

# By-Laws for the History Department University of Tennessee at Chattanooga

## **I. Introduction**

These by-laws are intended to govern the Department of History at the University of Tennessee at Chattanooga inasmuch as they are not in conflict with the policies and procedures of the UT Board of Trustees, UT Chattanooga, or the College of Arts and Sciences. Should a conflict be found, the policies and procedures of those bodies will take precedence.

## **II. Department Membership, Meetings, and Voting**

### A. Membership

1. All full- and part-time faculty hired to teach in the department, including those with *emeritus* status, shall be considered members of the department.
2. Unless otherwise stipulated in these by-laws, all members of the department have the right to attend and participate in department meetings. Indeed, the discussion and input from faculty members of all ranks and status is welcomed, appreciated and encouraged.

### B. Meetings

1. The department meeting shall be the primary forum through which departmental business is transacted. All departmental advisors, coordinators and committees shall report to the department via such meetings.
2. The department head will chair department meetings, which she/he will call monthly during the regular academic year on a day and time most convenient to all voting members, taking into account the faculty's teaching and regular service commitments.
3. The department head will issue a call for agenda items two weeks in advance of each regularly scheduled meeting. All members may submit items for the agenda. If no items are submitted and the department head has nothing to report, that regular meeting will be cancelled.
4. The department head will circulate an agenda to all members of the department no later than one week in advance of each meeting. Every member of the department will be invited to attend regular meetings; however, should the agenda consist primarily of matters to be put to a vote, attendance at that meeting may be limited to voting members.
5. Similarly, at any department meeting, the full-voting members may vote to a go into a closed session to conduct pieces of business on which only full voting members may vote.
6. At the request of one-quarter of the voting members of the department, the head shall call an extraordinary meeting of the department. This meeting shall be convened within five (5) business days at a time convenient to voting members. The agenda for an

extraordinary meeting shall be limited to the items specified by the faculty requesting the extraordinary meeting.

7. Two-thirds of the full voting members shall constitute a quorum at any department meeting.
8. Unless exceptions are noted within these by-laws, all physical meetings shall be conducted pursuant to *Robert's Rules of Order*.
9. Minutes of all meetings will be taken and maintained by the department's administrative assistant who will distribute them in advance of the next meeting to the department for review prior to adoption. Once adopted, they will be collated and filed in the department office for future consultation.
10. The appointing of departmental officers, the setting of the annual departmental goals, the approval of course offerings, and other major issues must be discussed in a regular meeting unless the majority of voting members determine that a deliberation online is sufficient for the item(s) at hand.
11. Other items of normal department business may be conducted online, via e-mail or otherwise, unless two or more voting members object.
12. A standing agenda item of each regular meeting shall be a report from the department head on instructional equipment and supplies for general departmental use that have been purchased from the departmental budget or gift fund. This includes computing equipment, hardware or software, video and audio devices, and similar resources that might aid the faculty's teaching and/or research. Major acquisitions of this nature must be approved prior to purchase by a specific departmental vote.
13. At the first meeting of each semester, the department head shall present a report on the departmental budget and the departmental gift fund, including accounting of all expenditures. Prior approval from the department shall be required for every gift fund purchase in excess of \$100.

### C. Voting within the Department

1. Only tenured and tenured-track faculty in the department shall be considered full voting members of the department. Voting on the following items of business shall be restricted to these members: curriculum proposals, degree requirements, EDO standards, recommendation of a new department head, recommendation of new tenure-track faculty, and revisions of the by-laws.
2. Full-time lecturers holding an annual appointment who have completed two (2) consecutive years of full-time employment in the department shall be considered "qualified" voting members of the department. As such, they may vote on all items of departmental business save those listed in the previous item.
3. Other members of the department (including emeritus faculty) shall not enjoy voting rights within the department.
4. At the request of one (1) voting member, voting shall be by secret ballot.
5. Unless otherwise stipulated, all department decisions shall be by majority vote.
6. Voting members of the department who cannot attend a meeting due to sabbatical, illness, or scholarly-related travel commitments may lodge a written proxy vote with another voting member. This vote which shall be incorporated as a part of the final total.

7. Voting will usually take place in a physical setting. When voting on a measure is conducted online, via e-mail or otherwise, eligible departmental voters who fail to respond will be deemed to have abstained.

