

**The
By-laws
of the
Department of History and Philosophy
Kennesaw State University**

These by-laws will take effect on July 1, 2007.

For all department business, *Roberts's Rules of Order* applies.

I. Chair

- A. Executive authority in the Department rests with the Chair, with the Executive Committee (EC) acting in an oversight role representing the interests of the faculty.
- B. For reasons of brevity, the detailed roles and functions of the Chair are not specified in this document. The Chair, however, is broadly responsible for the following:
- coordination of vision and strategic planning for the Department (in conjunction with the EC)
 - evaluating faculty annually (in conjunction with the EC)
 - budgeting and fiscal management of Department resources (in conjunction with the EC)
 - managing day-to-day administrative responsibilities
 - providing for scheduling and student advisement
 - providing for mentorship of new faculty
 - supervising staff assigned to the Department
 - assigning faculty and staff work loads, including service and teaching responsibilities of lecturers and instructors
 - providing service and support to varied constituencies (college, university, and community)
 - keeping a record of all committee assignments in the Department and at the college/university level involving History and Philosophy faculty
 - serving as advocate for and representative of the Department
- C. The Chair holds a twelve-month administrative appointment and negotiates his/her teaching load with the Dean of Humanities and Social Sciences. Normally this load will be one course per semester.
- D. After serving, the Chair becomes a faculty member with a nine-month contract, unless offered a different administrative post.

E. The current Chair will remain in the position for five years (beginning July 1, 2007). After that time, the process for selecting a chair (below) will go into effect. The current Chair could be considered a candidate in the first election.

F. Tenure of the Chair

1. Candidates for Chair must be tenured professors or tenured associate professors.
2. The term of office of a Chair is 5 years, effective July 1.
3. The tenure of the Chair will be limited to one 5-year non-consecutive term. After a 5-year hiatus a faculty member could serve as Chair again. This does not apply to the sitting Chair (see above, item I.D).
4. In the spring of the fourth year of a Chair's term, the Department will convene to nominate candidates. The ballot submitted to the Voting Members by the Elections Committee will include "Outside Search" as one nominee. The faculty will then vote on the slate of candidates, and a simple majority will prevail.
5. At the end of a Chair's second year, the EC will conduct a Department-wide review of the Chair's performance and consider the Department's assessment with the Chair.
6. The option of "Outside Search" is wholly dependent upon agreement by the Dean and the VPAA's office.
7. If the "Outside Search" option is selected but funding is not available or the search is unsuccessful, the Department will vote to allow the current Chair to remain in the position for one year or select an interim Chair.
8. A Chair has the option to step down before the 5-year term is over. The Department would convene and function as they would in option (4) above.

G. Voting Members

For purposes of department governance, and for the remainder of this document, Voting Members shall consist of tenured and tenure-track faculty and Instructors and Lecturers.

H. Voting for Chair

1. A simple majority vote of Voting Members will be required to recommend a Chair. In the event that there is no simple majority, the top two candidates who received the most votes would be placed on a second ballot.
2. Voting will be by secret ballot.
3. There will be no voting by proxy.
4. Mail and e-mail ballots will be accepted.
5. The Elections Committee will count the ballots and forward the results to the Department and Dean of HSS.
6. After considering the ballot preference and following needed consultation, the Dean will appoint a Chair.

I. Removal of Chair

Faculty may register their dissatisfaction on leadership issues as follows:

1. First, address the issues involved directly with the Chair.
2. Second, address the issues with the EC.
3. Third, if issues remain unresolved, the faculty involved may seek the intervention of the Dean.
4. If the issues still remain unresolved, a vote of no-confidence in the Chair may be passed by the Voting Members.
5. A vote of no-confidence will require a two-thirds majority of the Voting Members.

II. Interim Chair

If a Chair's position unexpectedly becomes vacant, an Interim Chair shall be nominated by the EC from its membership and submitted to the Department for confirmation by a simple majority vote. The term would end as soon as the position could be filled under the above provisions.

