CSUDH HISTORY DEPARTMENT BYLAWS
Approved November 14, 2008

I. Bylaws

1. Bylaws: These Bylaws contain the core principles by which the Department has chosen to govern itself.

2. Amendment: Amendments to these Bylaws may be proposed by any voting member of the Department. Any request to amend a Bylaw will be referred to an ad hoc Bylaws committee of the Department for a recommendation. This recommendation will be presented for discussion and vote to the entire Department at a meeting, notice of which must be given at least one week in advance. Amendment of departmental Bylaws requires a two-thirds vote of the members present.

3. Access: These Bylaws shall be posted on the departmental website and be accessible without restriction. At the beginning of each academic year, the Chair will be responsible to distribute a copy of the Bylaws to each new voting member of the Department. In addition, a copy of the Bylaws shall be kept in the Department office.

II: Membership and Governance

1. Membership: Members of the General Faculty holding the titles Professor, Associate Professor, or Assistant Professor – including members participating in the Faculty Early Retirement Program - have the right to attend departmental meetings and participate in departmental decision making. Part-time faculty are welcome – but under absolutely no obligation – to attend departmental meetings.

2. Departmental meetings: Prior to each semester, an agreed-upon time for monthly departmental meetings will be established. In the case that issues requiring urgent attention arise, a departmental meeting may be requested by any member of the Department. The Chair, or a substitute designated by the Chair, presides at departmental meetings.

   a. Quorum: One-half of the Full-time Faculty shall constitute a quorum.

   b. Voting Rights: All Full-time Faculty may vote in departmental meetings. The votes of members participating in the Faculty Early Retirement Program shall be counted as _.

   c. Mode of Voting: Voting on departmental business is usually by a show of hands, unless a motion is made for a secret ballot. All departmental votes are majority votes unless otherwise specified. A voting member who cannot attend a given meeting may proffer, in proxy, her/his vote to another member. Voting on personnel matters is by secret ballot only.

   d. Minutes: Written minutes of all departmental meetings, excluding meetings devoted to personnel actions, shall be taken by the chair and distributed in a timely fashion to the voting faculty, as well as to designated student representatives. These minutes are subject to approval by majority vote at a subsequent departmental meeting. Minutes are to include a list of individuals present at the meeting. Copies of the minutes to all departmental
meetings will be preserved in the Department office, where any voting member of the Department may consult them on demand.

III. Departmental Officers

1. Chair: The Chair is elected by the Department and serves at the Department’s discretion. Generally, a new Chair will be elected by the Department every two years. However, the Department may renew a sitting Chair for additional academic terms should it choose to do so. Those nominated as candidates to the position shall be consulted to verify their willingness to serve as Chair.

2. Duties of the Chair: The duties and responsibilities of the Chair are a matter of university policy, outlined in AAPS 004.001. These duties include:

   a. Academic personnel review: maintenance of current guidelines, records and reports concerning recruitment, tenure, early tenure and promotion.

   b. Overseeing the election of departmental officers.

   c. Overseeing the election of departmental committees.

   d. Supervision and evaluation of staff.

   e. Planning and review of teaching, scheduling and staffing of classes in a timely manner.

3. Acting Chair: The Chair will designate a member of the Department to assume his/her place on a temporary basis during absence due to illness or travel. Notification of this designation should be given to all departmental staff and faculty.

IV. Departmental Committees and Representatives

Committee Work: Much essential work in the Department is conducted through committees comprised of faculty members. The active participation of faculty members on committees is indispensable to the functioning of the Department. Committee members will be selected by the Department. New committees shall be added at the discretion of the Department. The Department shall determine the terms of office for its committees at the beginning of each academic year.

1. The Program Committee has the responsibility to maintain and develop the history program, including the evaluation and improvement of program effectiveness, alumni relations and recruitment; and to discuss and make recommendations on budget, planning, faculty-related staff issues, and other matters placed before it by the Chair or by the Department. In addition, it is the responsibility of the Program Committee to recommend - for discussion and vote by the Department at a meeting called for that purpose - the order of priorities for Full-time Faculty hiring requests made to the administration. Prior to the end of each academic year, the Program Committee shall prepare an executive summary of
its work which is to be distributed to all Full-time Faculty.

2. *The Curriculum Committee (CC)* shall oversee the Department's program. Its mandate includes determining new teaching needs, removing courses that no longer meet departmental needs, and supervising the undergraduate Honors program. The Committee also examines proposals for new courses before they are sent on for approval by the College’s curriculum committee. The CC also is responsible for conducting the periodic self-review of the program. The Committee considers any questions or problems regarding the program referred to it by the Chair of the Department, and makes recommendations on significant policy matters to the Department for discussion and approval. Prior to the end of each academic year, the Curriculum Committee shall prepare an executive summary of its work which is to be distributed to all Full-time Faculty.

3. *The RTP Committee* is responsible for voting on merit advancements, contract renewals for assistant professors, and promotions.
   
a. *Authority of Committee*: The Department delegates authority to the RTP Committee.

b. *Committee Composition*: The RTP Committee consists of at least three tenured members of the Department. If at least three tenured faculty, including the Chair, are not available to serve on this committee, outside tenured faculty may be asked to serve by the Chair. If more than three Department faculty (exclusive of the Chair) have tenure, elections will be held.

c. *Mode of Election*: During the first meeting of each fall semester, the Chair will distribute ballots listing the members of the Department who are eligible to serve on the Committee to all faculty members eligible to vote on personnel matters. The three faculty receiving the most votes shall be considered elected to the committee. If a member of the RTP Committee goes on leave or is otherwise incapacitated, the candidate with the next highest number of votes shall assume her/his place.

4. *The Student Awards Committee (SAC)* oversees the distribution of awards and fellowships, including the Jack Kilfoil Scholarship and membership in Phi Alpha Theta.

a. *Committee Composition*: The Committee shall consist of two members, one of whom may be a part-time faculty person teaching in the Department. The Department shall select faculty members as needed for staggered, two-year terms. Members will act as Committee Chairperson during their second year.

*Department Representative to the Academic Senate*: Each year one member of the Full-time Faculty shall be elected to represent the History Department in the Academic Senate of CSUDH. Senate representatives may serve for up to three successive academic years.

V. Faculty Appointments

1. *Search Committees for Faculty Appointments*. When an RTP appointment has been authorized by the Dean, the Department shall elect a Search Committee, one of whose members should normally be from a field other than that of the prospective appointee.
Normally, the Search Committee will invite its three leading candidates to campus in order to present a talk to the Department. It will then make a recommendation and write a report on the top candidate(s), which should be accessible to Department members at least ten working days before the departmental discussion and vote. Search Committees must adhere to all affirmative action laws, policies, and guidelines.

a. *Voting*: An affirmative vote of two-thirds of those present and constituting a quorum for matters of personnel and appointments (half of the faculty in residence) is required to recommend an RTP appointment at any level. All eligible faculty are permitted to vote on appointments.

b. *Student participation*: Departmental search committees may invite one or more students to serve as consulting members of the committee. These students will be asked to provide an evaluation in either written or oral form of the writings and public appearances of all candidates considered by the Search Committee, but may not have access to confidential material (placement files, letters of recommendation, etc.).