the Director of Freshman Studies, the Instructor Mentor, and at least two elected voting members of the faculty.
- B. Responsibilities. The Freshman Studies Committee shall be responsible for the introductory History survey courses, including policies and procedures.

Section 14. Advisement Committee.

- A. Membership. The Advisement Committee shall be composed of the Director of Undergraduate Studies and at least six elected voting members of the faculty.
- B. Responsibilities. The Advisement Committee shall be responsible for the advisement of history majors on their program of study, including assisting transfer students with an interest in majoring in history.

Section 15. Honors Committee.

- A. Membership. The Honors Committee shall be composed of the Honors Director and at least two elected voting members of the faculty.
- B. Responsibilities. The Honors Committee shall be responsible for the recommendation of students for Distinction in History, admission into the Presidential Assistants Program, and coordination of any special programs of undergraduate study in History not charged to a specific committee. The committee shall select the recipients of the department's undergraduate awards and prizes. The committee shall also serve as the departmental liaison with the College Honors Program.

Section 16. Heritage Preservation and Public History Programs Committee.

- A. Membership. The Heritage Preservation and Public History Programs Committee shall be composed of the Heritage Preservation Program Director and at least two elected voting members of the faculty.
- B. Responsibilities. The Heritage Preservation and Public History Programs Committee shall be responsible for the development of the Heritage Preservation and Public History Programs.

Section 17. World History Program Committee.

- A. Membership. The World History Program Committee shall be composed of the World History Program Director and at least two elected voting members of the faculty.
- B. Responsibilities. The World History Program Committee shall be responsible for the development of the World History Program.

Section 18. Library, Media, and Technology Committee.

- A. Membership. The Library, Media, and Technology Committee shall be composed of the Director of Library, Media, and Technology and at least two elected voting members of the faculty.
- B. Responsibilities. The Library, Media, and Technology Committee shall be responsible for the development of the departmental media collection, maintenance of the departmental website, and promotion of instructional technology. The committee shall also serve as the departmental liaison with the Pullen Library.

Section 19. Programs and Research Committee.

- A. Membership. The Programs and Research Committee shall be composed of the Director of Programs and Research and at least two elected voting members of the faculty.
- B. Responsibilities. The Programs and Research Committee shall be responsible for the departmental lectures and seminars. The committee shall select the recipients of the department's faculty and alumni/ae awards and prizes. The committee shall also serve as the departmental liaison with other bodies coordinating college, university, and public events of interest to the department.

Section 20. Ad Hoc Committees.

- A. Membership. Members of an ad hoc committee shall be appointed by the Chair, with the advice and consent of the Executive Committee and subject to approval by the voting members of the faculty at the next faculty meeting.
- B. Presiding Officer. The Chair of an ad hoc committee shall be appointed by the departmental Chair, with the advice and consent of the Executive Committee and subject to approval by the voting members of the faculty at the next faculty meeting.
- C. Continuation. The continuation of an ad hoc committee shall be subject to approval by the voting members of the faculty at the first meeting of the academic year.

Section 21. Search Committees.

- A. Responsibilities. Search Committees shall be constituted as special ad hoc committees responsible for inviting, interviewing, and recommending candidates for faculty positions.
- B. Procedures. Search Committees shall be governed by specific procedures:
  - i. after the hiring area has been approved by the voting members of the faculty at a faculty meeting, the Search Committee develops the job description for the new faculty position;
  - ii. after the job description has been approved by the faculty meeting, the Search Committee is responsible for conducting the initial search and developing the long list of candidates for initial off-campus interviews;
  - iii. following the initial interviews, the Search Committee is charged with developing the short list of candidates to be brought to campus;
  - iv. after the on-campus interviews, the Search Committee shall make a hiring recommendation to the faculty meeting and, if the Search Committee so desires, a ranking of the candidates; and
  - v. the faculty meeting shall then make a recommendation to the Chair.

## **ARTICLE VIII: STRATEGIC PLAN**

Section 1. Purpose. A departmental strategic plan in conformity with the University Strategic Plan shall be developed with the deliberation of the faculty, coordinated by the Executive Committee. The plan shall present a rationale for the department's general direction and set appropriate short-term and long-term goals for moving the department in that direction.

Section 2. Approval. The plan shall become effective upon approval by a two-thirds majority of the voting members of the faculty at a faculty meeting.

Section 3. Review. The plan shall be subject to departmental review every fifth academic year. A revised plan shall normally be submitted to the faculty by 1 December of the review year. If the new plan is not approved by a two-thirds majority of the voting members of the faculty by 1 February of the review year, the old plan remains in effect until a new plan is approved by the requisite majority.

## **ARTICLE IX: PARLIAMENTARY AUTHORITY.**

The rules contained in the latest edition of Robert's Rules of Order (Revised) shall govern this department in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

## **ARTICLE X: ADOPTION, AMENDMENT, AND IMPLEMENTATION OF THE BYLAWS.**

Section 1. Adoption. These Bylaws shall become effective upon approval by a two-thirds majority of the voting members of the faculty and the Dean of the College of Arts and Sciences.

Section 2. Amendment. These Bylaws may be amended by a two-thirds majority of the voting members of the faculty at a faculty meeting, provided that written notice of the proposed amendment(s) is given at least ten days prior to the meeting. Amendments shall become effective upon approval by the Dean of the College of Arts and Sciences.

Section 3. Implementation. Members of the faculty shall act in accordance with these Bylaws. Concerns about the implementation of these Bylaws may be brought to the attention of the Chair, the Executive Committee, and/or the faculty meeting.