

History Department—Governance Spring 2007

I. Purview of this document

Departmental governance concerns how the department is organized and how it functions. Accordingly, this document sets forth the duties and responsibilities of the Head, Assistant Head(s), and Faculty for meeting the Department's commitment to excellence in undergraduate and graduate teaching as well as historical research. While the department devises policies and procedures for conducting its affairs, it operates within bylaws of the College of Liberal Arts and of Purdue University.

II. Organization of the Department of History

The Head

The Department Head is appointed by the dean of the college on the advice of the tenure-track faculty of the department. The department head shall be a tenured faculty member of the History Department with the rank of full professor and shall be a twelve-month employee. Terms are normally five years and are renewable. The Head is the sole administrative authority for the department and has responsibility, working in conjunction with departmental committees, for all aspects of departmental operation except academic promotion and tenure decisions. The Department Head is responsible for budgets, scheduling, nontenure track employment, appointments to departmental committees, tenure and promotion recommendations, study abroad and student exchange programs, development activities in conjunction with the Development Office of the college, representation of the needs and desires of the department to higher administration, and general trouble-shooting. Selects (with Dean) recipient of the Paul and Reed Benhamou Graduate Scholarship in History. The Head serves as the chair of the Primary Committee and is the administrative representative of the department to the College of Liberal Arts Area Committee with one other full professor who is the faculty representative and who is elected by the faculty. The Head's signature authority can be delegated to a departmental faculty member during the Head's absence. All clerical and administrative personnel are under the administrative supervision of the Head and are appointed by and responsible to the Head. The exception to this policy is that the Account Clerk for the Department of History is not supervised by the Head, but rather by the appropriate official of the CLA Business Office, which employs that staff member. The dean of the college delegates appropriate administrative authority and responsibility to the head of the department. The Department Head is an Academic Administrative Officer of the university.

Assistant Head and Director of Graduate Education

The Director of Graduate Education is appointed by the dean of the college on the advice of the department head. S/he shall be a tenured faculty member of the History Department (associate or full professor), shall be a twelve-month employee, and shall

have a normal course schedule of three courses per ten-month academic year. The appointment shall be for three years, subject to mutual agreement, and be renewable.

Assistant Head

1. Consults regularly with the department head on educational and administrative matters.
2. Represents the Department in the absence of the department head. Coordinates schedules so that either the assistant head or the head is available to meet departmental needs.
3. Shares in performing routine administrative duties such as signing for grade changes, drops and adds, etc., recruitment of faculty to participate in commencement, and welcoming job candidates and other visitors.
4. Serves as an ex-officio (non-voting) member of the departmental Teaching Awards Committee.
5. The Assistant Head also may serve as the Director of Graduate Education.

Director of Graduate Education

1. Reports to the department head and develops with him/her plans and strategies for the general enhancement of the graduate program.
2. Designs and implements programs for recruitment of graduate students. Bears responsibility for design, publication, and distribution of graduate program brochures, posters, and website. Working with the clerical staff, responds to inquiries on the graduate program, communicates with applicants, and processes applications.
3. Revises AHA Guide copy annually and prepares other reports on the graduate program, including an annual report to the department.
4. Serves as an ex-officio (non-voting) member of the departmental Graduate Committee and may, in the interests of ensuring continuity of policy, act as chair of said committee.
5. With the recommendations of the departmental Graduate Committee, recommends to the head of the graduate program students for admission, for Teaching Assistantships, for fellowships, and for awards.
6. Engages in academic and budgetary planning to demonstrate resource needs for graduate teaching assistants, working with department head and the business office.
7. Consults with the faculty and department head to make appropriate TA assignments. With the recommendation of the Graduate Committee, evaluates continuing students for reappointment as TAs. Makes recommendations on TA step increases. Assigns TA office space.
8. Conducts orientation sessions for graduate students, in cooperation with the department head and faculty, including the fall picnic.
9. Works with faculty, schedule deputy, and department head to assure appropriate scheduling of graduate seminars.

10. Advises and monitors academic progress of graduate students in History and American Studies/History. In cooperation with major professors, registers graduate students each semester. Supervises the filing of plans of study and other Graduate School documents, assuring they are submitted accurately and in a timely manner.
11. With clerical staff, maintains temporary and permanent graduate student files, M.A. and Ph.D. theses, and associated paper work. Updates list of graduate students each semester.
12. Working with the department head, establishes graduate examination committees and schedules examinations.
13. Acts as liaison and trouble-shooter with the Graduate School, bursar's and registrar's offices, the Office of International Students and Scholars, the Calumet campus graduate programs, etc.
14. Maintains contact with grad alumni/ae, providing information for the departmental newsletter.
15. The Director of Graduate Education also may serve as the Assistant Head.

