

BY-LAWS OF THE  
DEPARTMENT OF HISTORY  
Revised & Adopted 9/1/2022

The Department of History hereby establishes its BY-LAWS in order to provide broad participation by its members in the formulation of decisions that affect them all, to ensure that these decisions are made with both deliberation and expedition, and to produce an equitable distribution of the burdens involved in the execution of departmental policies.

I. The Executive Committee

A. Membership

1. The membership of the Executive Committee shall consist of six elected members and the Department Chairperson.
2. Five members shall be chosen by and from the ranks of professor and associate professor and one by and from the ranks of assistant professor and instructor.
3. In the event the number of assistant professors and instructors falls below two, all elected members of the committee shall be chosen at large.
4. In the event the number of assistant professors and instructors increases significantly in proportion to that of professors and associate professors, their representation shall be increased and that of the professors and associate professors reduced so as to reflect that proportion.

B. Election and Terms of Office

1. Members of the Committee shall, after the first instance, serve terms of two years and shall then be ineligible to serve again until the expiration of two additional years.
2. One-half of the membership of the Committee shall be elected each year, except that more may be chosen to fill unexpired terms of memberships which have been vacated for any reason.
3. The Department Chairperson shall designate one person from the professor and associate professor ranks and one from the assistant professor and lecturer ranks to conduct elections to the committee.
4. Within a week after the approval by the Department of this document, the persons designated to conduct elections shall report their results to the Chairperson. Thereafter, these elections shall be held by the end of March.
5. Except for the first Committee, which shall begin to function immediately upon its election, the term of office shall begin on 1 July following the spring elections.

### C. Organization

1. The presiding officer of the Executive Committee shall be the Department Chairperson.
2. The Executive Committee shall meet at least twice a month during the fall and spring semesters.
3. All other matters of internal organization and procedures of the Executive Committee except those provided for in this document shall be determined by the Committee.

### D. Functions

1. The Executive Committee shall:
  - a. receive reports from the Chairperson of meetings with the Dean and other College or University officials;
  - b. receive advice from the Chairperson;
  - c. give advice to the Chairperson;
  - d. act as a clearing-house for information from committees and individual members of the Department;
  - e. recommend to the Department changes in the guidelines for promotion and tenure;
  - f. appoint the members of all other standing and ad-hoc committees of the Department.
2. The Committee shall make policy and administrative decisions. Such decisions may be appealed by any member of the Department to the whole Department.
3. It shall make long-range studies and engage in long-range planning, the results of which will be communicated to appropriate persons or organizations after being ratified by the Department.
4. It shall have oversight over all departmental committees, receiving reports from committees, and passing on committee proposals to the Department.
5. The Executive Committee shall perform such other functions as the Department Chairperson or the Department may legitimately delegate to it.

## II. Other Committees of the Department

### A. Graduate Studies Committee

1. The membership of the Committee shall consist of:
  - a. five faculty members (including its Chairperson) appointed by the Executive Committee to serve terms of three years (except for the first instance, when some shall be less), no more than two of which may expire in any one year;
  - b. two graduate student members to be chosen from the whole history graduate student group by an election to be conducted by the History Graduate Students Association. Such students shall be full members of the Committee in all matters of general policy.
  - c. the Hagley Program Coordinator(s).
  - d. the Coordinator of the program in the History of American Civilization.
  - e. the Director of the Museum Studies Program
2. Its functions shall be to administer all matters pertaining to graduate students and the graduate program, including
  - a. admissions
  - b. advisement
  - c. fellowship and assistantship awards
  - d. evaluation of graduate students
  - e. recommendations to the Department for changes in curriculum and programs
  - f. recommendations to the Department Chairperson regarding course scheduling
3. The responsibilities of the Chairperson of the Graduate Studies Committee include:
  - a. convening and presiding over meetings of the Graduate Studies Committee;
  - b. leading the committee in administering the graduate program, admitting new students to the program, and awarding fellowships and teaching assistantships;
  - c. executing policies set by the Graduate Studies Committee, and reporting to the committee on the operation of the graduate program;
  - d. working with the History faculty on long-range planning of the graduate

curriculum;

- e. working with the Department Chair to schedule graduate courses;
  - f. working with the Hagley Program Coordinator(s), the Coordinator of the program in the History of American Civilization, and the Director of Museum Studies to help administer those programs;
  - g. appointing members of the Qualifying Exam committees and supervising the administration of Qualifying Exams;
  - h. appointing foreign language examiners and supervising the administration of foreign language exams;
  - i. advising and conferring with graduate students, keeps them informed of program requirements, and supervising graduate advising;
  - j. organizing workshops for graduate students on teaching, the job search, and other topics of general interest;
  - k. reporting to the Department on all matters pertaining to the graduate program.
4. The Graduate Studies Committee shall forward a written report to the Executive Committee and the Department by June 15.

