BYLAWS

Department of History, University of Pittsburgh
Adopted on December 9, 2005
Amended on April 26, 2006; March 20, 2007; September 8, 2010; October 3, 2011; Feb. 17, 2012; and April 3, 2013.

Definitions

1. The Department of History of the University of Pittsburgh is unit of an international professional discipline functioning as an administrative and academic unit of the School of Arts and Sciences (A&S) of the University of Pittsburgh.

2. The role and authority of the Department as an administrative and academic unit of the University of Pittsburgh are described in a series of documents issued by the Commonwealth of Pennsylvania, the University of Pittsburgh, and A&S including, but not limited to:
   --The Charter and Bylaws of the University
   --The Bylaws of A&S
   --The Handbook for Faculty
   --The Handbook for Staff
   --The Handbook for Chairs
   --Policy and Procedure directives issued by administrative agencies of the university and other documents issued by the Chancellor of the University, the Provost, the Dean and Associate Dean of A&S, and other authorized agents of the University.

3. The membership of the Department of History includes all faculty, staff, and students employed by the Department, adjunct faculty, faculty with joint appointments or primary appointments in other departments, students admitted to and registered in the graduate program of the Department, and undergraduate students who have chosen History as their major academic discipline.

4. The Department Meeting is composed of the voting members of the Department. The voting members are all faculty with multi-year contracts, plus one representative from the department Graduate Student Organization.

5. There must be a quorum present for the Department Meeting to pass resolutions. A quorum is defined as the majority of the active faculty eligible to vote in that meeting (e.g. Department Meeting, tenured faculty, full professors, etc.) in that term plus one. Active faculty is defined as those who are not on leave or sabbatical that term. With the exception of amendments to the Bylaws, all decisions made by voting require a majority of the voting group. Amendments to the Bylaws require approval by a majority of the active faculty of the Department Meeting. Votes on any proposed amendments must be done by paper ballot and that ballot will include the proposed amendment. Paper ballots may be submitted in absentia (via mail or e-mail) but must reach the Department Administrator or Chair prior to the deadline for the vote.
Officers and Structures of Governance

6. The Chair of the Department will be nominated by the Department Meeting and appointed by the Dean of A&S. Chairs will fulfill their duties according to the A&S Statement on Department Governance as outlined on p. 4 of the Arts and Sciences Gazette, vol. 37, no. 1 (1 October 2005), p. 4, the Handbook for Chairs, and as described in section 15, below.

7. The Chair will appoint an Associate Chair who will be responsible for such regular or occasional duties as may be assigned to him or her by the Chair, duties that may include but are not limited to: taking minutes at the assemblies of the Department Meeting; coordinating the planning of department-sponsored events such as guest speakers, conferences, and colloquia; and assisting in the drafting and revision of documents related to departmental policies and profile, such as bylaws and website text.

8. The Chair will appoint a Graduate Director. The Chair and the Graduate Director together will appoint the Graduate Committee, which is ordinarily composed of a member from each of five regional groups (Asia, Europe, Latin America, United States, and World), plus one graduate student deputized by the Graduate Student Organization. The graduate student representative will not participate in admissions or discussions related to individual graduate students. The Graduate Committee meets regularly through the academic year and will be responsible for the administration of the graduate program, with duties of oversight including, but not limited to, graduate curricula, staffing, advising, and admissions. It will make all admissions decisions, in consultation with individual faculty members, but take proposals for programmatic change to the Department Meeting for discussion and approval.

9. The Chair will appoint a Director of Undergraduate Studies who will be responsible for the organization of undergraduate teaching in the Department, including the staffing of undergraduate courses. The Chair and the Undergraduate Director together will appoint an Undergraduate Committee ordinarily composed of the Undergraduate Advisor(s) plus two additional faculty members. In selecting members for the committee, the Chair will seek representation from across regional groups (see section 8). The Committee’s duties include, but are not limited to, discussing curricula for College of Arts and Sciences students and History majors, assessment, the awarding of undergraduate fellowships and prizes, and the approval of new undergraduate courses. The Undergraduate Committee will report its activities and concerns to the Department Meeting on a regular basis.

Once each semester, the Undergraduate Committee will review new undergraduate course proposals. Faculty proposing new courses should submit a course description, a detailed sample syllabus, and a rationale for adding the course to the departmental curriculum. Proposals will be submitted to the Director of Undergraduate Studies by October 1st (for the fall meeting) or February 15th (for the spring meeting). The Director of Undergraduate Studies will review these proposals in advance and request additions or clarifications as needed. Proposals will then be evaluated by the full Committee on their academic rigor and their contribution to the curriculum. To be approved, courses should have appropriate levels and amounts of reading and writing; clear learning objectives, assignments, grading standards, and policies; and the mandatory
statements on academic integrity, students requesting accommodation for disabilities, and other requirements mandated by the university. Proposals should also demonstrate that they fill a need in the departmental curriculum and do not significantly overlap with existing courses. A proposal must win the support of at least three members of the committee to be approved. Any course that is not approved will be returned to the sponsoring faculty member with a memo explaining the reasons for the decision and suggesting revisions where appropriate.

10. The Chair will be assisted in his/her tasks by a Faculty Advisory Committee (FAC) composed of one faculty member from each academic rank, elected annually by the Department Meeting at the beginning of the academic year. The Chair will ask the FAC on a regular basis to consult on matters of importance that may or may not subsequently be raised for action in the Department Meeting.

11. The Department will be assisted in its tasks by a Planning and Budget Committee (PBC), composed of: the Department’s Administrator; one graduate student representative who will be elected by the Graduate Student Organization; and one faculty member from each regional group (see section 8) elected by the Department Meeting for terms of two years. If members of the committee are unable, owing to leave or sabbatical, to complete their term, replacements will be appointed by the Chair. The PBC will meet at least once each semester to discuss matters including, but not limited to, future faculty appointments and non-salary budget items. Before the close of each academic year the PBC will present to the Department Meeting a report and recommendations concerning department planning and budgetary concerns. Elections to the PBC will take place at the beginning of the fall term.