Director of Undergraduate Studies

The Director of Undergraduate Studies is appointed by the department head. S/he shall be a tenured faculty member of the History Department (associate or full professor), shall be a ten-month employee, and shall have a normal course schedule of three courses per ten-month academic year. The appointment shall be for three years, subject to mutual agreement, and be renewable.

The Director of Undergraduate Studies:

1. Reports to the department head and develops with him/her plans and strategies for general enhancement of undergraduate education, both for majors and non-majors.
2. Maintains contact with undergraduate history students through a fall gathering and in informal ways. Assists the chair of the Undergraduate Committee, the department head, and staff, organizing the annual spring banquet.
3. Assures appropriate scheduling of undergraduate classes, working with the schedule deputy, the department head, and the director of graduate education, noting the needs of both majors and non-majors.
4. Consults with the department head on educational and administrative matters. Represents the department when the head and assistant head are unavailable; coordinates schedules with them to assure coverage of departmental needs. Shares in routine duties such as signing for grade and schedule changes, etc.
5. Encourages recruitment of undergraduate history majors, working with the admissions office and Liberal Arts advising. Working with the secretarial staff, responds to inquiries by potential undergraduate majors and pre-law students.
6. Supervises assessment for undergraduate history majors.
7. Prepares an annual report on undergraduate education in the Department of History.

8. Serves as an ex-officio (non-voting) member of the departmental Undergraduate Committee and Teaching Awards Committee.
9. Provides liaison with the Liberal Arts advising office, and especially the history advisor. Maintains liaison with other offices at Purdue dealing with undergraduates. Coordinates programs for undergraduate history internships and the cooperative work experience. Carries out credit equivalency evaluations for non-Purdue courses.
10. Prepares the on-line Undergraduate Newsletter each semester and coordinates dissemination with the departmental administrative assistant or assigned clerical staff member.
11. Keeps in touch with undergraduate alumni/ae.

Director of the Honors Program

The Director of the Honors Program is appointed by the department head. S/he shall be a tenured faculty member of the History Department (associate or full professor), shall be a ten-month employee, and shall have a normal course schedule of three courses per ten-month academic year. The appointment shall be for three years, subject to mutual agreement, and be renewable.

The Director of the Honors Program:

1. Chairs the Department of History Honors Committee, primarily a policy-making body.
2. Represents the Department of History on the College of Liberal Arts Honors Committee.
3. Maintains a file on each student enrolled in the Departmental Honors Program.
4. Maintains regular office hours to advise students in the program.
5. Performs a watchdog function regarding students enrolled in the program.
6. Assists students in securing thesis mentors.
7. Monitors student grade point averages so that only qualified students enroll in History 421 and History 422.
8. Certifies students successfully completing the program so that their achievement will be appropriately noted on their transcripts.
9. Supervises Poster Board Sessions of Honors Thesis Students at the annual History Spring Banquet.

Coordinator of Study Abroad Programs

The Coordinator of Study Abroad Programs is appointed by the department head. S/he shall be a tenured faculty member of the History Department (associate or full professor), shall be a ten-month employee, and shall have a normal course schedule of three courses per ten-month academic year. The appointment shall be for three years, subject to mutual agreement, and be renewable.

The Coordinator of Study Abroad Programs:

1. Works with Department of History faculty to develop study abroad programs.
2. Facilitates the student and faculty exchange with Marc Bloch Université in Strasbourg.
3. Represents the Department of History in relevant interactions with Purdue's International Programs office.
4. Works with Directors of Undergraduate Studies and Graduate Studies to publicize study abroad and fellowship opportunities.

Faculty

The faculty of the Department of History is comprised of the Head, the Assistant Head and Director of Graduate Education, the Director of Undergraduate Studies, and all who hold professorial rank.

Faculty powers are broadly defined by the By-Laws of the College of Liberal Arts, as amended May 2005.

Consonant with the provisions of the University Code, Part II, A 4.00, the faculty of the College of Liberal Arts has the power to establish and revise the curriculum and graduation requirements of the college, and to consider, discuss, and advise the dean, the president of the University and its board of trustees concerning any and all matters deemed by it to affect the welfare of the faculty of the college. Specifically, faculty powers and responsibilities include, among others, such matters as: admission and academic placement of students, nomination of all candidates for degrees, determination of examination procedures, policies and administration of the libraries, proposed changes in academic organization, and planning of physical facilities and staff when they affect the attainment of educational objectives of the college and the university.

