

George Mason University Department of History and Art History Bylaws

Article I: AIMS

The Department of History and Art History is a joint department that recognizes the autonomy of each program to maintain its own discipline-specific standards. All voting members of the faculty may vote on any matter pertaining to the development and welfare of the department as a whole.

The aims of these bylaws are (a) to encourage participation in department decision making and activities by department members; (b) to ensure orderly procedures and encourage efficient operation of the department; and (c) to ensure consistency and fairness in all department decisions.

Article II: VOTING

All full-time faculty members, including tenured, tenure-track, and term faculty, are eligible to vote on matters pertaining to the department other than promotion, tenure and renewal for tenure-track faculty. Eligibility to vote on promotion, tenure and renewal issues in the department is limited to tenured faculty. Faculty with joint appointments in History and Art History and some other unit have full voting rights in the department unless otherwise specified in the MOUs governing their joint appointments.

Article III: DEPARTMENT MEETINGS

A. The ongoing business of the department is conducted in regularly scheduled departmental meetings. Agendas shall be made available electronically before the meetings, and minutes of meetings will be kept on file. Agenda items will be solicited before each department meeting. Individual faculty members should route suggested agenda items through the Chair for consideration. A quorum shall consist of a majority of voting members of the Department.

B. Department meetings shall be open to all full-time faculty. Tenure-line faculty not on leave are expected to attend all meetings if possible. A secret ballot shall be taken if requested by a minimum of five voting members.

C. Special meetings of the department may be called by the Chair or if approved by no less than 25 percent of the full-time faculty. Notice of special meetings shall be disseminated electronically to faculty no less than two days before the meeting.

D. Any voting member may present time-sensitive motions to the Chair, who may decide to distribute them to the department for an electronic vote in lieu of a vote at a departmental

meeting. The voting period shall be at least five business days. To pass, a motion must get affirmative votes from a majority of the voting members of the department. If any voting member requests that the matter be discussed in person, the motion does not pass and cannot be considered again prior to the next departmental meeting.

E. Meetings of the Faculty shall be conducted according to the current edition of Robert's Rules of Order Newly Revised, except as the rules and procedures prescribed therein have been or shall be modified by a majority vote of a duly constituted department meeting.

Article IV: ADMINISTRATION

A. The Department Chair, as the primary administrative officer, is appointed by the Dean of the College of Humanities and Social Sciences and is periodically reviewed by the Dean and the faculty as specified in the Faculty Handbook as well as in the CHSS Chairs and Directors Midterm Review document. The full-time faculty of the department will vote and provide input to the Dean when a Chair is elected or reappointed. The Chair attends the meetings of the senior staff of the Roy Rosenzweig Center for History and New Media (RRCHNM) and those of the Art History Committee. The Chair performs duties as specified by the college in the CHSS Chairs and Directors Job Description and in the Faculty Handbook.

B. The Associate Chair is appointed by the Chair and must be confirmed by majority vote in the department. The Associate Chair manages the department's course scheduling process and recruits adjunct faculty for the History undergraduate program. The Associate Chair also performs other tasks as directed by the Chair. The Associate Chair shall be appointed to a four-year, renewable term, which may be adjusted as circumstances warrant.

C. The following Program Directors are appointed by the Chair and must be confirmed by majority vote of the department. Program Directors shall be appointed to a four-year, renewable term, which may be adjusted as circumstances warrant.

- The History Undergraduate Director oversees recruitment, advising, assessment and curricular development for the History B.A. program, and also serves as Curriculum Coordinator for all of the department's academic programs.
- The Smithsonian-Mason Graduate Certificate in Digital Public Humanities Program Director oversees recruitment, advising, assessment and curricular development for the program, and also manages the partnership with The Smithsonian Associates.
- The History M.A. Director oversees recruitment, advising, and assessment for the History M.A. program, and also manages course scheduling, adjunct faculty recruitment and curricular development for all History graduate programs.

