

**BY-LAWS OF THE DEPARTMENT OF HISTORY
STATE UNIVERSITY OF NEW YORK AT GENESEO
GENESEO, NEW YORK**

Effective September 1, 2002
Last Revised May 9, 2002

Sections in italics have been tabled for further discussion

Introduction

To insure the most democratic form of governance consistent with pertinent college and university regulations, the Department of History subscribes to the following by-laws which encourage maximum participation by its members in the decision-making process within the department.

Section I. The Chair

1. The Chair of the Department is appointed by the President of the College after consultation with members of the department. For procedures in the selection of a new chair, consult Section III, 1, b.(3).
2. The Chair shall, in consultation with the department, supervise' the personnel and programs of the department in accord with appropriate College and University regulations and policies. The Chair or the Chair's designee shall represent the department to the larger community.

Section II. The History Department

1. **Membership:** The Department of History shall consist of all full-time and part-time members of the faculty who are teaching history.
2. **Meetings:** The Department of History shall meet least once a month during the academic year. Full-time members are expected to attend; part-time members are encouraged to do so. Only members of the department who are tenured or on tenure track may participate in matters pertaining to recruitment and personnel. Except when declared to be in executive session by a majority vote, the meetings of the department will be open. A majority of full-time members of the department will constitute a quorum. Special meetings may be called upon request of one-quarter of the membership of the department.
3. **Business:** The business of the department shall originate with the Chair or in any of the standing committees. Any member may of right bring matters relating to the department to its attention by requesting or by introducing them as new business during the course of a meeting. Prior to any meeting the Chair shall circulate an agenda listing the business to come before the department for consideration. The department shall transact business in accordance with accepted parliamentary procedures.

All members of the department shall have voting rights except part-time members who teach only one course. The department shall resolve questions before it by a majority vote of those present and voting. A quorum consisting of a majority of the full-time members of the department shall be required. In the event of a tie, the Chair may choose to cast the deciding vote.

4. **Student Participation:** Three (3) undergraduate students, one selected by the History Club, one by Phi Alpha Theta, and one by the Department Chair, shall be invited to all regular department meetings. Student representatives may present agenda items prior to each regular meeting of the department, participate in discussions, and vote on all matters brought before such regular meetings. Each

representative shall also be invited to participate in departmental interviews of candidates for appointment to the history faculty. When the department goes into executive session, student representatives will be excused.

Section III. Standing Committees

1. Departmental Committee:

a. Membership

The Departmental Committee will consist of 1/2 of the full-time members of the department. Each full-time member will serve in alternating years as a member of the Departmental Committee. If there are two (2) or more full-time faculty in the department without continuing appointment, at least one seat on the committee must be held by a person without continuing appointment. The Chair may from time to time realign the committee to ensure that the committee represents all levels of experience.

b. Duties and Responsibilities:

1. To recommend general policies and procedures for the department and to assist the Chair in the administration of the department. When meeting in this capacity, the committee shall include the Chair as a member ex officio.
2. To serve as a Committee of Appeal on decisions made by the Chair of the department, excluding personnel issues. When serving in this capacity, the committee shall not include the Chair of the department. Recommendations or reports resulting from investigations by this committee shall be submitted first in writing to the Chair and if the issue then remains unresolved, to the department.
3. During the final year of a Chair's term, the members of the Departmental Committee shall function as a review board for purposes of presenting to the department a recommendation for renewal or termination of the incumbent. The committee may also consider other members of the department for Chair. The review shall include consultation with all members of the department, and appropriate members of the College community. The resulting recommendation shall be voted upon at a special meeting of the department, presided over by the Committee Chair, with the results and an appropriate written rationale to be sent directly to the Provost.

Whenever the President requests the nomination of departmental members for a search committee to select a new Chair, the names of the elected members of the Departmental Committee shall be submitted as the department's nominees. It will be the duty of the Departmental members of such a search committee to keep the department informed of the progress of the search, and to present to the department for its advice the list of candidates intended for submittal to the President.

c. Chair: The Chair of the committee shall be designated by the department at the time of election of the committee.

2. Recruitment Committee: The Recruitment Committee, consisting of at least three members representative of the membership of the department, shall be appointed by the Chair with the approval of the department. It shall advise and assist the Chair on matters relating to the recruitment of new faculty.

