I. Faculty membership and Eligibility to vote

A. Membership in the faculty of the Department of History extends to all persons with tenured, tenure track, or lecturer appointments in the department. This includes tenured or tenure track members of other departments who hold 0% appointments in this department.

B. Rights and responsibilities:

1. Both individually and as a body, the faculty is responsible for carrying out the department's mission in accordance with the policies and procedures of the College of Liberal Arts and Sciences, the Graduate College, and the University. Individual faculty members fulfill these responsibilities in accordance with the University's policy on professional ethics and academic responsibility.

2. The department distributes teaching and service assignments to faculty and provides guidance through periodic reviews to ensure that all faculty are participating appropriately and equitably in the teaching, research, and service missions of the department, college and university. Only members who hold tenured, tenure-track or lecturer appointments greater than 0% in the department have eligibility to vote in department meetings on issues or policies that come before the faculty.

II. Officers and standing committees

A. The chair (also known as the DEO) has primary responsibility for administering the department on a day-to-day basis. The chair consults on matters of department policy with and is guided by the members of the department as a whole at regularly scheduled department meetings. The chair appoints all committees, has responsibility for making salary recommendations to the College of Liberal Arts and Sciences, and represents the department in deliberations with other departments and the college or university administration. The chair, in consultation with other members of the department, appoints the Director of Graduate Studies and the Director of Undergraduate Studies. The chair has final responsibility for hiring, supervising, and terminating the department's office staff, makes day to day decisions involving the expenditures from the department's General Expense Fund, travel allocations, and research and teaching assistant funds. The chair, in consultation with such ad hoc search committees as may be deemed necessary, appoints all visiting faculty members.
B. The chair is selected through a process of consultation among all voting members of the department. After canvassing all voting members of the department, the Dean appoints the chair subject to approval by the Provost.

C. Other officers: Duties and responsibilities

1. The Director of Graduate Studies (DGS)/Assistant Chair is responsible for the day-to-day operation of the Graduate Program in History. The primary duties include: Chairing the Admissions Committee and carrying out other duties connected with graduate admissions; advising graduate students on matters of policy and providing initial advising to new graduate students; handling all matters pertaining to graduate students, including appointments, reappointments and financial aid; supervising the History Teaching and Writing Center, the orientation for new graduate students, the training of Graduate Instructors, and the revision as needed of the Graduate Student Handbook. The DGS assigns research assistants and graders in consultation with faculty members. The DGS is appointed by the chair of the department in consultation with other faculty members for a term that is usually two academic years.

2. The Director of Undergraduate Studies (DUGS) supervises the department's advising of undergraduate majors, trains faculty members involved in advising, provides consultation on difficult advising questions, organizes special events for undergraduates, edits a newsletter for majors, revises as needed the Handbook for Undergraduate Majors, and provides organizational and programmatic support to the History Club for undergraduate majors. The DUGS is appointed by the chair, normally for a two year term.

3. The Coordinator of the Issues courses provides supervision to graduate instructors teaching in the Issues program. The Issues Coordinator participates in training instructors, reviews syllabi and teaching evaluations, and observes the teaching of all first year instructors, unless observation is arranged with another faculty member. The Coordinator manages the assignment of sections, consults with instructors if student problems arise, and is responsible for preparing any proposals for new GE Issues courses.

4. The History Honors Director supervises the Honors Program, the recruitment of new honors students, and the overall participation of history majors in the program. The Director normally teaches the Honors Thesis seminar, as part of the regular teaching load. The Honors Director is appointed by the department chair.

5. If the chair is temporarily away from the job, the chair will recommend to the Dean a member of the department to whom administrative responsibility will be delegated in the chair's absence.
D. Standing Committees

1. The Graduate Admissions and Recruitment Committee, which serves for one academic year, consists of the DGS (chair) and two other faculty members who are selected early in the fall semester by the department's Chair in consultation with the DGS. The committee has full responsibility for reviewing all applications for admission to the graduate program, reading samples of applicants' written work, and making recommendations as to admission and financial aid to the faculty as a whole at a regular meeting of the department. The DGS may choose to consult in specific cases with other members of the faculty about particular cases. The Admissions Committee will normally make nominations directly to the Graduate College of particularly outstanding candidates for Iowa Fellowships and Graduate Opportunity Fellowships.

2. The Graduate Fellowship Awards Committee reviews all applications for departmental and Graduate College dissertation awards. The committee presents to the members of the faculty a set of recommendations for departmental dissertation awards and departmental nominees for Graduate College dissertation awards. The Committee of three, including a chair, is appointed by the DEO.

3. The Graduate Minority Recruitment Committee is charged with encouraging the recruitment and retention of minority graduate students. The committee is made up of two to four faculty members and at least one graduate student, all appointed annually by the DEO.

4. All other committees are appointed on an ad hoc basis as needed by the DEO.

III. The appointment of new tenured or tenure-track faculty members

A. Hiring plan is set and revised at regular meetings of the faculty.

B. Search Committees: Members and chair of a search committee are selected by the DEO and normally include three faculty members and a senior graduate student.

1. The Committee reads the written work (usually dissertation or book manuscript) of applicants whose research and teaching interests conform to the job definition.

2. The Committee presents for approval by the members of the department a short list of 3-4 candidates to be invited for campus interviews.
C. Department deliberations

1. All members of the department not on research leave will read the work of the finalists and confer with the candidates. This is the core of the evaluation process.

2. After the conclusion of the interviews, the department will meet to discuss the merits of the various candidates. Graduate representatives will be present to report on graduate student views of the candidates but do not vote.

3. All tenured and tenure-track faculty members present, excluding those with a 0% appointment, have a vote.

4. In all appointments, the department is committed to the letter and the spirit of the university's policies regarding equal opportunity, diversity, and partner hiring.

IV. Departmental meetings

A. The chair sets and announces to all faculty the schedule of department meetings at the beginning of each semester. Normally, the department shall meet once each month during the academic year.

B. The DEO chairs all department meetings. In the absence of the DEO meetings are chaired by the assistant chair/DGS.

C. The chair sets the agenda for all department meetings, after soliciting agenda items from the members of the department. The chair will honor the request of any member of the department who wishes to have an item placed on the agenda.

D. The Graduate History Society (GHS) elects two representatives to attend all regular meetings of the department. GHS representatives do not have voting rights.

E. Special meetings of the department may be called as needed by the chair or at the request of members.

F. The chair appoints a member of the department, normally non-tenured, to serve as secretary for each semester or academic year. The secretary prepares minutes of the meetings for approval by the faculty at the subsequent meeting.

G. Meetings are conducted according to generally accepted rules of parliamentary procedure.

H. Voting is by acclamation or a show of hands.

V. Tenure and Promotion: In its proceedings for tenure and promotion, the Department of History abides by the basic policies of the University of Iowa and the College of Liberal Arts and Sciences as set forth in the relevant sections of the CLAS website.
VI. Amendment of the Bylaws: These bylaws may be amended by the following procedure.

A. Draft language of any proposed change in the bylaws must be circulated to all regular faculty before consideration. Written comments will be solicited from faculty on leave.

B. Any change must be discussed at two consecutive, regularly called meetings of the department before a vote is taken. Written comments by absent faculty members will be read in full or circulated in advance of the meeting.

C. An amendment of the bylaws may be adopted only if approved by two-thirds of the members in attendance at a regular meeting of the department. The vote shall be by acclamation or a show of hands. Amendments are subject to the approval by the College of Liberal Arts and Sciences.