BYLAWS OF THE DEPARTMENT OF HISTORY
Georgia Southern University
Adopted: April 30, 2014, Approved August 2014

Preamble

These Bylaws outline the History Department’s methods of governance and supplement the Department’s previously adopted policies and procedures. Policies and statutes of the College of Liberal Arts and Social Sciences (hereinafter CLASS), Georgia Southern University (hereinafter University), and the University System of Georgia (hereinafter USG) take precedence over these Bylaws.

The Bylaws reflect the Department’s commitment to the principle of shared governance, the belief that effective governance is essential in order for the Department to fulfill its mission, and the understanding that the responsibility for effective governance rests with both the faculty and the Chair.

Article I. Voting

A. Members of the corps of instruction, as defined by the University, who have full-time appointments in the Department are welcome to attend Department meetings. Voting members shall consist of faculty who have the expectation of renewal of employment: tenured and tenure-track professors at all ranks and permanent non-tenured lecturers unless otherwise specified in the Bylaws or other departmental policies and procedures.

B. A quorum shall consist of 50% plus 1 of the eligible voting members of the Department unless otherwise specified in the Bylaws. A quorum is required for any vote to be taken.

C. Unless otherwise specified in the Bylaws, voting may be conducted by voice vote or show of hands or by secret ballot if requested by one of the voting members of the Department.

D. Voting shall be decided by a simple majority vote of a quorum of the voting members of the Department unless otherwise specified in the Bylaws.

E. Voting members who are unable to attend may submit proxy votes on agenda items in writing to the Chair prior to the meeting.

F. In the event that a question must be decided at a time when a quorum as defined in Article I, Section B, cannot be convened in a department meeting (such as during the summer or when regularly scheduled classes are not in session), the Chair may call for an electronic vote to be conducted by e-mail.

Article II. Meetings

A. There shall be at least one regularly scheduled Department meeting during each Fall and each Spring semester. Additional meetings may be called by the Chair and must be called when
requested by at least 25% of the voting members. Requests for meetings must be submitted in writing to the Chair; requests may be submitted individually or collectively in the form of a petition. When at least 25% of the voting members request a meeting, the Chair shall not place additional items on the agenda. Dates of meetings shall be announced at least two weeks (10 working days) in advance, except when extraordinary circumstances require that meetings be convened on short notice.

B. Faculty members are expected to attend Department meetings as part of their professional responsibilities.

C. The Chair or a voting member designated by the Chair shall preside over all Department meetings.

D. Meetings shall be conducted according to the basic principles of Robert’s Rules of Order.

E. The Chair shall prepare the agenda and distribute it to the faculty at least one week (5 working days) prior to the meeting. The agenda shall specify which items will require a vote. When extraordinary circumstances require that a meeting be convened on short notice, the Chair shall distribute the agenda at the time the meeting is announced.

F. A voting member of the Department may place an item on the agenda by submitting a request in writing to the Chair at least six (6) working days before a scheduled meeting.

G. No formal action can be taken on any matter that was not on the circulated agenda.

H. At each meeting, a voting member of the department shall be designated to serve as recording secretary for that meeting. The position of secretary shall rotate among the voting members based on an alphabetical rotation by first letter of last name, beginning at the end of the alphabet and moving forward. If a voting member is absent from the meeting when it is his or her turn to serve as secretary, the next person in the rotation shall record the minutes and the absentee shall record minutes at the next meeting he or she attends. The name of the recording secretary must be included in each meeting’s minutes.

I. The recording secretary shall submit meeting minutes to the Chair, who shall circulate the minutes to the faculty. The Chair shall also keep a printed (hard copy) file of minutes for a minimum of 3 years. The file shall be available to voting members on request.

Article III. Committee Membership

A. All voting members are eligible to serve on standing and ad hoc committees unless otherwise specified in the Bylaws or other departmental policies and procedures.

B. Members of standing committees shall be elected according to the procedures outlined in Article IV of the Bylaws.

C. Members of all other committees and ad hoc committees shall be appointed by the Chair.
D. No member of the Department shall serve simultaneously on more than two (2) standing committees.

E. If a committee member is unable to complete his or her term on a standing committee, except for the Advisory Committee, the Chair shall appoint a temporary replacement to serve until the next election.

