Department of History and Politics
Bylaws:
21 September 2012

Mission and Vision: The department of History and Politics embraces a diverse world of ideas, peoples, systems, and events. Our faculty seek to inform and question, to provoke, and to challenge our students to a higher level of understanding of the past and present. History and Political Science at USFSP offer the student an opportunity to explore ideas and civilizations from around the globe and from the ancient through contemporary eras. We encourage our students to move beyond traditional memorization of material to a critical level of thinking, analysis, and synthesis and to develop advanced skills in research and writing. Accomplished History and Politics majors are attractive to all kinds of employers in any number of fields, as well as to graduate and professional schools. USFSP History and Politics alumni can be found in such diverse professions as law, medicine, business, government, foreign service, politics, and education.

Article I. The History and Politics Department

I.1. HP consists of the full-time and adjunct faculty appointed to the department, administrative staff, and students admitted to History and Politics.

I.2. The department faculty members teach in programs leading to undergraduate and graduate degrees in History and Political Science. Philosophy and Art History are also represented, the latter through a minor. The department supports the research and scholarly life of the faculty and seeks to promote a scholarly community within and beyond the department.

I.3. The department comprises four academic disciplines: Art History, History, Political Science, and Philosophy. Each discipline is responsible for its own scheduling and curriculum, and plays the central role in the formal peer review of its members for tenure, promotion, and mid-tenure review, as described in VII.3.1.1

Article II. The Faculty

II.1. The voting faculty consists of (a) faculty appointed full-time to the department at the rank of instructor, lecturer, assistant professor, associate professor, and professor; (b) full-time faculty appointed jointly to the department and to another department or program within the University of South Florida St. Petersburg (henceforth USFSP), when such voting status is approved by the voting faculty of the department; and (c) other faculty when such voting status is
approved by the voting faculty of the department. Although visiting members and
adjuncts cannot vote on departmental policy, we welcome their insights,
comments, and questions. However, they will not be present when the full-time
faculty discusses hiring, staffing, etc.

II.2. The voting faculty defines the academic, personnel, and administrative
policies of the department.

II.3. Adjunct faculty will be formally appointed by the Chair upon the
recommendation of the appropriate HP sub-division faculty.

Article III. Department Meetings

III.1. The Department Chair calls and presides at meetings of the voting faculty
and prepares the agenda. Any voting faculty member may place items on the
agenda. Meetings can be called by a documented interest of 25% of the voting
faculty. In the event the Chair is unable to preside or there is a conflict of interest,
the Associate Chair will preside.

III.2. A suitable person designated by the Department serves as recording
secretary at faculty meetings. Minutes are recorded and published for each
meeting. An official copy of the minutes is filed in the department.

III.3. Meetings of the voting faculty shall take place at least once in each of the
fall and spring semesters. Every attempt will be made to have meetings called at
times when voting faculty members have no classroom teaching responsibilities.

III.4. Voting

III.4.1. At faculty meetings, a voting quorum is a simple majority of the total
number of voting faculty. A majority will consist of fifty-one percent of the
quorum. Written proxy votes will be accepted.

III.4.2. At committee meetings, a majority will consist of a simple majority of the
total number of committee members.

III.4.3. In some circumstances, it may be required to get the input of the entire
faculty. In these circumstances, a vote may be called for by e-mail, to be decided
by a simple majority of the total number of voting faculty. Faculty votes not
received within a reasonable time period will be counted as “abstained.” The
minimum time limit for e-mail votes is five working days.
Article IV. The Chair

The Chair’s responsibilities include:

- Providing leadership in support of college and program missions.
- Representing academic programs, faculty, and student interests to the Dean.
- Recommending class schedules in consultation with faculty and academic advisors.
- Recommending staffing for class schedules. Maintaining a rolling three-year course list.
- Formally hiring, orienting, and supervising adjunct faculty. In addition, she or he will formally evaluate adjunct faculty based on the recommendation of the appropriate HP discipline faculty.
- Providing program information and reports.
- Updating catalog copy, web pages, and brochures.
- Providing information and assisting with program planning, curriculum development, and evaluation; including accreditation, outcomes assessment, and academic learning compacts.
- Assisting with student recruitment by providing information to prospective students and parents. This may include attending special recruiting events.
- Receiving and attempting to resolve student concerns regarding programs, courses, and faculty.
- Overseeing the Annual Review process.
- Other duties as assigned by the Dean or by the faculty.

IV.1. The Chair’s responsibilities include providing academic leadership within the department; administering the policies of the department; representing the department to the College and the University; communicating to the department such administrative decisions, opinions, and actions as relate to the department, including separate evaluation of Tenure and Promotion cases; presiding at meetings of the department faculty; securing academic resources and coordinating the needs of the department with the resources and collections of Nelson Poynter Library; and encouraging collegiality within the department. The Chair, with the assistance of the Associate Chair, will coordinate course scheduling.
IV.2. The Chair shall be a tenured faculty member elected by a simple majority of all voting faculty in the department. Nominations shall be solicited from the faculty by a nominating committee that shall conduct the election by the end of the spring semester prior to the commencement of the Chair’s term.

IV.3. The Chair shall serve a three-year term, which may be renewed. The term shall commence with the start of the contract year.

IV.4. The Chair does not cast a vote in formal decisions of the voting faculty, with the exception of breaking a tie vote. The Chair will not vote in cases of Tenure and Promotion.

IV.5. The Chair serves as an ex officio member of all committees, with the exception of Tenure and Promotion.

