Bylaws of the Department of History
University of Central Florida
Approved by Faculty on 10/15/2018

Mission:

The History Department provides excellence in education, for the study of how the past informs the course of the future. Our curriculum equips our students with important skills by training students in critical thinking, cultural sensitivity, and respect for diversity. By thinking historically, students also hone their ability to ask significant questions, analyze complex problems, and provide solutions through a combination of research and writing. The Department of History does more than provide access to a finite body of knowledge concerning the past; it empowers students to refine their ability to succeed in their chosen vocational or educational field and encourages active citizenship.

Article I: Membership

A. The voting membership shall be all full-time faculty members holding regular or joint appointments in the Department of History regardless of rank including those faculty who are tenure-track/tenured in the History Department but appointed outside the department, with the following exceptions: (1) only faculty with appropriate rank shall vote on issues on which university rules, regulations, or The Collective Bargaining Agreement (CBA) restricts voting by rank; (2) for curricular issues, faculty members at the instructor, or lecturer, ranks shall vote only for the programs in which they regularly teach (regularly teach for upper division courses, as opposed to survey courses, would mean at least one 3000-4000 level class within a 5 year window); (3) all voting members of the department can provide input for chair searches; (4) searches for new faculty members will be conducted in accordance with UCF's "Search and Screening" Guidelines, the Department's "Job Search Procedures and Guidelines" and other relevant university policies.

B. Adjunct faculty, visiting faculty, and emeritus faculty members are non-voting members.

C. Tenured members of the Department are those members who have been granted tenure in the UCF Department of History by the procedures established by the Department, College, University, and Board of Trustees.

D. Academic ranks of Department members are established by procedures of the Department, College, University, and Board of Trustees.

E. Any faculty member who is in-unit (part of a "bargaining unit" and therefore covered by a Collective Bargaining Agreement or CBA) due to appointment to any minor program within the history department and is without tenure in the history department will be a voting member of the department commensurate with department policies and bylaws by rank of said faculty outside the department. Faculty within the department's minor programs but located outside history will participate and vote on matters unless restricted as such by department, college, university or CBA policies.

Approved by Faculty Excellence May 22, 2019

The responsibility of faculty governance rests with individual full-time and joint appointments in the Department of History. With the same expectation we have for the Chair and all administrative officials to fulfill their obligations to supervise the department and its programs, the department expects each full-time faculty member to adhere to their responsibility towards faculty governance which includes attending department meetings, committee meetings, and voting on department business as well as engaging in conversations, debates, and feedback in the spirit of improving the department and its programs for their colleagues and students at large in the history BA and MA programs.

Article II: Meetings

A. The Department will have at least four meetings each year, two in the fall semester and two meetings in the spring semester. Any meeting materials necessary for casting a vote or other pressing department issue will be distributed at least three days before the meeting day and time if possible. Each department meeting will have an agenda. Meeting materials, agendas and their distribution can be waived by the Chair of the Department if said meeting is called to only address a single issue or the expectation that said meeting is informative in nature requiring no action items to be introduced or will be brief in nature. Additionally, since a successful search may require the department to move quickly it is expected that those materials may be distributed in a time less than the three days we normally expect. The Chair of the History Department will chair the meeting unless the Chair designates someone else to be chair of the meeting or the meeting is called by the College, Academic Affairs or other unit on campus organizing a meeting for the Department of History. The Chair of the meeting is responsible for the agenda and distribution (or availability) of materials for the meeting whether electronic or in hardcopy. All full-time faculty are expected to attend meetings, absences should be communicated with the Chair of the Department before or soon after the meeting concludes.

B. The Chair of the Department is expected to call meetings as necessary for the business and functioning of the department. The Steering Committee or one third of the full-time faculty can request a special meeting in writing to the Chair. Any special faculty meeting shall occur within five business days of the presented request if reasonably possible.