- The History Ph.D. Director oversees recruitment, advising, assessment and curricular development for the History Ph.D. program.
- The History Internship Director promotes the development of internship opportunities for undergraduate and graduate History students and serves as instructor of record for students who pursue internships for academic credit.
- The Art History Program Director creates the art history course schedule, recruits adjunct faculty for the art history program, oversees program assessment, and works with the Department Chair to evaluate the art history faculty.
- The Art History Graduate Director oversees student recruitment, advising, assessment, and curricular development for the Art History M.A. program.
- The Art History Undergraduate Director oversees recruitment, advising, assessment and curricular development for the Art History B.A. program
- The Art History Internship Director promotes the development of internship opportunities for undergraduate and graduate History students and serves as instructor of record for students who pursue internships for academic credit.

D. The RRCHNM is part of the Department of History and Art History. The Director of the RRCHNM shall be appointed to a four-year, renewable term. In the final year of the Director's term, the Department Chair, in consultation with faculty and staff at the RRCHNM, decides whether to initiate a reappointment process or a search open to other applicants. In either case, the Chair forms a committee that includes the members of the RRCHNM Committee plus at least one full-time faculty member currently serving an administrative role at the RRCHNM, at least one RRCHNM staff member, and at least one graduate research assistant, who serves as a nonvoting member. For a reappointment, the committee consults with relevant stakeholders and evaluates the past performance of the Director and the desirability of the Director's renewal. For a search, the committee evaluates the candidates, soliciting the input of RRCHNM staff, full-time faculty, and graduate research assistants. In either case, the committee makes a recommendation to the Chair. The Chair appoints (or reappoints) the Director from among current Mason faculty or recommends to the Dean that an outside candidate be appointed.

E. Department staff is hired by the Chair, based on recommendations from ad-hoc staffing committees, which must include at least two full-time faculty members and may include staff members.

Article V: COMMITTEE FRAMEWORK

All full-time faculty are eligible to serve on committees, with the exceptions of Renewal, Promotion and Tenure Committee, which is limited to tenured faculty, and the Faculty Review

Committee, which is limited to full professors. Election of committee members is held at the end of the Spring semester, and terms begin at the start of the Fall semester. Unless otherwise specified, each committee elects its own Chair during its first meeting of the year.

A. Standing Committees

1. Art History Committee

The Art History Committee considers and makes recommendations to the department as a whole on issues and policies related to all Art History academic programs. The Art History Program Director Chairs this committee, which is comprised of all full-time faculty members in the Art History program. This committee shall recommend to the department changes to the university catalog that are relevant to its programs.

2. History Undergraduate Committee

The Undergraduate Committee, which is chaired by the History Undergraduate Director, considers and makes recommendations to the department as a whole on issues and policies related to the history undergraduate programs. The committee also evaluates graduate lecturers as well as adjunct faculty as described in VI. F. Two or three members of the committee, together with the History Undergraduate Director, comprise the program's advising team, which works with the Undergraduate Coordinator to provide academic advising to all History majors and minors. Advisors shall be appointed to a four-year renewable term, which may be adjusted as circumstances warrant. This committee shall recommend to the department changes to the university catalog that are relevant to its program.

3. History Graduate Committee

The History Graduate Committee considers and makes recommendations to the department as a whole on issues and policies related to the History Ph.D. program, the History M.A. Program, and the Graduate Certificate in Digital Public Humanities. The History M.A. Program Director and History Ph.D. Director serve as co-Chairs of this Committee. This committee shall recommend to the department changes to the university catalog that are relevant to its programs.

4. History Ph.D. Admissions Committee

The History Ph.D. Admissions Committee, which is chaired by the History Ph.D. Program Director, works to evaluate applicants to the History Ph.D. program and make admissions decisions.

5. Renewal, Promotion and Tenure Committee

The Renewal, Promotion and Tenure Committee is responsible for overseeing the evaluation process for faculty in both tenure-line and term appointments who are being reviewed for renewal, promotion, or tenure. The Committee is composed of tenured faculty in the department. The committee Chair is the point of contact between the committee and the

renewal, promotion and tenure candidates. The committee also mentors tenure-track assistant professors.