12. The Department will be assisted in its tasks by ad hoc Search Committees, chosen by the Chair after a decision to recruit a faculty member by the Department Meeting at the invitation of the Dean of A&S (see section 14 [b], below). Search Committees will ordinarily be composed of three members of the Department Meeting and one graduate student. Each Search Committee will draft a job ad for consideration and approval by the Department Meeting, publicize the approved ad, read and deliberate on applications, choose a slate of finalists, and after the Department Meeting has reviewed the slate, make a non-binding recommendation for appointment.

13. All other committees that the Chair deems necessary to departmental operation, including but not limited to office staffing matters and tenure-stream faculty mentoring, will be appointed by the Chair, usually in consultation with the Department Meeting. All members of the Department Meeting are eligible to serve on committees that address departmental business. In some cases, one or more graduate students deputized by the Graduate Student Organization, or one or more undergraduate students, may be members of such committees. In each case, the composition of individual members will reflect the nature of their charge. Committees for personnel decisions must adhere to University guidelines.

The Department Meeting and the Chair

14. The authority assigned to the department, in accordance with section 2 above, is exercised by the Department Meeting and the Chair.
15. Assemblies of the Department Meeting will proceed as follows:
   a) The Department Meeting will convene once a month between September and April
      and may be convened at other times by the Chair or upon petition of six of its members.
      Assemblies will ordinarily be announced at least one month before they are scheduled to take
      place.
   b) The Chair or other convener will prepare an agenda for each session that will be
      submitted to all members of the Meeting at least two days prior to the scheduled session. The
      Department Chair will chair the meeting unless he or she relinquishes the chair to another voting
      member, usually the Associate Chair.
   c) The Meeting may request or permit the attendance of non-voting members of the
      Department to participate in discussion.
   d) The session shall be conducted in accordance with the latest edition of Robert’s Rules
      of Order unless the Meeting makes other provisions.
      e) Ordinarily votes will be taken on written versions of resolutions.
      f) Minutes including all resolutions except for personnel decisions will be taken and filed
         with the Chair and Department Administrator after each assembly. Personnel decisions include,
         but are not limited to, department decisions on individual graduate students and the hiring and
         promotion of individual faculty members.
   g) Minutes will be distributed to the entire department within one week of the assembly.

16. The Department Meeting, acting on the advice of and in coordination with the FAC, PBC,
    Graduate Committee, Undergraduate Committee, and Search Committees, and led in assembly
    by the Chair, will be responsible for:
    a) Preparing plans for the future development of the Department, its programs and
       personnel;
    b) Defining new faculty positions or faculty positions opened by vacancies created upon
       the retirement or departure of a member of the faculty;
    c) Selecting all multi-year teaching and teaching/advising faculty;
    d) Selecting new or reappointing sitting Chairs;
    e) Developing and regulating the undergraduate and graduate curriculum;
    f) Deciding on all faculty promotions (see section 20);
    g) Revising department bylaws as required by A&S or departmental dictate; and
    h) Discussing and deciding matters that are customarily decided by the Department
       Meeting.

17. The Department Chair will act on behalf of the Department according to decisions taken by
    the Department Meeting. In addition, and according to guidelines noted in section 5, the Chair
    will be responsible for:
    a) Salary decisions for all faculty and staff whose salary is in his/her control;
    b) Recruitment and hiring of part-time faculty;
    c) Oversight, in conjunction with the Department Administrator, of staff responsibilities
       and activities;
    d) The allocation and maintenance of the physical plant and resources of the department,
       including office space and office equipment;
e) All administrative processes and procedures assigned to the chair by University and A&S administration; and
f) Any tasks assigned by the Department Meeting.

**Policies and Procedures**

18. Appointments of the Chair will take place as follows. Starting on or about March 1 of the sitting chair’s penultimate year in office, s/he will poll all full professors about their availability and willingness to serve as the next chair. On or about 1 April the Chair will circulate a memo to the entire faculty outlining the response s/he received from each full professor. By May 1 the chair will update the Department as to the candidate(s) who have formally agreed to put themselves forward for the position. On or about September 1, the Department Meeting will assemble to vote a recommendation on the candidate(s) who have agreed to be nominated. If this early September assembly does not culminate in a formal vote recommending one candidate as chair, a second assembly and vote will be held no later than October 1. The recommendation of the Department Meeting will be forwarded to the Dean of A&S, who will make the appointment. Assuming timely appointment, the chair-elect will use the next eight to ten months to plan, prepare, and learn about the tasks to come before assuming formal authority in August of the calendar year following his/her appointment.

19. The customary term for department chairs is three years. A sitting chair may request an extension of his/her term, but must notify the faculty of this request by March 1 of his/her penultimate year in office. A chair’s request for an extension will be voted upon by the faculty in a meeting to be held before April 1 of the chair’s penultimate year in office and then forwarded to the Dean of A&S for approval.

20. No faculty member will ordinarily teach more than one graduate seminar in any academic year.

21. No faculty member will ordinarily be on leave from teaching duties for more than four consecutive semesters; in cases where faculty members have obtained external funding for a longer period, the Department Meeting may vote to allow a longer absence.

22. Members of the Department Meeting vote on promotion decisions as follows.
   a) All permanent (T/TS) members and Senior Lecturers may vote on promotion from Lecturer to Senior Lecturer.
   b) All tenured members may vote on promotion from Assistant Professor to Associate Professor with tenure.
   c) All full professors may vote on promotion from Associate Professor to Professor.