F. If a member of the Advisory Committee is unable to complete his or her term, voting members within rank shall choose a replacement to serve until the next election.

G. If a committee member is unable to complete his or her term on an appointed or ad hoc committee, the Chair shall appoint a replacement.

H. Tenure-track assistant professors shall be exempt from committee assignments during the first year of their appointments.

Article IV. Standing and Ad Hoc Committees

A. Advisory Committee

1. Membership The Advisory Committee shall consist of one Professor, one Associate Professor, and one tenure-track Assistant Professor. The Department Chair shall serve as a member ex-officio and shall serve as chair of the Advisory Committee.

   a. Voting members within each rank will choose their representative to the committee (i.e., professors will choose one professor; associate professors will choose one associate professor; assistant professors will choose one tenure-track assistant professor). Selection of Advisory Committee representatives will take place during the Spring semester with terms beginning on August 1.

   b. Faculty who are scheduled for leave during the term are ineligible.

   c. Faculty who will be candidates for tenure and/or promotion during the term are ineligible.

2. Terms. Members of the Advisory Committee shall serve a one-year term (August 1-July 31). Professors and Associate Professors may serve two consecutive terms; thereafter, at least one year must intervene before they may serve again. Assistant professors may not serve more than one term consecutively; at least one year must intervene before they may serve again.

3. Duties. The Advisory Committee shall represent the faculty in advising the Chair on matters of concern to the Department. The Committee shall also serve as nominating committee following the procedures outlined in Article IV, Section F of the Bylaws.
4. Meetings. There shall be at least two regularly scheduled Advisory Committee meetings during each Fall and each Spring semester. Additional meetings may be called by the Chair or at the request of any member of the Committee. Requests for meetings must be submitted in writing to the Chair. Dates of meetings shall be announced to the Committee at least two weeks (10 working days) in advance, except when extraordinary circumstances require that meetings be convened on short notice.

B. Undergraduate Committee

1. Membership. The Undergraduate Committee shall consist of six members. Five members shall be chosen according to the procedures outlined in Article IV, Section F of the Bylaws. All voting members of the Department are eligible. The Department's undergraduate advisor shall serve as a member ex officio of the Undergraduate Committee. The advisor shall report any concerns to the committee and shall be kept informed of committee activities but is ineligible to vote. Voting members of the committee will select a chair as early as possible in Fall semester.

2. Terms. Members of the Undergraduate Committee shall serve staggered three-year terms.

3. Duties. The Undergraduate Committee oversees the Undergraduate History Program, including curriculum, requirements for the Bachelor of Arts Degree in History, and other matters relating to insuring the quality and effectiveness of the Undergraduate History Program. The Committee will conduct the yearly Assessment of the BA Program as described in the Department’s “Assessment Plan for the BA in History.” The Committee will also conduct periodic reviews of the undergraduate curriculum and requirements for the Bachelor of Arts Degree in History and recommend additions, deletions, or modifications in the curriculum to the Department. The Committee will participate in the Comprehensive Program Review of the Bachelor of Arts in History when this process is required by the University. The Committee will conduct periodic reviews to assure the comparability of on-campus and on-line courses. All curriculum proposals must be reviewed and endorsed by the Undergraduate Committee and approved by the voting members of the Department before being submitted to the CLASS Dean and Curriculum Committee. The Department Chair may charge the Undergraduate Committee with other duties.

4. Meetings. There shall be at least two regularly scheduled Undergraduate Committee meetings during each Fall and each Spring semester. The chair of the committee will report to the Department Chair after each meeting. When requested by the Department Chair, the chair of the Undergraduate Committee will report to the Department at a Department meeting.

C. Graduate Committee

1. Membership. The Graduate Committee shall consist of six members. Four members shall be chosen according to the procedures outlined in Article IV, Section F of the Bylaws. All voting members of the Department are eligible. The Graduate Director and the Coordinator of
Public History shall serve as members ex officio. The Graduate Director shall chair the Committee.