C. Meetings will transpire according to the agenda pending the availability and scheduling of speakers or items at the time of the meeting, a re-ordering of agenda items might be necessary at the start of a meeting or while a meeting is transpiring. The Chair of the meeting will consider requests by faculty to add items to a meeting agenda. The Chair of the Department is expected to consult with the Steering Committee concerning the agenda and activities during the first meeting of the academic year. Chairs of Standing Committees and when necessary Chairs of Ad- Hoc Committees will report any updates and/or progress to the general faculty at department meetings. Committee reports or recommendations to the general faculty will be added to the agenda and voiced by the committee chair or designee from said committee. Meetings will consider old and new department business and any issue requiring a vote will be organized as an "action item" on the agenda. Items considered new business or brought up at the meeting for the first time should not be voted on by faculty at the same meeting they are introduced. A quorum can change the nature of any agenda item by voting to make any new business an "action item" followed by a vote; however, the vote must take place through

Qualtrics or other online survey system to include all qualified voting members of the department who may not be present at the meeting. Friendly resolutions or motions can be introduced and voted on anytime during a faculty meeting as a way to communicate the will or majority sentiment of the department but does not require an action to take place afterward on behalf of the Department or Chair. Motions and resolutions typically are statements or directions and are not an action item but can be followed by an action item at a subsequent meeting. The chair of the meeting can decide on a vote being viva voce (voice vote) or secret ballot, any one voting member of the department can ask for a vote to be by secret ballot, and the proceeding vote must be secret ballot.

D. At least fifty percent of the full-time department faculty (or voting members) must be present in a meeting to constitute a quorum (if 50% of the total number of voting faculty are even, then, half the faculty would represent a quorum, if that number is an odd number then a quorum would be reached by the number of faculty over 50% in total). If a meeting falls short of a quorum a vote cannot commence at said meeting, a vote can take place after the meeting ends through Qualtrics or other online survey only (not email voting) over an announced period of time. The online vote must be universal and include all eligible voting members and announced through email to eligible voting members. All online voting systems must configured so that votes cast are anonymous. A vote by Qualtrics or other online survey will be successful when the time set aside for the vote has passed and at least a quorum responds to the poll, less than a quorum responding to the poll during the announced period of time will represent a no vote. A faculty member on leave or in his/her/their final year of appointment is excused from department meetings and will not be counted toward total number of faculty necessary for a quorum. If said faculty does attend, then he/she/they will have the right to vote and his/her/their participation will count in the total number of faculty considered for a quorum.

E. Proxy voting and absentee voting is not permitted unless the rules for such voting are disclosed three days before the vote and there are no objections raised by a quorum of eligible voting faculty. Rules for proxy voting or absentee voting can include written or email voting as long as the ultimate vote is not a secret ballot. Secret ballot voting must be done in person. For Promotion and Tenure, P & T committee and voting policies will adhere to UCF 3.015 - Promotion and Tenure of Tenured and Tenure-earning Faculty.
[http://regulations.ucf.edu/chapter3/documents/3.015PromotionandTenureFINALDec14_000.pdf]

F. Meetings are conducted in an orderly fashion with the chair of the meeting recognizing a speaker and the order at which they speak. A chair of the meeting or a quorum of the voting faculty can call for a vote to end a discussion and either table the item for further deliberation at a future meeting or commence a vote on said item immediately.

G. At each meeting a secretary will be designated either by the chair or through a volunteer from the ranks of eligible voting faculty. Any person should only serve as secretary for one meeting over the course of one academic year; chairs of department committees and any one serving as secretary for a department committee are ineligible to serve as secretary for department meetings during that year. The secretary will keep minutes which will be a brief record of who attended and what transpired at the meeting. The secretary will record the results of action items and any

votes during a meeting. General faculty meetings and committee meetings will keep minutes and make them available to all faculty, the Chair can require a general or any committee meeting to record no minutes or suspend the recording of minutes for portions of a meeting. (See Article II: G) Any policies or rules governing a committee and passed by the committee shall be deposited in hard copy or electronically to the Chair of the Department as part of the records keeping process.