### **III. Departmental Officers**

#### A. Departmental Officers

1. The department will distribute aspects of its regular workload among the voting members through the appointment of officers.
2. The department's standing officers will include: the Advising Coordinator, the Internship Coordinator, the History Club Advisor, the Phi Alpha Theta Advisor, and the Scholarship Coordinator.
3. The department shall approve the appointment of faculty to each office at the beginning of the academic year. The term of office for each position is one year, but officers are eligible for reappointment.
4. In accordance with departmental policy, especially long, difficult, or exceptional service in office may entitle the holder to course release or other similar compensation..
5. Other *ad hoc* positions may be established by vote of the department or by the department head. The prolongation of any *ad hoc* position beyond one academic year, however, shall require a formal departmental vote. No faculty member shall be appointed to any office without his/her express consent.

#### B. The Advising Coordinator

(to be added later)

#### C. The Internship Coordinator

(to be added later)

#### D. The History Club Advisor

(to be added later)

#### E. The Phi Alpha Theta Advisor

(to be added later)

#### F. The Scholarship Coordinator

1. The Scholarship Coordinator's main duties are to a) manage the scholarship process for the year, above all by providing student data that will be useful in selecting awardees and b) make recommendations to the voting members of the department on any procedural changes to the department's scholarship process.

2. By 15 February of each year, the department's administrative assistant will provide the Scholarship Coordinator with the amounts that can be awarded from each of the scholarship funds.<sup>1</sup>
3. By 15 February, the department's administrative assistant will also ascertain, to the best of her/his ability, whether the department is entitled to name students to other scholarships (*e.g.* the Colonial Dames Award, Tennessee Historical Commission prize.).
4. No later than 1 March of each year, the Scholarship Coordinator will communicate to the rest of the departmental faculty specific information on the students and that year's scholarships. At a minimum, the data will include (for each student): overall student GPA, overall completed hours, history GPA, UTC history completed hours, and UTC history courses taken and attempted.
5. The Scholarship Coordinator will compile the pool of candidates from those full-time students who have selected one of the following three UTC degree programs for their major: History, History-Pre Law, History Secondary Education.
6. The Scholarship Coordinator will employ the following criteria so as to narrow the pool of candidates and present them to the department:
  - a) Since they are tuition and fee scholarships, graduating students (including those on the Summer graduation list) are not eligible for scholarship awards.
  - b) UHON and other students with full (or nearly full) scholarships are not eligible for scholarship awards.
  - c) To be eligible for an award, a student must have completed (and not just be enrolled in) at least two UTC history courses.
  - d) Since, overall, these scholarships aim to encourage and recognize our most talented major students, students with a history GPA below 3.5 will not be eligible.
  - e) No student may be named to more than one award in a given academic year.
  - f) In the interest of encouraging promising first and second year students, one of the department's awards may be reserved for a first or second year student.
7. The Scholarship Coordinator will present her/his findings to the department no later than 31 March of each year so that it might select the award recipients.
8. If the College of Arts and Sciences or the University holds a Spring honors program to recognize undergraduate achievements, the Scholarship Coordinator will adjust deadlines for selection and reporting accordingly so that students can be duly recognized at that event.
9. Following the department meeting, the Scholarship Coordinator will report the award decisions to the department's administrative assistant so that the various affected parties (*e.g.* students, administrative offices, outside donors) can be properly informed.

#### G. Course Moderators

(to be added later)

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<sup>1</sup> As of AY 2010-11 there are three: the Masterson, the Sulzberger, and the History Department Scholarship Fund.

## IV. Departmental Committees

### A. Committees and their Composition

1. With the exception of the Rank, Tenure and Reappointment (hereafter RTR) committee, full voting members may serve on any departmental committee. As appropriate, qualified and non-voting members may also be asked to serve on department committees, again, with the exception of the Rank, Tenure and Reappointment Committee.
2. There are five standing departmental committees: the Curriculum Committee; the Events and Outreach Committee; the RTR Committee; the Seminars in History Review Committee, and the Portfolio Review Committee.
3. In accordance with the Faculty Handbook and any College-specific policies, the Department will establish search committees to coordinate the process for hiring new faculty members. Each search committee shall be chaired by a full-voting member of the department. Membership on search committees shall normally be restricted to full-voting members, but, as appropriate, the department may also invite other faculty (including faculty outside the department) to serve on such committees.
4. *Ad hoc* committees, comprising two faculty members, shall be created to adjudicate the outcome of Senior Tutorials. These may appropriate members of the department or one member of the department and another member of the University faculty with appropriate expertise in the subject of the tutorial.
5. Additional *ad hoc* committees may be established by departmental vote.
6. The purpose and by-laws (where appropriate) of each standing committee appear below. With the exception of the RTR Committee, they may be amended by departmental vote, as per Section VII. The by-laws of the RTR Committee may be amended only by the members of that committee.
7. At the last department meeting of the academic year, each committee should submit a written report of its year-long activities. These reports will be attached to the meeting's minutes and archived.

