

GUIDE TO PROCEDURE AND GOVERNANCE

Department of History
University of Georgia

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The present document supersedes previous departmental policies relating to procedure and governance.

Section A. The Faculty and Faculty Meetings

1. Membership on the departmental faculty is defined in Article VIII of the *Statutes of The University of Georgia*.
2. Meetings of the faculty are scheduled for the first Friday afternoon of each month during the academic year. If necessary, additional meetings may be called by the Chair or by petition signed by one-third or more of the departmental faculty. Any of the regularly scheduled meetings may be canceled, but, in keeping with the University's *Statutes*, at least one faculty meeting will be held each quarter during the academic year. The Chair of the Department is the presiding officer at all faculty meetings. [The Chair may call "special" meetings, when necessary, to deal with any urgent business which may arise between regularly scheduled meetings. The Chair would have to provide at least two days' notice in advance of such meetings.]
3. All decisions by the faculty (including the election of officers and committee members) will be made by majority vote. Absentee ballots will not be counted. The presence of a majority of the faculty then in local residence will constitute a quorum.
4. Major personnel decisions, such as the selection of new tenured or tenure-track faculty, shall be decided by secret ballot.
5. Meetings will be conducted in keeping with the latest *Roberts's Rules of Order*, as interpreted by the Parliamentarian.
6. An agenda will be posted at least five days prior to the meeting. The faculty will make decisions only on the subjects included on the agenda. Other matters may be discussed by the faculty.

7. Graduate students, undergraduate students, or other University personnel who wish to address the meeting of the departmental faculty will make arrangements with the Chair, who will then notify the faculty prior to the meeting.
8. *Ad hoc* committees may be created by a vote of the majority of the faculty in attendance.
9. History faculty elected or appointed to College and University committees will offer a brief report at each regularly scheduled department meeting.

Section B. The Department Chair

1. The Department Chair shall be the chief executive officer of the Department.
2. No individual shall serve more than two consecutive three-year terms as Chair.
3. When a new Chair is to be selected, the department's Policy Committee (described in Section C below) will solicit nominations and, after reviewing them, offer one or more names to the faculty by written memorandum. Such notice will be given the faculty at least five days prior to the meeting at which the faculty is to act on the Committee's nominations. When the faculty meets, additional nominations, with two seconds, may be made from the floor. The faculty will then vote by secret ballot on the acceptability for candidacy of each nominee individually. This vote will produce a final slate consisting only of those nominees who receive majority approval. The faculty will then vote by secret ballot for a single candidate from among those on that final slate, with the ranked results sent to the Dean of the College of Arts and Sciences, who makes the final decision. Under normal circumstances, such nomination and determination of departmental preference will take place during the fall quarter of the final year of the outgoing Chair's term in office.
4. Review of a Chair for reappointment to a second three-year term will normally take place during the fall quarter of the third year of the first three-year term.
5. The duties and responsibilities of the Chair are those specified in the *Statutes of the University of Georgia*, Article VIII, Section 5.
6. The Departmental Chair will annually appoint individuals to fill the following offices: Secretary, Parliamentarian, Fire Marshal, Library Acquisitions, and Publicity. The Undergraduate Coordinator will be appointed by the Chair,

after consultation with the Undergraduate Studies Committee. The Graduate Coordinator will be appointed by the Chair, after consultation with the Graduate Studies Committee.

7. The Chair may create *ad hoc* committees as the need arises.

Section C. The Policy Committee

1. The Policy Committee shall be the major standing committee of the Department. The Committee shall be composed of five elected members, serving staggered two-year terms, as well as the Department Chair and the Graduate and Undergraduate Coordinators, serving *ex officio*. The Department Chair shall preside at the Committee's meetings, but shall vote only to break ties. The coordinators will not vote. A non-voting graduate student representative to the committee may participate in the Committee's deliberations as appropriate.
2. Election of members will take place late in the spring quarter of each academic year.
3. Professors and associate professors are not eligible to serve until their second year as resident, full-time members of the department faculty; assistant professors are not eligible to serve until their third year as resident, full-time members of the department faculty. As members *ex officio*, the department Chair, the undergraduate coordinator, and the graduate coordinator are not eligible for election.
4. Each member of the faculty (as defined in Section A above) will be entitled to vote for the number of nominees to be elected that year.
5. The nominations and elections to select the members of the Policy Committee will be in two stages. First, one member from each rank—assistant professor, associate professor, and professor—will be selected. The remaining members will then be selected at large.
6. Although the Department Chair will preside at the Committee's meetings, the Committee will select its own Chair, who shall preside in the Department Chair's absence and report on the Committee's deliberations at each regularly scheduled monthly faculty meeting, or more frequently if the Committee deems it appropriate.
7. The Committee will meet at a regularly scheduled time, once a month. Further meetings may be scheduled on an *ad hoc* basis as needed.