#### B. Undergraduate Studies Committee

- 1. The membership of the Committee shall consist of:
  - a. four faculty members (including its Chairperson) appointed by the Executive Committee to serve terms of three years (after the first instance, when some shall be less), no more than two of which shall expire in any one year;
  - b. two students, one to be chosen by Phi Alpha Theta and one by the History Club. If these organizations fail to choose members for the Committee, student members shall be chosen by the faculty members of the Committee.
- 2. Its functions shall be to administer all matters pertaining to undergraduates and the undergraduate program, including
  - a. advisement;
  - b. supervision of honors programs and awards;
  - c. recommendations to the Department of changes in curriculum and programs;
  - d. recommendations to the Department Chairperson regarding course scheduling.

3. The responsibilities of the Chairperson of the Undergraduate Studies Committee include:
  - a. convening the Undergraduate Studies Committee at least two to three times per semester;
  - b. leading the committee in questions of undergraduate course instruction, requirements and advising;
  - c. responding to student inquiries about the undergraduate program;
  - d. working with the chair and assist to the chair to schedule undergraduate courses;
  - e. assessing transfer credits;
  - f. staffing University recruiting events;
  - g. addressing petitions from undergraduate students seeking exemptions from departmental requirements;
  - h. assessing or assigns individuals to assess adjunct instructors through faculty visitations and reports;
  - i. holding extra office hours to advise and confer with students.
4. The Undergraduate Studies Committee shall forward a written report to the Executive Committee and the Department by June 15.

#### C. Search Committees

1. Such committees shall be appointed ad-hoc by the Executive Committee.
2. The Committee should publicize its recommendation to the entire Department at least 48 hours before the Department is due to meet to discuss and vote on an appointment. The candidate must obtain a two-thirds majority of those voting (electronically or in person) in the Department meeting. The Committee's recommendations shall consider opinions expressed by the student members of the Graduate and the Undergraduate Studies committees and such other students as the Department may designate. Students shall have the opportunity to meet candidates and to review their *curriculum vitae* as prepared by the committee.

#### D. History Education Committee

1. The membership of the Committee shall consist of five History Department faculty and four other representatives. Three of the positions are ex officio with the other positions filled by vote of the ex officio members:

- a. the two History/Social Studies Education faculty co-coordinators [ex officio/one serving as Chair]
  - b. the History Undergraduate Studies Chair [ex officio]
  - c. a History Professor then serving as a History Education advisor
  - d. a History Professor
  - e. a School of Education Coordinator, Secondary Education courses
  - f. a Delaware School Teacher
  - g. two Faculty Coordinators, Social Studies Education programs
2. Its function shall be to:
    - a. establish policies and procedures for the undergraduate and graduate history education programs;
    - b. administer all matters pertaining to these programs (in evaluating student performance, the four faculty members shall act for the Committee);
    - c. promote professional cooperation between the History Department faculty and Delaware history teachers.
  3. The History Education Committee shall forward a written report to the Executive Committee and Department on September 1.

#### E. Library Committee

1. The membership of the Committee shall consist of two faculty members (including its chairperson) appointed by the Executive Committee to serve terms of three years (except for the first instance, when one shall be less), which shall not expire in the same year.
2. Its function shall be to deal with all matters involving the relationship of the Department with the University Library, including
  - a. advising the Library on major purchases, based on the judgment of the History faculty;
  - b. informing the Department of relevant Library policies and significant purchases;
  - c. advising the Library of the Department's recommendations for improvement in policies and procedures;
  - d. working with the Library's liaison to the Department.