III. Executive Committee

A. Executive authority in the department rests with the Chair, with the EC acting in an oversight role representing the interests of the faculty.

B. The EC represents the interests of the faculty in the administration of the Department. The Department expects the EC to represent the interests of all academic programs, faculty ranks, and service/scholarship tracks; to insure fair democratic procedures; and to protect minority programs, ranks, and tracks.

1. Once the Department has agreed to a strategic plan, the EC will provide oversight to assure the plan is implemented by the Chair, as far as possible, in keeping with the Department's intentions. To assure appropriate feedback to the Department it serves, the EC will annually provide a brief written assessment of the Chair's and the faculty's efforts to meet the Department's strategic goals.
2. Once the Department has agreed to clear, written standards for annual evaluations and merit pay recommendations, the EC will provide arm's-length oversight of their implementation. Specifically, upon the completion of the annual review process each year, the EC will review the Chair's implementation of those standards. The details are subject to change, but the EC could review a spreadsheet of ratings and merit awards with an eye to equity and uniformity of application. It would have access to annual review

documents and Chair's letters when necessary to provide meaningful oversight. To assure appropriate feedback to the Department it serves, the EC will annually share a version of such an oversight spreadsheet without names with the Voting Members of the Department to serve as the basis for more informed discussion of annual review and merit increase policies and their implementation. Faculty reluctant to share concerns about annual review policies or their implementation with the Chair individually, or with the Department as a whole, may be more comfortable speaking to colleagues on the EC. By virtue of their position, EC members will keep any such conversations in confidence as a matter of professional responsibility.

3. Once the Department has agreed to clear, written course-release and travel policies, the EC will review a spreadsheet of course-reassignment awards and travel reimbursements with an eye to equity and uniformity of application. The EC will also collaborate with the Chair to address exceptions to the written policies that may arise. To assure appropriate feedback to the Department it serves, the EC will share, at least once a semester, a version of such oversight spreadsheet without names with the Voting Members of the Department to serve as the basis for more informed discussion of course reassign-time and travel reimbursement policies and their implementation. Faculty member who are reluctant to share concerns about these issues with the Chair individually, or with the Department as a whole, may be more comfortable speaking to members of the EC. By virtue of their position, EC members will keep any such conversations in confidence as a matter of professional responsibility.

C. The EC shall serve as the Department Awards Committee.

D. Tenure and Voting for Executive Committee

1. The tenure of members of the EC is limited to three years. In the first year, the terms will be staggered (one, two, and three years). The Elections Committee will take nominations for the three positions, designated as one, two and three years, and a ballot will be drawn up including the names of the candidates. A plurality of Voting Members will elect each member.
2. After the first year, faculty elected to the EC will serve three-year terms. Faculty may serve more than one term, provided there is a hiatus of at least one year between terms.

E. Eligibility

1. Candidates for the EC must be tenured members of the Department.
2. The following faculty, even if tenured, may not sit on the EC: Chair, Assistant to the Chair, and administrative faculty.

IV. Assistant to the Chair

- A. The Assistant to the Chair shall be nominated by the Chair from among Voting Members of the Department. The nominee must be confirmed by a two-thirds majority vote of the Voting Members of the department.
- B. The Assistant to the Chair shall have designated roles assigned by the Chair in consultation with the EC, it being borne in mind that “Executive authority in the department rests with the Chair, with the Executive Committee acting in an oversight role representing the interests of the faculty.”

V. Department Meetings

- A. The Department shall schedule one formal departmental meeting each full month of the academic year. Voting Members are expected to attend these meetings unless they receive an excused absence from the Chair.
- B. Other meetings may be called under special circumstances. Such meetings may be called by the Chair or ten or more Voting Members.

VI. Approval and amendment of the By-Laws

By-laws must be approved or amended by a two-thirds majority of the Voting Members at a Department meeting announced at least one week in advance. Voting will be by secret ballot.