8. Any member of the Committee may place an item on the Committee's agenda. In addition, any member of the faculty may approach any member of the committee to have an item placed on the Committee's agenda. The graduate student representative may have an item placed on the agenda in the same way. The Committee may initiate discussions to be brought to the full departmental faculty.
9. The Department Chair will routinely seek the Committee's advice before taking action on all significant matters of policy, budget, and personnel. This encompasses, for example, appointments to search committees and matters pertaining to the undergraduate and graduate programs, including appointments to the positions of coordinator of instruction and graduate coordinator. It also encompasses general matters of policy concerning salaries and raises, including the range of salaries and other inducements to be used in recruiting new faculty. However, the Policy Committee will not deal with individual faculty salaries or annual raises; such matters are the responsibility of the Personnel Committee, as discussed in Section D below.
10. Although the Policy Committee will have a wide-ranging role of consultation and review, final authority rests with the Chair. However, the chair must explain to the full faculty any action taken in opposition to a majority of the committee.

Section D. The Personnel Committee

1. The Personnel Committee will be composed of three members, all of whom must hold the rank of Professor. At least one member of the committee must be a specialist in American/United States history; at least one member of the committee must specialize in an area outside the United States.
2. Members will be selected by vote of the full faculty during a fall quarter departmental meeting. The committee's members will serve staggered two-year terms.
3. It is the duty of the Committee to make recommendations to the tenured faculty on matters relating to promotions and tenure.
4. Each academic year, the Personnel Committee will review raises in salary for the coming year and undertake a comparative review of overall salary levels within the department. Pursuant to this responsibility, the committee will assess the performance of each member of the faculty early in each calendar year and come to general conclusions about the raises that would be appropriate. On the basis of

this independent evaluation, it will then review the Department Chair's recommendations—to be submitted in specific percentages—for annual raises in salary. The committee will then send any suggestions for alterations back to the Chair. Taking the committee's recommendation into account, the Chair will then make the final departmental determination. Although the Chair's determination is final on the departmental level, the Chair will report his or her recommendations, including the actual numerical figures, to the committee before forwarding them to the Dean.

5. The Committee will undertake a comparative review of teaching loads within the Department each year and offer any recommendations for adjustment to the Department Chair.
6. Before taking nominations for election to the Personnel Committee each fall, the Department Chair will review for the faculty the Committee's several functions, including its role in considering salaries and teaching loads.

Section E. The Tenured Faculty

1. The tenured faculty will be the recommending body on matters relating to promotions, tenure, and retention. Only professors will vote on candidates for promotion from associate professor to professor. Both associate professors and professors will vote on candidates for promotion to associate professor. All tenured faculty members will vote in matters regarding retention and the granting of tenure. As is specified in University guidelines, two-thirds of eligible voters in residence must be present in cases of promotion. Decisions will be made by secret ballot.
2. The tenured faculty will deliberate and vote on the recommendations of the Personnel Committee. The Personnel Committee must make its recommendations at least three weeks in advance of a tenured faculty meeting. Any member of the tenured faculty who disagrees with the recommendations of the Personnel Committee may nominate additional members for promotion, retention, or tenure provided that such nominations are made in writing and announced at least two weeks prior to the tenured faculty meeting. The Chair will insure that the dossier of any individual being considered for promotion, tenure, or retention is made available to members of the tenured faculty. The tenured faculty will normally make their decisions at the regular Spring meeting, although additional meetings of the tenured faculty may be called by either the Chair or the Personnel Committee.
3. The results of such meetings will be interpreted by the Department Chair to those individuals affected by the decisions of the tenured faculty.