## F. History of American Civilization Committee

1. The membership of the Committee, appointed by the Department Chair in consultation with the Coordinator, shall consist of:
  - a. faculty members drawn from the Department of History, staff associated with the Winterthur Museum, Garden, and Library and faculty of University of Delaware academic departments actively associated with the program in the History of American Civilization.
  - b. two graduate student members to be chosen from the students in the program in the History of American Civilization. Such students shall be full members of the Committee in all matters of general policy.
2. Its function shall be to administer all matters pertaining to the program in the History of American Civilization under the overall supervision of the Graduate Studies Committee including:
  - a. general policy, including recommendations to the Graduate Studies Committee for changes in curriculum and programs;
  - b. admission, advisement, fellowship and assistantship awards, and evaluation of graduate students.
3. The History of American Civilization Committee shall forward a written report to the Graduate Studies Committee and the Deputy Director for Interpretation of the Winterthur Museum, Garden, and Library by June 1 of each year.

## G. The UD-Hagley Committee

1. The membership of the committee, appointed by the Department Chair in consultation with the Coordinator(s), shall consist of:
  - a. the UD-Hagley Coordinator(s);
  - b. one representative from Museum Studies;
  - c. the Graduate Studies Chair;
  - d. three History faculty members;
  - e. one Hagley scholar.
2. Its functions shall be to administer all matters pertaining to the Hagley Scholars and the UD-Hagley Program, including:
  - a. admission and recruitment;

- b. curriculum and special activities;
  - c. disbursement of funds for student travel, scholarships, etc.;
  - d. recommendations to the Department for changes in curriculum and programs;
  - e. coordination of activities with other programs.
3. The responsibilities of the UD-Hagley Program Coordinator(s) include:
- a. convening and presiding over meetings of the UD-Hagley program Executive Committee and the new student election committee;
  - b. leading the committee in administering the UD-Hagley Program;
  - c. recruiting new students to the program by publicizing the program, speaking with prospective students, organizing and directing the recruitment weekend;
  - d. leading the committee in selecting new graduate students;
  - e. providing academic advising for new Hagley scholars and scholars without permanent advisors;
  - f. organizing and leading orientation-week tours and programs;
  - g. coordinating Industrialization Major Field Ph.D. Exam;
  - h. acting as liaison to the Hagley Museum and other relevant groups and centers.

#### H. Museum Studies Committee

1. The membership of the Committee, appointed by the Department Chair in consultation with the Director, shall consist of:
- a. The Museum Studies Program Director
  - b. One or two faculty members from the History Department
  - c. Two other faculty members from across the university
  - d. One undergraduate and one graduate student representative
  - e. Three museum professionals (local, national, or international), ex officio
2. Its functions shall be to administer all matters pertaining to the Museum Studies Program, including:
- a. admission and recruitment;



- b. curriculum and special activities;
  - c. disbursement of funds for student travel, internships, fellowships, etc.;
  - d. recommendations to the Department for changes in curriculum and programs;
  - e. coordination of activities with other programs.
3. The responsibilities of the Museum Studies Director include:
- a. convening and presiding over meetings of the Museum Studies Committee
  - b. leading the committee in administering the Museum Studies Minor and Graduate Certificate programs
  - c. supervising the work of the Museum Studies Graduate Assistant and coordinating the work of administrative staff supporting Museum Studies.
  - d. recruiting new students to these programs by publicizing them and speaking with prospective students both before and after enrollment at Delaware
  - e. developing programmatic ties with related departments, programs, and initiatives across the university, as well as external museums and community organizations
  - f. serving on the Graduate Studies Committee
  - g. providing academic advising for students enrolled in the programs
  - h. facilitating and supervising internship experiences for students in the Graduate Certificate program

I. Mentoring Committee of four tenured faculty members (TT or CT)

- 1. Each tenure-track or continuing track assistant professor should have a minimum of one mentor, preferably two, with, when possible, one senior faculty member and one associate professor who has achieved tenure and promotion more recently.
- 2. The mentors should meet with the mentee approximately twice a semester. (In the first semester, the mentors should communicate with the mentee before classes start, allowing the former to orient the faculty member to UD teaching culture and rules and expectations, in particular.) They should familiarize the assistant professor with the P & T expectations at the department and college levels and should serve as a sounding board for ideas and questions on the three areas of teaching, research, and service.
- 3. The chair will consider mentoring when composing peer review committees for assistant professors.

4. The chair will evaluate the fit of mentor to mentee annually and reward good mentors at annual appraisal time.
5. The chair will serve as the primary mentor for Associate Professors. If requested, a senior faculty member will be assigned as a mentor to provide additional advice to Associate Professors, to support their advancement and growth.