H. Meeting Records - Minutes must be circulated to the members of the committee or department before the next meeting and offered for approval at the next meeting. Agendas and approved minutes must be posted electronically in a manner accessible and easily navigable by all unit faculty. A shared drive or cloud storage is the preferred means for information sharing.

Article III: Committees

A. Ad Hoc Committees. The Chair shall establish such committees for a specified duration as are needed to deal with specific matters of importance to the Department for limited periods. The Department shall be notified as soon as possible of the formation, purpose, and make-up of such committees. Search Committees are appointed by the Chair each year as needed with the opportunity for eligible faculty to volunteer before the Chair forms the committee. The formation of Search Committees will adhere to the Department's "Job Search Procedures and Guidelines," as well as any CAH or University policies. Ad Hoc Committees can be renewed on a year to year basis.

B. Standing Committees. At the start of the fall semester, faculty will be asked to give preferences for department and university service, including service on the department's standing committees. All eligible voting faculty members can serve on all committees unless specifically excluded below, on leave, sabbatical or administrative appointment. Committee chairs shall be responsible for an annual report of the committee's actions, which shall be presented to the Department Steering Committee and Chair at the end of each academic year.

1. The Graduate Committee is chaired by the Director of Graduate Programs and committee membership will be made up solely from the ranks of graduate faculty. The Graduate Committee will be responsible for all matters related to the graduate program as determined by the Director of Graduate Programs in consultation with the Chair of the Department.

2. The Undergraduate Committee is chaired by the Coordinator of Undergraduate Programs for the History BA and will be made up of full-time voting members of the Department who teach upper division classes that constitute the curriculum of the History BA. The Undergraduate Committee will be responsible for all matters related to the undergraduate program as determined by the Coordinator of Undergraduate Programs for the History BA in consultation with the Chair of the Department.

3. The Public History Committee is chaired by the Director of Public History and will be made up from the ranks of graduate faculty and any graduate or non-graduate faculty that teaches, participates in a public history project or has interest in the public history program. The Public History Committee will be responsible for all matters related to the Public History Program as

determined by the Director of Public History in consultation with the Chair of the Department.

4. The GEP Committee will be chaired by the GEP Coordinator and will be made of full-time voting faculty members who regularly teach lower division history survey courses. Members must have taught a history survey course within the previous five years to be eligible for this committee.

Department Steering Committee will be chaired by the Chair of the Department and made up of the Graduate Director, Director of Public History, Coordinator of Undergraduate Programs for the History BA, Director of RICHES, GEP Coordinator, and two at-large representatives from the ranks of full-time faculty. One at-large representative will be a tenured member of the department voted on by eligible tenure-track and tenured faculty; and the second at-large member will be voted on exclusively by instructors/lecturers (all ranks); the second at-large representative must come from the ranks of associate or senior instructors/lecturers or a tenured faculty member. The Steering Committee will consult and advise the Chair of the Department and will interpret the Bylaws if the meaning or application of the Bylaws are in question or unclear. The Chair of the Department will schedule the meetings for the Steering Committee, produce an agenda for those meetings in consultation with the Steering Committee, and act as chair of the Steering Committee. The Steering Committee will meet at least two times a semester and more if determined by the Chair of the Department or when required by Department Bylaws. The members of the Steering Committee individually or collectively can bring issues or topics to the Steering Committee. At the beginning of the fall semester the Chair of the Department will ask for qualified volunteers from the ranks of the department for each at-large position. In the event more than one-person volunteers for either at-large member, all eligible full-time voting members of the Department will vote for the at-large member(s) with a majority vote determining the winner(s) in the case of two candidates and a plurality in the case of three or more from the total number of votes cast. All members of the committee are voting members of the Steering Committee; the Chair of the Department is not a voting member except in matters of interpreting the Bylaws. If one or both of the at-large members of the Steering Committee cannot attend a Steering Meeting the Chair of the Department will ask a volunteer from the eligible ranks of the faculty to attend the Steering Meeting as an alternate non-voting member of the Steering Committee. At least four members (excluding the Chair of the Department) will constitute a quorum of the Steering Committee.