### B. The Curriculum Committee

1. The Curriculum Committee oversees and makes recommendations on all departmental curricular matters including, but not limited to: administration of and revisions to the departmental curriculum; scheduling and teaching assignments; departmental responsibilities vis-à-vis general education and other University requirements; and summer school. It shall also review and, as appropriate, provide guidance on proposals to the University Curriculum Committee prior to departmental action.
2. The Curriculum Committee shall consist of three members of the voting faculty.
3. The members will one of their number to chair the Committee .
4. The committee shall meet at least once each semester in order to construct the departmental teaching schedule.
5. Proposals from the Curriculum Committee will be presented to the department for approval by the voting members at a regular meeting. Reports should be submitted regularly as information items.

### C. The Events and Outreach Committee

1. The Events and Outreach Committee coordinates the scheduling and publicity of the department's public events in order to minimize scheduling conflicts and promote, their proper advertisement .
2. The Events and Outreach Committee will consist of at least three members, including *ex officio* the History Club Advisor and the Phi Alpha Theta Advisor (*e.g.* the coordinator of Black History Month events).
3. The committee's members will select their own chair, as necessary.
4. The committee shall meet at least once each semester to plan an events schedule for the semester.
5. The Events and Outreach Committee shall regularly report on its activities to the department. Proposals requiring funding will be voted upon as appropriate.

### D. The Rank, Tenure and Reappointment Committee

The points below address specific procedures in this department's tenure and promotion process. However, nothing in them should be understood to conflict with general university policy as found in chapter three of the Faculty Handbook.

All tenured and tenure-track faculty hired in the 2012-2013 academic year and later will participate in the Department's External Letter review process for tenure and promotion. See Appendix I.

#### 1. Rank, Tenure, and Reappointment (RTR) Committee

Each year, the Rank, Tenure, and Reappointment Committee shall be convened by the senior tenured member of the department. The committee shall be comprised of all tenured department members, excluding the head, who is not eligible to sit on the committee. The senior tenured member of the department shall chair.

The committee shall consider all matters relating to continuation, tenure, and promotion in consonance with the guidelines stated in the Faculty Handbook of the University of Tennessee at Chattanooga. Candidates for continuation, tenure, and promotion are welcome to submit any relevant material to the committee.

All members of the committee shall have one full and equal vote on any matter before it. All decisions shall be determined by simple majority vote. If for any reason a member of the committee cannot attend a meeting, he may submit a written proxy vote, which shall be incorporated as part of the final tally. Should the chairman of the committee be unable to preside, that responsibility shall be borne by the next senior ranking member of the department.

#### 2. Department Criteria for Rank, Tenure, and Reappointment

The following guidelines will be used to evaluate how well candidates meet the teaching and research or scholarly criteria for continuance, tenure, and promotion set forth in the UTC Faculty Handbook.

a. Teaching

1) For Retention only (evaluation to be conducted annually)

- a) Examination of all syllabi and exams, plus any other relevant course material that the candidate for retention wishes to present. These materials might include, e.g., study questions for exams and instructions for writing assignments.
- b) Examination of candidate's statement regarding philosophy of teaching submitted annually to the head. If the statement is substantially unchanged from one year to the next, the candidate might choose to submit in addition a more specific statement about course goals and procedures not mentioned in the syllabi given to students.
- c) Candidate's response to university required student evaluations of courses.
- d) Any other material that the candidate might think appropriate for the committee's use in evaluating teaching.

2) For Promotion and Tenure

- a) Reexamination when appropriate of materials generated by previous committees considering retention of the candidates.
- b) Copies of the summary data from most recent university required student evaluation of courses plus copies of summary data of all evaluations from previous two years.
- c) Visitations of classes by member[s] of the RTR Committee. At least two visitations will take place before the candidate has completed three years' service at the university; they will include a visitation in one lower-level and another in one upper-level course taught by the candidate. There will also be visitations during the year that the candidate applies for tenure or promotion.
- d) Submission of any other material regarding teaching that the candidate feels is pertinent to evaluation of his or her teaching; e.g., an article in a journal devoted to teaching or videotape of a classroom presentation.

