

# **Bylaws of the Department of History**

## **The University of Memphis**

**Effective Date of Last Revision: December 1, 2022**

### **I. HISTORY FACULTY**

The History Faculty is comprised of all Faculty members on full-time appointment. All members are entitled to attend Faculty meetings, vote, and serve on committees except as excluded below. Members of the Faculty on leave retain full rights of membership.

### **II. CHAIR**

- a. The Chair of the Department of History shall be responsible for the administration of departmental affairs as outlined in the Faculty Handbook. The Chair serves in the position at the discretion of the Dean of the College of Arts and Sciences. The term for the Chair of the History Department shall be five years, with the understanding that a Chair may subsequently serve an additional three-year term at the pleasure of the department.
- b. The Chair may appoint an Associate Chair to share some of the administrative duties of the Department, but the Chair retains full responsibility.
- c. When the Faculty is asked to participate in the Dean's five-year review of the Chair's tenure in the position, the Tenure and Promotion Committee shall make recommendations to the Faculty for discussion and final disposition.
- d. When the Dean undertakes a search for a new Chair, the tenured and tenure-track Faculty shall designate a three-to-five-member search committee to conduct the search in conjunction with the Dean's office.

### **III. PROGRAM DIRECTORS**

The Chair shall appoint a Director of Undergraduate Studies and a Director of Graduate Studies to assist in administering the programs of the Department. The Directors shall serve on those committees in the Department relevant to their areas of responsibility. They are expected to serve terms of at least three years, subject to the discretion of the Chair.

#### IV. COMMITTEES

- A. The composition and responsibilities of the Tenure and Promotion Committee are determined by University policy on tenure and promotion and will be explained in the following section. The Chair shall appoint committees to deal with other matters bearing directly upon the mission of the Department. In appointing members of these other committees, the Chair shall take into consideration the expressed interests of Faculty members and their expertise. The chair of any committee which has student members may request that the student member refrain from participating in matters where such participation would be inappropriate.
- B. The Tenure and Promotion Committee shall consist of all tenured Professors and Associate Professors. Voting on promotion to the rank of Professor shall be the responsibility of Professors only. In addition to its role in the review of the Chair's tenure in the position, the committee shall act upon applications from Faculty members for tenure and/or promotion. In this process, the committee shall make the applications available to all tenured Faculty members and shall seek their views before making its recommendations. Any decision to dismiss or not renew a probationary faculty member shall be made only after the department Tenure and Promotion Committee has been given an opportunity, in a timely fashion, to review the case and make a recommendation to the Chair. The committee may designate such sub-committees as deemed necessary to carry out specific functions.
- C. The Undergraduate Studies Committee shall consist of at least five faculty members, all appointed by the Chair. The committee should be chaired by the Director of Undergraduate Studies. The responsibilities of the committee shall include, but not be limited to: (1) overseeing the undergraduate program, (2) determining the recipients of undergraduate scholarships and awards, and (3) handling all college and university-level matters related to undergraduate studies.
- D. The Graduate Studies Committee shall consist of five or six Faculty members, all appointed by the Chair. The committee should be chaired by the Coordinator for Graduate Studies. The responsibilities of the committee shall include, but not be limited to:  
(1) overseeing the graduate program, (2) selecting graduate assistants,  
(3) handling all college and university-level matters related to graduate studies.
- E. The Chairs Advisory Committee shall consist of five members, including the chairs of the committees on Undergraduate Studies and Graduate Studies, the Associate Chair if applicable, and at least one at-large member. The responsibility of the committee shall be to advise the Chair on any matters that he or she may bring to it. The Advisory Committee shall meet when requested by the Chair and when a meeting is requested by one of its members. The Advisory Committee shall meet regularly, at

least once each semester, excluding Summer.

- F. The Chair shall appoint other committees as necessary, including any ad hoc committees, and assign other service appointments. Appointments should be fairly distributed and take into account the interests and expertise of the faculty.
- G. Search committees for new Faculty members shall consist of five members and be appointed by the Chair from the tenured and tenure-track Faculty. In making these appointments, the Chair shall consider the relevant fields and expertise of the Faculty.

## V. **FACULTY MEETINGS**

- A. The Department of History will normally have a regular Faculty meeting each month from August through April. Special meetings may be called by the Chair and must be called by the Chair upon the petition of one-fourth of the Faculty.
- B. An agenda for the regular meeting shall be circulated before the meeting is to be held. In the case of special meetings, an agenda shall be announced as soon as possible.
- C. Except for some new matter requiring an immediate decision by the Faculty, only agenda items shall come up in the meeting for a final vote. All other issues raised at the meeting shall be placed on the agenda for the next meeting.
- D. Any member unable to attend a Faculty meeting may exercise the right to vote by proxy under the following conditions: The proxy must be conferred in writing; it must be specifically limited to items on the announced agenda; and it must be registered with the Chair and announced to the Faculty before the meeting begins.
- E. A quorum requires that three-fifths of the Faculty members shall be present. Proxy votes may not count for determining a quorum.
- F. All Faculty may participate in discussions on the hiring of tenure-track faculty. Only tenured and tenure-track faculty may vote on the hire.
- G. Search Committees for the hire of those at the rank of Assistant, Associate or Professor of Teaching and Assistant, Associate or Professor of Teaching-Coordinator shall consist of at least three members, and may include the Chair. The search committee, in consultation with the Chair, has the authority to hire the faculty member, but must make considerable effort to involve the entire Faculty and solicit input.

H. The Chair may make emergency hires of non-tenure track faculty.

## **VI. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the department in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Department may adopt.

## **VII. AMENDMENT**

Amendments to these Bylaws shall be approved by a majority of the Faculty. Proposed amendments must be formally submitted to the Faculty at least one month before the vote is taken. The vote shall be taken by written ballot. The Chair, in consultation with the Chairs Advisory Committee, should annually review the bylaws.