### III. The Department Meeting

#### A. Voting members of the Department Meeting shall:

1. Be tenured or hold tenure-track appointments in the University; or hold full-time continuing track appointments.
2. Hold a primary or joint appointment in the Department. New hires with a 75% assignment to History will receive voting rights automatically, as soon as they join the Department. New hires with less than a 75% assignment to History may be granted voting rights by a two-thirds vote at a Department Meeting, preferably in the same meeting in which the search committee presents its recommendation to appoint them, or, if more time is needed for the candidate and the Department to consider voting rights, at a later Department meeting.
3. Teach, on a regular basis, courses in the History Department.
4. Be available to serve on the standing and ad-hoc committees of the Department of History.

#### B. Meetings

1. Department Meetings shall be held once each month during the academic year.
2. Meetings may be convened for special purposes by the Department Chairperson, or by the Executive Committee, or by a call of one-fourth of the Department.
3. A quorum for the Department Meeting shall consist of one-half of the membership of the Department not on leave.
4. The Meeting shall make decisions by a majority vote of those present (electronically or in person) and voting except for appointments and amendments to the BY-LAWS. Such vote, at the call of one member, may be by secret ballot.
5. The Meeting shall be chaired by the Department Chairperson except that such other person as the Meeting may provide shall preside in his or her absence.
6. The Meeting shall follow an agenda prepared and circulated in advance. Any member

of the Department may place items on this agenda. Such agenda items shall be considered old business and may be brought to a vote in the meeting in which they are introduced.

7. The Meeting may discuss any new business introduced from the floor, which shall be referred to the Executive Committee for inclusion on the next agenda, unless by a vote of two-thirds of those present (electronically and in-person) and voting, it is agreed to vote immediately.

#### C. Functions

1. The Department Meeting shall make binding decisions on all matters except:
  - a. those which are reserved to other persons or groups by virtue of University or College regulations;
  - b. those which the Department Meeting and the Chairperson agree will be decided by the Chairperson;
  - c. those such it delegates to other bodies such as its Committees.

#### IV. Joint appointments

- A. Joint appointments enable the Department to reach out and establish associations of an honorary character with persons whose scholarly interests and accomplishments complement and enrich the activities of the Department. They may be ended by either party at will. So far as the Department is concerned, a joint appointment is conferred by a two-thirds vote of a quorum at nomination of the Executive Committee. Anyone holding a half- to full-time appointment at the University of Delaware is eligible. Persons holding a joint appointment are eligible, by mutual agreement, for cross-listing of courses, social functions, and extraordinary department service.

#### V. The Department Chairperson

##### A. Appointment

1. The Dean, following University procedures, shall appoint a search committee to nominate candidates for Chairperson.
2. The search committee shall canvass the Department for names of those whom its members consider appropriate to be Chairperson. If an outside search is authorized and seems desirable, the committee shall also advertise the search in appropriate journals and with appropriate professional placement agencies.
3. The search committee shall inform those potential internal candidates of the level of support they have received from their colleagues and ask if they are willing to have their names placed in nomination for Chairperson. After the interviews, the search committee presents its recommendations regarding the finalists to the department faculty.
4. There will be two faculty votes conducted (electronically and/or in person): 1) a

faculty vote on whether each candidate is acceptable to the Department; and 2) a second vote to determine the faculty's preference. The Department shall recommend its preferred candidate by a two-thirds majority of all voting members not on leave.

5. The search committee then presents the committee's recommendations and the faculty vote to the department faculty, the Associate Dean, and the Dean.

#### B. Term of Office

The chair serves a term of five years and is ineligible for reappointment.

#### C. Functions

As the chief executive officer of the Department, the Chairperson shall exercise not only all those functions specifically delegated to that office by University authorities, but also those not expressly assigned to other departmental bodies by this document.

### VI. Promotion and Tenure Guidelines

The department's Promotion and Tenure Guidelines are available in a separate document viewable on the departmental website in the Faculty Resources section.

### VII. Ratification and Review

- A. The BY-LAWS of the Department of History shall be ratified by a majority of those present (electronically or in person) and voting in the Department Meeting.
- B. The BY-LAWS must be reviewed by the Department at the end of the academic year in which it goes into effect. At that time, decisions regarding its continuance and/or modification shall be made by a majority of those present (electronically or in person) and voting in Department Meeting.
- C. Amendments, other than those resulting from such a review, shall require a two-thirds majority of those present and voting at two successive regular Department Meetings.

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