6. Faculty Review Committee

The Faculty Review Committee conducts the annual review of the department Chair and triennial reviews of tenured faculty teaching loads. The committee also mentors associate professors.

7. Media Relations Committee

The Media Relations Committee gathers and publicizes news about faculty, staff, student, and alumni accomplishments.

8. RRCHNM Committee

The RRCHNM Committee serves as an advisory body to RRCHNM leadership and also performs a liaison function between RRCHNM and the department. The committee participates in the search for and reappointment of the RRCHNM Director as discussed in IV.D. The committee reports to the department Chair. The RRCHNM Director can deploy the committee for other purposes as needed, with the approval of the department Chair.

9. Research Committee

The Research Committee makes decisions about the distribution of research funding to the faculty. The department Chair, in consultation with the office manager, determines how much money is available each year for conference funding and other forms of research support, and the Research Committee then receives requests and distributes the funds.

10. Social and Intellectual Life Committee

The Social and Intellectual Life Committee coordinates activities and events in the department that foster collegiality and intellectual stimulation among the faculty.

11. Alumni Relations Committee

The Alumni Relations Committee performs tasks that build relationships with departmental alumni. Among their tasks is the production of the department's alumni newsletter.

B. Ad Hoc Committees

Ad hoc committees and task forces may be constituted as needed by the department Chair. Unless otherwise specified, they shall dissolve after issuing a final report or completing their mission.

Article VI: Evaluation of Faculty

A. Tenure-line faculty members in History submit an annual report summarizing their activities during the previous review period in three categories: teaching, research, and service. Faculty will be notified of the deadline for this report with at least two weeks' anticipation. On the basis of these reports and any supporting documentation the Chair may request (syllabi, student evaluations, copies of publications, etc.), the Chair writes an evaluation to be submitted to the Dean. The Chair assesses performance in each of the three categories; possible grades include Excellent, Very Good, Good, Satisfactory, and Unsatisfactory. The Chair shall determine each faculty member's evaluation in the context of that faculty member's longer-term performance trajectory.

B. Tenure-line faculty members in Art History compile the same report but submit it to the Art History Program Director, who writes the evaluation in consultation with the Chair.

C. Expectations for performance in research will be calibrated to teaching load as required by the CHSS workload policy.

D. Term faculty members submit a report summarizing their activities during the previous academic year. They are evaluated in the categories of teaching and service but are welcome to report research activity as well. On the basis of these reports and any supporting documentation the Chair may request (syllabi, student evaluations, etc.), the Chair writes an evaluation to be submitted to the Dean. The Chair assigns a grade; possible grades include Excellent, Very Good, Good, Satisfactory, and Unsatisfactory.

E. Tenure-line and term faculty achieve overall satisfactory annual performance by earning a grade of Satisfactory or above in all of the categories in which they are reviewed. Unsatisfactory performance ratings are handled as specified in the Faculty Handbook (2.6.1).

F. The evaluation of adjunct faculty in History is managed by the Undergraduate Committee and the Associate Chair. New adjunct faculty are evaluated by the Undergraduate Committee during the instructor's first or second semester of teaching. The initial evaluation may include a classroom visit as well as consideration of syllabi, select course materials, and any other relevant documentation. Thereafter, the Associate Chair will produce a new evaluation for each adjunct faculty member every three years. All evaluations (initial as well as subsequent) will include feedback for the instructor and suggestions for improvement if appropriate.

G. The evaluation of adjunct faculty in Art History is managed by the Art History Program Director. New adjunct faculty are evaluated by a tenured Art History faculty member during the instructor's first or second semester of teaching. The initial evaluation may include a classroom visit as well as consideration of syllabi, select course materials, and any other relevant documentation. Thereafter, each adjunct faculty member is evaluated every three years. All evaluations (initial as well as subsequent) will include feedback for the instructor and suggestions for improvement if appropriate.