2. Terms. The four elected members of the Graduate Committee shall serve staggered two-year terms.

3. Duties. The Graduate Committee is responsible for admissions decisions; recommendations for assistantships; thesis committee assignments; periodic reviews of the graduate curriculum and requirements for the Master of Arts and certificate programs in History; recommendation of additions, deletions, or modifications in the curriculum to the Department; maintenance and updating of recruitment materials for the Graduate History Programs; and representation of the Department at recruiting events and meetings as deemed appropriate. The Committee will conduct the yearly Assessment of the MA Program as described in the Department’s “Assessment Plan for the MA in History.” The Committee will participate in the Comprehensive Program Review of the Master of Arts in History when this process is required by the University. The Committee will conduct periodic reviews to assure the comparability of on-campus and on-line courses. All curriculum proposals must be reviewed and endorsed by the Graduate Committee and approved by the voting members of the Department before being submitted to the Graduate Dean and Curriculum Committee. The Department Chair may charge the Graduate Committee with other duties.

4. Meetings. There shall be at least two regularly scheduled Graduate Committee meetings during each Fall and each Spring semester. The Graduate Director will report to the Department Chair after each meeting. When requested by the Department Chair, the Director of Graduate Studies will report to the Department at a Department meeting.

D. Technology Committee

1. Membership. The Technology Committee shall consist of three members chosen according to the procedures outlined in Article IV, Section F of the Bylaws. All voting members of the Department are eligible. Members of the committee will select a chair as early as possible in Fall semester.

2. Terms. Members of the Technology Committee shall serve staggered three-year terms.

3. Duties. The Technology Committee oversees the History Lab (FDB 1231) and the Department’s technology needs. The Committee monitors technology needs for faculty and classrooms; advises the Department Chair on technology, computer, and software needs; assists the Department Chair in submitting Tech Fee and other technology proposals; and keeps faculty abreast of opportunities for technology enhancement for teaching and research. The Department Chair may charge the Technology Committee with other duties.

4. Meetings. There shall be at least one regularly scheduled Technology Committee meeting during each Fall and each Spring semester. The chair of the committee will report to the Department Chair after each meeting. When requested by the Department Chair, the chair of the Technology Committee will report to the Department at a Department meeting.
E. Scholarships and Recruitment Committee

1. Membership. The Scholarships and Recruitment Committee shall consist of five members chosen according to the procedures outlined Article IV, Section F of the Bylaws. All voting members of the Department are eligible. Members of the committee will select a chair as early as possible in Fall semester.

2. Terms. Members of the Scholarships and Recruitment Committee shall serve staggered two-year terms.

3. Duties. The Scholarships and Recruitment Committee administers undergraduate scholarships awarded through the Department of History and represents the Department at University recruiting events. The Committee announces scholarship opportunities; schedules application deadlines; evaluates applications; interviews scholarship candidates at Southern Scholars Showcase and Scholar’s Day; and awards scholarships as appropriate. The Committee also maintains and updates recruitment materials for History Programs and represents the Department at recruiting events (Open House, Major Fair), and other meetings as deemed appropriate. The Department Chair may charge the Scholarships Committee with other duties.

4. Meetings. There shall be at least one regularly scheduled Scholarships and Recruitment Committee meeting during each Fall and each Spring semester. The chair of the committee will report to the Department Chair after each meeting. When requested by the Department Chair, the chair of the Technology Committee will report to the Department at a Department meeting.

F. Election Procedures for Standing Committees

1. Elections to fill vacancies on standing committees (except the Advisory Committee) will be held at the first Department meeting of the academic year.

2. The Chair shall ask for nominations at least 2 weeks (10 working days) prior to the meeting. Voting members may self-nominate or nominate others.

3. If an insufficient number of nominations are received, the Advisory Committee will create a slate of nominees.

4. The Chair will contact nominees to ascertain their willingness to serve.

5. If elections are uncontested, nominees may be accepted by acclamation or voice vote. In the event of a contested election, the Chair shall prepare paper ballots to be distributed at the Department meeting. Results will be tabulated and announced at the meeting.

6. Elections will be decided by a simple majority.
7. In the event of a tie in a contested election, the position will be given to the more junior member of the Department.

G. Ad Hoc Committees

1. The chair will appoint and charge ad hoc committees as necessary.

2. Ad hoc committees will typically consist of 3 to 5 persons.

3. Members of these committees shall serve one-year terms or until the committee’s work is completed.

Article V. Appointive Officers and Representatives to CLASS Committees

A. On both a continuing and ad hoc basis specific functions of the Department will be assigned to appointive officers. Such officers will be responsible to the faculty and the Chair.