3. Curriculum Committee: The Curriculum Committee, consisting of five members, one of whom will be a

student selected by the Chair of the Department, shall be appointed by the Chair each year subject to the approval of the department. It shall advise the department on matters relating to the undergraduate and graduate curriculum and student affairs, and maintain a continuing review and evaluation of the graduate and undergraduate programs in history. It shall advise the department Chair on the development of the master course schedule, and approve any exceptions to departmental regulations concerning course offerings. '

4. Assessment Committee: Membership of the Assessment Committee will rotate, with two members of the history department serving each year. Membership will rotate around the entire department before it is repeated. The Assessment Committee will collect copies of all the papers written for the senior experience (History 391, 393, and 396) in an academic year, with students' names removed, for assessment purposes. Assessment will be completed by the college deadline. Members of the Assessment Committee will not serve on the Awards/Seminars committee concurrently.
5. Awards/Seminars Committee: There shall be a standing committee to arrange department seminars and colloquia and to administer departmental awards and prizes. In the latter role, it shall issue calls for nominees, establish deadlines, and make recommendations to the Department. The committee shall consist of three members. Members of the Awards/Seminar Committee will not serve on the Assessment Committee concurrently.
6. Technology Committee: The Technology Committee, consisting of at least one member appointed by the chair, will serve as the liaison with Computers and Information Technology (CIT). The Technology Committee will also oversee the administration of the department's web page.

The Technology Committee shall be responsible for insuring that the most recent versions of the department meeting minutes, bylaws, committee assignments, student awards and prizes, and guidelines for personnel decisions, continuing appointment, and promotion are posted online in an electronic format that is accessible to all members of the department.

A member of the Technology Committee or a delegated member of the department shall be responsible for insuring that the department meeting minutes, bylaws, committee assignments, student awards and prizes, and guidelines for personnel decisions, continuing appointment, and promotion are available for consultation at all department meetings.

Section IV: Other Committees:

1. Personnel:
 - a. Membership: The Committee shall be constituted annually, and shall consist of five tenured members of the Department of History. No one who will be considered by the Committee for promotion may be a member of the Personnel Committee that year. If there are fewer than five members of the Department qualified to serve in a given year, the Committee may function with three or four members. The Committee may not function with fewer than three members.
 - b. Election: The five members of the Committee will be elected at the first meeting of the Department in the Fall semester; the term of office shall be one year. If there are five or fewer members eligible to serve on the committee, all those willing to do so shall be members of the Committee for that year. The members of the Committee shall elect the Committee's chair.
 - c. Responsibilities
 1. The Committee shall have the responsibility of recommending to the Provost of the

College the names of those members of the Department of History who must be considered, or who wish to be considered, for term renewal, continuing appointment, or promotion. The committee will also recommend to the Chair DSI Awards.

2. The Department Chair shall have the responsibility for ensuring that the Personnel Committee follows the procedures in a timely fashion. She or he will also keep in her or his office in all *confidentially the dossiers of the candidates under review*. Only the apropos candidate, the Department Chair, and current Personnel Committee members shall have reading access to these dossiers. In the case of continuing appointment, all members of the department will have reading access to these dossiers.

[Items in italics tabled for clarification: confusion about what constitutes the “confidential dossier” and whether such a file is permitted according to UUP contract]

d. Procedures

1. The Committee chair shall notify the Department the date by which dossiers for personnel action must be submitted.
2. Before the due date, the Committee shall examine the dossiers of the Department members who are being evaluated; any further information or clarification needed by the Committee will be requested by the committee chair. The Committee chair or candidate may request evaluation in the Fall. The Committee chair shall also arrange a schedule of class visitations by all of the members of the Committee. The chair of the department shall be responsible for maintaining the integrity and *confidentiality of the dossiers*.

[Items in italics tabled for clarification: see above]

3. After the members of the Committee have completed their review of the material, the Committee will meet to decide on its recommendation, using the College's evaluation form (at present, Form H). In assigning the numerical ratings to the candidate's performance the Committee shall judge the candidate's rating by comparing her or him with the expectations or criteria most fitting for the candidate's level of experience. The deliberations of the Committee shall be confidential, and no record of them will be kept. The decisions of the Committee will be determined by majority vote, with the chair being a voting member. If the vote is a tie, the decision will be in favor of the candidate.
4. The Committee chair shall send the decisions of the Committee to the Chair of the Department, who will append them to his or her recommendations and send them on to the Provost. The Committee chair shall also communicate separately to the candidate the Committee's decisions, in writing, to all candidates for renewal, continuing appointment, or promotion. The candidate shall be allowed to see the recommendations of both the committee and the department chair at the time the recommendations are sent to the provost. If the Committee has any suggestions for improvement in any area of a candidate's performance - in teaching, scholarship, or service - the committee chair shall make these suggestions, in writing and personal consultation, to the candidate. Copies of the Committee's recommendations to the Provost and its written communications with each candidate shall be maintained in a confidential file in the office of the Chair of the Department. The candidate's confidential file shall also include each cover letter and Curriculum Vitae submitted to previous committees. This