C. Foundation Committees, such as Richmond I. Barge History Scholar, Dr. Thomas Greenhaw History Scholarship, Dr. Bruce Pauley Travel Fund and Dr. Bruce Pauley Speaker Committee...etc., will adhere to Standing Committee rules and policies unless there exist specific policy or criteria from UCF Foundation and/or donor that will override department policy. The Chair of the Department will interpret how to satisfy department, foundation, and donor policy in these cases.

D. Special Elected Committees: Chair Search Committee. Upon notification from the Dean that a search is to be undertaken for a new Chair, the Department shall, when possible, elect three representatives to a search committee. The Dean will appoint an outside member and a Chair of the committee from outside the Department.

E. Each member of all committees represents the department in conducting the business of the program in each committee meeting and any related duties. Unless attendance of non-committee members violates college, university or CBA policies, all committee meetings are open to

department faculty. Only the chair of the committee can recognize someone outside the committee to speak during a meeting by placing their name on the agenda for the meeting or recognizing them during the meeting itself. It is up to any interested department member to contact the chair of a committee as to when and where a committee meets and if said department member wants to raise a concern to said committee they must do so through the committee chair or in the case of the Steering Committee through an at-large member. The chair or at-large member of the committee shall decide whether to bring any concerns raised by a faculty member(s) to the larger committee. Department faculty can attend Steering Committee meetings but must speak to the Steering Committee through one of the at-large members and unless their names are added to the agenda by the Chair of the Department they are observers to the Steering Committee meeting, not participants of the meeting.

Article IV: Administrative Officers

A. The Chair is the chief administrator of the Department.

1. As such, he/she/they: chairs the Steering Committee, appoints the chairs and members of all standing and ad-hoc committees (unless otherwise directed by the CBA, CAH, University and/or department policies), calls, prepares the agenda for, and presides over Department meetings, evaluates all faculty and staff in accordance with the CBA, CAH, University and/or department policies and procedures, and serves as hiring official in accordance with College policy and UCF's "Search and Screening Guidelines," making faculty hiring recommendations to the College Dean.

2. The Chair is the chief financial officer of the Department, supervising all receipts and expenditures of funds. In conjunction with the appropriate committees, the Chair coordinates all aspects of the academic program. The Chair represents the Department to University officers, acts as the spokesperson for the Department, and represents the Department's best interests to the public.

3. The fixed term of the Chair, normally five years, is set by the Dean of the College of Arts and Humanities; the Chair may be reappointed, subject to review.

4. The Chair will oversee the availability of all department records, including policies and rules. Except for records deemed confidential under law, university policy, or matters of a personal/sensitive nature the chair will not keep department records, policies or rules confidential from faculty. Unless already accessible, upon request the Chair will make records, policies and rules available to faculty or provide the reason those items cannot be distributed.

5. Acting Chair: The Chair of the Department will designate an administrative officer or other faculty member to assume his/her/their place as chair during times of absence due to travel, illness or any off-campus obligations. Notification of this designation should be made to all faculty in advance according to college and university policies. In emergency cases when the chair is unable to nominate or announce an acting chair, the officer in IV.B who has both tenure and most seniority in service as an officer may serve as de facto Acting Chair until an Acting Chair is appointed.

B. Subject to negotiations with the college, the principal administrative officers of the

Department shall be: The Director of Graduate Programs, Coordinator of Undergraduate Programs for the History BA, and the Director of Public History. Each of these shall be recommended by the Chair and shall serve at the Chair's discretion. Tenured and untenured faculty members who serve as officers shall have a conversation with the Chair at the start of each year to coordinate the duties and expectations of the respected positions. The fixed term for these positions is three years. When each term ends the Chair of the Department will ask all fulltime voting faculty members for recommendations and/or volunteers from the ranks of eligible faculty. The Chair of the Department will use this feedback in his/her/their decision for appointment or renewal of administrative officers. Administrative officers can be removed before a term ends by the Chair of the Department or if the administrative officers resigns before his/her/their term ends. A replacement administrative officer's first year toward a single three-year term will begin in the fall semester of his/her/their first full-year term.