b. Research

"Evidence of scholarly competence in the discipline" (UTC Handbook, 3.6.4) is understood by the history department to consist of publication in at least one of the following categories: 1) articles in refereed scholarly journals; 2) essays or chapters in refereed books; or 3) monographs, translations, or edited volumes published by university presses or the equivalent. It is not to be expected that publication take place in all these areas for a candidate to be judged deserving tenure or promotion to associate professor rank.

c. Service

(to be written by RTR)

E. The Seminars in History Review Committee

1. The Seminars in History Review Committee samples and assesses work produced in the previous semester's HIST3010 courses in order to gather data on student achievement and progress.
2. Based on its work, the Committee makes recommendations to the department relating to HIST3010, its organization, instruction, and evaluation.
3. The Committee consists of three members: the faculty member(s) who taught HIST3010 in the previous semester and (an)other member(s) of the voting faculty.
4. These members will select their own chair, if necessary.
5. The committee shall meet at least once each semester in order to conduct the assessment.
6. Proposals from the Committee will be presented to the department for approval by the voting members at a regular meeting. Reports should be submitted as information items.

#### F. The Portfolio Review Committee

1. The Portfolio Review Committee oversees the grading of students enrolled in departmental "Independent Study" and "Internships in History" courses in order to ensure that credit is consistently awarded in keeping with the standards of the department and in compliance with its policies.
2. No final grades for these courses may be filed by the relevant instructor of record until the Committee has received the student course work or records.
3. As it deems fit, the Committee shall make recommendations to the department relating to the organization, administration and assessment of departmental internships and independent studies.
4. The Committee consists of three members of the voting faculty.
5. These members will select their own chair, if necessary.
6. The Committee will meet at least once each semester where there are internship projects or independent study projects requiring assessment.
7. Proposals from the Committee shall require approval by the department's voting members at a regular meeting. Reports should be submitted as information items.

#### G. Search Committees

(to be written – both for new faculty members/departmental role in head searches)

### **V. Mentoring and Monitoring**

#### A. Mentoring

1. The department head shall assign untenured tenure-track faculty and non-tenure-track faculty (at least for their first three years of service) to appropriate departmental mentors.
2. Mentors for tenure-track faculty shall be selected from the tenured faculty.
3. Mentors for non-tenure-track faculty should be selected from either advanced untenured tenure-track or tenured faculty, based on their expertise in the courses to be taught.



4. Where possible, mentees should be apportioned evenly among the tenured (or, as appropriate, advanced tenure-track) faculty.
5. Mentors are to assist faculty with such matters as the development of syllabi and assignments so that they conform with university, college, and departmental expectations, procedures, and standards, especially if they are teaching courses certified in the General Education curriculum. Mentors for untenured tenure-track faculty will also help faculty develop their research programs and provide guidance with respect to service activities.

## B. Monitoring

1. The observation and oversight of faculty teaching, including the scrutiny of syllabi, assignments and assessment methods, is an essential departmental activity. It is first and foremost a duty and responsibility incumbent on the Department Head.
2. The different ranks of faculty require different levels of monitoring in terms of frequency as well as in terms of purpose.
3. **Untenured Tenure-Track Faculty**
  - a. Untenured, tenure-track faculty shall be observed and evaluated on their classroom teaching by an appropriate member of the Rank, Tenure, and Reappointment Committee in accordance with its by-laws. Following each classroom visit, the RTR member will produce a written evaluation of the visit, which shall be sent to the RTR chair and copied to the Department Head and the concerned faculty member.
  - b. The Department Head shall also regularly observe and evaluate the classroom teaching of each untenured tenure-track faculty member. At a minimum, there should be one such observation in the first year following appointment, a second during the second or third year of appointment, and a third one during the year in which she/he applies for tenure and/or promotion. The department head shall provide each faculty member with a written report of his/her classroom visits.
  - c. A faculty member may not be observed in the classroom by the Department Head and a member of the RTR committee at the same time. Nor shall the report of the one be allowed to substitute for that of the other.
4. **Instructors**
  - a. The teaching of faculty hired at the rank of Instructor will also be observed and evaluated, following the guidelines articulated in the previous section. However, the evaluation by the Department Head shall occur annually, so long as the faculty member remains at the rank of Instructor.
  - b. On promotion to the rank of Assistant Professor, the observation schedule outlined above for untenured tenure-track Faculty will begin.
5. **Full-Time Lecturers on Annual Appointment**
  - a. The teaching of all full-time lecturers shall be observed and evaluated at least twice during their first year of service. One evaluation shall be conducted by the department head, the other by an appropriate tenure-line faculty member.