B. Appointive Officers

1. Graduate Director. As Chair of the Graduate Committee, the Graduate Director will oversee the duties of the Graduate Committee as described in section IV.C.3 of the By-Laws. The Graduate Director is responsible for recruiting graduate students, coordinating the Department’s program with the College of Graduate Studies, working with the Coordinator of Public History, convening and chairing meetings of the Graduate Committee, advising graduate students, assigning and supervising graduate assistants, managing the graduate program webpage, preparing the graduate student handbook and similar materials, drafting annual reports for CLASS, and performing such other duties as are required to maintain the graduate program in History. The Director shall share these responsibilities as far as possible or practical with the Graduate Committee. When decisions are required and the Graduate Committee cannot meet or there are other exigent circumstances, the Director may make decisions regarding admissions or other matters subject to subsequent review by the Graduate Committee. The Chair will appoint the Graduate Director.

2. History Day Coordinator(s). The History Day Coordinator(s) organizes the regional National History Day competition, held early in the Spring semester each year. The History Day Coordinator(s) maintains contact with the National History Day staff at the Georgia Humanities Council; solicits participation from area schools; arranges for judges, and performs other logistical tasks related to National History Day. The Chair will solicit volunteers to serve as History Day Coordinator(s) at the first Department meeting of the Fall semester and will appoint the Coordinator(s) as soon as possible thereafter.

3. Library Liaison. The Library Liaison coordinates faculty and program library needs with appropriate personnel in the Library. The Chair will solicit volunteers to serve as Library Liaison at the first Department meeting of the Fall semester and will appoint the Liaison as soon as possible thereafter.
4. Phi Alpha Theta Advisor(s). The Phi Alpha Theta advisor(s) serves as faculty advisor to the History honor society, Phi Alpha Theta. The Chair will solicit volunteers to serve as Phi Alpha Theta advisor(s) at the first Department meeting of the Fall semester and will appoint the advisor(s) as soon as possible thereafter.

5. History Club Advisor(s). The History Club advisor(s) serves as faculty advisor to the History Club. The Chair will solicit volunteers to serve as History Club advisor(s) at the first Department meeting of the Fall semester and will appoint the advisor(s) as soon as possible thereafter.

6. Web Master. The Web Master is responsible for updating and maintaining the Department’s website. The Chair will solicit volunteers to serve as Web Master at the first Department meeting of the Fall semester and will appoint the Web Master as soon as possible thereafter.

C. Representatives to CLASS Committees

Departmental representatives to CLASS committees will be nominated and elected according to the procedures for standing committees outlined in Article IV, section F of the Bylaws.

Article VI. Searches

A. Position Definition and Description

1. New Positions. New positions will be defined in accordance with hiring priorities established by the Department.

2. Replacement Positions. When a member of the Department resigns, retires, or is not reappointed, the ensuing search is normally conducted in the same general field. However, if 25% of the voting members of the Department request a change of field, the Chair will place the change of field on the agenda for discussion and vote at a Department meeting. Change of field requests must be submitted in writing to the Chair in accordance with the procedures for adding agenda items outlined in Article II, Section F of the Bylaws. Requests may be submitted individually or collectively in the form of a petition.

3. Position Description. After the Department has agreed on the field of the position, the position description will be written by the Chair and the search committee chair in consultation with the search committee. The Chair will inform the voting members of the Department of the final text of the position description.

B. Search Committees

1. Appointment and Composition. After the Department has been given permission to conduct a search, the Chair will appoint a search committee and chair. Search committees for tenure-track positions will be composed of 3 to 5 tenured and/or tenure-track voting members of
the Department. Search committees for lecturer positions may include one or more lecturers as members. Search committees will be appointed by the Chair in consultation with the search committee chair.

2. Duties. The search committee is responsible for screening applicants, developing a list of semi-finalists and finalists, and hosting finalists during campus visits. After all finalists have completed campus interviews, the committee may, at its discretion, rank candidates and make a recommendation to the Department.

3. Duties of the Search Chair. The search chair is responsible for insuring that the search is conducted according to procedures prescribed by the University, responding to inquiries and maintaining contact with applicants, filing all requisite forms, managing the search plan, chairing all committee activities, and updating Department faculty on the progress of the search.