A. Promotion, tenure, and renewal procedures within the department shall comply with requirements set forth in the Faculty Handbook of George Mason University, the CHSS Promotion and Tenure Guidelines, and the Provost's Annual Promotion and Tenure Memo.

B. Faculty coming up for review shall be identified by the Chair and the department's Renewal, Promotion and Tenure (RPT) Committee. The Chair will communicate with candidates about the materials required for the dossier, the deadlines for submission, and the overall timetable for the review process. The Chair will also secure external review letters and work with the RPT committee to arrange peer teaching visits.

C. The timetable for tenure and tenure-line promotion cases will follow Section 3 of the CHSS Promotion and Tenure Guidelines. The departmental review of tenure and promotion cases will proceed as follows:

- The department's RPT committee will coordinate with tenure and promotion candidates to schedule their presentations to the departmental faculty.
- The RPT committee writes a detailed report of the candidate's record in each of the three areas of performance: teaching, scholarship, and service. The report will be made available to tenured members of the department three days in advance of the candidate's presentation. The report is strictly confidential, and copies are destroyed following the vote on the candidate.
- The entire faculty will be invited to presentations, after which the tenured faculty will meet to discuss the cases. Following the meetings, tenured faculty will vote and provide feedback on the cases to the RPT committee. Voting procedure shall be consistent with requirements in the faculty handbook.
- The department's RPT committee will produce a draft letter of evaluation for each tenure and promotion case. The committee will then share the letter with the tenured faculty in the department and solicit feedback.
- The RPT committee will send the finalized evaluation letter to the Chair. The Chair will then write a separate letter of evaluation and work with the office manager to compile the materials in the dossier and present it to the college, in accordance with the college's annual memo regarding the promotion and tenure process. Copies of the departmental RPT committee letter and the Chair's letter are sent promptly to the candidate and to the faculty who participated in the deliberations before the dossier is sent to the college committee.

D. Term faculty promotion and multi-year appointment and reappointment cases will follow the guidelines laid out in the Provost's annual memo. The Chair will identify term faculty who are eligible for promotion or multi-year reappointment and will communicate with candidates about the materials required for the dossier, the deadlines for submission, and the overall timetable for the review process. In the case of promotion, the departmental RPT committee

will conduct a review of the materials required for the dossier, vote on the case, and produce a letter of evaluation for the Chair. The Chair will then write a separate letter of evaluation and work with the office manager to compile the materials in the dossier and submit it to the college.

E. Voting on renewal and tenure cases is limited to full-time tenured Associate Professors and tenured Full Professors. Voting on promotion to Full Professor is limited to tenured Full Professors.

Article VIII: RECRUITMENT AND HIRING OF FULL-TIME FACULTY

A. Department recruiting of faculty will adhere to the requirements of section 2.3 of the GMU Faculty Handbook.

B. Each year the Chair will engage the department in a discussion about hiring priorities. The Chair shall poll the faculty and draw from faculty input when submitting hiring requests to the dean's office. If positions are authorized, the Chair will form a search committee for each position and name committee Chairs.

C. After the finalists in a search have had an opportunity to present their candidacy to the department (usually through a campus visit), all full-time departmental faculty will be invited to vote and share input. This input is advisory to the search committee, which will consider the input from the faculty when ranking the finalists. The department Chair, in turn, will make a recommendation to the dean based on the deliberations of the search committee.

Article IX: AMENDMENTS AND SEVERABILITY

A. The bylaws will be adopted by a majority vote at a duly constituted department meeting. Implementation shall be upon approval by the Dean of the College of Humanities and Social Sciences.

B. These bylaws may be amended by a discussion of the proposed amendment at a duly constituted department meeting and discussion and majority vote at a second duly constituted department meeting. Proposed amendments must be on the agenda and distributed to faculty prior to the second meeting.

C. If any article of these bylaws or any portion thereof shall conflict with the University Faculty Handbook or the bylaws of the College of Humanities and Social Sciences or be declared invalid by any court of competent jurisdiction, such articles or portion thereof shall be severed from these bylaws.