There will be no voting by proxy. Mail and e-mail ballots will be accepted, provided they have been received by the Chair of the Elections Committee at least half an hour before the beginning of the meeting.

VII. Committees

A. Standing Committees

1. Elections Committee

- a. Consists of three elected Voting Members
- b. Solicits nominations for committee assignments at all levels and conducts elections by secret ballot using official ballots distributed to departmental mailboxes
- c. Excepting the Tenure and Promotion Committee, all committees will be elected using the following procedures:

- (1) solicitation of nominations (including self-nominations) from and of the Voting Members; all nominations must have approval of the nominated
- (2) distribution and collection of ballots; counting of ballots at the end of the specified time for the election
- (3) announcement of top vote-getters (number dependent on committee)

2. Tenure and Promotion Committee

- a. Consists of seven tenured faculty. Faculty under review for tenure and/or promotion and those serving at higher levels of review are ineligible, as is the Department Chair. Committee shall be elected by secret ballot of Voting Members. All eligible faculty shall be listed on a ballot; the seven who receive the highest number of votes will constitute the committee.
- b. Elects a chair in the spring semester. The chair schedules an initial organizational meeting early in the fall semester. The chair should also briefly outline the basics of Roberts's Rules of Order for Committee members.
- c. Keeps a written record of attendance, votes taken, and agenda of its meetings.
- d. Maintains confidentiality in its deliberations.
- e. Given the significance of the decisions rendered by this Committee and the relatively short duration of its service, all members assign top priority to Tenure and Promotion Committee meetings. Attendance and attention to the portfolios are crucial.

3. Curriculum Committee

- a. Consists of five elected Voting Members. Members serve two-year terms.
- b. Distributes an agenda at least one week in advance (when possible). All interested faculty members are invited to attend Curriculum Committee meetings. Authors of proposals are required to attend.
- c. Keeps a written record of attendance, votes taken, and minutes of its meetings.
- d. The Chair of the Committee becomes the Department's representative to the HSS Curriculum Committee.

B. Ad Hoc Committees

1. Search Committee Rules

- a. Defining the position: The Department should discuss new positions for the coming academic year in the spring. Detailed notes of departmental deliberations should be kept. These notes will be used by the search committee in drafting an ad. Deliberations should include preferred research fields, teaching fields, and secondary fields.

- b. Appointment of the Search Committee: The Department Chair will solicit interest in serving and will appoint search committees in consultation with the EC. Committees must have a minimum of five members. Committee membership should reflect the various specializations and ranks within the Department. Department members whose responsibilities are primarily administrative may serve on search committees but ordinarily should not chair them. The Chair will consult the Department before making exceptions to this general rule.
- c. Search Committee Begins Work: Search committees should be named no later than August 1 to permit members to participate in the drafting of ads.
- d. Diversity Plan for the Search: The Department is committed to recruiting a diverse faculty. In concurrence with HSS guidelines and AAUP recommendations, each search committee will develop a diversity plan.
- e. Drafting the Job Ad and the Diversity Plan: At the initial Department meeting in the fall, the search committee will offer the Department a brief update, summarizing the deliberations of the previous spring and offering tentative ideas for the ad. Following this meeting, the committee will draft an ad. The Department will meet within two weeks to discuss, consider changes, and finalize the ad. The committee will also present its diversity plan for discussion and approval at this meeting. The ad and the diversity plan will be sent to the Dean's office by September 1.
- f. Initial Salary Offer: At the beginning of the search process, the Chair should inform the Department of the initial salary offer for new hires in the coming year.
- g. Placing Ads: Ads for history will be placed in the *Chronicle of Higher Education* and on the H-Net Job Guide, and in other professional publications, including those oriented toward diversity in hiring. Philosophy jobs will be advertised through the APA and other appropriate professional publications, including those oriented toward diversity in hiring.
- h. Candidate Interviews I: The Intermediate List: Preliminary interviews will be conducted to screen an intermediate list (typically 8-10 candidates) of promising candidates. Professional conferences are the preferred venue for these interviews. Interviews at neutral sites (i.e. not the department) may be substituted for candidates not attending the relevant conference(s). If in-person interviews are not feasible phone interviews are permissible. At least 2 committee members must be present for each intermediate list interview, whether in-person or by phone. The committee will draft common questions for these interviews, but the interviewers may pursue other questions which naturally arise from the scripted ones.
- i. Candidate Interviews II: Semi-Final List: Committee members conducting intermediate list interviews should circulate their notes among all committee members as part of the deliberative process. On the basis of these notes, the interviewers oral reports, and subsequent discussion the committee should select a semi-finalist list (typically 4-5 candidates), to be interviewed via telephone by the entire committee. The committee will draft common questions for these interviews, but the interviewers may pursue other questions which naturally arise from the scripted ones.
- j. Candidate Interviews, III: Final List: Based on the results of the phone interviews of semifinalists and subsequent deliberation and votes, the search committee will produce a list of finalists to be invited for a campus visit.
- k. Candidate Visits: Committees should schedule several opportunities for faculty members to interact with candidates, formal and informal. This will necessitate a stay for candidates of two full days. Lunch/dinner opportunities and an informal reception (preferably in the afternoon) prior to a candidate leaving campus are recommended.