C. On-campus Visits of Finalists

1. Search Chair and Committee Responsibilities

   a. The search chair shall distribute itineraries and make the finalists’ files available to the Department at least one week (5 working days) before each candidate’s arrival on campus.

   b. The search chair shall make every effort to ensure that all voting members have an opportunity to meet the finalists.

   c. Each finalist will be required to make two presentations: a lecture to an undergraduate class on a topic determined by the search committee and an informal presentation on his or her research. The search chair shall if at all possible schedule one of these presentations to take place during the 12:20 class period on Monday, Wednesday, or Friday, when most faculty do not have scheduled classes.

2. Faculty Responsibilities

   It is the responsibility of every eligible voter as defined in Section D to review the finalists’ files, to make every effort to attend finalists’ presentations, and to meet with candidates informally if possible.

D. Voting Procedures for Searches

1. Meeting. The Chair shall schedule a Department meeting to take place after all finalists have completed the interview process. The purpose of this meeting is to evaluate the candidates and to determine the order in which offers will be made.

2. Eligible voters. In searches for tenure-track faculty, only tenured and tenure track voting members who have actively participated in the search are eligible to vote. In searches for
lecturers, permanent non-tenured lecturers who have actively participated in the search are also eligible to vote. Active participation is defined as attending at least one presentation by one candidate [in searches in which only two finalists are brought to campus] or attending at least one presentation by each of at least two candidates [in searches in which more than two finalists are brought to campus]. The Department Chair or the Chair’s designee shall record faculty attendance at all candidate presentations. Voting members who are unable to participate actively in the search process must abstain.

3. Quorum. A quorum shall consist of 50% plus 1 of the eligible voting members as defined in the preceding paragraph. A quorum must be present for a vote to be taken.

4. Committee Recommendation. On motion of an eligible voting member, those present and eligible to vote may vote to accept the search committee’s recommendation if the committee has chosen to rank the finalists.

5. Voting Procedures. If the search committee chooses not to rank the finalists or if a simple majority of the eligible voting members rejects the committee’s recommendation, voting shall be conducted by secret ballot according to the Teeter Rule as follows:

When there are three candidates, there will be two ballots. On the first ballot, all eligible voting members must vote for two candidates; any ballot cast with only one candidate will not be counted. After all votes are counted, the candidate with the fewest votes will be ranked third. On the second ballot, all eligible voting members will vote for only one of the remaining two candidates. The winner of the second ballot will be ranked first, the runner-up will be ranked second. A simple majority is required. When there are four candidates, the same procedure will be followed, but with three ballots instead of two, with all eligible voting members casting votes for three candidates on the first ballot, two candidates on the second ballot, and one candidate on the third. A simple majority is required.

In the event of a tie when only two candidates remain, eligible voting members will vote again, choosing among the tied candidates. A simple majority is required.

If the eligible voting members remain deadlocked, the Chair shall cast the deciding vote.

6. Unacceptable Finalists. On motion of an eligible voting member, those present and eligible to vote may vote any finalist unacceptable. A simple majority is required.

7. Proxies. Eligible voting members who are unable to attend the meeting may submit rankings in writing to the Chair prior to the meeting. In addition, eligible voters may submit a written yes/no vote on acceptance of a recommendation by the search committee.

E. Recommendations to the Dean.

The Chair shall report the results of the vote(s) and the Department’s recommendation to the Dean along with his or her recommendation. If no finalists are found acceptable, the Chair shall make a recommendation to the Dean on whether to continue, postpone, or discontinue the search.

Article VII. Personnel Reviews
A. Personnel reviews—annual, pre-tenure, tenure, promotion, post-tenure—shall be conducted in accordance with the Department’s Policies and Procedures for Tenure, Promotion, and Review.

B. Meetings in which personnel reviews are discussed and voted on shall have no other items on the agenda.

Article VIII. Amendments and Ratification.
A. Amendments. Proposed amendments to these Bylaws will be advertised and circulated in writing to all voting members of the Department for a period of at least two weeks (10 working days) prior to their consideration. Amendments must be approved by a two-thirds majority of all voting members of the Department.

B. Ratification. These Bylaws will take effect upon being ratified by a two-thirds majority of all voting members of the Department.