While the Head has authority regarding all personnel matters, the faculty plays an important role in identifying lines, searching for and vetting applicants, and determining acceptable candidates. The faculty votes on the candidates chosen to visit the campus and makes its recommendation to the Head.

III. Committees of the Department of History

The Faculty conducts its affairs primarily through committees, which bring their findings and proposals to the faculty as a whole for discussion and final action. With the exception of the Primary Committee, the Head appoints all members of standing and *ad hoc* committees, giving priority to balanced representation across ranks, fields, and gender.

When convened as a committee of the whole in departmental meetings, faculty deliberations adhere to *Robert's Rules of Order*.

A. STANDING COMMITTEES

1. Primary Committee

- Composed of all full and associate professors
- Reviews direction of faculty research, publication, engagement, and teaching in correlation with Strategic Plan
- Performs annual review of Assistant and Associate Professors progress towards Promotion and Tenure
 - Full and Associate Professors review Assistant Professors
 - Full Professors review Associate Professors
 - Department Head provides letter of evaluation following discussions
- Makes recommendations for Promotion and Tenure
 - Provides names of potential external referees for promotion and tenure proceedings
 - Researches and discusses materials provided by faculty member
 - Discusses external referees' evaluations
- Performs 3rd Year Review of Assistant Professors
 - Researches and discusses materials provided by faculty member
 - Conducts class visits
 - Department Head submits final report to Dean

2. Graduate Committee

- Conducts program review in correlation with Strategic Plan
- Reviews submissions for graduate-level courses (500-600 level) and makes recommendations
- Oversees the selection of the recipients of the following:
 - Flaningam Award(s)
 - Graduate Student Teaching Award
 - Department Study Abroad Scholarship in coordination with the Undergraduate Committee
 - Woodman Award(s)
- Reviews and makes recommendations for graduate student admissions
- Reviews and discusses program input and suggestions from caucuses
- Researches and responds to University, Graduate School, and CLA inquiries

3. Undergraduate Committee

- Conducts program review in correlation with Strategic Plan
- Reviews submissions for undergraduate-level courses (100-400 & 500 level) and makes recommendations
- Reviews Educational Policy Committee (EPC) submissions and annual inquiries of CORE courses and make recommendations
- Selects recipients of the following:
 - Outstanding Senior Award
 - Senior Graduating with Excellence Award
 - Stover Undergraduate Scholarship
- Coordinates the award of the James J. Shevlin Study Abroad Scholarship with the Head and the Graduate Committee
- Coordinates Department Study Abroad Scholarship with the Graduate Committee
- Researches and responds to University and CLA inquiries

4. Honors Committee

- Conducts program review in correlation with CLA and University Honors Programs
- Reviews submissions for honors courses to the honors program and makes recommendations before undergraduate committee review
- Reviews and makes recommendations for student admission to honors program
- Promotes honors program among undergraduate students

5. Library Committee

- Communicates to the library staff History Department ideas and priorities for printed materials and on-line acquisitions
- Assists History Department faculty in assuring that curricular needs for printed and electronic materials are met
- Assists the History Bibliographer in ranking the various faculty proposals for Dean's Fund purchases

- Represents the History Department in communicating concerns with Library Services

6. Teaching Awards Committee

- Submits teaching award nominees for (1) CLA Educational Excellence Award and (2) Outstanding Undergraduate Teaching Award [Murphy Award] in early Spring semester
- Polls the faculty for (1) inclusion on nomination ballot and for (2) allowing balloting during class-time in the fall semester
- Collects appropriate teaching materials from participating faculty members
- Schedules, gives notice to instructor, and polls classes accordingly
- Tallies polling, equate scoring, discuss, and make nominations for two nominees
- Writes nomination documents for submission in early Spring semester
- Promotes submission of faculty members for other available teaching awards

B. AD HOC COMMITTEES

Search Committee(s)

- Constituted after specific search areas are approved by the Dean; members selected by the Department Head according to area of study and availability during search year
- Arranges prominent placement (advertising) of the job description in *Perspectives*, on H-NET, on Purdue's own web sites, etc.
- Communicates with applicants throughout the search process
- Conducts interviews at the AHA in January, with attendance at the conference considered a normal obligation of search committee members
- Selects and promotes top candidates to the faculty
- Coordinates campus visits in conjunction with the office staff
- Polls faculty and graduate students following campus visits
- Provides final balloting information to Department Head