IV.6. A Chair’s term may be terminated early if just cause can be shown for his or her removal. Removal proceedings may be initiated by a petition signed by not less than 40% of the voting faculty. The dean of the college will appoint an ad-hoc committee to review the Chair’s record. This committee must consist of at least two members from HP and at least two outside members. The findings of the committee will be presented to the dean and to the HP faculty, after which the HP faculty will vote. Removal of the standing Chair requires a simple majority vote of all HP voting faculty.

Article V. The Associate Chair

V.1. The Associate Chair will assist the Chair with duties and will stand-in as Acting Chair in the Chair’s absence.

V.2. The Associate Chair shall be a tenured faculty member appointed by the Chair but not from the same program as the Chair.

V.3. The Associate Chair will serve a three-year term, concurrent with the Chair.

V.4. In the eventuality that the Chair is unable to complete his or her term, the Associate Chair will be promoted to the position of Acting Chair until such time as a formal election of a new Chair can be conducted.

Article VI. Organization

The department forms a single unit whose primary function is to conduct research and offer the appropriate courses leading to the BA and MA degrees.
Its organization consists of the above-mentioned two sub-departments, a set of committees (see Article VII), the Chair, and the Associate Chair.

VI.1. The course of study leading to the Bachelor’s degree is organized into two areas of specialization: History and Political Science. The organization of the undergraduate program consists of the Chair of Undergraduate Studies and the Curriculum Committee.

VI.2. The course of study leading to the Master’s degree is organized into two areas of specialization: History and Political Science. Oversight of the Master’s degree program is the responsibility of the Chair of Graduate Studies, the Graduate Committee, and the Curriculum Committee.

Article VII. Standing and Ad Hoc Committees

VII.1. All committee meetings are open to all Faculty and HP students, except meetings discussing annual evaluations, promotion, tenure, mid-tenure review, and advertising jobs. Meetings should be announced at least one week in advance electronically and on the departmental bulletin boards.

VII.2. All committee actions constitute recommendations to the departmental faculty.

VII.3. The following constitute departmental committees and functions. The HP Chair may make appointments to meet the minimum requirements of the committees.

VII.3.1. Executive Committee. The Executive Committee shall consist of four faculty members, with at least one from History and one from Political Science. Committee members shall be elected from among the tenured members of the faculty to serve a one-year term. Henceforth, all four members will be elected at the end of the spring semester. Any vacancies will be filled by special election. The Executive Committee shall exercise the following duties:

VII.3.1.1. For each candidate for tenure or promotion, the Executive Committee will create a P&T committee which will include all relevant members of the candidate’s discipline, and at least one member of the EC outside of that discipline.

VII.3.1.2 Annual Review. The Executive Committee is responsible for the annual review of regular and adjunct faculty performance in the areas of teaching, research, and service. Each Spring the committee shall conduct its review of the department faculty and submit its assessments to the Chair. The process shall be governed by the independently available Annual Evaluation Guidelines.
VII.3.1.3. Budget. The Chair shall consult the Executive Committee on matters of budget.

VII.3.2. Assessment Committee. The Assessment Committee shall consist of three members; one each from History and Political Science, and a third member with knowledge of the assessment of General Education courses. The committee will be charged with designing and implementing an ongoing assessment of the outcomes of the department, at both the undergraduate and graduate programs. The committee shall determine, in consultation with their respective program members and in keeping with University requirements, appropriate means and measures of assessment.

VII.3.3. Search Committees. Search committees shall be constituted on an ad hoc basis. Each committee shall consist of three members. If the search is in the field of Political Science, the Chair and the Vice Chair shall appoint two faculty members from Political Science and one from History. If the search is in History, the Chair and the Vice Chair shall appoint two faculty members from History and one from Political Science. The Committee shall recommend to the Department members which candidates to invite for on-campus interviews. By a simple majority, the Department members shall vote on the Committee’s recommendations. Following the on-campus interviews, the Department members shall, by a simple majority vote, determine hiring recommendation(s) to forward to the Dean of the College of Arts and Sciences.

Article VIII. Tenure and Promotion and Mid-Tenure Review

VIII.1. See the Department of History and Politics Criteria for Tenure and Promotion.

Article IX. Administrative Matters

IX.1. The voting faculty are responsible for making recommendations concerning all departmental personnel actions, including but not limited to appointments of new voting faculty and non-voting faculty, reappointments, continuing appointments, and promotions.

IX.2. The Annual Review committee recommends to the Chair discretionary salary increases. The Chair forwards his/her recommendations to the Dean and notifies the faculty.
IX.3. Recommendations to the college relating to departmental approval of sabbatical and other leaves, departmental approval of released time requests, and other departmental actions not specifically mentioned elsewhere in these bylaws, are the responsibility of the Chair.

IX.4. The Chair on a case-by-case basis has the authority to appoint ad hoc committees of three faculty members to investigate and arbitrate inter-faculty and/or inter-staff conflicts.

Article X. Implementation and Amendment

X.1. These Bylaws were approved by the voting faculty on January 26, 2007.

X.2. It is recognized that HGIA in not currently a Department. Until such time as it is recognized as a Division, the faculty agree to abide by these bylaws to the ability allowed us by the College and the Dean.

[Amended 2009 with departmental status approved.]

X.3. These Bylaws may be revised or amended by a simple majority of all voting faculty only during the academic year. Not less than five working days' notice shall be given to the voting faculty in the department before any proposal for the amendment of the Bylaws shall be voted upon.

X.4. These Bylaws shall apply to departmental policies and procedures not previously allocated to the purview of other University offices or agencies (Graduate Division, Board of Trustees Policies, etc.).

X.5. The faculty of HGIA voted in favor of changing the name of the department to History and Politics on September 9, 2011.

X.6. These Bylaws, as most recently amended, were approved by the voting faculty on December 2, 2011.