

GUIDE TO PROCEDURE AND GOVERNANCE

Department of History

University of Georgia

Approved by the History Department Faculty, November 30, 1990

Amended June 4, 1993

Amended March 26, 1999

Amended September, 2004

Amended August, 2005

Amended August, 2013

Amended September, 2014

Amended April 2015

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](#). Voting privileges for appointment and promotion and tenure are defined by the Provost's Guidelines for Appointment, Promotion and Tenure
2. Meetings of the faculty will be held regularly each month during the academic year. If necessary, additional meetings may be called by the Head 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 semester during the academic year. The Head of the Department is the presiding officer at all faculty meetings. The Head may call "special" meetings, when necessary, to deal with any urgent business that may arise between regularly scheduled meetings. The Head 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 Head, 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 Head

1. The Department Head shall be the chief executive officer of the Department.
2. No individual shall serve more than two consecutive three-year terms as Head.
3. When a new Head 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 Franklin 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 Spring semester of the final year of the outgoing Head's term in office.
4. Review of a Head for reappointment to a second three-year term will normally take place during the fall semester of the third year of the first three-year term.

5. The duties and responsibilities of the Head are those specified in the Statutes of the University of Georgia, Article IX, Section 5.

6. The Department Head will appoint the Undergraduate Coordinator and the Graduate Coordinator as well as search committees. The Head may also create ad hoc committees as the need arises, and appoint individuals to the offices of Secretary and Parliamentarian.

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 Head and the Graduate and Undergraduate Coordinators, serving ex officio. The Department Head shall preside at the Committee's meetings, but shall vote only to break ties. The coordinators will not vote.

2. Election of members will take place at the last faculty meeting of the spring semester 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 Head, 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 each of the 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 Head will preside at the Committee's meetings, the Committee will select its own Chair, who shall preside in the Department Head's absence and report on the Committee's deliberations at each regularly scheduled faculty meeting, or more frequently if the Committee deems it appropriate.

7. The Committee will meet once a month. Further meetings may be scheduled on an ad hoc basis as needed. The Committee functions are to prepare the agenda for the Faculty Meeting, oversee the nomination, review and election of the Head, advise the Head on all issues regarding departmental governance, recommend revisions to the Bylaws and other departmental guidelines and request reports from the Head, Undergraduate Coordinator and Graduate Coordinator.

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 items placed on the Committee's agenda. The graduate student representative may have 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 Head 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. Although the Policy Committee will have a wide-ranging role of consultation and review, final authority rests with the Head. However, the Head 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 be tenured, with a minimum of 5 years in residence. At least one member 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 the first departmental meeting of the fall semester. The committee's members will serve staggered two-year terms.

3. Following the Department's Tenure and Promotion Guidelines, the Personnel Committee makes recommendations to the Head and appropriate faculty on matters relating to promotions and tenure, and third year reviews. It also makes recommendations on granting and renewal of graduate faculty status and post-tenure review.

4. The Committee advises the Head on salary policies. Pursuant to this responsibility, the committee will assess the performance of each member of the faculty on a scale of one to five early in each calendar year and submit the ranking to the Head. The Head will make the final departmental determination and report his or her decisions to the committee when forwarding them to the Dean.

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 Head 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 last regular meeting of the Spring semester, although additional meetings of the tenured faculty may be called by either the Head or the Personnel Committee.

3. The results of such meetings will be interpreted by the Department Head 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 Head 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 last regular Spring semester meeting of the faculty. The Undergraduate Studies Committee, with the Undergraduate Coordinator serving as an ex officio member, will advise the Head and the Faculty on all matters relating to the departmental undergraduate curriculum and scheduling.

2. The Undergraduate Coordinator and the Undergraduate Studies Committee will be responsible for overseeing the undergraduate curriculum and undergraduate program.

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 Head 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 is 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 the last regular spring semester 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.

4. The Graduate Coordinator and the Graduate Studies Committee will be responsible for overseeing the graduate curriculum and program.

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 semester. 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 Head.

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 semester the graduate coordinator will report to the Faculty Meeting 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 History Graduate Student Association at the time of their enrollment.

2. The Department Head will appoint a graduate student representative 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 bypass the by-laws.)