- l. Calling References of Finalists: When calling candidates' references, two committee members should be assigned to make reference calls for each candidate. Committee members should keep notes of their reference calls and circulate among the committee. Such notes must be placed in the candidates' files, per University guidelines.
- m. Preliminary Department Briefing: Search committees should hold at least 1 briefing with interested department members after the closing date for the ad but before conference interviews, if any. Committee chairs should offer as much information as possible to the department about candidates' qualifications, reasons for inclusion on the intermediate list. Committees should not disclose details of their members' comments during the deliberations, but should be prepared to offer a rationale for committee recommendations.
- n. Accessibility of Files: Candidate files are open to members of the Department during the search process. Faculty are encouraged to review the files of the finalists. Photocopying of the files is not permitted. Files may not be taken from the department office except by committee members. Ideally, finalists' vitae, minus contact information, should be posted on a departmental website prior to campus visits.
- o. Confidentiality of Deliberations and Keeping Colleagues Informed: Committee members must maintain confidentiality in some areas of the search process: details of members' comments during committee deliberations, for example. Within these constraints, search committees should offer as much information as possible to departmental colleagues during the process. Department members are free to view applicants' folders. The needs for confidentiality and for sharing information are not mutually exclusive. When no information is available, or when the only information available is wildly inaccurate, it is hard to resist colleagues' questions. Such informal requests for information will diminish if good information customarily gets out in a timely fashion as part of the formal process. And by limiting the available information to what gets out via the formal process, committees will be able to do a better job of maintaining confidentiality on the issues that warrant it.
- p. The Departmental Deliberation and Vote: After on-campus visits are completed, the search committee will present its recommendations to the Department. A quorum (50% plus one) of Voting Members must be present to consider a search committee report. The committee chair will present the committee's report. After the chair's report, any other member of the search committee may speak. Search committee members are not required to support the committee document. After committee members have had the opportunity to speak, the report will be offered to the department as a motion and the floor will be open for discussion. Before any amendments can be formally offered, the department must vote yes or no on the committee's report. Faculty members who have not attended at least one substantive presentation/discussion with each candidate should abstain. A simple majority of Voting Members will be sufficient to approve or disapprove the committee report. If the committee's report is not approved, the floor will be reopened for alternate proposals or reconsideration of the committee report with amendments. Any subsequent proposals will require the same simple majority of Voting Members.

2. Additional Ad Hoc committees will be formed by the Chair in consultation with the EC as needed.