

## Administration of the Department

The Department of History shall be administered by a chair, assisted by an executive committee elected by voting members of the department.

### The Chair

The chair shall be appointed by the dean of the College of Arts and Sciences after consultation with the executive committee and the department.

### Executive Committee

Section a. The executive committee shall consist of the chair of the department serving as a non-voting member and six (6) elected members (with a vote each). Each rank in the department (assistant professor, associate professor, and professor) must be represented by at least one member on the executive committee.

Section b. Members other than the chair shall be elected for a two-year term, three members to be elected each year, and such members shall not be eligible for more than two consecutive two-year terms or parts thereof.

Section c. Elections shall be held each year in April, and those elected shall take office at the beginning of the next academic year. By April 1 the chair shall circulate a list of all department members who are eligible for election and who have not specifically asked the chair to excuse them; each member shall have as many votes as vacancies. Any member of the department who receives four or more votes on their initial secret ballot shall be a candidate duly nominated.

Section d. A ballot listing those duly nominated shall then be submitted to the departmental membership in mid-April. Three positions shall be filled every year. Each department member will be entitled to vote for two candidates. The top three vote-getters, irrespective of rank, shall be elected, provided that all three ranks would be represented in the executive committee formed as a result of that vote. If not, then the candidate with the highest number of votes in an unrepresented rank will win the position on the executive committee. In the event of a tie vote for the third vacancy (and assuming all three ranks will be represented), a run-off election will be held. If the run-off election results in a tie, the candidates in question shall draw lots to resolve the tie.

**(Nota bene:** In this first year, we could simply have the top three vote-getters serve the normal two-year term, and the next three vote-getters serve a one-year term, assuming that all three ranks will be represented.)

Section e. In the event any member of the executive committee dies, retires, resigns, goes on leave, or leaves the university's employ, the voting members of the department shall nominate and elect a member to complete the unexpired term.

Section f. Whenever a new department chair is designated, the chair elect shall become an ex officio, non-voting member of the executive committee from the time of the selection.

Section g. Copies of substantive minutes of each meeting of the executive committee shall be circulated to the department members within three working days after said meeting.

Section h. When the dean asks the department to recommend a new chair, the executive committee shall poll all the tenure-track and tenured members of the department to determine the nominees for chair and the main issues facing the department. After consulting the nominees, the executive committee will prepare a ballot with the two or three most frequently nominated candidates who are willing to serve as chair. All tenured and tenure-track faculty will vote for chair by secret ballot. The executive committee shall send a recommendation based on these votes to the dean of the College of Arts and Sciences on behalf of the department.

Section i. If the executive committee fails to reach a majority decision on any vote, the executive committee shall state the issues in writing and bring them before the full department for discussion.

Section j. Any two members of the executive committee may submit an item for discussion or action by the whole department, and the chair will include this item in the agenda of a forthcoming meeting of the department. A majority of the executive committee may convene a meeting of the department to be moderated by the chair or by a representative of the executive committee.

#### Duties of the Executive Committee

1. Appointments of the standing committees on undergraduate and graduate education shall be made by the executive committee.
2. The director of undergraduate studies and the director of graduate studies shall be recommended to the dean by the chair, with the approval of the executive committee.
3. Every year the chair shall ask each individual faculty member which committees that he/she would like to serve on.
4. The executive committee shall serve as the departmental salary committee.
5. The executive committee shall serve as the departmental hiring priorities committee.

*Approved by the Department of History  
February 21, 2001*