

Governance Document

Department of History University of North Carolina- Greensboro

- I. Administration and governance of the History Department shall be exercised by the Head in consultation with the full-time faculty.

- A. Full Faculty

1. Membership

All full-time faculty..

2. Meeting schedule/procedures

The Head shall call at least one meeting each semester. Additional meetings may be called as determined by the Head or on petition of five faculty members. The Head shall frame the agenda with the input from the standing committees and the faculty. The Head shall preside over the meetings. Formal voting procedures may be used if deemed appropriate by the Head and/or the faculty. In such cases a quorum consists of a majority of faculty. In the cases of annual evaluations and promotion and tenure decisions, only faculty higher in rank than the individual(s) under consideration participate. Professional track faculty shall have no vote in personnel matters involving tenure-line faculty.

3. Responsibilities

The full faculty shall consider and make recommendations as appropriate concerning all major departmental issues, including curriculum, recruitment, tenure, and governance.

- B. Committees

The Head and the full faculty may delegate responsibilities to the following representative committees.

1. Policies Committee

- a. Membership

Five members are elected by the faculty for two-year staggered terms from among the full faculty. The Policies Committee shall conduct the elections

near the end of Spring Semester. The incoming Policies Committee shall elect a Chairperson at the beginning of the Fall Semester.

Initially, five persons will be elected to the committee, of whom three chosen by lot will serve one-year terms. Subsequently, annual elections will elect three or two new members for two-year terms.

b. Meeting schedule/ procedures

The Chair shall call meetings as needed as determined by consultation with the full faculty or the Head.

c. Responsibilities

The Policies Committee is advisory to the Head. It entertains and develops proposals concerning the full range of departmental business other than what is delegated to the Undergraduate and Graduate Committees. When appropriate, the Policies Committee shall make recommendations to the Head and/or faculty.

2. Undergraduate Committee

a. Membership

The Committee consists of the Director of Undergraduate Studies and three to six other members, and the Head, acting ex- officio. The Head appoints the Director for a two-year term (renewable). The Head appoints other members to one-year terms (renewable).

b. Meeting schedule/procedures

As needed, called by the Director or the Head.

c. Responsibilities

The Undergraduate Committee exercises general supervision of the undergraduate program, including curriculum, awards, and honors.

3. Graduate Committee

a. Membership

The Committee consists of the Director of Graduate Studies, the Director of Public History, two to five other members, and the Head, acting ex officio. The Head nominates the Director of Graduate Studies for a three year term

(renewable). The Head appoints the other members to one-year terms (renewable).

b. Meeting schedule/procedures

As needed, called by Director or Head. The Director of Graduate Studies will invite the participation of graduate students at meetings where their contributions are deemed appropriate.

c. Responsibilities

The Director of Graduate Studies, in consultation with the Graduate Committee, and, as necessary, with the Director of Public History, shall exercise general supervision of the graduate program, including curriculum, awards, and honors. For a full description of the duties of the DGS, in compliance with Graduate School policies, see the document, History Department Policies Re the Director of Graduate Studies (DGS).

4. Curriculum Committee

a. Membership

Associate Department Head as chair, the Director of Undergraduate Studies (DUS), the Director of Graduate Studies (DGS), and an additional member each from the undergraduate and graduate committees to be chosen by the DUS and DGS. The department head may on an ad hoc basis appoint additional members with expertise or responsibilities in curricular matters, such as the Director of Public History, the departmental representative to the General Education Council, the Faculty Senate member, the Social Studies Licensure Liaison, and/or the Honors College Liaison.

b. Meeting schedule/procedures

As needed, called by Curriculum Committee Head

c. Responsibilities

The departmental curriculum committee will provide input on all proposed history department curricular changes. This includes but is not limited to new course proposals, routine course changes, and program curricular changes. The curriculum committee chair must formally approve any accepted changes.

5. Peer Review (aka Annual Review) Committee

See the department's Annual Review Committee guidelines and composition here: <https://his.uncg.edu/documents/Annual-Review-2021.pdf>

6. Promotion & Tenure for Tenurestream Faculty Committee

See the department's Tenure & Promotion Committee guidelines and composition here: <https://his.uncg.edu/documents/Tenure-Promotion-Guidelines.pdf>

7. Promotion for Professional Track Faculty Committee

See the department's Professional Track Faculty Promotion Committee guidelines and composition here: <https://his.uncg.edu/documents/PTF-Promotion-Guidelines.dec22.pdf>

8. Search committees shall be appointed by the Head and operate according to the procedures prescribed in the Faculty Handbook. After the candidates have visited Campus, the Head will convene the tenured and tenure-track faculty and will conduct a vote by secret ballot to determine the faculty's preference. The successful candidate must obtain at least 60 percent of the votes cast. An absentee vote may be submitted to the Head prior to the meeting, which can be counted only for the first round of voting. Faculty may also furnish comments to the Head .

9. Ad hoc committees shall be appointed as deemed appropriate by the Head.

II. Changes to the Governance Document

The Governance Document may be amended or altered as deemed appropriate by the full faculty and as determined by a simple majority vote.

III. This document will become the instrument of governance immediately upon acceptance by a majority vote of the History faculty.

Unanimously adopted as amended on March 24, 1993. Amended, October 25, 2013.

Amended, November 16, 2018. Amended March 29, 2019. Amended February 24, 2023.