Section F. Departmental Search Committees

1. Departmental search committees will be appointed on an *ad hoc* basis by the Chair in consultation with the Policy Committee.
2. Each such search committee will present its recommendation of a short list of finalists to the full faculty for approval before inviting candidates for on-campus interviews.

Section G. The Undergraduate Studies Committee and the Undergraduate Coordinator

1. The Undergraduate Studies Committee will be composed of three elected members, with one member elected for a three-year term at the regular spring quarter meeting of the faculty. The Undergraduate Studies Committee, in cooperation with the Undergraduate Coordinator, who will serve as an *ex officio* member, will advise the Chair on all matters relating to the departmental undergraduate curriculum and scheduling.
3. At least once each quarter, the Undergraduate Coordinator will report to the full faculty on the state of the undergraduate program and on major policy issues involving curriculum, instruction, advising, and the history major.

Section H. The Graduate Faculty, the Graduate Studies Committee, and the Graduate Coordinator

1. The graduate faculty will establish policies for the department of history graduate program. The graduate faculty will meet when called by the Chair or by the Graduate Studies Committee. A majority of the graduate faculty will constitute a quorum and any decisions relating to individuals will be determined by secret ballot. Departmental colleagues who are not members of the graduate faculty may participate as non-voting members in graduate faculty deliberations. The Association of History Graduate Students will select one of their members to attend graduate faculty meetings in an *ex officio* capacity except when the graduate faculty are deliberating about an individual.

2. The graduate faculty will be asked to review and endorse proposed new members to the graduate faculty.
3. The Graduate Studies Committee will be composed of three elected members of the graduate faculty elected by that body. The graduate faculty will elect one new member for a three-year term at their regular spring quarter meeting. The Graduate Studies Committee in cooperation with the Graduate Coordinator, who will be an ex officio member, will insure the orderly and efficient conduct of the departmental graduate program. The Association of History Graduate Students will select an ex officio member who will attend meetings of the Graduate Studies Committee except when the Graduate Studies Committee is deliberating about an individual.
4. The Graduate Coordinator and the Graduate Studies Committee will be responsible for evaluating the work of all teaching assistants. The Committee will make decisions on admissions to the graduate program and the awarding of assistantships. The Committee will also evaluate the academic progress of graduate students, particularly Ph.D. students. The Committee will call to the attention of the major professor and, if necessary, the Graduate Faculty, any student whose academic progress is deemed unsatisfactory.
5. The Committee may terminate financial assistance to any graduate student who in the Committee's judgment fails to make adequate academic progress or fails to fulfill the stated requirements for an assistantship. The Committee must notify the student of this decision at least three weeks prior to the end of the quarter. If the student desires, he or she may appeal for the Graduate Faculty of the Department to review the Committee's decision to terminate financial assistance. The student should make that appeal through the Department Chair.
6. The Graduate Studies Committee will further fulfill all responsibilities stated in the departmental Procedural Guides for M.A. and Ph.D. programs.
7. At least once each quarter, the graduate coordinator will report to the graduate faculty on the state of the graduate program and on recent and current policy issues affecting that program.

Section I. The Role of Graduate Students in Departmental Governance

1. All history graduate students are members of the Association of History Graduate Students at the time of their enrollment.

2. The Department Chair will appoint a graduate student representative to the Policy Committee, to the Graduate Studies Committee, to search committees, and to other departmental committees as appropriate. Such graduate student representatives will not have a vote, but they may participate fully in each committee's deliberations.

Section J. Amendment Procedure

1. Amendments or by-laws may be proposed to alter these guidelines. To propose such a change, a member of the regular faculty will submit such a by-law or amendment to the Policy Committee for discussion. The sponsor of the proposed amendment may then submit it at a regular meeting of the faculty. At the next meeting, this proposal will appear on the agenda. A two-thirds majority of those members present will be required for the adoption of a by-law or amendment. Following an affirmative vote, the new amendment or by-law will be a part of these rules at the next meeting of the faculty. (At any meeting, by unanimous vote, the department may vote to by pass the by-laws.)