C. Director of RICHES will be appointed by the Chair of the Department and approved by the CAH Dean. The Director is responsible for (but not limited to) the following: chair regularly-scheduled meetings with an interdisciplinary working team to maintain the RICHES sites; plan new projects and undertake new research efforts; review materials included in the RICHES Mosaic database; provide regular project updates to the Dean of the College of Arts and Humanities, the Chair of the Department of History, and an advisory board of national/international scholars in History and the Digital Humanities; research and complete internal and external grant proposals for project funding, oversee funded projects, and write final reports; present RICHES research at national and international conferences in history and digital humanities; publish (individually or collaboratively) articles in public history and digital humanities journals (both print and online); work collaboratively with academic and classroom projects whose output will be housed in the RICHES database; supervise intern and graduate work in RICHES; serve as a Core Faculty member of the T&T Ph.D. program (includes teaching courses, serving on dissertation committees, and supervising dissertations); work with community partners to organize projects, seek funding, and undertake research for projects that will be housed in RICHES; and conduct community workshops to teach history/digital humanities skills.

D. The GEP Coordinator will be appointed by the Chair of the Department and will oversee the GEP program, the committee as well as any GEP responsibilities university wide. The GEP Coordinator will be a full-time faculty member who has taught at least one GEP course or history survey course within the last five academic years. The GEP Coordinator will serve a term of three years and can be removed, reappointed or resign in accordance with Article IV Administrative Officers B.

Article V: Bylaw Revisions & Amendments

A. The members of the Steering Committee along with the Chair shall review the Department Bylaws at five-year intervals and submit any proposed revisions to the Department for action.

B. These Bylaws will not supersede the CBA, CAH or University policies. If it comes to the attention of the Chair of the Department that parts of the Bylaws do not comply or contradict the CBA, College or University Policies then the Steering Committee will convene to revise the

Bylaws to make them in compliance. The faculty will vote to approve the revision(s) by secret ballot through a three-fourths majority of those voting members of the department as described in Article V: Bylaw Revisions & Amendments: C.

C. Any three voting members of the Department may propose in writing to the Chair and Steering Committee any amendment to these Guidelines. Such an amendment shall be circulated to the Department at least two weeks before the meeting, placed as an action item on the agenda for a vote. Alternatively, an amendment may be submitted openly or anonymously to the Steering Committee and/or Chair for consideration. The Steering Committee will place that amendment on their agenda as an action item and decide whether to send that amendment to the next Department Meeting for consideration and possible vote. An amendment to the Department Bylaws will pass by secret ballot through a three-fourths majority of those voting members of the department in total and eligible. Voting on an amendment to the Bylaws must be a universal experience unless the scheduled department meeting to consider the amendment lacks full attendance by eligible voting members then after said department meeting a vote will take place through an online anonymous system of voting like Qualtrics.

D. Any successful revision amendments to the Department Bylaws that pass a faculty vote will be sent to the Chair and later CAH Dean for approval. If the revision is rejected or revised by the Chair or CAH Dean, then the faculty will vote to approve the revision by secret ballot through a three-fourths majority of those voting members of the department as described in Article V: Bylaw Revisions & Amendments: C.

E. At the beginning of the second full academic year that the Department Bylaws are in effect, the department will vote on amending the Bylaws. If the Department elects to keep the Bylaws without revisions, then Article V Bylaw Revision: D & E Full -Time Faculty Members eligible to vote on Bylaws will be removed from the Bylaws as an action in that vote. If the Department elects to revise the Bylaws, then an Ad Hoc Bylaws Committee must be formed and present the Department with any revisions through a process that provides feedback for the faculty. Any first-time revisions will pass with a three-fourths majority of eligible full-time faculty, final passing will adhere to Article V: Bylaw Revision C.