material may be used only by future Personnel Committee Chairs and Department Chairs in their evaluation of that particular candidate. In the event that a candidate has received no suggestions for improvement from an earlier Committee, or has taken steps to respond to the suggestions made, any negative judgments of a subsequent Committee (e.g., lower scores on Form H or continuing or new suggestions for improvement) must include in writing to the candidate, the reasons for the changed evaluation, or the continuing negative evaluation. .

5. The procedures of the Committee shall follow the policies adopted by the American Historical Association, the Policies of the SUNY Board of Trustees and of SUNY Geneseo, the Agreement between United University Professions and the State of New York, as well as state and federal laws prohibiting discrimination on the basis of race, creed, sex, or sexual orientation.

e. Procedures for Continuing Appointment

1. The chair of the department shall convene the department for purposes of making recommendations about continuing appointment. *The committee's recommendation, the candidate's response to it, and the evaluative file with appropriate supporting information shall be placed before the entire department [noted that this does not reflect current practice; referred back to Departmental Committee, 5/02].* Members of the department eligible to vote shall have access to the candidate's dossiers throughout the period of evaluation. During discussion of the recommendation, the candidate for continuing appointment will not be present but will be recalled to participate in the voting. Voting will be by secret ballot and will be limited to tenured and tenure-track members of the department. A simple majority of those voting will determine the department's decision regarding continuing appointment. A tie vote will constitute a positive recommendation. The chair of the department will transmit the committee's recommendation and the department's decision (including the outcome of the vote) to the appropriate administrative officials without alteration when he/she submits his/her own recommendation.
2. The Chair of the department may establish ad hoc committees to deal with specific matters when such action seems appropriate. Such committees must receive a charge in writing and must make any required reports in writing.

Section V. Amendment

Any member of the department, or the student representatives, may propose an amendment to these by-laws. Such proposal will be referred to the departmental committee for its consideration. At least one week prior to the next regular meeting of the department, the proposed amendment will be circulated to members of the department and the department's student representatives, together with the department committee's recommendations. At the next regular meeting of the department, the proposed amendment may be accepted, rejected, or tabled by a majority of the faculty members and student representatives present and voting.

These by-laws were reprinted April 13, 2006 and incorporate all amendments made prior to that date.

APPENDICES

Appendix A. CANDIDATE DOSSIERS

The candidate's dossier shall include the following

1. A log listing all of the documents provided by the candidate.
2. The candidate's Curriculum Vitae and self-evaluation.
3. Evidence of teaching effectiveness:
 - a. class-visitation evaluations by members of the Committee (see Appendix C)
 - b. SOFI scores of each semester since the previous evaluation
 - c. letters solicited from students (see Appendix B)
 - d. sample syllabi
 - e. Submission of SOFI written comments in these processes is voluntary on the part of the instructor. Should a candidate choose to submit SOFI written comments for review, it is strongly recommended that All SOFI. forms from any given class be forwarded. Members of the Personnel Committee will. read at least six full sets if the candidate chooses to submit them.
4. Evidence of scholarship:
 - a. copies of significant publications
 - b. samples of book reviews
 - c. evidence of fellowships received
 - d. other pertinent material
5. Evidence of service

Appendix B: Letters solicited from students:

[Suggested to revoke by Departmental Committee, 5/02; discussion tabled at Department Meeting]

The candidate may solicit letters of recommendation from students she or he has taught at Geneseo. The Chair of the Department shall select a number of students at random from the candidate's class roster from the previous semester and solicit letters of recommendation from them, with at least three letters per course. All of these letters shall be placed in the candidate's dossier, to be evaluated by the Personnel committee and the Chair of the Department.