- b. If retained, a full-time lecturer shall be observed annually (either by the Department Head or by an appropriate tenure-line faculty member) until the completion of five years of service.
- c. Full-time Lecturers shall receive timely, written reports of all classroom observations.
- d. Full-time Lecturers with multiple unsatisfactory observations or who garner consistently poor student evaluations (over two or more semesters) may not be reappointed.

#### 6. Adjuncts

- a. Adjuncts shall be required to submit their syllabi to the Department Head or, should one exist, the relevant course coordinator (e.g., for the US History Survey) prior to the start of each term. Assignments and examinations will also require approval prior to use in the classroom.
- b. The teaching of every adjunct faculty member must be observed and evaluated during the initial semester of appointment. This evaluation will be conducted either by the relevant course coordinator or, in its absence, the Department Head. If serious problems are observed, the Department Head shall conduct a second observation and evaluation.. Adjunct faculty shall receive written reports of all classroom evaluations.
- c. If warranted, the Department Head may organize additional observations of an adjunct faculty member during her/his first year of service.
- d. To the extent that they are retained, adjuncts shall be observed and evaluated annually until the completion of five years of service.
- e. All courses taught by adjuncts must be rated by students in each semester.
- f. An adjunct who garners two successive unsatisfactory classroom observations or has consistently poor student evaluations (over two or more semesters) may not be reappointed.

### **VI. The EDO Process, Means, and Metrics for Faculty Evaluation**

(needs to be written)

### **VII. Amendments**

- 1. These by-laws, except where noted, may be amended by a simple majority of eligible, full-voting faculty.

## VII. Appendixes

### DEPARTMENT OF HISTORY Departmental Bylaws

#### APPENDIX I USE OF EXTERNAL LETTERS IN TENURE AND PROMOTION RECOMMENDATIONS

**Goal of the External Letters:** In order to develop more objective and fair tenure and promotion procedures, the Department of History will include an external review process to evaluate the research and scholarly component of all candidates for a promotion or tenure decision. The intent is not to replace the internal evaluation but to enhance and broaden the spectrum of the evaluators and their expertise in the area of research to provide a less parochial standard of performance. This policy will apply only to those tenure and tenure-track faculty hired in the 2012-13 academic year and later and will not be part of the process for anyone hired prior to this time.

**External Letters and the Current Regulations:** The evaluation must be considered in a manner consistent with the UTC Faculty Handbook, which specifically refers to teaching at UTC as a primary factor in the tenure, promotion and/or reappointment criteria. As such, any external evaluation of research must address the issue of the teaching load at UTC and its relation to the teaching load at the external reviewer's institution. The quality of the teaching and the service contributions at UTC remain strictly in the purview of the Department of History's RTR Committee and should not constitute any part of the external review. In order to preserve the integrity and the authority of UTC in determining the ultimate decision to award tenure and/or promotion, the external reviewer's comments should not be considered more heavily than the internal evaluation by the RTR Committee.

**Selection of Reviewers:** There will be three external reviewers chosen from outside the University from whom written reviews will be solicited. The Rank, Tenure, Reappointment (RTR) Committee considers selection of the reviewers from the peer institutions to be absolutely appropriate. The names of these external reviewers will be chosen as follows. The faculty member candidate for tenure or promotion must submit a list of at least four names of acceptable reviewers none of whom may be the candidate's advisor. Two reviewers from this list will be selected by the RTR Committee. The faculty member may also submit a list of unacceptable reviewers. The RTR Committee will select one additional reviewer not on the candidate's list nor on the list of unacceptable reviewers.

**Contacting the Reviewers:** The Head of the Department, on behalf of the RTR Committee, will contact each of the three potential reviewers asking if he or she is willing to serve in this capacity. (If needed, the candidate and the RTR Committee may need to supply additional names.) Once each of the external reviewers has agreed to serve, he or she will each be sent a dossier consisting of a current Curriculum Vitae, a selection of recent

publications, summaries of successful grant applications, and other relevant materials including a copy of the Departmental Tenure or Promotion Guidelines. The reviewers will be asked to identify any relationship they have to the candidate, such as being a former colleague or co-author. The reviewers will be asked to comment specifically upon the faculty member's research and scholarly activity in terms of both quantity and quality, and be free to comment on the faculty member's external service contributions based on the materials in the dossier.

**Utilization of the External Letters:** The RTR Committee and the Department Head will consider these written reviews in making their recommendations concerning the tenure or promotion of the faculty member. The letters will become a part of the candidate's tenure or promotion file, and they will remain confidential. In an effort to simplify the process, if the candidate is applying for both tenure and promotion, the reviewers will be asked to comment on both but to do so in separate letters.