Appendix C: Guidelines for the Evaluation of Teaching

March 9, 2000

[Note: Status of the following section is unclear. Sections in italics were highlighted for further discussion]

during 5/02 meeting]

1. **GOAL:** The goal of these guidelines is to provide the department chairperson and members of its Personnel Committee a fair process for the evaluation of the quality of teaching by faculty being considered for personnel actions.
2. **AREAS OF EVALUATION:** Form H must serve as a guideline for evaluations of candidates' teaching, along with both student evaluations and peer evaluations. Some considerations may be:
 - a. **Course Goals and Content:** The course's goals, the currency of the material taught, the coverage of the course's content, and the work required of students.
 - b. **Instructional Methods and Materials:** The instructional methods, reading list, time and effort required to complete assignments, grading criteria, and handouts and learning aids.
3. **REVIEW OF TEACHING MATERIALS:** The initial step in the evaluation of teaching should be a careful review of materials submitted by each candidate for personnel action. Evaluators should recognize that many different styles of effective teaching exist.
4. **PRE-VISIT MEETING:** Evaluators must review carefully all current syllabi of candidates for personnel actions and visit at least one class to make a reasoned judgement. *Prior to classroom visits, the evaluator should discuss with the candidate about what class or classes would be appropriate for visitation as well as the nature of the class on the day of visitation.*
5. **CLASS VISIT:** *Evaluators will develop a written appraisal of each candidate for personnel action. This appraisal may include some of the following: The subjects of the classes visited, the type of questions asked by teacher and students, the organization and clarity of the classes, the pacing of the classes, the teacher's expertise, the teacher's presentation skills, the degree of student interest, the level of student preparation, the extent of student/teacher interaction, the teaching strategies used, effective management of discussions; the use of teaching aids (transparencies, videos, handouts, assignments (group and individual), daily questions, blackboard). Evaluators should recognize that classes focusing on discussion, group work, or lecture all have different qualities from each other. Instead, the focus should be on the appropriateness of the method chosen for the class in question and the effectiveness of the method's implementation. Either the evaluator or the candidate can require a meeting as follow-up.*

Proposed Class Visitation Report Form

This form is designed to provide a basis for a description of class visits used in evaluation of candidates for renewal, continuing appointment, and promotion. Each visitor to a class should write a narrative that includes specific details and examples and which addresses the following questions or topics where appropriate. The point of this is not to produce a final evaluation of the individual class or of the teacher's overall teaching effectiveness. Instead, it will provide a written description of a particular class that can be used as a part of the larger body of materials used to evaluate teaching effectiveness. One copy of this narrative should be given to the candidate within one week of the class observation and another copy should become part of the material used by the Department Personnel Committee in making its evaluation (and should be available to Committee members before meetings for evaluation).

1. *What was the subject of the class? How did the instructor approach the subject?*
2. *What strategies did the instructor use to teach the subject?*
3. *Describe the type of content that was the basis for the class. Was it focused on facts and events, issues,*

ideas, significance, or historiography?

4. *Describe student/teacher interactions.*
5. *Describe the use of teaching aids (transparencies, handouts, videos, group or individual assignments, technology cart, etc.).*
6. *How and to what extent were students involved?*
7. *Describe the level of student preparation.*
8. *Was the class connected to or based on reading, writing, or other assignments?*
9. *How does the particular class fit into the entire course? How does the teacher's style or approach for the particular class fit into her/his style and approach throughout the semester?*
10. *Describe your initial overall impressions or evaluation of Intellectual Rigor, Classroom performance, and Responsiveness to Students (in the particular class) .*

Department of History SUNY-Geneseo
Personnel Committee Teaching Evaluation Form
[Draft proposed 03/02; tabled for further discussion 5/02]

Candidate's Name _____

Reviewer's Name _____

Class visited _____

Date _____

1. Intellectual Rigor

- 1) Design of course:
- 2) Content of course:
- 3) Expectations of students (e.g. testing and other class assignments):
- 4) Course taught at the appropriate level of difficulty:
- 5) Candidate seems well versed in the discipline's latest developments/integration research interests into class materials:

1	2	3	4	5	6	7	8	9	10
minimal		fair		good		superior		outstanding	

Comments/observations:

2. Classroom Performance

- 1) Effectiveness of candidate's teaching style(s):
- 2) Organization/use of class time to present material clearly to students:
- 3) Candidate stimulation of active learning/critical questioning:

1	2	3	4	5	6	7	8	9	10
minimal		fair		good		superior		outstanding	